A Few Quick Notes

- This session is being recorded
- Registrants will receive a link to the recording & and a CCLR resource

Use Chat Box for :

- Technical Issues
- Links and Resources
- Your Questions

Agenda – 90 Minutes to a Clear Action Plan

Segment 1 (25 min)
The Interim Action Plan (ALL Applicants)

For ALL applicants
Universal steps to build momentum while you wait

Segment 2 (25min)
Path A: IF SELECTED

Hit the Ground Running
Pre-Award readiness
Workplan + Financial Prep

Segment 3 (25 min)
Path B: IF NOT SELECTED

Pivot with Purpose Strengthen for next round

Segment 4 (15 min)
Q&A + Closing
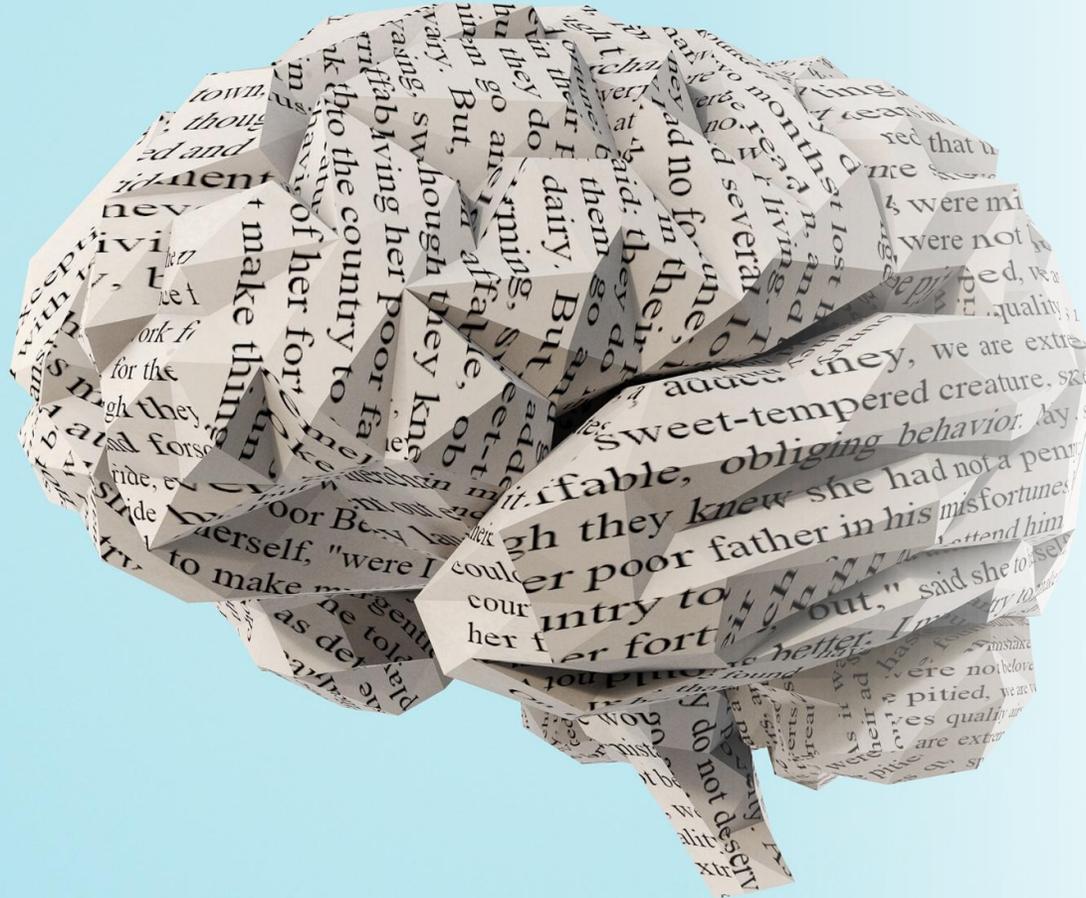

Your questions answered Resources and Next Steps

Who's Who?
Poll Responses

The "Now What?" Mindset

Critical Timeline

- Jan 28, 2026 – Submitted application

- [NOW – Waiting Period (6-8 weeks)]

- May/June 2026 – Anticipated awards Announced
(awardees notified prior to public)

- Sept 2026 – FY27 NOFO (TBD)

What you do NOW determines your success with either path

SEGMENT 1: The Interim Action Plan

⏰ 25 Min.

For ALL Applicants – Universal Steps to Build Momentum While You Wait

Know Your "Why?"

- Why did you apply?
- Why these partners?
- Why this site?
- Why now?

Be able to communicate it!

Create/Organize Grant File

Master Folder

- Final Application

- Threshold Criteria Documentation

- All Forms (SF424, etc.)

- Attachments

- Support Letters (State characterization, leveraging, etc.)

- Maps, photos, etc.

- Other Documentation, correspondence, drafts, notes, budget worksheets

Internal Debrief

- DO IT NOW! – "Blameless Autopsy"
  - Review each section of application
  - What worked well?
  - What would you do differently?
  - Document _everything_ in Master Folder
  - Assign follow-up tasks
  - Create deadlines and goals

Strengthen Foundation

- Re-engage Project Team & Stakeholders
- Review pertinent plans
- Consider possible Target Areas (TA)
- Begin drafting a site inventory
- Consider attributes to include

ACTION ITEM: Identify 3 priority properties

Criteria:
- Site is known/suspected to be contaminated
- Owner is willing to engage
- Community has identified it as a priority
- Redevelopment potential is clear
- Located in a TA

Property Identifiers			Site Use		Environmental Evaluation	
PIN	Owner	Address/Size	Historic	Present/ Zoning	Potential RECs	Fire Dept/Sanborn
018250	M. Russell	212 Main Street/ 2.5 acres	Light industrial uses, manufacturing	Abandoned/vacant; I-1	Former Municipal landfill	No records of hazardous materials

Data Gap Analysis: Community Need & Community Engagement

Ask Yourself:

- What data was anecdotal?

- What needs hard numbers?

- Where are the gaps in the narratives?

- What would make our story stronger/more competitive?

Start Collecting Data NOW:

- Census tracts

- Local health depts

- Economic indicators

- Community surveys

- CDC

- USDA

- FEMA

ACTION ITEM: Identify one key data point to solidify, i.e., % of rental v. owner-occupied, asthma rates, historical redlining maps

Relationship Building: Who to Connect With NOW

Entity	Tasks
EPA Regional Staff	• Brief check-in • Respond promptly to app issues • Inquire about other EPA funding opps
State/Tribal Response Programs	• Align with voluntary cleanup/VCUP • Understand state requirements • Inquire about state funding options
Other Federal Partners	• HUD • EDA • DOT • USDA
Private Sector	• CDFIs • Foundations • Developers • Local Banks
State Representatives	• Earmarks

ACTION ITEM: Schedule an informational meeting (at least one) with a NON-EPA partner

Recap

- 🟠 Schedule internal debrief meeting (This Week)

- 🟩 Identify/create site inventory spreadsheet (Next 3 weeks)

- 🎯 Identify 3 priority properties (Next 5 weeks)

- 🔍 Identify one data point to solidify (Next 5 weeks)

- 🤝 Schedule one non-EPA partner meeting (Next 3 weeks)

SEGMENT 2: Path A – If Selected

🕐 25 Min.

Hit the Ground Running – Pre-Award Readiness

The Post-Award Reality

Read Your Award Email…

…the Long One

What to Expect:

- You are a "Selectee" not a "Grantee"

- Review Terms & Conditions (Programmatic/Administrative)

- Updated forms

- Draft workplan

<u>No Approved workplan = No Grant</u>

Source: onpasture.com

Grant Team

Role	Responsibility
Project Manager (and support)	Day-to-day oversight, reporting, EPA communications, procurement
Financial Admin.	Drawdowns, financial reporting, timesheet tracking, procurement
Legal	Reviews CA, contracts, property access agreements, liability issues
Authorized Official	Signs documents, official org. rep.
Possible Contractors	Community Outreach, QEP, etc.

ACTION ITEM: Designate and identify roles, decision-making authority and communication protocols
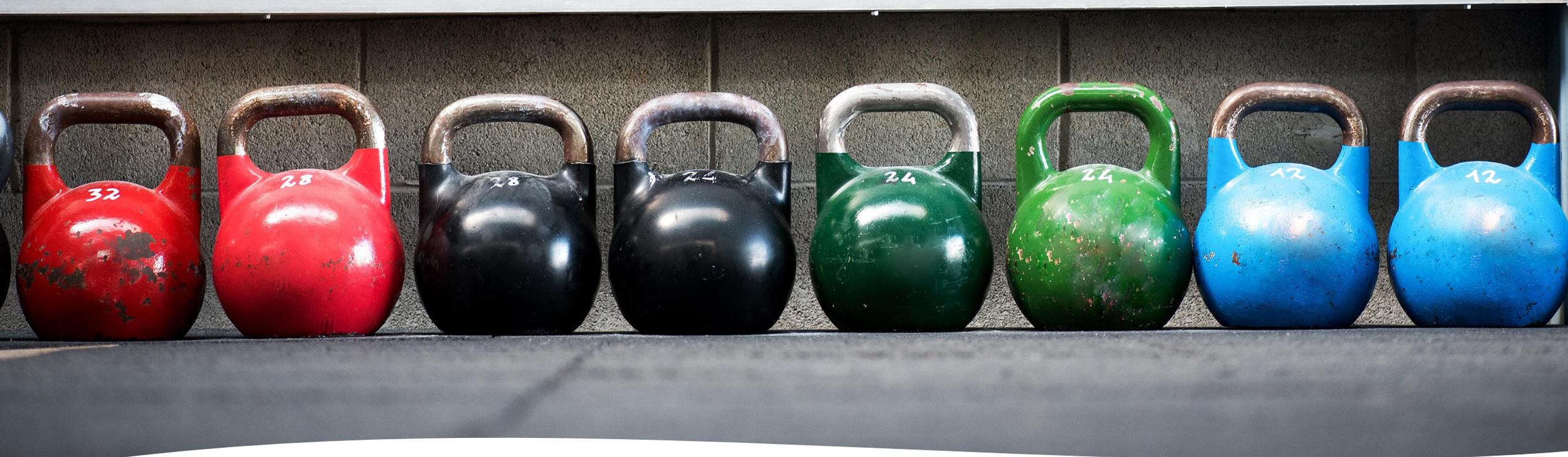
Internal Team Roster

ACTION ITEM: Create project team roster with contact information and defined roles and responsibilities

Include:

- Name/title, contact info

- Primary role

- Backup person/s

- Signatory Authority

- Point of contact with EPA

- Meeting schedule

Draft Workplan Bootcamp

- Start NOW using the EPA template provided for your grant
- Transfer and summarize/paraphrase from your grant proposal
- Workplan is your playbook
- It is dynamic; can be modified during the grant period
- Details!! Budget narrative needs to be VERY specific

Typical Workplan Components

1. Project Overview

  1.1 Project Description, Goals, Objectives

  1.2 Organizational Structure/Responsibilities

  1.3 Project Outputs and Outcomes

2.0 Project Task Descriptions

  2.1 Task 1 (Project Management)

  2.2 Task 2 (Community Engagement)

  2.3 Task 3 (Assessments)

  2.4 Task 4 (Cleanup and Reuse Planning)

3.0 Schedule and Deliverables

4.0 Budget

  4.1 Budget Table

  4.2 Budget Narrative

Attachments

Financial Housekeeping

1

Confirm UEI* is ACTIVE

- Log in to SAM.gov and verify your registration
- Check expiration date – renew if needed
- Cannot be expired!!

*Unique Entity Identification

2

Know Indirect Cost Rate

- Do you have a negotiated rate?
- Understand de minimis rate (15%)
- Document rate approval
- 5% cap

3

Set Up Internal Tracking

- Create dedicated project account
- Establish timesheet tracking (if "Personnel" is in budget)
- Ensure compliance with 2 CFR 200

UEI Status

ACTION ITEM:
Log into SAM.gov and verify registration (FREE!!)

Check:

- Status = Active

- Expiration date

- Entity name matches application

- UEI number is correct

- Banking info is current (if applicable)

- If expired – start renewal **NOW**

- Set a one year calendar reminder

Procurement Readiness

- Start understanding the process

- Review EPA procurement guides

- Confirm compliance with 2 CFR 200 requirements

- Typically takes 3 months

- Cost/price analysis required **Prior** to publishing RFP/RFQ

- Consider scope of work

- Understand the methods of contracting

- Document everything (2 CFR 200.318(i))

"Procurement 2.0"
CCLR Webinar 4/8/26

Required Training

- All "new" recipients

- Must complete two online courses
  - *EPA Grants Management Training for Applicants and Recipients*
  - *How to Develop a Budget*

- Review EPA Procurement Guides

- Must be completed **PRIOR** to receiving grant funds

- Non-Profit Orgs receiving >$200K required to be pre-award certified (Form 6600-09)

Recap

- Create internal team roster with roles (NOW)

- Download EPA workplan template and start populating (immediately)

- Verify SAM.gov registration is ACTIVE (NOW)

- Draft SOW for key contractors/QEP (after workplan)

- Schedule out required training

SEGMENT 3: Path B – If Not Selected

🕐 25 Min.

Pivot with Purpose – Strengthen for the Next Round

Mindset Shift

- "NO" is NOT a Dead End
- "NO" is INTEL

Grieve then…

- Free debrief from EPA
- Compare to your own "blameless autopsy"
- Time to build deeper partnerships
- Opportunity to find alternative funding
- Reach out to CCLR for TA

Request Your Debrief

- Within **15 days** of receiving notification email/letter from EPA

- Verbal debrief includes:
  - Application Score
  - Reviewer comments (if any)
  - Strengths identified
  - Weaknesses noted
  - Possible suggestions (if any)
  - TAKE NOTES!

- Key Things to Gain:
  - Was it scoring? What sections lost points - Partners? Data? Budget?

- There is no specific timeframe for EPA to provide a debrief

ACTION ITEM:
Draft the email requesting debrief NOW (don't send until after announcements)

Strengthen for Next Round

- Use debrief to create a stronger FY27 application

- Work with CCLR MARC Team to help strengthen areas of weakness

Revision Strategies

✓ Address EVERY weakness noted

✓ Strengthen narrative with data that supports story

✓ Make stronger commitments

✓ Add fostered partnerships and meaningful community input

✓ Fortify site inventory, tasks and deliverables with more details

✓ Consider if different funding is a better fit

Track Changes Version

- Action Item: Create a "Revision Log"

Section	Debrief Log	Revision Plan
Community Need	Weak data on health impacts	Add asthma data from CDC
Partnerships	Too generic	Consider MOUs or specific commitments
Tasks	Vague	Review past successful grants
Budget	Doesn't match tasks	Review past successful grants, send to TAB provider for assistance

Pursue Alternative Funding NOW

- Don't wait till FY27 EPA Brownfields NOFO

- Pursue the alternate funding resources
    - State Programs
    - Non-EPA Federal Funds
    - Private/Foundations
    - Partnerships

ACTION ITEM:
Research and identify two non-EPA funding sources relevant to your project and track deadlines

DIY Assessments

- DIY preliminary environmental reviews using public resources

- Be a detective; do a little "digging"

- Demonstrates due diligence; could strengthen future apps

Public Resources

- Sanborn Fire Ins. Maps

- City Directories

- Google Earth

- Envirofacts/EnviroMapper

- State Env. Databases

- NEPAssist

Recap

- Draft debrief request email (NOW – send after announcement)

- Create "Track Changes" revision log (After debrief)

- Research two non-EPA funding resources; track deadlines

- Gather historical records for one site

- Schedule a partner meeting to discuss alternative funding

SEGMENT 4: Q&A

15 Min.

Closing and Takeaways

Takeaways

➤ <u>The Clock is Ticking. Do NOT Stop</u>

Use the waiting period to build capacity

➤ <u>Winners - Draft Workplans</u>

Be ready to sprint when the award comes

➤ <u>Non-selectees - Analyze and Pivot</u>

"No" is intel! Use it to come back stronger.

Good Luck & Don't Wait!!!

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CCLR Newsletter