

While We Wait for **NOFO**

FY26 EPA Brownfield Grant Prep Activities

Checklist

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• Administrative Set Up

- ☐ Active [SAM.gov](https://sam.gov) account
- ☐ Valid Unique Entity Identifier (UEI) associated with the [SAM.gov](https://sam.gov) account
- ☐ Active [Grants.gov](https://grants.gov) registration
- ☐ Confirm who is the Authorized Organization Representative (AOR) designated in [Grants.gov](https://grants.gov)

• Forms

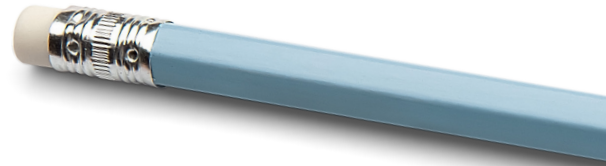
- ☐ Application for Federal Assistance (SF-424)
- ☐ Budget Information for Non-Construction Programs (SF-424A)
- ☐ Pre-award Compliance Review Report (EPA Form 4700-4)
- ☐ EPA Key Contacts (Form 5700-54)
- ☐ [Grants.gov](https://grants.gov) Lobbying Form (if requested funding is over \$100,000)
- ☐ Negotiated/Proposed Indirect Cost Rate Agreement (if budgeting for indirect costs)

• Threshold Criteria Prep (not exhaustive)

- ☐ Talk to your state or tribal environmental authority about your project
- ☐ Documentation of your eligibility
- ☐ Existing grantees – documentation of your draw-down to date
- ☐ Cleanup grant considerations:
 - **Site ownership proof**
 - **Description of site characterization (including date of Phase II report)**
 - **Cleanup oversight plan**
 - **Draft ABCA**
 - **Contact information for posting public notification**

• Narrative Criteria Prep (not exhaustive)

- ☐ Draft a brownfields inventory
- ☐ Gather documentation
 - *Local comprehensive/master plans*
 - *Partner/non-profit annual reports*
 - *Hazard mitigation plan*
 - *Community Health Assessment/Improvement Plan*
 - *Community engagement activities*
 - *Other programs for funding/leveraging*
 - *Interview code enforcement, police, and fire departments*
 - *Municipal budget information*
 - *Visit library to research documentation of blight, crime, social issues*
- ☐ Define your target area and priority brownfields
- ☐ Meet with partners and stakeholders for grant application planning
- ☐ Build your team
 - *Project Manager*
 - *Technical Expert*
 - *Financial Manager*
 - *Community Engagement Coordinator*
 - *Legal Expert*
 - *Purchasing Agent*
 - *EPA Project Officer*
- ☐ Develop your budget
 - *Draft tasks and responsibilities*
 - *Draft SF-424A*
 - *EPA training module 2 “direct costs”:*
<https://www.epa.gov/grants/how-develop-budget>



<https://njit.edu/tab>

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