

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 Jerry Minor-Gordon (minor-gordon.jerry@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 SUBMISSION CHECKLIST

<input checked="" type="checkbox"/> Federal application materials required by www.grants.gov (see Appendix 1)
<input checked="" type="checkbox"/> Narrative Information Sheet (2-page limit, single-spaced) (see Section IV.D.)
<input checked="" type="checkbox"/> Narrative Information Sheet Attachment: <ul style="list-style-type: none"> ○ Letter from the state or tribal environmental authority (see Section IV.D.8.)
<input checked="" type="checkbox"/> The Narrative, which includes responses to the ranking criteria (10-page limit, single-spaced) (see Section IV.E.)
<input checked="" type="checkbox"/> Narrative Attachment: <ul style="list-style-type: none"> ○ Documentation indicating committed leveraged resources, if applicable (see Section IV.E.1.c.i.)
<input checked="" type="checkbox"/> Threshold Criteria Response (as an attachment(s)): <ul style="list-style-type: none"> ○ A statement of applicant eligibility if a city, county, state, or tribe (see Section III.B.1.) ○ Documentation of applicant eligibility if other than a city, county, state, or tribe; e.g., resolutions, statutes, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section III.B.1.) ○ Information on previously awarded Cleanup Grants (see Section III.B.2.) ○ Site ownership information (see Section III.B.3.) ○ Basic site information (see Section III.B.4.) ○ Status of history of contamination at the site (see Section III.B.5.) ○ An affirmative statement that site meets the definition of a brownfield site (see Section III.B.6.) ○ Description of the environmental assessment conducted at the site (see Section III.B.7.) ○ Information on enforcement or other actions or an affirmation that there are no enforcement or other actions (see Section III.B.8.) ○ Property-specific determination information or an affirmative statement that a Property-Specific determination is not required (see Section III.B.9.) ○ Property ownership eligibility information for hazardous substances sites, if applicable (see Section III.B.10.a.)

- Property ownership eligibility information for petroleum sites, if applicable (see [Section III.B.10.b.](#))
- Description of cleanup authority and oversight structure (see [Section III.B.11.](#))
- Community Notification documents (see [Section III.B.12.](#))
- Discussion on how the cost share will be met; or a cost share waiver request, if applicable (see [Section III.B.13.](#))

IV.D. Narrative Information Sheet

The Narrative Information Sheet must address the information below and shall not exceed two, single-spaced pages. 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.

1. Applicant Identification Provide the name and full address of the entity applying for funds. This is the agency or organization that will receive the grant and be accountable to EPA for the proper expenditure of funds.
2. Funding Requested
 - a. Grant Type Indicate “Single Site Cleanup” or “Multiple Site Cleanup.”
 - b. Federal Funds Requested
 - i. \$ _____ (Include requested amount; must not exceed \$500,000.)
 - ii. Indicate if you are requesting a cost share waiver.
3. Location Provide the a) city, b) county, and c) state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields property(ies).
4. Property Information Provide the property name and complete site address, including zip code. (If you are requesting funding for multiple sites, include the property information for each site.)
5. Contacts
 - a. Project Director Provide the name, phone number, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main point of contact for the project and should be the person responsible for the project’s day-to-day operations. The Project Director may be contacted if other information is needed.
 - b. Chief Executive/Highest Ranking Elected Official Provide the name, phone number, email address, and mailing address of the applicant’s Chief Executive or highest ranking elected official. For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization’s Executive Director or President. These individuals may be contacted if other information is needed.