

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of [EPA’s Solicitation Clauses](#).

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: SUPPORT FOR NATIONAL BROWNFIELDS TRAINING CONFERENCES
ACTION: Request for Applications (RFA)
RFA NO: EPA-OLEM-OBLR-23-06

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.814

DATES: The closing date and time for receipt of applications is **MARCH 30, 2023**, 11:59 p.m. Eastern Time (ET). Applications must be submitted through [grants.gov](#). Applications received after 11:59 p.m. ET on MARCH 30, 2023, will not be considered. Please refer to the [Due Date and Submission Instructions in Section IV. B.](#) and [Appendix 1](#) for further instructions.

Note - Prior to naming a contractor (including consultants) or subrecipient in your application as a “partner”, please carefully review Section IV.d, “Contracts and Subawards”, of EPA’s Announcement Clauses that are incorporated by reference in this announcement (See Section I.G). EPA expects recipients of funding to comply with competitive procurement contracting requirements as well as EPA’s rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace based on a contractor’s role in preparing an application or prior relationships with the contractor that were not established in compliance with competitive procurement requirements. Note that these competitive procurement requirements apply with equal force to contractual relationships established prior to or after the award of EPA funds.

Contents By Section

SECTION I. - FUNDING OPPORTUNITY DESCRIPTION 2

I.A. Project Description 4

I.B. Co- Sponsorship to Develop, Plan and Implement National Brownfields Training Conference 4

I.C. Uses of Grant Funds 9

I.D. EPA Strategic Plan Linkage 10

I.E. Measuring Environmental Results: Anticipated Outcomes/Outputs 11

I.F. Statutory Authority Information 12

I.G. Mandatory Disclosures..... 12

I.H. Additional Provisions for Applicants Incorporated Into the Solicitation	12
SECTION II. - AWARD INFORMATION	12
II.A. What is the Amount of Available Funding?	12
II.B. How many Agreements will EPA Award in this Competition?	13
II.C. Will Applications be Partially Funded?	13
II.D. What is the Project Period for Award(s) Resulting from this Solicitation?	13
II.E. Substantial Involvement	13
SECTION III. - ELIGIBILITY INFORMATION AND THRESHOLD CRITERIA	14
III.A. Eligible Entities	14
III.B. Required and Voluntary Cost Share/Leveraging	15
III.C. Threshold Eligibility Criteria	17
SECTION IV. - APPLICATION AND SUBMISSION INFORMATION	18
IV.A. How to Obtain an Application Package	18
IV.B. Due Date and Submission Instructions	18
IV.C. Content and Form of Application Submission	20
IV.D. Narrative Information Sheet	21
IV.E. Narrative/Ranking Criteria	21
IV.F. Attachments	28
IV.G. Confidential Business Information	28
SECTION V. - APPLICATION REVIEW INFORMATION	29
V.A. Evaluation Criteria	29
V.B. Review and Selection Process	31
SECTION VI. - AWARD ADMINISTRATION INFORMATION	31
VI.A. Award Notices	31
VI.B. Administrative and National Policy Requirements	32
VI.C. Reporting Requirement	32
VI.D. Disputes	32
SECTION VII. - AGENCY CONTACT	33
Appendix 1	34
A. Requirements to Submit Through Grants.gov and Limited Exception Procedures	34
B. Submission Instructions	34
C. Technical Issues with Submission	36
D. Application Materials	37
Appendix 2	39

SECTION I. - FUNDING OPPORTUNITY DESCRIPTION

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) was amended by the Small Business Liability Relief and Brownfields Revitalization Act in 2002 to include Section 104(k), which provides federal financial assistance authorities for brownfields revitalization, including grants for assessment, cleanup, and revolving loan funds. The Brownfields Utilization, Investment, and Local Development (BUILD) Act (Public Law 115-141) enacted in 2018 reauthorized EPA’s Brownfields Program and made additional amendments to CERCLA that affect EPA’s brownfield grant authorities, and ownership and liability provisions. (Note: References to CERCLA in this solicitation refer to CERCLA as amended by the 2002 Small Business Liability Relief and Brownfields Revitalization Act and the 2018 BUILD Act.) EPA’s Brownfields Program provides funds to empower states, tribal nations, communities, and nonprofit organizations to prevent, inventory, assess,

clean up, and reuse brownfield sites. This guidance provides information on applying for co-sponsoring the National Brownfields Training Conference.

A brownfield site is defined in CERCLA § 101(39) as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land.

A critical part of EPA's Brownfields Program is to ensure that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination have an opportunity to benefit from brownfields redevelopment. EPA's Brownfields Program has a rich history rooted in environmental justice and is committed to helping communities revitalize brownfield properties, mitigate potential health risks, and restore economic vitality.

EPA expects that funding awarded from this solicitation will advance the Biden Administration's [Justice40](#) priorities which promises to deliver at least 40 percent of the overall benefits from key federal investments to disadvantaged communities.¹

The EPA's Brownfields Program is built upon four basic goals and principles – protecting the environment, partnering for success, stimulating the marketplace, and promoting sustainable reuse. EPA is committed to supporting technical assistance that will further the goals of the program and provide enhanced knowledge, tools, and processes to a broad range of stakeholders (e.g., tribal, state, local and other non-governmental entities), especially to small, rural, and underserved communities².

¹ Consideration of appropriate data, indices, and screening tools to determine whether a specific community is disadvantaged should be based on a combination of variables that may include, but are not limited to, the following: low income, high and/or persistent poverty; high unemployment and underemployment; racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities; linguistic isolation; high housing cost burden and substandard housing; distressed neighborhoods; high transportation cost burden and/or low transportation access; disproportionate environmental stressor burden and high cumulative impacts; limited water and sanitation access and affordability; disproportionate impacts from climate change; high energy cost burden and low energy access; jobs lost through the energy transition; and access to healthcare. Office of Management and Budget's Interim Implementation Guidance for the Justice40 Initiative Memo (July 20, 2021). www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf.

² When EPA uses the term “underserved communities” it has the meaning defined in Executive Order 13985: *Advancing Racial Equity And Support For Underserved Communities Through The Federal Government*, which defines “underserved communities” as “populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life....”. As described in the Executive Order, “underserved communities” include communities such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. It also includes “communities environmentally overburdened,” that is, a community adversely and disproportionately affected by environmental and human health harms or risks, and “disadvantaged, communities” as referenced in Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad*, and defined in Office of Management and Budget's Memo M-21-28: Interim Implementation Guidance for the Justice40 Initiative.

I.A. Project Description

One of the major efforts under EPA's Brownfields Program is to build partnerships among federal agencies, states, tribes, municipalities, communities, and other entities. Since 1996, EPA has brought together various stakeholders from all areas of government, local communities, academia, private business, and nonprofit entities to exchange ideas about brownfields assessment, cleanup and redevelopment through a national Brownfields training conference. As authorized by EPA Ethics Advisory 96-15, the Agency co-sponsored 19 National Brownfields Training Conferences. Attendance has ranged from more than 500 attendees in 1996 in Pittsburgh, Pennsylvania to over 5,000 in attendance at the 2011 conference in Philadelphia, Pennsylvania. Typical conference attendance is between 2000-3000 participants.

EPA anticipates this funding opportunity will result in one cooperative agreement to an eligible non-federal recipient to promote research and provide training and technical assistance to communities and other brownfields stakeholders through the National Brownfields Training Conferences. The nonfederal recipient will co-sponsor three conferences, to be held during FY2025-2030, provided EPA grant funds are available. The period of performance for the cooperative agreement to be awarded under this solicitation will be for seven (7) years, beginning in CY2023. Brownfields-related conference topics may include:

- Brownfields inventory, planning, assessment and cleanup approaches, policies and technologies
- Brownfields redevelopment activities
- Use of environmental insurance
- Community engagement activities for finding solutions to brownfields challenges
- Climate-smart solutions for sustainability of brownfield's revitalization, greenspace preservation, and site preparation for green buildings
- Equitable development, anti-displacement, and environmental justice approaches for brownfields revitalization
- Financing brownfields assessment, cleanup, and subsequent redevelopment activities
- Community involvement best practices
- Health impacts of brownfields
- Best practices for brownfields revitalization at the state, tribal, and local levels of government
- Best practices for industry and community groups interested in brownfield revitalization.
- Compliance with statutory and regulatory requirements applicable to EPA brownfields assessment, revolving loan fund, multipurpose and cleanup grants.

Applicants may also propose other brownfields-related topics for the conferences.

I.B. Co- Sponsorship to Develop, Plan and Implement National Brownfields Training Conference

Co-sponsorship

The recipient will enter into a co-sponsorship agreement with the EPA. Funds awarded under this announcement will provide financial support to a non-Federal co-sponsor to: (1) provide logistical support for the three conferences including arranging for a conference venue, and the collection of registration fees; (2) make substantive contributions to the development of the conference educational programming; (3) conduct conference outreach directed towards non-federal attendees; (4) ensure diverse attendance by non-federal stakeholders; and (5) evaluate conference results.

Co-sponsoring each National Brownfields Training Conference will be a challenging experience requiring significant coordination with EPA, other federal agencies, and non-federal stakeholders. Co-sponsoring the conferences requires the grant recipient to:

- Organize and provide all conference logistics (e.g., secure facilities, manage registration, audio visual, identify and manage speakers, arrange for hotel agreements) for each conference.
- Develop the content of the educational program by working with EPA and other stakeholders to ensure the conference meets the research, training and technical assistance interests of the nonfederal participants.
- Assist states, tribes, local governments, non-profits, private industry and community groups to participate in national conferences.
- Manage outreach activities and market the conference to potential participants.
- The nonfederal co-sponsor may charge conference attendees a registration fee to participate in each conference.³ EPA anticipates that direct EPA funding will not be sufficient to cover all of the costs necessary to successfully carry out the non-federal co-sponsor's responsibilities.

The Agency will provide the successful applicant with mailing lists, other conference-related materials and data produced for previous National Brownfields Training Conferences.

Developing, Planning and Implementing National Brownfields Training Conferences

For planning purposes, EPA anticipates that National Brownfields Training Conferences will attract approximately 3,000 participants; approximately 10% of participants will be federal government employees. Paying for federal travel is not an eligible cost under the cooperative agreement and the recipient will not be asked to arrange for federal employee travel. Historical attendance for the 2013 through 2022 National Brownfields Training Conferences is below:

Participatory Category	2013 count	2015 count	2017 count	2019 count	2022 count
Federal Government	164	229	172	234	249
State and Tribal Government	261	265	302	258	300
Non-Profit	283	362	352	232	305

³ Registration fees will be subject to "program income" rules at 2 CFR 200.307 and 2 CFR 1500.8.

Local Government	616	652	446	454	438
Private Sector	645	653	676	667	663
Exhibitors	417	296	296	296	319
<i>Total</i>	<i>2386</i>	<i>2604</i>	<i>2244</i>	<i>2032</i>	<i>2103</i>

Under this cooperative agreement, the recipient will be responsible for organizing and managing non-federal participation in each National Brownfields Training Conference. This includes all:

1. Conference logistics, including conference venues and hotels
2. Conference outreach and communications
3. Educational program development
4. Plenary sessions and non-Federal speakers
5. Stakeholder involvement
6. Registration
7. Conference evaluation

More specifically, EPA expects applicants to submit a proposal that effectively addresses the above elements as further described below. Applicants may also propose other features within funding limitations that will enhance the effectiveness of National Brownfields Training Conferences. EPA's expectations for the recipient are outlined below. Please refer to *Section IV.C.* for additional instructions on how to describe your approach to carry out National Brownfields Training Conferences.

1. Conference logistics, including conference venues and hotels. Applicants should provide a precise plan for securing venues and arranging for hotels, audio visual support, logistical services, transportation and security. EPA's substantial involvement will include providing advice and recommendations on conference locations, but the final decision will be made by the successful applicant. Note, however, that the terms and conditions of the cooperative agreement will allow EPA to disapprove any location.
2. Conference outreach and communications. Applicants' proposals should include a detailed description of a robust outreach strategy that includes marketing, news media relations, web site development, social media initiatives and coordination with other co-sponsors.
3. Educational program. Applicants' proposals should explain how they will design and execute conference educational programs and associated activities such as conference themes, presentation selections, session organization and selection of non-federal speakers. EPA and other federal agencies will consult with the successful applicant on the content of the educational

program and select federal presenters. Applicants should explain how their approach ensures a diverse and nationally applicable educational program agenda that will blend the priorities of EPA and non-federal stakeholders related to current and relevant brownfields and land revitalization topics.

Note that for EPA to meet its statutory obligations to evaluate proposals using the criteria at CERCLA 104(k)(5)(C) the Agency intends to ensure that the Brownfields Training Conferences serve as forums to:

- address/facilitate the identification and/or reduction of threats to the health and welfare of sensitive populations (e.g., children, pregnant women, minority or low-income communities).
- promote sustainable reuse of brownfields, subsequent use/reuse of existing infrastructure, energy efficiency or siting a facility that generates renewable energy on a brownfield, and prevention of future brownfields.
- incorporate sustainable reuse themes that foster protection and restoration of the quality of the natural environment, improve the quality of life for the community, broaden prospects for future generations, and help reduce resource consumption.
- incorporate educational information to stimulate economic development, including:
 - the creation of jobs and increases to the local tax base in brownfields communities
 - how to identify and attract private funds as capital investment for environmental assessment or remediation, and subsequent reuse, of an area in which one or more brownfields properties are located, including brownfields adjacent to a body of water or a federally designated flood plain.

Educational program information for the 2022 Brownfields Training Conference is included in [Appendix 2](#) for reference. This information is provided to give applicants an understanding of the scope, scale, and organization of the most recent conference. Applicants are not required to duplicate the format or approach taken in any prior conference and are encouraged to propose alternatives that will enhance the effectiveness of the educational program.

4. Plenary sessions and speakers. Applicants should describe their approach to working with EPA to design plenary sessions to ensure that the interests of non-federal stakeholders are effectively served. EPA is interested in applicants' approaches to selecting and, if necessary, compensating non-federal plenary speakers and panelists. As the lead federal co-sponsor for the Brownfields Training Conferences, EPA will make final decisions on federal speakers and panelists.
5. Stakeholder involvement. Applicants' proposals should include a description of how they will identify and involve non-federal stakeholders in conference planning and provide travel scholarships to ensure a diverse stakeholder base participates in and attends the conferences. EPA expects applicants to propose a detailed plan for a cost-effective travel scholarship program that addresses all relevant considerations (e.g. eligibility, reimbursement policies, documentation). Please note that travel scholarships may not be given to federal employees and

EPA will not select travel scholarship recipients. Applications that commit a reasonable portion (5%-7%) of the budget to travel scholarships will be viewed more favorably.

The non-federal co-sponsor for Brownfields Training Conferences has historically managed independent events sponsored by non-federal stakeholders. Please note that EPA funds (including program income from registration fees) may not be used for entertainment (i.e., receptions) and that these independent events must be privately financed. Additionally, the non-federal co-sponsor has historically provided an exhibit hall for a wide range of stakeholders including commercial vendors, government agencies, community based nonprofit organizations and trade associations. Applicants' proposals should address whether they intend to manage independent events and provide an exhibit hall. Please note that if the successful applicant uses EPA funding (including program income from registration fees) for an exhibit hall, any fees collected from commercial vendors and other exhibitors will be subject to EPA regulations governing program income at 2 CFR 200.307 and 2 CFR 1500.8. EPA does not require that applicants use EPA funds for the exhibit hall and if applicants choose to use non-Federal funding for the exhibit hall the program income rules are not applicable to exhibit fees.

6. Registration. Applicants' proposals should include a detailed registration plan that describes how the applicant intends to manage the registration process. The plan should include a registration system for the conference, which has the capability to track and collect all registration fees and provide for the registration and payment information for all conference hotels.

Applicants should include a proposed registration fee structure in their plan. Registration fees need to cover anticipated expenses associated with conference registration and all on-site logistics, without significantly discouraging participation by community and non-profit stakeholders. Applicants should propose a fee structure that takes into account the participation of a diverse stakeholder community with significantly different abilities to pay.

The table below, which is provided for informational purposes only, shows the registration fees charged for the 2019 and 2022 National Brownfields Training Conferences. Applicants may propose a different fee structure as necessary to cover expenses that must be borne by registration fees.

Stakeholder Group	2019 and 2022 Registration Fees
Academia/Students	\$50
Non-profits and community groups	\$125
Environmental Justice groups	\$125
Local Government	\$200

State and Tribal Government	\$200
Federal Government	\$200
Private Sector	\$325

All conference registration fees will be considered program income for the purposes of 2 CFR 200.307 and 2 CFR 1500.7.

7. Conference Evaluation. Applicants should propose an evaluation plan for each conference that includes collecting information from conference participants to evaluate performance and content and using results to improve subsequent conferences.

I.C. Uses of Grant Funds

Eligible uses of cooperative agreement funds include direct costs necessary to conduct research, training and technical assistance identified in the approved workplan. This includes eligible programmatic costs necessary to perform the project, such as: costs for personnel, technical experts, materials, supplies, facilities rentals, audio visual equipment, registration, managing conference logistics, non-federal travel, and conference event transportation expenses.

The recipient **may not** use EPA financial assistance for entertainment (including receptions), fundraising, lobbying or other expenses that are unallowable costs under applicable OMB Cost Principles. Please refer to 2 CFR Part 200, Subpart E for details.

Funds awarded under Section 104(k)(7) of CERCLA are intended for research, training and technical assistance activities set forth in the cooperative agreement.

Funds cannot be used for the payment of:

1. Conducting site assessments or actual cleanups;
2. construction and land acquisition;
3. foreign travel;
4. direct costs for application preparation;
5. a penalty or fine;
6. a federal cost share requirement (for example, a cost share required by other federal funds);

7. administrative costs, including all indirect costs and direct costs for cooperative agreement administration, in excess of five (5) percent of the total amount of EPA cooperative agreement funding, with the exception of financial and performance reporting costs (which are considered allowable programmatic costs and not subject to the 5% limitation);
8. a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to environmental cleanup; or

Administrative Costs. Under CERCLA §104(k)(5)(B), cooperative agreement recipients (CARs) and subrecipients may use up to 5% of the amount of federal funding for this cooperative agreement for administrative costs, including indirect costs under 2 CFR § 200.414. As required by 2 CFR § 200.403(d), the CAR and subrecipients must classify administrative costs as direct or indirect consistently and may not classify the same types of cost in both categories. Eligible cooperative agreement and subaward administrative costs subject to the 5% limitation include direct costs for:

- a. Costs incurred to comply with the following provisions of the *Uniform Administrative Requirements for Cost Principles and Audit Requirements for Federal Awards* at 2 CFR Parts 200 and 1500 other than those identified as programmatic.
 - i. Preparing revisions and changes in the budgets, scopes of work, program plans, and other activities required under 2 CFR § 200.308;
 - ii. Maintaining and operating financial management systems required under 2 CFR § 200.302;
 - iii. Preparing payment requests and handling payments under 2 CFR § 200.305;
 - iv. Financial reporting under 2 CFR § 200.327;
 - v. Non-federal audits required under 2 CFR Part 200, Subpart F; and
- b. Closeout under 2 CFR § 200.343 with the exception of preparing the recipient's final performance report. Costs for preparing this report are programmatic and are not subject to the 5% limitation on direct administrative costs.

I.D. EPA Strategic Plan Linkage

The activities to be funded under this announcement support [EPA's FY 2022-2026 Strategic Plan](#)⁴. The award made under this announcement will support Goal 6 – Safeguard and Revitalize Communities, Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities of [EPA's Strategic Plan](#). All applications must be for a project that supports the goal and objective. Specifically, the activities to be funded under this announcement will be linked to EPA's strategic plan consistent with EPA's current priorities for cleaning up contaminated sites and returning land back to communities. Applicants must explain in their proposal how their project will further these current priorities.

⁴ EPA's Strategic Plan is available at [EPA Strategic Plan | US EPA](#).

I.E. Measuring Environmental Results: Anticipated Outcomes/Outputs

EPA requires that applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements.⁵ Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above in [Section I.E.](#)

Applicants are required to describe how funding will help EPA achieve environmental outputs and outcomes in their responses to the ranking criteria in [Section V](#). Outputs and outcomes specific to each project will be identified as deliverables in the negotiated workplan if the application is selected for award. Recipients will be expected to report progress toward the attainment of expected project outputs and outcomes during the project performance period. Outputs and outcomes are defined as follows:

1. **Outcomes.** The term “outcomes” refer to the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable during the project period. EPA anticipates outcomes from projects awarded under this announcement will include increasing the capacity of nonfederal governmental entities, nonprofit organizations, and brownfields stakeholders to:
 - a. increase the assessment, cleanup and bring about sustainable reuse of brownfield properties;
 - b. communities are better informed and equipped with the capacity to effectively address and be involved in brownfield activities;
 - c. focus attention on the environmental and human health conditions in low-income communities and socio-economically disadvantaged communities unable to draw on alternative sources of funding for assessment or cleanup of brownfields and their subsequent redevelopment;
 - d. improve community involvement, communication, and the development of partnerships among differing stakeholders and increase partnerships for leveraging necessary funding; and
 - e. enable communities to stimulate economic and other beneficial reuses of brownfield sites in order to improve environmental conditions and human health.
2. **Outputs.** The term “output” refers to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Environmental Results under EPA Assistance Agreements is available at <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>.

EPA anticipates the outputs from the projects awarded under this announcement will include, but not be limited to:

- a. Three National Brownfields Training Conferences (expected) during the performance period for the cooperative agreement;
- b. An increase in new attendees to each conference held during the performance period;
- c. Positive feedback in participant evaluations from their conference experiences.

I.F. Statutory Authority Information

The statutory authority for this solicitation is Section (104)(k)(7) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980, as amended by the Small Business Liability Relief and Brownfields Revitalization Act, and the Brownfields Utilization, Investment, and Local Development Act. 42 U.S.C. 9604(k)(7).

I.G. Mandatory Disclosures

As required by 2 CFR § 200.113, non-federal entities or applicants for a federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.338, including suspension and debarment.

I.H. Additional Provisions for Applicants Incorporated Into the Solicitation

Additional provisions that apply to Sections [III.](#), [IV.](#), [V.](#), and [VI.](#) of this solicitation and/or awards made under this solicitation, can be found in [EPA's Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications. If you are unable to access these provisions electronically at the website above, please contact the Brownfields Contact listed in [Section VII.](#) to obtain the provisions.

SECTION II. - AWARD INFORMATION

II.A. What is the Amount of Available Funding?

The total estimated funding available under this competitive opportunity (excluding program income from registration fees) is approximately \$2,700,000, subject to the availability of funds, quality of proposals received, and other applicable considerations. EPA expects to award approximately \$900,000 in FY2023 to support the first of three National Brownfields Training Conferences. EPA expects to distribute the rest of the funding incrementally in approximately \$900,000 allotments every two years (FY2025 and FY2027) to support the subsequent two conferences over the course of the 7-year agreement.

The cooperative agreement awarded will be funded incrementally over the performance period (see *Section II.D.*, below). Additional funds may be added in subsequent years of the agreement to fund the

second and third conferences, subject to satisfactory performance, availability of funds, and other applicable considerations.

EPA reserves the right to make additional awards under this competition, consistent with EPA policy and guidance, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of original selection decisions. EPA reserves the right to not fund any applications under this competition or fund applications in some areas and not others.

II.B. How many Agreements will EPA Award in this Competition?

EPA anticipates award of one cooperative agreement resulting from this announcement, subject to availability of funds and the quality of the proposals received.

EPA reserves the right to reject all applications and make no awards under this announcement or make multiple awards.

II.C. Will Applications be Partially Funded?

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete activities, portions, or phases of proposed projects. To maintain the integrity of the competition and selection process, should EPA decide to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award.

II.D. What is the Project Period for Award(s) Resulting from this Solicitation?

The estimated project period for the award resulting from this solicitation is seven years. EPA anticipates that three National Brownfields Training Conferences will take place during this project period. It is anticipated that the cooperative agreement recipient will complete all deliverables under its award during the final year of its project to allow time for reporting accomplishments data and disseminating final reports as applicable.

II.E. Substantial Involvement

Cooperative agreements permit the EPA's Project Officer to be substantially involved in overseeing the work performed by the selected recipient. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project may include:

- Close monitoring of the recipient's performance to verify the results.
- Collaborating during performance of the scope of work.
- In accordance with 2 CFR 200.318, as appropriate, review of proposed procurements.

- Reviewing qualifications of key personnel. (EPA will not select employees or contractors employed by the award recipient).
- Reviewing and commenting on reports prepared under the cooperative agreement. (The final decision on the content of reports rests with the recipient.)
- Reviewing outputs and outcomes to ensure substantial progress has been made in accordance with the cooperative agreement terms and conditions.
- Consultation with the recipient on conference location, facilities, educational program and associated conference activities, planning for outreach and stakeholder involvement, conference evaluation and registration. The recipient will make final decisions on these matters with the exception of federal speakers and presenters at the conferences.
- Approval of project phases, such as conference location selection to ensure that conferences are not held in settings that create the appearance of lavish expenditure of EPA funds and that facilities are adequate to accommodate anticipated attendance, prior to the implementation of each National Brownfields Training Conference.

SECTION III. - ELIGIBILITY INFORMATION AND THRESHOLD CRITERIA

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

III.A. Eligible Entities

The following information indicates which entities are eligible to apply for this cooperative agreement

- General Purpose Unit of Local Government. [For purposes of the EPA Brownfields cooperative agreement Program, a “local government” is defined as stated under 2 CFR § 200.64.: Local government means a county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.]
- Land Clearance Authority or another quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general-purpose unit of local government.
- Government Entity Created by State Legislature.
- Regional Council or group of General-Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.
- Indian tribe other than in Alaska. (The exclusion of Alaskan Tribes from Brownfields cooperative agreement eligibility is statutory at CERCLA § 104(k)(1)). Intertribal Consortia,

comprised of eligible Indian tribes, are eligible for funding in accordance with EPA's policy for funding intertribal consortia published in the Federal Register on November 4, 2002, at 67 Fed. Reg. 67181.)

- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations and Alaska Native Village Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following.)
- Nonprofit organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- Limited liability corporation in which all managing members are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Limited liability partnership in which all general partners are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Qualified community development entity as defined in Section 45D(c)(1) of the Internal Revenue Code of 1986.
- Other Nonprofit organizations. (For purposes of this cooperative agreement program, the term "nonprofit organization" means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes nonprofit colleges, universities, and other educational institutions.)

Note, individuals, for-profit organizations, and nonprofit organizations exempt from taxation under Section 501(c)(4) of the Internal Revenue Code that lobby are not eligible to receive Brownfields cooperative agreements.

III.B. Required and Voluntary Cost Share/Leveraging

Cost sharing or matching is required as a condition of eligibility for award. Applicants must provide a cost-share of at least five (5) percent of the amount of EPA funding they request. The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source. If the cost share is in the form of a contribution of labor, material, or other services, it must be incurred for an eligible and allowable expense under the grant and not for ineligible expenses.

In addition to the required cost share, applicants may propose other additional voluntary financial or in-kind commitment of resources (e.g., leveraging) that may improve their scoring under the "*Leveraging*" evaluation criterion in *Section V.A.* of this solicitation.

The applicant's required cost share will be governed by 2 CFR 200.306. Applicants must propose eligible and allowable costs to meet the cost share requirement. As authorized by 2 CFR 200.307(e)(3)

and 2 CFR 1500.7(b) EPA will allow the successful applicant to use program income to either satisfy the required and/or voluntary cost share or to add the program income to the amount of EPA funding to use for the same purpose and under the same conditions as the cooperative agreement.

Leveraging is when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal. Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required as provided in 2 CFR 200.1, *Voluntary committed cost share*. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the cooperative agreement regulations (2 CFR § 200.306, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal cooperative agreement.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during cooperative agreement performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR § 200.338.

Other leveraged funding/resources that are not identified as a voluntary cost share -this form of leveraging may be met by funding from another federal cooperative agreement, from an applicant's own resources, or resources from other third-party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the cooperative agreement workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's application. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. If the proposed leveraging does not materialize during cooperative agreement performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 and 1500 as applicable.

III.C. Threshold Eligibility Criteria

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive a cooperative agreement under this competition. Threshold criteria are evaluated on a pass or fail basis. Only those applications that **specifically address and pass each of the threshold criteria** listed below will be evaluated against the ranking criteria in [Section V.A.](#) of this announcement. Applicants deemed ineligible for funding consideration as a result of failing the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information that is included in the application and/or consider information from other sources, including EPA files. Such communications shall not be used to correct application deficiencies or material omissions, materially alter the application or project proposed, or discuss changes to the applicant's responses to any evaluation or selection criteria. The applicant's responses to the threshold criteria **must be included in the Narrative Information Sheet** submitted to EPA or the application will be rejected.

If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

The threshold criteria for the National Brownfields Training Conference are as follows:

1. Applicant must be an eligible entity. Applicants should describe how they are an eligible applicant as described in [Section III.A.](#) Eligible Entities. Eligible non-profit entities must attach documentation/evidence of nonprofit status under Federal, state, or tribal law, as applicable.
2. Proposals must address all seven areas described in Section I.B:
 - a. Conference logistics
 - b. Conference outreach and communications
 - c. Educational program
 - d. Plenary sessions
 - e. Stakeholder involvement
 - f. Registration and collection of fees
 - g. Conference Evaluation
3. Proposals must demonstrate how the applicant will meet the minimum 5 % cost-share as described in *Section III.B, Voluntary Cost Sharing/Leveraging*, of this announcement.

4. Applications must substantially conform to the outline and content detailed in [Section IV.C., Content and Form of Application](#), of this announcement or they will be rejected. Pages in excess of the page limitations expressed in Section IV.C., *Content and Form of Application*, will not be reviewed.

In addition, initial applications must be submitted through Grants.gov as stated in [Section IV](#) of this solicitation (except in the limited circumstances where another mode of submission is specifically allowed for as explained in [Section IV](#)) on or before the application submission deadline published in Section IV of this solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.

5. Applications submitted after the submission deadline will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or technical problems associated with Grants.gov or SAM.gov. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider submission outside of Grants.gov.

SECTION IV. - APPLICATION AND 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-OLEM-OBLR-23-06**) on 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 package⁶ electronically to EPA through www.grants.gov. Applications must be received no later than 11:59 p.m. ET on MARCH 30, 2023. 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.

Applications received after 11:59 p.m. ET on MARCH 30, 2023, will not be considered for funding.

⁶ Note, for the purposes of this competition, the "application package" includes the required federal forms available at www.grants.gov, as well as the Narrative Information Sheet, the Narrative and associated attachments.

Follow the Submission Instructions in Section B.1. in [Appendix 1](#) for the requirements to apply in www.grants.gov. Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization at www.sam.gov. If you do not have a SAM.gov account, then you will create an account using [Login.gov](#) to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining a Unique Entity ID (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you to renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the registration [Frequently Asked Question](#) for additional details on the difference.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) (866-606-8220) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent. The Federal Service desk hours of operation are Monday – Friday, 8 a.m. – 8 p.m. ET.

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the **EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization**. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). **Only person(s) with the AOR role can submit applications in Grants.gov**. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take **a month or more** for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

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 **Christina Barnes** (barnes.christina@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 Content

In addition to the required forms and documents listed in [Appendix 1 D](#), all applications must substantially conform to the following outline and content (pages in excess of the stated page limitations will not be reviewed):

- The Narrative Information Sheet, **including responses to threshold eligibility criteria in [Section III.C.](#)** (3-page limit, single-spaced)
- The Narrative, which includes the responses to all **ranking** criteria (20-page limit, single-spaced)
- Attachments
 - Milestones schedule
 - Documentation of applicant eligibility, if applicable

Note: Documentation of nonprofit applicant eligibility must be included with the required attachments but does **NOT** count towards the attachments page limitation.

IV.D. Narrative Information Sheet

In addition to responses to the threshold criteria, 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.

- i. Applicant information - provide the name and full address of the applicant applying for funds. This is the agency or organization that will be receiving the cooperative agreement and will be accountable to EPA. This is also the person EPA will notify regarding the outcome of your application (selection/non-selection).
- ii. Location - city, country, and state or reservation, tribally owned lands, tribal fee land, etc., of your organization.
- iii. Contacts - provide phone numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
- iv. Cooperative partners - provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.

IV.E. Narrative/Ranking Criteria

The Narrative (including citations) shall not exceed 20 single-spaced pages. Any pages submitted over the page limit will not be evaluated.

The Narrative must include clear, concise, and factual responses to all ranking criteria and sub-criteria below. The Narrative must provide sufficient detail to allow for an evaluation of the merits of the application. **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.** Responses to the criteria should include the criteria number and title but need not restate the entire text of the criteria.

If the application is selected for funding, the information in your Narrative will be incorporated into the workplan and will become the scope of your grant, subject to any adjustments to clarify issues with carrying out the project's scope of work made during the post-selection negotiation process. The workplan is a legally binding document. Therefore, applicants should carefully consider and accurately respond to the criteria below, the criteria for which sites will be selected, the use of grant funds, and leveraged resources committed to the project that will materialize during the period of performance. EPA may not permit material changes to the workplan.

Section IV.E. below includes sample format tables that applicants may use to present all or a portion of their response. Applicants who do not use the sample format tables will not be penalized when EPA evaluates their applications.

i. Project Description

The project description must provide the information below on how the applicant will implement and conduct its proposed project

i. Conference logistics

- Describe your approach to securing appropriate meeting and hotel space for National Brownfields Training Conferences
- Describe your approach for coordinating facilities, safety/security, signage, audio-visual equipment, and other necessary conference-related logistics.

ii. Conference outreach and communications

- Describe your organization's approach for designing and implementing full-scale marketing and media engagement strategies for each National Brownfields Training Conference. Explain why these marketing strategies are most effective given the target audience you expect to attract.
- Describe how your strategies include the effective use of professional journals, newsletters, internet, social media, and websites to advertise conferences and solicit attendance.
- Describe any lessons learned that you can incorporate from previous conferences.

iii. Educational program

- Describe your approach for developing conference themes and content, including how you will ensure a diverse and nationally-applicable educational program agenda.
- Discuss your approach for ensuring each conference will:
 - ◆ address/facilitate the identification and/or reduction of threats to the health and welfare of sensitive populations experienced due to the presence of brownfields (e.g., children, pregnant women, minority or low-income communities).
 - ◆ Promote sustainable reuse of brownfields, subsequent use/reuse of existing infrastructure, energy efficiency or siting a facility that generates renewable energy on a brownfield, and prevention of future brownfields.
 - ◆ Incorporate sustainable reuse themes that foster protection and restoration of the quality of the natural environment, improve the quality of life for the community, broaden prospects for future generations, address the effects of climate change, and help reduce resource consumption.

- ◆ Incorporate educational information to stimulate economic development, including:
 1. The creation of jobs and increases to the local tax base in brownfields communities.
 2. How to identify and attract private funds as capital investment for environmental assessment or remediation, and subsequent reuse, of an area in which one or more brownfields properties are located, including brownfields adjacent to a body of water or a federally designated flood plain.

iv. Plenary Sessions and Speakers

- Describe your approach to designing plenary sessions that will ensure that the interests of EPA and non-federal stakeholders are effectively served.
- Describe your approach for coordinating the design of all plenary sessions with EPA and other stakeholders.
- Describe your approach to selecting, and if necessary, compensating non-federal speakers

v. Stakeholder involvement

- Describe your approach for ensuring that a diverse stakeholder base participates in the development of the conference program and attends the conference.
- Describe your approach for employing a scholarship program to provide for the participation and attendance of stakeholder groups with limited travel resources. Please note that travel scholarships may not be given to federal employees and EPA will not select travel scholarship recipients.
- Describe your approach for ensuring appropriate and adequate media coverage for large scale conferences. Include a description of how you will target media coverage to ensure maximum participation of diverse and interested stakeholders.
- Describe your approach to ensure diverse stakeholder attendance and participation in conference events.
- Describe your approach for managing conference exhibit halls if you decided to include this feature.

vi. Conference evaluation

- Describe your approach for collecting information from conference participants to evaluate program content, speaker and moderator performance, and overall organization of educational sessions.
- Describe how you will analyze and use the results of participant evaluations to improve the performance of future conferences.

vii. Registration and Fee Collection

- Describe your approach for managing all pre-registration and onsite registration activities, including the registration system and fee collection, how the system will integrate/track conference registration, hotel reservations, and payments.
- Explain your approach for establishing an appropriate registration fee structure for each conference.
- Explain how you will appropriately generate, track, account for and use program income from conference registration fees supported with EPA funding in compliance with the requirement at 2 CFR 200.305(b)(5) to disburse program income before requesting additional cash payments from EPA. If you intend to use program income for administrative costs (including indirect costs) provide a description of how you intend to do so.
- Describe how you will create and maintain ongoing and final conference registration lists.

ii. Organizational Knowledge/Experience/Expertise - Summarize your organization's knowledge about brownfields issues and challenges. Include your organization's experience with working with communities and engaging them to successfully deal with these challenges.

- Provide information on your organization's experience and plan for successfully achieving the objectives of the proposed project.
- Describe your staff expertise/qualifications, staff knowledge and resources (or the ability to obtain them) to successfully achieve the goals of the proposed project.
- Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in the project staffing, funding, design, and implementation.
- Summarize your organization's experience and expertise in planning and implementing a large national conference of similar size, scale, and topics as the National Brownfields Training Conference (as described in *Section I.B.*). Applicants should provide a list of the conferences, of similar size and scope, that the applicant managed in the past five years. The list should include a short summary of the applicant's contributions to the management of each conference.

Note: In order for the applicant to provide the necessary conference services it may be necessary to form partnerships with other organizations either through subawards or procurements. Please refer to Section IV.G. Also note that procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the Procurement Standards of 2 CFR Part 200 and 2 CFR Part 1500, as applicable. Naming a commercial vendor or individual consultant as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis. Refer to EPA's [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for additional information on competition requirements. Also note,

there will be a term and condition in all cooperative agreements awarded prohibiting contractors from marketing their firm or services when they are being reimbursed for their services under the cooperative agreement. In addition, if the applicant or their subrecipients have both non-profit and for-profit components of their organizations, then the non-profit portion implementing the cooperative agreement/subcontract is prohibited from recommending that communities use the services of its for-profit component when being reimbursed for their services under the cooperative agreement.

iii. Past Performance - Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements, but not Federal contracts) that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements, if any) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and achieve the objectives of the project and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under the factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant).

If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). Applications that do not provide any response for this criterion, may receive a score of 0.

iv. Budget/Resources - Provide a detailed itemized budget application that is reasonable and appropriate to achieve the project's objectives. Clearly explain how funds will be used for each task that reflects your approach for cost-effectively providing training and technical assistance to brownfields communities by co-sponsoring three National Brownfields Training Conferences during the project period. EPA provides detailed guidance on preparing budgets in the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

The budget should include information on each major task using the cost elements outlined below. For each major task indicate what portion of the cost associated with the task will be covered with EPA cooperative agreement funds. Indicate what portion of the costs the applicant or other partners will fund, if any.

Discuss the specific activities and tasks that will be covered by the cost share. Cost share activities must be eligible activities under the grant. (Note: The cost share is calculated as 5 percent of the total federal funds awarded.)

The sample table format below can be used to present how you plan to allocate EPA grant funds to the specific tasks described above but applicants who choose not to use the sample table format will not be

penalized in the application scoring process. Specify the costs by budget category. Include only EPA grant funds and required cost share in this table. Activities not supported by the grant (e.g. in-kind contributions) **should not** be included in the budget table. Provide information on your approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

Sample Format for Budget

Budget Categories	Project Tasks (\$)				Total
	(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Personnel					
Fringe Benefits					
Administrative Costs (not to exceed 5% of EPA funds) ¹					
Travel (applicant employees only) ²					
Equipment ³					
Supplies					
Contractual (including speaker fees)					
Other (specify: including subawards and participant support costs ⁴ for travel scholarships)					
Total Federal Funding (not to exceed \$2,700,000)					
Cost share (5% of requested federal funds)					

Total Budget					
---------------------	--	--	--	--	--

¹ Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.

² Travel to brownfields-related training conferences is an acceptable use of these cooperative agreement funds.

³ EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for Brownfield cooperative agreements.

⁴ As provided in EPA's Guidance on [Participant Support Cost](#) reasonable costs for stipends to enable community members to attend the National Brownfields Conference may be allowable.

v. Performance Measurement: Anticipated Outcomes and Outputs - Specify the anticipated environmental outcomes and outputs as described in *Section I.E., Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track, measure, and evaluate your progress in achieving the project outcomes, outputs, and project results, including both quantitative and qualitative performance measurements. (*Refer to Section V.A., Evaluation Criteria, Performance Measurement.*)

vi. Leveraging - This section of your application provides how you will leverage additional resources for your proposed project.

Describe your eligibility for funding from other sources.

Demonstrate how you will leverage additional funds/resources beyond the EPA cooperative agreement funds awarded to support the proposed project activities and how these leveraged funds/resources will be used to contribute to the performance and success of the proposed project. Describe the extent to which in-kind and/or partner commitments to providing services/resources to the proposed project are available, and whether these commitments have already been made; if leveraged resources are not yet committed to the project, describe the likelihood that these commitments will materialize during the project.

Describe the amount(s) and type(s) of leveraged resources and for which tasks they may be used. Consider using the optional table format below to illustrate the tasks for which leveraged resources will be used and the level of leveraged resource you plan to use for each task. Please modify task categories and add rows as necessary. For each source, list whether it is an anticipated resource or a confirmed resource.

Selected applicants are expected to abide by their proposed leveraging commitments during cooperative agreement performance and the failure to do so may affect the legitimacy of the award.

Leveraged Resources Table (Optional - Applicants who choose not to use the table will not be penalized in the scoring process)

Project Funding	Status of Resource: Anticipated/ Confirmed	Project Tasks				Total
		Task 1	Task 2	Task 3	Task 4	
[Resource 1]						
[Resource 2]						
[Resource 3]						
Total Non-EPA Resources Leveraged:						

IV.F. Attachments

The following documents should be included as attachments to the application. **These documents will not count as part of the 20-page narrative limit, but there is a limit of 15 total pages for attachments.**

a. Milestones – include a schedule indicating the start and completion dates of significant tasks under your program.

b. Documentation/evidence of current non-profit status under Federal, state or tribal law, as applicable.

IV.G. Confidential Business Information

As discussed in [Section IV.D., Narrative Information Sheet](#), EPA recommends that you do not include confidential business information (CBI) in your application. However, if CBI is included, it will be treated in accordance with [40 CFR 2.203](#). Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. EPA will evaluate such claims in accordance with [40 CFR Part 2](#). If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by [40 CFR 2.204\(c\)\(2\)](#) prior to disclosure. The agency protects competitive applications from disclosure under applicable provisions of the Freedom of Information Act until the completion of the competitive selection process.

SECTION V. - APPLICATION REVIEW INFORMATION

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

V.A. Evaluation Criteria

Each eligible application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address the ranking criteria in their application. Your application may be assigned up to 100 points.

Criterion	Maximum Points per Criterion
Project Description. The extent to which the application effectively addresses the requirements described in Section I.A of this solicitation will be evaluated. as follows: Project Description (45 points) Your proposal will be evaluated on the quality and extent to which it clearly demonstrates: A sound and effective approach to planning and implementing each of the seven components necessary (as described in <i>Section I.B</i> and <i>Section 4.E.3.</i>), leading to successful co-sponsorship of three National Brownfields Training Conferences within the grant project period: 1. Conference logistics (7 pts) 2. Conference outreach and communications (7 pts) 3. Educational program (7 pts) 4. Plenary sessions and speakers (5 pts) 5. Stakeholder involvement (including travel scholarships) (7 pts) 6. Registration (7 pts) 7. Conference evaluation (5 pts)	45
Programmatic Capability and Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account their: • Clear ability to successfully manage and complete the project, considering your programmatic and administrative capacity (staff expertise/qualifications, staff knowledge and resources or the ability to obtain them), and experience in managing large conferences. (20 pts) • past performance in successfully completing and managing the assistance agreements identified in response to Section IV.E of the announcement (5 pts) • history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.E of the announcement	30

including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not <i>(5 pts)</i>. Note: In evaluating the application under the items above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors. Applications that do not provide any response for this criterion may receive a score of 0.	
Budget/Resources. Under this criterion, the application will be evaluated on the extent to which: • The budget is clearly stated, detailed, reasonable, and appropriate to achieve the project's objectives and includes cost estimates for each of the proposed project activities to be performed with the EPA funds. The applicant's budget will also be evaluated based on whether it describes an effective use of the budget resources for the work to be performed. <i>(4 pts)</i> • The budget reflects a reasonable approach to expend funds in a timely and effective manner, including a logical rationale and realistic basis for costs and an efficient and effective use of EPA funds <i>(4 pts)</i> • The likelihood the applicant will be able to execute the co-sponsorship responsibilities within the cost <i>(3 pts)</i>	10
Performance Measurement: Anticipated Outcomes and Outputs. Under this criterion, EPA will evaluate the extent to which the application realistically describes how the project will lead to measurable long-term outcomes and short-term outputs, including qualitative or quantitative, environmental, social, or economic measures, what the measures are, and how measures will be evaluated throughout the life of the project. The degree to which the applicant can easily identify when the project is or is not on schedule and the degree to which the approaches, procedures, and/or controls demonstrate the applicant's readiness to achieve the project goals and deliverables in an efficient manner. <i>(8 pts)</i>	8
Leveraging. Under this criterion, applicants will be evaluated based on the extent to which the application demonstrates: How the applicant will coordinate the use of the EPA funds with other Federal or non-Federal sources of funds from project partners, including other Federal agencies, foundations, non-profits, surrounding communities, or local businesses to leverage additional resources beyond the funds awarded to carry out the National Brownfields Training Conferences. The applicant will be evaluated on the type and amount of leveraged resources, the likelihood of the	7

resources materializing, the strength of the leveraging commitment, and the role that the leveraged funds/resources will play in the overall project. Applications with firm leveraged commitments or with leveraged commitments that will significantly enhance their project will be evaluated more favorably. (7 pts)	
--	--

V.B. Review and Selection Process

All applications received by the closing date and time for submissions will first be reviewed to determine eligibility for funding consideration based upon compliance with [Section III., Eligibility Information and Threshold Criteria](#). Only applications determined eligible and passing the threshold review will be evaluated for technical merit.

Each eligible application will be evaluated by a review panel of EPA staff for technical merit, based on the evaluation factors detailed in [Section V.A. Evaluation Criteria](#) of this solicitation. Upon completion of the technical merit evaluation, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be placed in rank order.

Final funding decisions will be made by the EPA’s Headquarters Selection Official, based on the rankings and scores. In making the final funding decisions, the Selection Official may also take into account programmatic priorities. EPA will notify applicants who are not selected for award based on the evaluation criteria and other considerations within 15 calendar days of EPA’s final decision on selections for this competition.

SECTION VI. - AWARD ADMINISTRATION INFORMATION

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

VI.A. Award Notices

EPA anticipates notification to successful applicants will be made via email by late Winter/Spring 2023. The notification will be sent to the Project Director and Chief Executive/Highest Ranking Elected Official listed in the Narrative Information Sheet in [Section IV.D](#). This notification, which informs the applicant that its application is selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the EPA Grants Officer **Applicants are cautioned that only a grants officer is authorized to bind the Government to the obligation of funds; selection does not guarantee an award will be made.** For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through email or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., a workplan), which must be approved by EPA before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

VI.B. Administrative and National Policy Requirements

1. Funding will be awarded as a cooperative agreement. The applicant selected for award will work with an EPA Project Officer to finalize the required federal application package and to negotiate the cooperative agreement workplan.
2. Approved cooperative agreement will include terms and conditions that will be binding on the recipient. Terms and conditions specify what recipients must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with Uniform Grant Guidance found in 2 CFR § 200.329.
3. An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the workplan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.
4. EPA's logo may only be used for factual publicity for the National Brownfields Training Conferences. Factual publicity includes dates, times, locations, purposes, agendas, fees, and speakers involved in the event. Such factual publicity shall not imply that the involvement of EPA in the event serves as an endorsement of the general policies, activities or products of the recipient. Where confusion could result, publicity should be accompanied by a disclaimer to the effect that no endorsement is intended. EPA must clear all publicity materials for the event that uses EPA's name and/or logo with the recipient's.

VI.C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, milestones, outputs/outcomes reached, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

EPA expects timely drawdown of funds and a yearly financial report. In addition to quarterly reports, the financial reports and provide EPA with information regarding the progress being made.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the cooperative agreement.

VI.D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can

be found on the [Grant Competition Dispute Resolution Procedures](#) website. Copies of these procedures may also be requested by contacting the Regional Brownfields Contact listed in [Section VII.](#) of this announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remain unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

SECTION VII. - AGENCY CONTACT

Christina Barnes, U.S. EPA, Office of Brownfields and Land Revitalization (MC 5105-T), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone (202) 566-0943; or email barnes.christina@epa.gov.

Appendix 1

Grants.gov Application Submission Instructions

A. Requirements to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through www.grants.gov under this funding opportunity based on the www.grants.gov instructions in this announcement. If your organization has no access to the Internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined at www.epa.gov/grants/exceptions-grantsgov-submission-requirement. Please note that your request must be received *at least 15 calendar days* before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in Section C. *Technical Issues with Submission* below.

B. Submission Instructions

B.1. SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization at www.sam.gov. If you do not have a SAM.gov account, then you will create an account using Login.gov⁷ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining a Unique Entity ID (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you to renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the registration [Frequently Asked Question](#) for additional details on the difference.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) (866-606-8220) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent. The Federal Service desk hours of operation are Monday – Friday, 8 a.m. – 8 p.m. ET.

⁷ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit <http://login.gov/help>.

B.2. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the **EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization**. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). **Only person(s) with the AOR role can submit applications in Grants.gov**. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take **a month or more** for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

B.3. Application Submission Process

To begin the application process under this grant announcement, go to www.grants.gov and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-23-06**, into the search box in the top right corner of the page. Click on the “GO” button to view the “View Grant Opportunity” page and click the red “Apply” button at the top of the page.

The electronic submission of your application for this funding opportunity must be made by an official representative of your organization who is registered with www.grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s EBiz point of contact or contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through www.grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization’s SAM.gov account. If not, the application may be deemed ineligible.

B.4. Application Submission Deadline

Your organization's AOR must successfully submit your complete application package electronically to EPA through www.grants.gov **no later than MARCH 30, 2023, 11:59 p.m. ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

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

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

If the AOR did not receive either notification emails listed above, contact the www.grants.gov Support Center at 1-800-518-4726. The Support Center is open 24/7 (except federal holidays).

After the application package is retrieved out of the www.grants.gov system by EPA, the AOR should receive the following notification emails from www.grants.gov:

3. GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application

4. GRANT##### Grants.gov Agency Tracking Number Assignment for Application

Applications submitted through www.grants.gov will be time and date stamped electronically. If you do not receive a confirmation of receipt from EPA (not from www.grants.gov) within 30 days of the application deadline, please contact Christina Barnes at barnes.christina@epa.gov. Failure to do so may result in your application not being reviewed.

Please note that successful submission of your application through www.grants.gov does not necessarily mean your application is eligible for award.

C. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Contact the www.grants.gov Support Center **before** the application deadline date at 1-800-518-4726 or https://gditshared.servicenowservices.com/hhs_grants.
2. Document the www.grants.gov ticket/case number.

3. Send an email with the Funding Opportunity Number, **EPA -OLEM-OBLR-23-06**, in the subject line to Christina Barnes christina.barnes@epa.gov (barnes.christina@epa.gov) **before** the application deadline time and date. The email **must** include the following:
 - a. The www.grants.gov ticket/case number(s).
 - b. A description of the issue.
 - c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of www.grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered.

EPA will make decisions concerning acceptance of each application submitted outside of www.grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through www.grants.gov due to www.grants.gov or relevant www.sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit prior to the application submission deadline time and date because they did not properly or timely register in www.sam.gov or www.grants.gov is **not** an acceptable reason to justify acceptance of an application outside of www.grants.gov.

D. Application Materials

The following forms and documents are **required** under this announcement.

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Preaward Compliance Review Report (EPA Form 4700-4) [Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4.]
5. Project Narrative Attachment Form – attach the Narrative Information Sheet, the Narrative, and required attachments as one file, if possible. See [Section IV.C.](#) for details on the required content and the associated page limits.

The following forms and documents are **optional** under this announcement.

1. Grants.gov Lobbying Form – To be submitted by applicants requesting **more than** \$100,000 of EPA grant funding.
2. Negotiated/Proposed Indirect Cost Rate Agreement – To be submitted using the Project Narrative Attachment Form by applicants proposing to charge indirect costs to the EPA grant. Please note that applicants may budget for indirect costs pending approval of their Indirect Cost

Rate Agreement by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of [EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements](#). However, recipients may not draw down indirect costs until their rate is approved or EPA grants an exception.

Note: A workplan is not required under this announcement. Applicants that are selected for funding will negotiate the workplan with EPA before the cooperative agreement is awarded. Additionally, selected applicants must provide EPA with other required forms and documents, as appropriate, to award the cooperative agreement.

Appendix 2

National Brownfields Training Conference Educational Program Examples



CONFERENCE AT A GLANCE

OKLAHOMA CITY CONVENTION CENTER

Sustainability, Liability, Resiliency		Finance, Real Estate, and Economic Development		Community Engagement and Environmental Justice		State and Local Government Programs and Partnerships		Tribal Brownfield Programs		Liability and Enforcement		Assessment, Remediation, and Cleanup Approaches		Small Communities and Rural Places											
		Tuesday August 16 th		Wednesday August 17 th								Thursday August 18 th		Friday August 19 th											
Painted Sky Ballroom		U.S. EPA Opening Plenary: 4:30pm – 5:45pm		Mayors Roundtable: 9:00am – 10:15am Phoenix Awards: 5:30pm – 7:30pm				Keynote with Jonathan Reichenal: 9:00am – 10:15am																	
Daily Events																									
Exhibit Hall		Exhibit Hall Opening Celebration: 5:45pm – 7:30pm		Exhibit Hall Open: 7:45am – 4:30pm Continental Breakfast: 7:45am – 8:45am Meet & Eat and Coffee Break: 12:45pm – 1:45pm				Exhibit Hall Open: 7:45am – 2:00pm Continental Breakfast: 7:45am – 8:45am Lunch & Coffee Break in Exhibit Hall: 12:45pm – 1:45pm				Closed													
Special Events		Omni Hotel Regional Open Houses: 2:30pm – 4:00pm		Omni, OK Station Ballroom 1 Key Issues in Brownfields Redevelopment: A Local-State-Federal Intergovernmental Discussion (By Invitation): 10:45am – 12:15pm				Film Series: Restoring Nêške'emâne: Meet the Film Makers 2nd Floor Learning Pod: 10:30am - 11:30am Community Reception at The Jones Assembly: 5:00pm – 7:00pm																	
		Brownfields University		Panel Discussions																					
		8:30 – 11:00		12:00 – 2:15		10:30 – 11:30		11:45 – 12:45		2:00 – 3:00		3:15 – 4:15		10:30 – 11:30		11:45 – 12:45		2:00 – 3:00		3:15 – 4:15		9:00 – 10:00		10:15 – 11:15	
204		Legal Considerations of Brownfields Redevelopment		Innovative Community Engagement Approaches & Cultural Competencies		Brownfield Unicorns: One Community's Quest for the Perfect Brownfield Project		Traditional Ecological Knowledge (TEK) and Brownfields		Restoring Tribal Lands: How the story of the land and the journey of the community can shape tribal brownfields projects		Approaches to Tribal Brownfield Stewardship: Tales of Renewal and Resilience from the Pacific Northwest		Legal Topics in Tribal Sovereignty and Brownfields		Partnerships to Assess, Clean and Redevelop Contaminated Tribal Housing		Narrating Brownfields: A Workshop about Storytelling, Communities, and Healing		Don't Reinvent the Wheel: Standard Operating Procedures and Succession Planning		Redeveloping for Resilience: Strengthening Communities through Brownfields Revitalization		Brownfields and Blueprints in North Lake Charles, LA: A Combination that can't be "Beet!"	
208 A/B		Brownfields 101: Setting the Stage for Brownfields Revitalization		Brownfields Planning Workshop		Preventing Wildfire-Impacted Properties from Becoming Brownfields		Brownfields Grants Session - Relevant Regulations for Managing your Grant		Connecting Brownfields and the Arts		What Do Successful Coalitions Have in Common & Is There A Future for Coalitions & Collaboration?		Anatomy of a Community-based, Participatory Brownfields Redevelopment Project		Sun of a Switch! Shedding Light on Energy Resiliency Solutions in Puerto Rico		Chattanooga Brownfield RLF: Transforming the "Dirtiest City in America"		Core to Shore - OKC's Plan to Redesign Downtown		Revitalizing a Community Impacted by Civil Unrest		The Built Environment, Equity, and Revitalization - OKC & Tulsa Perspectives	
209 A/B		Brownfields Financing and Resource Road-mapping		Embracing Nature to Energize the Future – Innovative Approaches to Brownfield Revitalization		Opportunity in Obstacles: Environmental Justice, Brownfields and Affordable Housing		Resilient Brownfield Redevelopment: How to Prepare for Flooding and Sea Level Rise		Boomerang Properties: Emerging Contaminants and Other Things That Will Keep You Awake at Night		Creative Reuse of a Closed Paperboard Facility to Optimize a Small Community's Job Creation & Passive Recreation Needs		When Can You Have a Second Bite at the Apple? Cost Contribution on a Reopened Site		Creative Placemaking and Interim Uses of Brownfield Sites		Legal Complexities of Environmental Contamination		Brownfields and Historic Preservation		Slow & Steady: EPA Regional Collaborations			
301 C/D		RE-Development Academy – Getting Tough Deals Done!		Brightfields: State Initiatives that Encourage Renewable Energy Development on Brownfields		Meet Them Where They Live: Innovative Engagement Techniques & Success Stories That Empower Your Community		Environmental Benefits of Brownfields Redevelopment – A Nationwide Assessment		Special Session with Carlton Waterhouse, Deputy Assistant Administrator, Office of Land and Emergency Management, US EPA		This Land is Your Land, This Land is My Land: Brownfields Revitalization in the Rural Community of Okemah, OK		Off the Beaten Path with a Swiss Army Knife: Tools to Attract Developers to Rural Projects		Addressing Real Estate Development: Vapor Intrusion Challenges		New Rules of Real Estate Investing: ESG, Climate Risk, and Brownfields		You Entered it – Now Use It! Utilizing ACRES Data to Promote Your Program & Highlight Your Success		Meeting People Where They Are: Small Town Virtual Engagement with a MARC Grant			
Painted Sky Ballroom								Meet the Developers								The Redevelopment Rodeo Rides Again: Stakeholder Forum to Spur Brownfields Redevelopment and Economic Revitalization									
Economic Redevelopment Forum																									

301 A/B		RACER Trust: A Decade of Transformation, and A Model for Cleanup and Productive Reuse of Undeveloped Properties		Conquering Federal Resources: Where to Find Funding for Brownfields	Meet the Deal Makers: Successful Revolving Loan Fund Programs 3:15pm – 5:00pm	An Equitable and Sustainable Brownfields Redevelopment in Southside Chicago	Quantifying the Economic and Fiscal Impacts from Brownfield Redevelopment	The Synergistic Effect of Using Multiple Grants to Facilitate Project Success	Collaboration, Cooperation, Creation: The Saguaro River Headwaters Recreation Area	Neighborhood Homeowners and Putting People First at Former Brownfields	
Roundtable Conversations											
201		Creating the Perfect Storm for Brownfield Redevelopment	Whose Bright Idea Was It to Put Solar Panels on a Brownfield?	State Brownfield Associations & Collaborative Partnerships: Connecting People to Programs	Nonprofit Know-How: Seizing the Reins of Revitalization	Sustainable Revitalization in a Post-COVID World	The Future of Landfills is Bright: How State and Local Governments Can Leverage Landfill Solar		Using Health Equity Tools to Achieve Community Resiliency	Environmental Justice in Big Cities	
202		Non-Governmental Financing for Brownfield Redevelopment	Improving Your Risk Communication Skills: How to Address Community Concerns About Risk and Safety at Brownfields Sites	The Top 10 Questions to Ask Before Buying a Superfund Site		Brownfield Grant Office Hours		Helping Small Communities: How Do We Work Together for Brownfield Success?		Gaming It Out – Using Creative Engagement Techniques for Better Community Input and Buy-In	
203		First Time at a Brownfields Conference?	Enactment of Federal Brownfield Loan Guarantee Program to Close Financing Gaps Caused by Conventional Bank “Ghettoizing”	BROWNFIELDS-OPOLY: Playing the Game Together	Communities for a Better Environment	Hot Topics for Remediation and Revitalization	Women in Brownfields		They Work Hard for the Money! Keys to EMDOT Program Placement Success	Once in a Lifetime Opportunity for Brownfield Redevelopment: Capitalizing on New Federal Funding from ARP to BIL	Hot Topics in Federal Policy & Appropriations with the National Brownfields Coalition
Topic Talks											
302 A – Talk 1		The OKC Wheeler District Charrette	Partnership Power: Integrating federal, state, local, and private resources to reimagine the Acme Power Plant	Take the Shark Out of it	Evans-CASA Property Redevelopment						
302 A – Talk 2		Keep it Cool - Urban Heat Island Relief as an Objective of Brownfield Revitalization	From Brownfields to Brightfields: Mapping Colorado's Renewable Energy Future	Saving the Freedom Center	Impact of PFAS and other Emerging Contaminants Regulation on Environmental Due Diligence and Brownfield Redevelopment	All Together Now	Bird's Eye View: Using maps as a platform for equity-based conversations on land reuse	Legal & Technical Impact of New PFAS Sampling Methodologies on Older Data and Site Remediation	PFAS Impacted Water – An Applied Approach to Treatment, Disposal, and Risk Management	Meet the TABs! Brownfields Technical Assistance Open House	
302 A – Talk 3		Strategic Retreat: Prioritizing Brownfields for Climate Migration	What the Coming Wave of Electric Vehicles Means for the Future of Gas Stations	From Engagement to Inclusion: the Shift We Need to Make	Coloidal Activated Carbon for In situ Remediation of PFAS: A Low-Cost Risk Mitigation Strategy	Being a Considerate “Guest” Crafting long-term community redevelopment partnerships through inclusive engagement	Give into ACRES: Insights from 25 Years of Reporting Data				
302 B – Talk 1		Evaluating Kennedy Sustainability Using SURF by Ramboll Toolbox for Contaminated Land Management		A Brownfield Land Bank Success story: Facilitating Redevelopment with Public and Private Sector Partners	Using Site-Specific EPA Tools to Address Liability Concerns and Promote Third-Party Investment	Connecting Social Vulnerability and Brownfields through an Objective Lens		How Will the “Buy American Act” Affect Brownfields Grantees?	EPA Land Programs Update on PFAS	Bipartisan Infrastructure Law - Once in a Lifetime Funding Opportunities	
302 B – Talk 2		Applying a Conceptual Systems Model for Sustainable and Resilient Brownfield Redevelopment	How to Start When You Don't Know Where to Begin	What Up Do? Revitalizing a Community Asset in the District	What is an Environmental Liability Transfer Approach?	Rewriting Wrongs and Tackling Toxic Legacies with Brownfield Revitalization	It Takes a “Village” to Revitalize a Historic Downtown Block				
302 B – Talk 3		Brownfield Sustainability: Leveraging High-Resolution Tools and 3D-Modeling to Improve Decision Making	From Coal and Steel: Implementation of a Long-Term Regional Brownfield Redevelopment and Revitalization Program	Trash-the Original Recyclable Fuel	NEPA, Sustainable Environmental Planning and Brownfield Redevelopment	Learnings to Leaders: Environmental Justice Literacy Curriculum for Youth and Adults	USTs: Small Town Success Stories				
302 C – Talk 1		Sustainable Brownfield Development	Land Banks – Pooling Brownfields Resources to Promote a Regional Approach to Redevelopment	Traits of a Good Revitalization		Corps/USDA Spaces	Northgate-1st Street Area-wide Planning Initiative				
302 C – Talk 2		The Business Case for Nature-based Brownfields Solutions		Native American Storytelling, Part 1	Restoring Contaminated Lands through Renewable Energy Development	City of Reno USEPA Brownfields Coalition Grant Success	Albany Museum of Art Non-Profit Cleanup Challenges				
302 C – Talk 3		Let No Opportunity Go to Waste: How Landfill Solar Can Support Equitable Community Revitalization	Show Me the Money: Leveraging Brownfields Redevelopment Activities with Grant Funding	Native American Storytelling, Part 2	How an EPA Brownfields Assessment Grant Empowered an Underserved Community & Turned a Landfill into a Community Center	Rethinking Highways - Knotting Communities and Waterfronts Back Together	Ideas for Brownfield Site Redevelopment That Can Make Big Improvements in Small and Rural Communities				