

Narrative Information Sheet Template for Brownfields Multipurpose, Assessment, Revolving Loan Fund, Cleanup, and Job Training Grants

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Instructions:

The Narrative Information Sheet should 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 or information beyond what is requested below will not be considered. EPA does not consider information in the Narrative Information Sheet to be responses to the ranking criteria. Provide the Narrative Information Sheet on the applicant's official letterhead. You will not be penalized if you provide this information to EPA in a different format.

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. Website URL: Provide the website URL of your organization (and for each non-lead coalition member, if applicable). If selected for funding, EPA will include the link to your website on the Brownfields Grant Factsheet Tool.
3. Funding Requested
 - a. Grant Type Indicate "Multipurpose", "Assessment", "Cleanup", "Revolving Loan Fund", or "Job Training"
 - b. Federal Funds Requested
\$ _____ (Include the amount being requested from EPA; must not exceed \$XXX,XXX.)
4. **(Job Training Grants)** Coalition Members:
If applicable, list each non-lead coalition member (i.e., the entity/organization's name).

5. Location Provide the a) city, b) county, and c) state or reservation, Tribally owned lands, Tribal fee lands, etc., of the community(ies) that you propose to serve.

OR

Geographic Boundaries Provide the geographic boundaries of the a) city(ies), b) county(ies), and c) state or reservation, Tribally owned lands, Tribal fee lands, etc., of the community(ies) that you propose to serve. For Coalition Grants, list all the non-lead members and describe the geographic boundaries to be covered by the coalition members under the application.

6. (Multipurpose and Assessment Grants only) Target Area and Priority Site Information

- List the target area(s) discussed in the Narrative.
 - *Applicants other than Tribal Nations*, for each target area that is smaller than a city/town, list the eleven-digit census tract number(s) within the target area. (Please see the FYXX [FAQs](#) for guidance on how to find the eleven-digit census tract number for a target area.)
- Provide the address of the priority site(s) proposed in the Narrative.

OR

(Cleanup Grants only) 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.)

OR

(Assessment Coalition Grants only) Coalition Members' Target Areas and Priority Site Information

- List the coalition members (i.e., the lead and non-lead members) and each member's associated target area discussed in the Narrative.

OR

(Job Training Grants only) Population/Target Area Data

- Provide the general population of the area you are proposing to serve and the population of your defined target community. Tribes must provide the number of Tribal/non-Tribal members affected. Your jurisdiction's population can be found at www.census.gov.
- List the target area discussed in the Narrative.
- Applicants other than Tribal Nations, if the target area is smaller than a city/town, list the eleven-digit census tract number(s) within the target area. (Please see the FYXX [JT FAQs](#) for guidance on how to find a census tract.)
- Provide the anticipated address, or census tract, where the training facility will be located.

7. 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.

8. Population

- If you are a city/town, provide the population of your jurisdiction.
- If you are a county/parish/borough, state, or regional organization that covers a geographic area with more than one city/town, provide the population of the city(ies)/town(s) in which each priority site/target area is located.
- If you are a nonprofit organization exempt from taxation under section 501(c)(3) or a qualified community development entity, provide the population of the city(ies)/town(s) in which each priority site/target area is located.
- If you are a Tribe, provide the number of Tribal/non-tribal members affected.

Population data can be found at www.census.gov.

9. Other Factors Applicants claiming one or more of the other factors below must provide a summary in the Narrative on the applicable other factor(s). Please identify which of the below items apply to your community/proposed project by noting the corresponding Narrative page number. **If none of the Other Factors apply to your community/proposed project, please provide a statement to that effect.** EPA may verify this information prior to selection and consider this information during the evaluation process.

Sample Format for Providing Information on the Other Factors	Page #
Community population is 15,000 or less.	
The applicant is, or will assist, a federally recognized Indian Tribe or United States Territory.	
The priority site(s) is impacted by mine-scarred land.	
Secured firm leveraging commitment ties directly to the project and will facilitate completion of the remediation/reuse; secured resource is identified in the Narrative and substantiated in the attached documentation.	
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	

The priority site(s) is in a federally designated flood plain.	
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	
The reuse of the priority site(s) will incorporate energy efficiency measures.	
The proposed project will improve local climate adaptation/mitigation capacity and resilience to protect residents and community investments.	
At least 20% of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in Section I.B. , for priority site(s) within the target area.	
The target area is located within a community in which a coal-fired power plant has recently closed (2014 or later) or is closing.	

OR

(Job Training Grants Only)

Sample Format for Providing Information on the Other Factors		Page #
<input type="checkbox"/>	Applicants that propose to serve a community population of 10,000 or less.	
<input type="checkbox"/>	Whether the applicant is new (i.e., has not received an EPA Brownfields Job Training Grant since 2015.)	
<input type="checkbox"/>	Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will primarily serve tribal or territorial residents.	
<input type="checkbox"/>	Applications that seek to serve veterans.	
<input type="checkbox"/>	Whether the target area is located within a community in which a coal-fired power plant has recently closed (2015 or later) or is closing.	
<input type="checkbox"/>	None of the above apply.	

10. **(Multipurpose, Assessment, and RLF Grants only)** Letter from the State or Tribal Environmental Authority (not included in the three-page limit)

For an applicant other than a state or Tribal environmental authority, attach a current letter from the appropriate state or Tribal environmental authority (or equivalent state or Tribal regulatory oversight authority) acknowledging that the applicant plans to conduct assessment and cleanup activities and is planning to apply for FYXX federal Brownfields Grant funds. Letters regarding applications from prior years are not acceptable.

If you are applying for multiple types of grants, you need to receive only one letter from your state or Tribal environmental authority acknowledging the relevant grant activities. However, you must provide a copy of this letter, as an attachment, with each of your applications.

Please note that general correspondence and documents evidencing state involvement with the project (i.e., state enforcement orders or state notice letters) are not acceptable.

Coordinate early with your state or Tribal environmental authority in order to allow adequate time for you to obtain the acknowledgment letter and include it in your application.

11. Releasing Copies of Applications

In concert with EPA's commitment to conducting business in an open and transparent manner, copies of applications submitted under this solicitation may be made publicly available on [EPA's Office of Brownfields and Land Revitalization](#) website or other public website for a period of time after the selected applications are announced. EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information that, if disclosed, would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with [40 CFR § 2.203](#). (Review [Section IV.G](#) for more information.)

Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if the application does not have confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to the submitter.