

Competitive Brownfields Grants (104(k)): Pre-Award Phase

Application Basics	Application Submission	Award Process
<p>Application forms are available at http://www.epa.gov/grants/epa-grantee-forms</p> <p>Application Components: Applications for Federal Assistance – SF 424 Budget Information – SF 424A Assurances for non-construction – SF424B EPA Form 6600-06 – Certification Regarding Lobbying EPA Form 4700-4 Pre-Award Compliance Review Report Key Contact Form Workplan Biographical Sketch/ Narrative (Refer to RFP for workplan and budget narrative guidance)</p> <p>General Budget Narrative Guidance</p> <ul style="list-style-type: none"> • EPA reviews in accordance with the OMB cost principles (necessary, allowable, allocable, reasonable) • Budget narrative should match the funds requested on the SF424/424A • Should reflect both the federal share and match (for cleanup and RLF only) • Match: Should be distributed across the object class categories • Can be presented in a table format • Refer to RFP for additional information on Object Class Categories • Program Manager and Authorized Representative should be 2 different people from organization 	<p>Submit via email to: Region5applications@epa.gov and EPA Project Manager</p> <p>Applications are due by July 1, 2022</p> <p>Project Period Dates: 10/1/22 – 9/30/25 (CW SS Assessment, Cleanup) 10/1/22 – 9/30/27 (RLF & CWAGST) CFDA# (www.cfda.gov) 66.818 for Assessment/Cleanup/Multipurpose 616.815 for EWDJT</p> <p>How to ensure a timely award (common application issues)</p> <ul style="list-style-type: none"> • Incomplete applications: Missing or outdated certifications, workplans/budget not approved by the program office, etc. • Inconsistent information throughout the application: <ul style="list-style-type: none"> -budget narrative not matching the 424A -workplan timeframes do not match the SF424, etc. • A registered DUNS is required to receive federal funds: <ul style="list-style-type: none"> -Ensure your organization has a DUNS -Register your organization DUNS in SAM.gov (Refer to RFP for guidance) • Review workplan timeline to make sure it matches project dates on SF424 • Dates should cover the workplan • Budget issues: <ul style="list-style-type: none"> -Math errors -Calculations/breakdown not provided -Incorrect categorization of budget items -Ensure that federal and recipient match is consistent with budget narrative in workplan - All calculations/funds requested should be in whole dollars – no cents allowed 	<p>Proposal /Award Timeline Awards are generally made within 60 days of application receipt. You may be contacted by the Project Manager/Project Officer with questions during this timeframe.</p> <p>Grants Award Process Recipients will receive the award agreement via email (sent to Project Manager and Authorized Representative listed on SF424/Key Contacts) “Recipient’s signature is not required on this agreement. The recipient demonstrates its commitments to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date.”</p> <ul style="list-style-type: none"> • Notice of disagreement must be furnished to the EPA Award Official • Until the disagreement is resolved, the recipient should not draw down funds <p>EPA Contacts Refer to Award Document for Project Manager/Project Officer and Grants Specialist contact information</p> <p>Payment Information ASAP registration and financial contact information. Submit forms to Research Triangle Park Finance Center rtpfc-grants@epa.gov & Andre Fairley fairley.andre@epa.gov</p>