National TAB EZ and MAC Grant Writing Tips

Webinar
December 18, 2018
Housekeeping

• All attendees are on mute. Please use the integrated audio on your computer or mobile device for sound.
• Please submit all questions using the Q&A function on the upper right section. When you submit your questions, please submit your questions to “All Panelists.”
• A recording of the webinar will be available after the webinar, and we will distribute a link to all participants.
• We appreciate your feedback – please respond to the webinar survey.
## Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 26-28</td>
<td>Tribal Response Program Workshop, Roundtables and Best Practices (EPA Regions 7 &amp; 8) Omaha, NE</td>
</tr>
<tr>
<td>March 18-20</td>
<td>Central Appalachian Regional Brownfield Summit (CARBS) Kingsport, TN</td>
</tr>
</tbody>
</table>
Today’s Presenters

**Rachel Lentz** is the Grants Team Leader and the State and Tribal lead in the office of Brownfields & Land Revitalization in the EPA Office of Land and Emergency Management. She has worked in brownfields for over a decade.

**Ken Brown** is the Director of CCLR / NALGEP’s Washington DC office. He has more than 20 years of experience helping communities develop strategies and obtain funding for revitalization projects.
Today’s Presenters

**Erica Rippe** started at the Center for Creative Land Recycling in 2016 and manages CCLR’s west coast workshops, trainings and national event marketing. Prior to joining CCLR, Erica worked with local government and planning officials at the City of San Luis Obispo, CA where she helped implement Climate Action Plans.

**Elizabeth Limbrick** is a Licensed Site Remediation Professional in New Jersey. She is a Project Manager at the New Jersey Institute of Technology where she provides free technical assistance to governmental, tribal and not-for-profit entities in EPA Regions 1, 3, and 4 that are interested redeveloping brownfields. Elizabeth has 25 years of experience in the development and oversight of environmental remediation and brownfield redevelopment projects in the private and public sectors.
Today’s Presenters

Ignacio Dayrit has over 30 years of experience in public sector development including: grant writing, fiscal and financial analysis, public debt financing, feasibility analyses, community outreach and participation and urban design. With CCLR, he has assisted communities throughout the west to obtain state and Federal grants and technical assistance.

Maggie Egbarts is the KSU Technical Assistance to Brownfields (TAB) coordinator for EPA regions 5 and 7 where she provides assistance to communities navigating the reuse of blighted properties. She has 15 years of experience in environmental assessment, cleanup, regulatory compliance and property revitalization.
Today’s Webinar

1. Overview of TAB Program
2. Assessment Grant Tips
3. Cleanup Grant Tips
4. Multi-purpose Grant Tips
5. General Tips and Tricks
6. TAB EZ Online Grantwriting Tool
7. Questions
Technical Assistance to Brownfields Communities Program

• Direct technical assistance on full range of brownfields topics -- community involvement, health impacts, finance, liability, redevelopment, and grant writing

• Tools include: workshops and webinars, one-on-one assistance, case studies, web-based tools

• *Training & review of drafts of EPA MAC grant proposals: Contact your TAB now!*
Technical Assistance Providers

New Jersey Institute of Technology (NJIT)
www.njit.edu/tab
EPA Regions 1, 3, & 4
Colette Santasieri | 973-642-4165 | santasieri@njit.edu

Kansas State University (KSU)
www.ksutab.org
EPA Regions 5, 6, 7 & 8
Blase Leven | 785-532-0780 | baleven@ksu.edu

Center for Creative Land Recycling (CCLR)
www.cclr.org
EPA Regions 2, 9 & 10
Sarah Sieloff | 415-398-1080 | sarah.sieloff@cclr.org
What is a Brownfield

Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

• Hazardous Materials
  o Auto Shops
  o Salvage Yards
  o Illegal dump sites
  o Dry Cleaners
  o Mine Scarred Lands
  o Illegal Drug Labs

• Petroleum Sites
  o Gas Stations
  o Fuel Terminals
  o Tank Farms

• Commingled
FY2019 Brownfields Grants

Assessment Grants
- Inventory, characterize, assess, and conduct planning (including cleanup planning) and community involvement
- $200,000-$600,000
- 114 grants = $37M

Cleanup Grants
- Cleanup activities at a specific brownfield site or multiple brownfield sites owned by the applicant
- Up to $500,000
- Only one proposal per applicant
- 40 = $11M

Multipurpose (MP)
- Range of planning, assessment and cleanup activities
- Up to $800,000
- 10 grants = $8M
Benefits of a Brownfields Grant

• **Seed funding** to launch brownfields programs and conduct initial site investigations at priority sites.

• **Assessment funding is flexible** – can be used for multiple sites, for reuse planning, health assessments, brownfields staff, community involvement, and site investigations.

• **Funding can be used to leverage other federal, state, and local revitalization funding.**

• **Can help achieve multiple community objectives** – e.g., removal of blight, clean-up, transportation improvements, new affordable housing, mixed use development, new parks and open space, waterfront revitalization.
Key Changes to FY 2019 Guidelines

• New Multi-purpose (MP) grants
• No Revolving Loan Fund competition this round
• 10 page limit for assessment and clean-up grants
• Letters of support not required
MAC Grant Process Overview

Submit applications by January 31, 2019
11:59 p.m. Eastern Time

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines Issued</td>
<td>November 2018</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>January 31, 2017</td>
</tr>
<tr>
<td>Selections Announced</td>
<td>May - June 2019</td>
</tr>
<tr>
<td>Work Plans Negotiated</td>
<td>June 2019</td>
</tr>
<tr>
<td>Funding Available</td>
<td>July - October 2019</td>
</tr>
</tbody>
</table>
Grant Process – Before Pen Hits Paper

- Start working with your community **early** to establish a process and procedures for engaging them.
- Begin identifying and forming partnerships that are critical to the success of your program.
- Identify roles and responsibilities: Know which departments you will need to administer grant.
- Identify specific site(s)/area(s) in need of assessment.

**These efforts can begin before you write the grant proposal**
MAC Grant Process – Online Tools

- Participate in webinars and trainings offered by EPA
- TAB EZ [www.ksutab.org](http://www.ksutab.org) or [www.tabez.org](http://www.tabez.org)
  - Template for Assessment and Cleanup only.
  - For Assessment: Choose “community wide” or “site specific”
- Learn how to submit a proposal via [www.grants.gov](http://www.grants.gov)
  - Review the Tools & Tips
  - Obtain your DUNS number and register in [www.sam/SAM/.gov](http://www.sam/SAM/.gov)
  - Help Desk: 1-800-518-4726 (open 24/7)
Assessment Grant Program

Assessments grants can be used for:

- Brownfields Inventories / Prioritizing Sites
- Environmental Assessments (Phase I and II)
- Planning
  - Reuse Assessments
  - Market Analysis & Market Evaluations
  - Preparing cleanup plans and/or end-use plan
- Performing community engagement activities
- Travel and training

Who is eligible?

- State, local and tribal governments
- General purpose units of local governments
- Regional councils or redevelopment agencies
- Non-Profits

Note: Existing Grantees: 70% Drawdown by Jan. 1, 2019

EPA estimates awarding 114 Assessment Grants for about $37 Million

Yes! Nonprofits may apply
## Assessment Grant: Funding Guide

<table>
<thead>
<tr>
<th>Community-Wide</th>
<th>Site-Specific</th>
<th>Coalition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $300,000 for hazardous substances and/or petroleum or combination</td>
<td>Up to $200,000 for hazardous substances and/or petroleum or combination</td>
<td>Up to $600K for hazardous substances and/or petroleum</td>
</tr>
<tr>
<td>No waiver of funding limit</td>
<td>May request a waiver for up to $350,000</td>
<td>No waiver of funding limit</td>
</tr>
<tr>
<td>Maximum combined amount: $300,000</td>
<td>Maximum amount $350,000</td>
<td>Maximum amount $600,000</td>
</tr>
<tr>
<td>May also apply for a site-specific grant</td>
<td>May also apply for a community-wide grant</td>
<td>Cannot apply community wide, site-specific, or as part of another coalition</td>
</tr>
</tbody>
</table>
Assessment Rating – 100 Points

- Project Area Description and Plan for Revitalization – 30%
- Community Need and Community Engagement – 20%
- Task Description, Cost Estimates, and Measuring Success – 35%
- Programmatic Capability and Past Performance – 15%
- Maximum number of points: 100
TIP: Assessment Grants

The best assessment grant applications involve projects where:

- Already identified a target area in need of assessment
- Already have an relationship with existing community in target area
- Already have site access to some properties in target area
- Significant redevelopment/revitalization potential in target area
Assessment Grant changes

- Nonprofits can apply for assessment grants.
- Existing Grantees: 70% Drawdown by Jan. 1, 2019
- Assessment funds can be used for a wider array of planning activities – including market analyses and market evaluations.
Cleanup Grant Program

Cleanup grants can be used for:
- Cleanup activities at a single site or multiple sites
  - You can only submit one cleanup proposal!
  - If you apply for cleanup, you cannot apply for Multi-purpose grants
- Program reporting, cleanup oversight, environmental monitoring
- A portion of funding can be used for buying environmental insurance - see FAQs

Who is eligible?
- State, local and tribal governments
- General Purpose Unit of local government
- Regional councils or redevelopment agencies
- Non-Profits

EPA estimates awarding 35-40 grants, or $11 million
Cleanup Grants: Up to $500,000

Application Requirements

- Phase II completed
- Draft ABCA complete
- Community Notification and Public Comment - by January 17th
- Sole owner of the property(ies) by January 31, 2018 (fee simple title)
- Not responsible party
- 20% cost share
- Affirm site has never received EPA Cleanup grant funds (Section III.B)
- Attach documentation of secured leveraged funding
  - Award letter
Cleanup Rating - 100 Points

- Project Area Description and Plan for Revitalization – 30%
- Community Need & Community Engagement – 20%
- Task Description, Cost Estimates, & Measuring Success – 35%
- Programmatic Capability and Past Performance – 15%

Max number of points: 100 Points
Cleanup Grant Program

Site eligibility determinations
- New - properties purchased before January 11, 2002
- Provide information on BFPP Liability Protections
- Eligibility usually determined by state, or EPA if state cannot
- Contact state and EPA early

Petroleum - No viable responsible party
Comply with state oversight authority & oversight structure
ABCA, community notification, meeting & responses
Tips: Cleanup Grants

- Choose a site with a good story
- Consider all the components of the remedial action, including low impact remediation and protection of the community during remediation
- Alignment with Revitalization Plans
- Economic development benefits
  - If applicable, renewable energy components
- Be clear on cost share requirement vs. leveraging sources oversight
Changes: Cleanup Grants

- Site must not have previously received Cleanup Grant funds
- Statutory Cleanup Cost Share Requirement – 20%
- Site eligibility: Properties purchased before January 11, 2002
Multipurpose (MP) Grant Program

Multipurpose grants can be used for:
❖ Almost anything an assessment and cleanup grant can do
❖ Twelve pages - Five years
❖ Focus on early or focused planning for revitalization
❖ You can only submit one MP proposal!
   ❖ If you apply for MP, you cannot apply for any other grants

Who is eligible?
❖ State, local and tribal governments
❖ General Purpose Unit of local government
❖ Regional councils or redevelopment agencies
❖ Non-Profits
MP Grant Rating – 100 Points

- Project Area Description and Plan for Revitalization – 30%
- Community Need and Community Engagement – 20%
- Task Description, Cost Estimates, & Measuring Success – 35%
- Programmatic Capability – 15%
- Maximum number of points: 100
Why MP Grants?

❖ New flexible program - will be competitive
❖ Designed to combine former areawide planning & cleanup grants
  • Suitable for areas with a key brownfield site and/or areawide planning approaches
❖ Considerations between an MP or an assessment+cleanup?
  • $40,000 cost share required with MP
  • MP designed for creating a revitalization plan or reuse implementation, and outreach activities
  • Site eligibility for “cleanup site” less strict
General Tips

• Read Entire Guidelines and Follow Directions
  o Use the *format* requirements! (font, pages, margins, etc.)
  o Address each section and subsections – do not leave any section blank

• Get Grants.gov and sam.gov/SAM/, DUNS and Workspace in order
  o https://www.grants.gov/web/grants/applicants/applicant-training.html

• Use the proposal checklist and evaluation criteria

• Add page numbers, use the headers

• Do not assume reviewer understands your region or community, history or “issues” (no local jargon)

• Get an Outside Editor
General Tips (Cont.)

• Start with a **great project** not a great grant.
  o Identify brownfields within the Target Area and the challenges posed by those brownfields.
  o How do the brownfields challenges impact the community?
  o Establish revitalization goals. Does the redevelopment of the identified brownfields align with those goals? Does your project align with regional plans/goals?

• How is your community different from other applicants
  o Develop a specific focus to your grant program that is based on the unique needs of your community – generic doesn’t get funded.

• Community Engagement
  o Engaging the community is a two-way street. What does it look like?
  o Do you have a plan? How will engagement continue throughout the grant?
  o Relevant partners
General Tips (Cont.)

• Financial Need
  o Why do you need the $$? What tasks will be accomplished and how will you measure performance? What leveraged resources are available?

• Make sure your proposed budget and activities are realistic (and eligible). Recheck the budget table.

• “Vision” to “revitalization”

• Quantify – indicators, outcomes and outputs
  o Don’t just state a fact – back it up with data and/or examples

• Check out EPA’s FAQs, ask your TAB provider.

• Use TABEZ at www.ksutab.org or www.tabez.org

• If working with a hired consultant make sure the consultant was secured through open competition and meets federal procurement requirements.
TABEZ Online Grantwriting Tool

www.ksutab.org

Grant Applications Home

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Owner:</th>
<th>Last Contributor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example1-Assessment</td>
<td>S W</td>
<td>S W</td>
<td>08/27/2010</td>
</tr>
<tr>
<td>Example2-Cleanup</td>
<td>S W</td>
<td>S W</td>
<td>08/20/2010</td>
</tr>
<tr>
<td>Example3-Cleanup-pet</td>
<td>S W</td>
<td>S W</td>
<td>08/24/2009</td>
</tr>
</tbody>
</table>

START A NEW GRANT APPLICATION

HOW DO I START A GRANT APPLICATION?

SAMPLE GRANT APPLICATIONS
TABEZ Features and Benefits

- **FREE** – require a user account
- User friendly and can be accessed anytime at the user’s own pace
- **PRIVACY PROTECTION**, but primary user can give access to collaborators
- **Helpful Hints** for several grant criteria to be addressed
- Configure application type
  - Assessment → Site Specific or Community Wide → Hazardous Substance or Petroleum or both
  - Cleanup → Hazardous Substance or Petroleum
- Integrates Brownfield education with **online support**: definitions, proposal guidelines, pertinent federal/state web links, and past successful proposals
Compiles all criteria for a particular category into one area.

Ensure all criteria are addressed.

Type directly into the text box or use “paste from word” button.

Character count for each section & cumulative total on the outline page. [approx. 3300 – 3900 per page]
- Add comments for other collaborators you’ve invited.
- View revisions made by you and others.
- Mark complete when finished.
- Tables provided in guidelines are incorporated into template.
  - Includes examples of acceptable funding uses
  - Modify accordingly and delete instructions.
- Save your work periodically so as not to inadvertently lose it.
### Cleanup Budget Table

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Project Tasks ($) (programmatic costs only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Costs</td>
<td>Task 1</td>
</tr>
<tr>
<td>Personnel</td>
<td>0</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>0</td>
</tr>
<tr>
<td>Travel¹</td>
<td>0</td>
</tr>
<tr>
<td>Equipment²</td>
<td>0</td>
</tr>
<tr>
<td>Supplies</td>
<td>0</td>
</tr>
<tr>
<td>Contractual</td>
<td>0</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>0</td>
</tr>
<tr>
<td>Total Direct Costs³</td>
<td>0</td>
</tr>
<tr>
<td>Indirect Costs³</td>
<td>0</td>
</tr>
<tr>
<td>Total Federal Funding (Not to exceed $500,000)</td>
<td>0</td>
</tr>
<tr>
<td>Cost Share (20% of requested federal funds)</td>
<td>0</td>
</tr>
<tr>
<td>Total Budget (Total Direct Costs + Indirect Costs + Cost Share)</td>
<td>0</td>
</tr>
</tbody>
</table>

¹Travel to brownfields-related training conferences is an acceptable use of these grant funds.

²EPA 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 Cleanup grants.

³Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.

⁴Applicants must include the cost share in the budget even if applying for a cost share waiver (see Section III.B.13 for a list of applicants that may request a cost share waiver). If the applicant is successful and the cost share waiver is approved, it will be removed in pre-award negotiation.
TABEZ Export

Must export to finalize, editing, formatting, and printing for submittal.

Note: TABEZ creates a MSWord document that should be considered a DRAFT. Users should double check and format their proposal according to the EPA guidelines, in the right order. If you are experiencing any difficulty with exporting your application, please contact Shereen Walsh at 785-532-6519 or by email at chsr@ksu.edu for assistance.
Additional Resources

www.ksutab.org
Free Technical Assistance

• **TAB Program**
  - TAB EZ: Template for Drafting EPA Assessment and Cleanup Proposals ([www.ksutab.org](http://www.ksutab.org))
  - Proposal Reviews: One to two-week notice; Three – seven day review (sometimes less)

• **State Brownfields Programs**
  - Letters of Acknowledgement, site-specific eligibility determinations, and other technical assistance

• **EPA Regional Brownfields Programs**
  - Applicant, site, and site ownership Eligibility determinations
    - Request NOW, if in doubt
  - Regional Webinars
EPA MAC FY 2019 Timeline

- January 31, 2019 - Proposals due
- May - June 2019 - Selections announced
- June 2019 - Work plans finalized
- July - October 2019 - Grants awarded
Questions?

- Ken Brown, NALGEP/CCLR
  ken.brown@cclr.org

- Elizabeth Limbrick, NJIT
  limbrick@njit.edu

- Ignacio Dayrit, CCLR
  ignacio.dayrit@cclr.org

- Rachel Lentz, US EPA
  lentz.rachel@epa.gov

- Erica Rippe, CCLR
  erica.rippe@cclr.org

- Maggie Egbarts, KSU TAB
  maggiejessie@ksu.edu