

# **ASK THE EXPERTS** Tips & Tricks for EPA Brownfield Grant Successes







## October 12, 2023

# INTRODUCTIONS







## **Ж** ТАВ

Katie See, Brownfields Redevelopment Specialist



Brett Gilmartin Project Officer







John Gross Environmental Group Manager

# WVU TAB

## What do we do?

- WVU TAB is the Technical Assistance to Brownfields (TAB) provider for EPA Region 3.
- Resources we offer include Brownfield Education

This includes today's EPA Grant webinar!









### **EPA Grant Application Details**









# EPA GRANT OVERVIEW

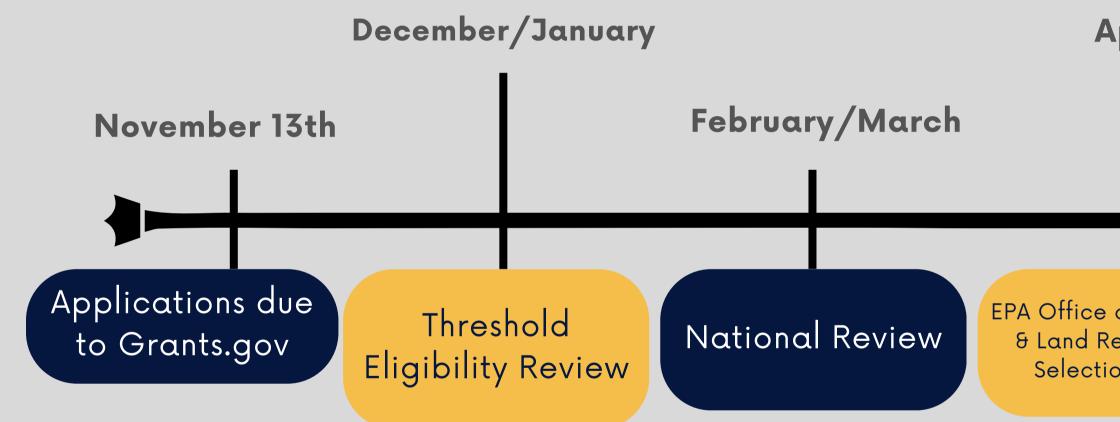
## Also referred to as MARC Grants

- Multi-Purpose
- Assessment
- Revolving Loan Funds (Not included this round) • Cleanup





# EPA GRANT TIMELINE









#### April Μαγ Selection EPA Office of Brownfields & Land Revitalization Announcement Selection Review

#### EPA anticipates offering grants of the following amounts in FY2024

\*All amounts may be subject to change\*

Grant Type	Maximum Project Period	Maximum Amount Per Grant	Estimated # of Awards	Bipartisan Infrastrure Law Funds	Regular Appropriated Funds
Multipurpose	5yrs.	\$1 Million	20		\$20.0 Million
Assessment (State/Tribal)	5yrs.	\$2 Million	25	\$50 Million	
Assessment Coalitions	4yrs.	\$1.5 Million	26		\$40 Million
Assessment (CW)- New*	4yrs.	\$500,000	30		\$15 Million
Assessment (CW)- Existing**	4yrs.	\$500,000	30		\$15 Million
Cleanup	4yrs.	\$500,000	40	\$20 Million	
Cleanup	4yrs.	\$2 Million	17	\$35 Million	
Cleanup	4yrs.	\$5 Million	8	\$40 Million	
				\$145 Million	\$90 Million



\*\*Community-wide Assessment: New=Entities that have <u>never</u> received an EPA Brownfields MARC Grant or that were awarded a MARC Grant that closed in 2014 or earlier.

\*\*Community-wide Assessment: Existing= Entities that have anopen MARC Grant or were awarded a MARC Grant that closed in 2015 or later.

#### Total Per Grant Type



# ELIGIBILITY - ALL GRANTS

- State, local, and tribal governments
- General purpose units of local government
- Regional council or redevelopment agency.
- Non-profit organizations\*
- Ouasi-governmental agencies

\*501(c)4 organizations are only eligible for Cleanup Grants







## **THRESHOLD CRITERIA**





## **IMPORTANCE OF THRESHOLD CRITERIA** ALL Grants

- Threshold eligibility criteria ensures applicants are eligible to receive an EPA Brownfield MARC grant
- Criteria are pass/fail and based on certain requests for information identified in following slides
- Information submitted is used by EPA only to make eligibility determinations for EPA Brownfield grants
- Only applications that pass all threshold criteria will be evaluated against evaluation criteria in Section 5.A. Evaluation Criteria of Grant Solicitations

Responses to each criteria are required and must be included as an attachment to the grant Narrative which is included in application submitted to EPA

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.



ceive an EPA Brownfield MARC grant tion identified in following slides erminations for EPA Brownfield grants ed against evaluation criteria in

## **THRESHOLD CRITERIA** Multipurpose Grants

- 1. Applicant Eligibility
- 2. Community Involvement
- 3. Target Area
- 4. Affirmation of Brownfield Site Ownership
- 5. Use of Grant Funds
- 6. Expenditure of Existing Grant Funds
  - At least 70% of funds from EPA must be drawn down by October 1, 2023
- 7. Contractors & Named Sub-recipients





## **THRESHOLD CRITERIA** Assessment Grants

#### **Community Wide and State & Tribal**

- 1.Applicant Eligibility
- 2.Community Involvement
- 3.Expenditure of Existing Grant Funds
  - At least 70% of funds from EPA must be drawn down by October 1, 2023
- 4. Target Areas & Priority Sites (State & Tribal Only)
- 5.Named Contractors & Subrecipients





## **THRESHOLD CRITERIA** Assessment Grants

#### Coalition

- 1.Applicant Eligibility
- 2.Number and Eligibility of Non-Lead Coalition
  - Members
- 3.Target Areas
- 4. Existing Brownfields Grants to Non-Lead Members
- 5.Coalition Agreement
- 6.Community Involvement
- 7.Expenditure of Existing Grant Funds
  - At least 70% of funds from EPA must be drawn
    - down by October 1, 2023
- 8.Named Contractors & Subrecipients





## **THRESHOLD CRITERIA** Cleanup Grants

9. Site Characterization 1. Applicant Eligibility 2. Previously Awarded Cleanup Grants 10. Enforcement of Other Action 3. Expenditure of Existing Multipurpose Grant Funds 11. Sites Requiring a Property-Specific Determination 12. Threshold Criteria Related to CERCLA/Petroleum 4. Site ownership 5. Basic Site Information Liability 13. Cleanup Authority and Oversight Structure 6. Status and History of Contamination at the Site 7. Affirmative Statement that Site Meets Brownfield 14. Community Notification Site Definition 15. Contractors and Named Subrecipients 8. Environmental Assessment Required for Cleanup Grant Applications

There are a lot of criteria, but most of this is an affirmation of information and data



## THRESHOLD CRITERIA Cleanup Grants

#### Site Characteristic:

- Applicants must show there has been sufficient level of site characterization from ESA performed to date for remediation to begin on site(s).
- PA DEP encourages entry into ACT 2 program
- Determination must be made by the state environmental agency, PA DEP





# **STATE-SPECIFIC THRESHOLD CRITERIA**

## Cleanup Grants

#### **Eligible for VCP/Act 2**

- Enrolled in Act 2
  - Notice of Intent to Remediate submitted as entry into Act 2
  - Characterization completed
  - Prefer to have an approved Cleanup Plan, if necessary
- Not yet enrolled in Act 2
  - Supply sufficient proof that characterization will be completed by June 15, 2024
  - Notice of Intent to Remediate will be completed by June 15, 2024

#### NOT eligible for VCP/Act 2

program



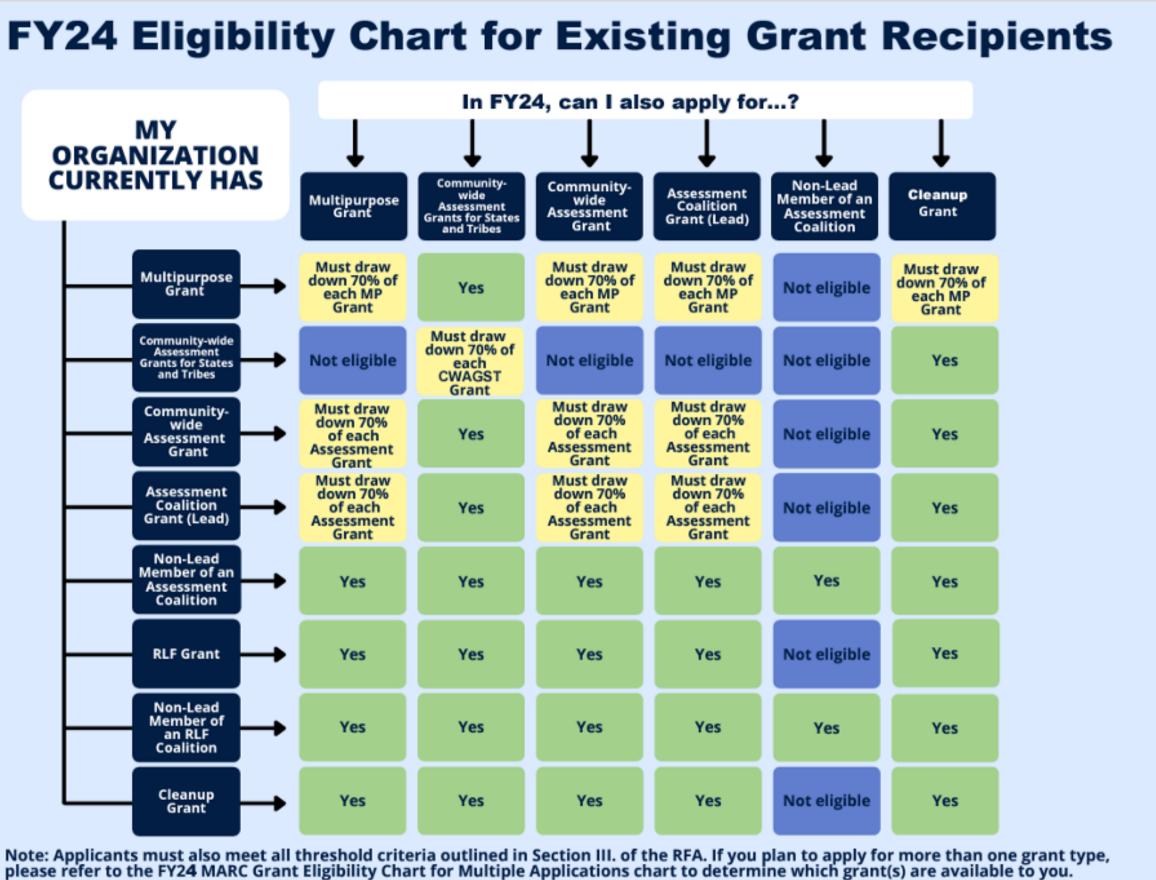




• Grant applicants need to demonstrate to PA DEP why they are not eligible to enter the Act 2

• Asbestos abatement • Lead based paint abatement

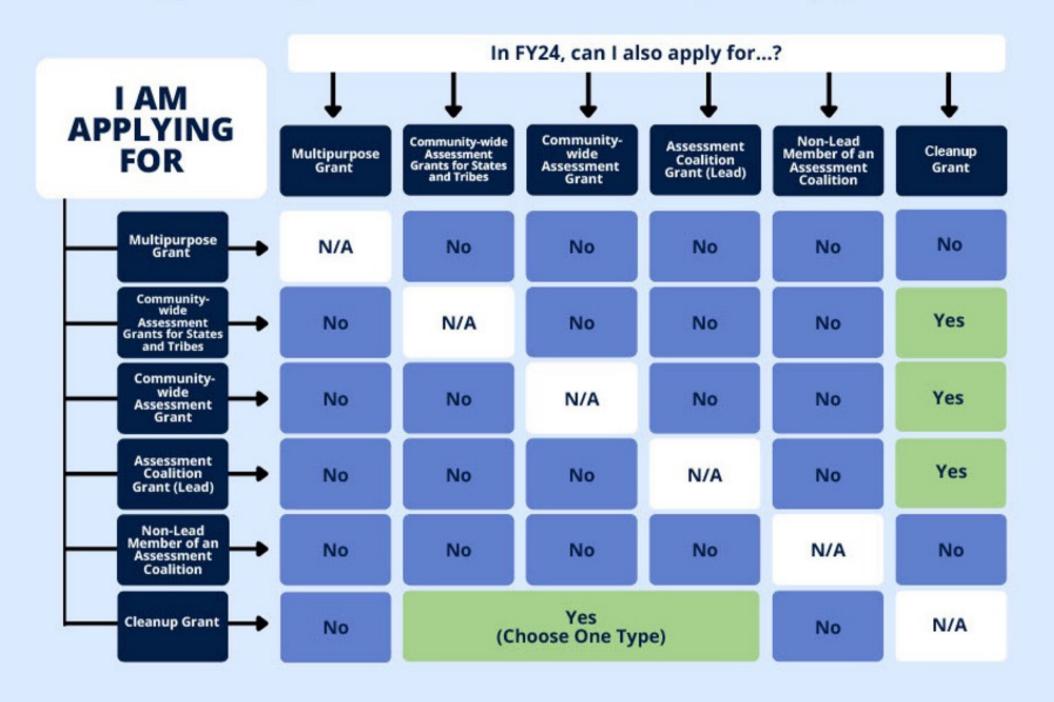








#### **FY24 Eligibility Chart for Multiple Applications**







## MARC GRANTS & ELIGIBLE ACTIVITIES\*

\*Note that Revolving Loan Funds (RLF) are not included in FY2024 solicitations





# **MULTIPURPOSE GRANTS**





# **MULTIPURPOSE GRANTS**

These grant types are best for communities that have identified a discrete area with one or more brownfield sites.

These encompass a range of activities, including:

- Developing inventories of brownfield sites;
- Prioritizing sites;
- Conducting community engagement activities;
- Conducting environmental site assessments;
- Developing cleanup plans and reuse plans related to brownfield sites;
- Carry out cleanup activities on brownfield sites owned by the applicant;
- Developing overall revitalization plans









# **MULTIPURPOSE GRANTS**

Funding must be used to conduct both assessment <u>and</u> cleanup activities

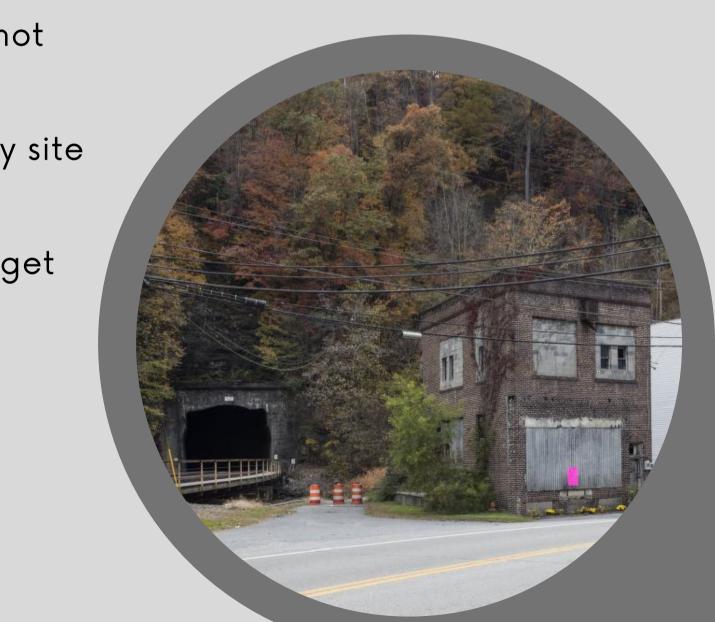
Recipients required to:

- Conduct at least one Phase II ESA and remediate one site;
- Develop overall plan for revitalization of target area (if one does not already exist)
  - Plan must include feasible reuse strategy for at least one priority site

Applicant must be sole owner of at least one brownfield site within target area by November 13, 2023







## **NEW CHANGES TO GRANT** Multipurpose

- Increase of funding from \$800k to \$1 million
- Regarding Prior/Ongoing Community Involvement, discuss how underserved population in target area has been involved
- Participant support costs available with prior approval by EPA Award Official/Grants Management Officer. Such costs include:
  - Stipends for attendees at community meetings
  - Attendee travel to meetings
  - Childcare expenses to encourage meeting attendance

- Applicants should provide specific examples of how proposed assessment project will address:
  - EJ challenges in Section IV.E. Responses will
    - be evaluated against criteria in Section V.A.
  - Climate vulnerabilities
- Describe your efforts to promote strong labor practices, local hiring/procurement, or link members of the community to potential employment opportunities in brownfields assessment, cleanup,
  - or redevelopment related to your project in a
  - meaningful and equitable way.





# **ASSESSMENT GRANTS**





## **TYPES OF EPA ASSESSMENT GRANTS**

Type of Grant	Coalition	Community-Wide	State & Tribal
Max \$ Amount	\$1.5 million	\$500,000	\$2 million
Geographic Area	Multiple properties in a targeted area	Multiple properties in a targeted area	Community-wide
Max Project Period	4 years	4 years	5 years





## ELIGIBLE ACTIVITIES Assessment Grants

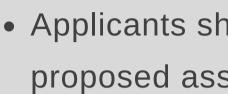
- Inventory, prioritize, and assess sites
- Conduct site redevelopment planning
- Conduct community involvement and facilitate area-wide planning
- Advance local cleanup and redevelopment planning centered around a brownfields-impacted area (site-specific cleanup, reuse plans)
- Develop area-wide plans or other planning activities and identify next steps and resources needed to implement the plan
- Travel and Training





## **NEW CHANGES TO GRANT** Assessment Coalition

- Increase of funding from \$500k to \$1.5 Million
- At least two (2) sites must be assessed in each member's boundary (increase from 1).
- Participant support costs available with prior approval by EPA Award Official/Grants Management Officer. Such costs include:
  - Stipends for attendees at community meetings
  - Attendee travel to meetings
  - Childcare expenses to encourage meeting attendance



- EJ challenges in Section IV.E. Responses will
  - be evaluated against criteria in Section V.A.
- Climate vulnerabilities
- Describe your efforts to promote strong labor practices, local hiring/procurement, or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your project in a
  - meaningful and equitable way.





• Applicants should provide specific examples of how proposed assessment project will address:

## **NEW CHANGES TO GRANT** Assessment -

## Community Wide and State & Tribal

- Applicants should provide specific examples of how proposed assessment project will address:
  - EJ challenges in Section IV.E. Responses will be evaluated against criteria in Section V.A.
  - Climate vulnerabilities
- Describe your efforts to promote strong labor practices, local hiring/procurement, or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your project in a meaningful and equitable way.







# **CLEANUP GRANTS**





## ELIGIBLE ACTIVITIES Cleanup Grants

- Provide a funding for cleanup activities at a single or multiple sites
- Program reporting, cleanup, oversight, environmental monitoring
- Redevelopment planning centered around a brownfields-impacted area (reuse plan)
- Sampling activities and cleanup alternatives with specific cost estimates are required.







## OWNERSHIP ELIGIBILITY Cleanup Grants

- MUST be sole owner of the site by the time of application.
  - Fee simple title through a legal document.
- The owner must have conducted all appropriate inquiries (AAI) prior to acquiring the property.





#### • Phase I Environmental Site Assessment not more than 180 days before the property transfer. • The owner must not be liable in any way for the contamination at the site or affiliated with any other person potentially liable for the contamination.

## **NEW CHANGES TO GRANT** Cleanup

- Increase of funding from up to \$2 million or up to \$5 million, depending on category
- State determination letter must clearly indicate that information is for FY24 Cleanup Grant application, and not a previously submitted application
- Applicants should provide specific examples of how proposed cleanup project will address EJ challenges and climate vulnerabilities

- perform





• Describe efforts to promote strong labor practices, local hiring/procurement, or link members of the community to potential employment opportunities in brownfields cleanup or redevelopment related to your project in a meaningful and equitable way.

• Regarding Guidance on Classifying Construction costs, when determining costs to include on "Construction" budget line, EPA recommends applicants apply the "principal purpose of the contract" test, instead of characterizing discrete tasks that the same contractor will

• i.e. - If the principal purpose of contract is for construction services, then cost for contract should be placed on "Construction" budget line

## **COMMUNITY NOTIFICATION AND PUBLIC MEETING** Cleanup Grants

#### **COMMUNITY NOTIFICATION**

- Ad in local newspaper or an equivalent means to communicate with target community. • No later than two weeks before the application is submitted.
- Must clearly state:
  - A copy of this grant application, including draft ABCA(s), is available for public review and comment.
  - How to comment on the draft application
  - Where the draft is located (i.e. town hall, library, website)
  - Date, time, and location of public meetings.







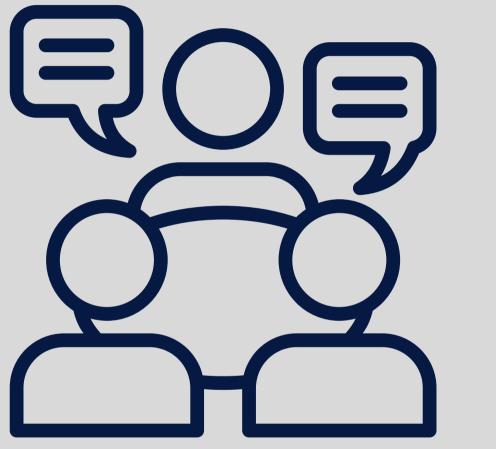
## **COMMUNITY NOTIFICATION AND PUBLIC MEETING** Cleanup Grants

#### **PUBLIC MEETING**

- Discuss the draft application
  - Consider public comments
  - Can be a regularly scheduled community meeting with other topics
  - In-person or virtual
- Required attachments for grant application:
   Comments or a summary of the public comments received
  - Response to public comments
  - Meeting notes or summary of public meeting(s)
  - Sign-in sheets or participant list







# ? ? ? OUESTIONS?





## **GRANT PACKAGE**





# NARRATIVE INFORMATION SHEET $\triangle$ Limited to 3 Pages $\triangle$

- Applicant Identification • Name & Full Address
- Funding Requested
  - Grant Type
  - Federal Funds Requested
    - Amount
    - Cost Share Waiver- yes/no (Cleanup) and Multipurpose only) - Not FY24

- Property Information (Site-Specific Assessment and Cleanup Only)
- Contacts
- Population- of your jurisdiction or the targeted areas
- Other factors checklist
  - Letter from PA DEP
  - Releasing Copies of Applications

Location





# **FEDERAL FORMS**



- Application for Federal Assistance (SF-424)
- Budget information for Non-Construction Programs (SF-424A)
- EPA Key Contacts Form 5700-54
- Pre-award Compliance Review Report (EPA Form 4700-4)
- Project Narrative Attachment Form
  - Attach the Narrative Information Sheet, the Narrative, and required attachments as one file.
- Sample Federal forms are <u>available</u> here
- Guidance for completing Form 4700-4







## **ANALYSIS OF BROWNFIELDS CLEANUP ALTERNATIVES (ABCA)** Cleanup Grants

- The site and contamination issues, cleanup standards, and applicable laws;
- The cleanup alternatives considered (for each alternative considered and the alternative chosen including information on the effectiveness, ability of the applicant to implement, the resilience to address potential adverse impacts cause by extreme weather events, the cost, and an analysis of the reasonableness); and
- The proposed cleanup







## GRANT PACKAGE: Letter From State Environmental Authority





## LETTER FROM PA DEP

- Required attachment for all grants
- Acknowledges state's awareness and support of the project(s)
- New Site Characteristic level from ESA
- One letter can be used for multiple applications

- - John Gross
- Request should: DEP





• Contact for State Letter

## johngross@pa.gov

 Include short summary of grant concept • Allow for 1 week turn around time from PA

• Be submitted by November 3, 2023

## GRANT PACKAGE: Narrative Criteria: All Grants



## **Narrative Criteria Part 1:** Project Area Description & Plans for Revitalization

Target Area and Brownfields

Background and Description of Target Area

• Description of the Priority Brownfield Site(s)

#### Revitalization of the Target Area

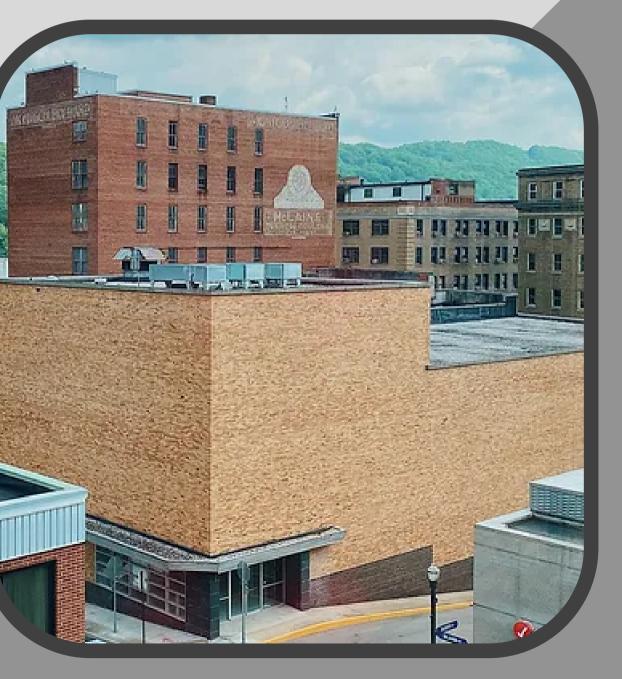
- Reuse strategy and alignment with revitalization plans
- Outcomes and benefits of reuse strategy

#### • Strategy for Leveraging Resources

- Resources needed for Site Reuse
- Use of existing infrastructure







## **Narrative Criteria Part 2:** Community Need

#### Community Need

- The Community's Need for Funding
- Threats to Sensitive Populations

## Community Engagement

- Project Partners
- Project Partner Roles
- Incorporating Community Input
  - Extent that plan to communicate project progress to community affected by project work will be involved <u>AND</u> extent their input will be considered in a meaningful way

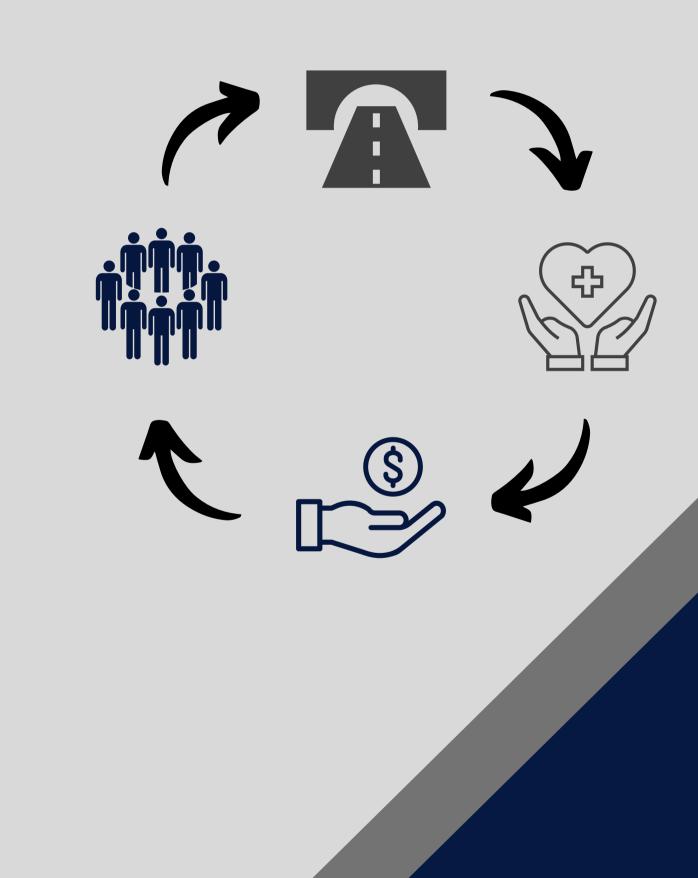
### Community Need for Funding

- Describe why the small and/or low-income community is unable to secure funding for brownfield activities
- Describe how this grant will meet the needs of the small and/or low-income community









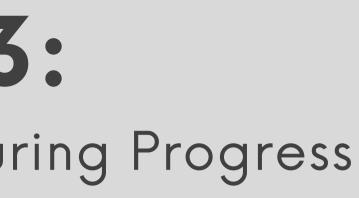
## Narrative Criteria Part 3: Task Descriptions, Cost Estimates, and Measuring Progress

- Project implementation
- Anticipated project schedule
- Task/activity lead
- Outputs
- Cost estimates



- processes
- Discuss how you will identify additional sites (assessment)
- estimated
- For Assessment:
  - evaluated more favorably.





## Things to Remember:

• Fully explain any Participant Support cost and

• Be clear on how cost estimates were calculated and

Projects that allocate at least 40% of the funds to tasks directly associated with site-specific work (i.e., Phase I and Phase II site assessments and site-specific cleanup planning) will be

## Narrative Criteria Part 3: Task Descriptions, Cost Estimates, and Measuring Progress

## Project Budget Examples

Task 3 – Site Assessments:				
In-kind Labor:	Average of 16 ho			
Contractual Costs:	10 Phase I ESAs			
	\$12,000); LBP Su			
	SAPs (5x\$3,000 =			
	(5x\$29,800 [avg.			
Task 4 – Cleanup & F	Redevelopment Pla			
In-kind Labor:	Average of 6 hou			
Contractual Costs:	3 ABCAs (3x\$3,			
	\$18,000) = \$28,5			

PROJECT BUDGET TABLE						
Budget	Tasks					
Categories	Project Management	Community Outreach	Site Assessments	Cleanup & Redevelopment	Total	
Personnel*	In-kind	In-kind	In-kind	In-kind	In-kind	
Travel	\$7,500				\$7,500	
Contractual	\$18,000	\$15,000	\$231,000	\$28,500	\$292,500	
Total	\$25,500	\$15,000	\$231,000	\$28,500	\$300,000	

\*In-kind Labor Total = \$68,160



ours of staff/month (16x36x\$40/hr) = \$23,040 (leveraged) (10x\$3,500 = \$35,000); 4 ACM Surveys (4x\$3,000 = urveys (4x\$2,500 = \$10,000); 1 Generic QAPP (\$2,500); 5 = \$15,000); 5 HASPs (5x\$1,500=\$7,500); 5 Phase II ESAs ./Phase II] = \$149,000) = \$231,000anning: urs of staff/month (6x36x\$40/hr) = \$8,640 (leveraged) ,500 = \$10,500); 2 Site Reuse/marketing Plans (2x\$9,000 = 500

#### DDO IFCT DUDCET TADI F

## Narrative Criteria Part 3:

Task Descriptions, Cost Estimates, and Measuring Progress

## OUTPUTS

Cleanup Grant outputs include, but are not limited to:	Assessm are not
<ul> <li>Cleanup plans</li> </ul>	• Site
<ul> <li>Community Involvement Plans</li> </ul>	• Phas
<ul> <li>Final Analysis of Brownfields</li> <li>Cleanup Alternative Documents</li> </ul>	• Site
<ul> <li>Administrative records, and</li> </ul>	• Plan
<ul> <li>Cleanup completion report or letter</li> </ul>	• Com



#### ment Grant outputs include, but t limited to:

- e inventories
- ase I and II ESAs
- e Cleanup plans
- nning activity deliverables, and
- mmunity meetings

## **Narrative Criteria Part 3:**

Task Descriptions, Cost Estimates, and Measuring Progress

#### Measuring environmental results: Anticipated Outputs/Outcomes

• Discuss your plan to track, measure, and evaluate progress in achieving project outputs, overall project results, and eventual project outcomes

#### Tracking tools to consider:

- Software products
- Progress reporting
- Scheduled team progress meetings
- Contractor support



Tracking your accomplishments (the big picture):

• Status on leveraging other critical funding

• Strides toward accomplishing redevelopment vision plans

## **Narrative Criteria-CLEANUP ONLY** Task Descriptions, Cost Estimates, and Measuring Progress

#### **Proposed Cleanup Plan**

- Outline the cleanup plan(s) proposed for the site(s)
- Briefly describe the contaminated media to be addressed, cleanup method(s), and disposal requirements
- Can pull from the ABCA- reviewers will NOT see the ABCA, so make sure the important information is in this section as well!



## **Narrative Criteria Part 4:**

Programmatic Capability and Past Performance



#### **Organizational Structure**

• Explain how your team will be structured to ensure that the grant will be carried out successfully.



#### **Description of Key Staff**

• Discuss key staff that will work together successfully to implement the grant.



#### **Acquiring Additional Resources**

• Discuss the systems in place to acquire any additional expertise and resources.



## **Narrative Criteria Part 4:**

Programmatic Capability and Past Performance



#### Must answer one of the three categories:

1.) Applicants who currently have/have previously received an EPA Brownfields Grant\*

2.) Applicants who have NOT received an EPA Brownfields Grant but have received other federal/non-federal assistance agreements (grants)

3.) Applicants who have never received federal or non-federal assistance agreements (grants).

\*Multipurpose, Assessment, RLF, Cleanup, and/or 128(a) Grants ONLY. For other Brownfield Grants, see next option.

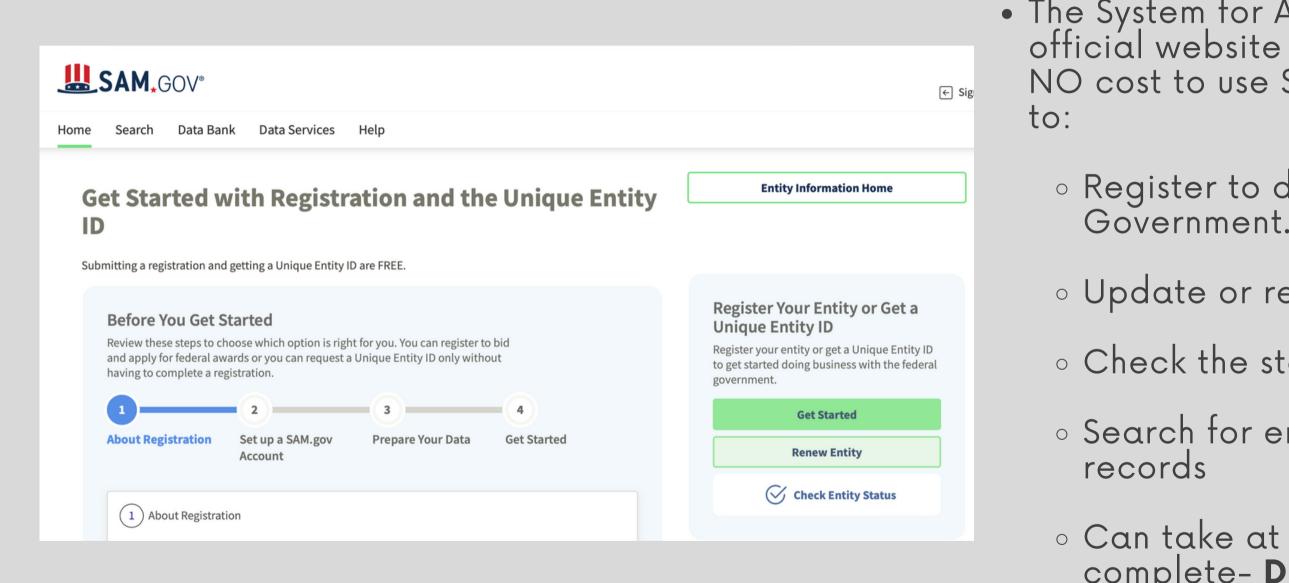


## SAM.GOV





# Sam.gov





• The System for Award Management (SAM) is an official website of the U.S. Government. There is NO cost to use SAM. You can use this site for free

 Register to do business with the U.S. Government.

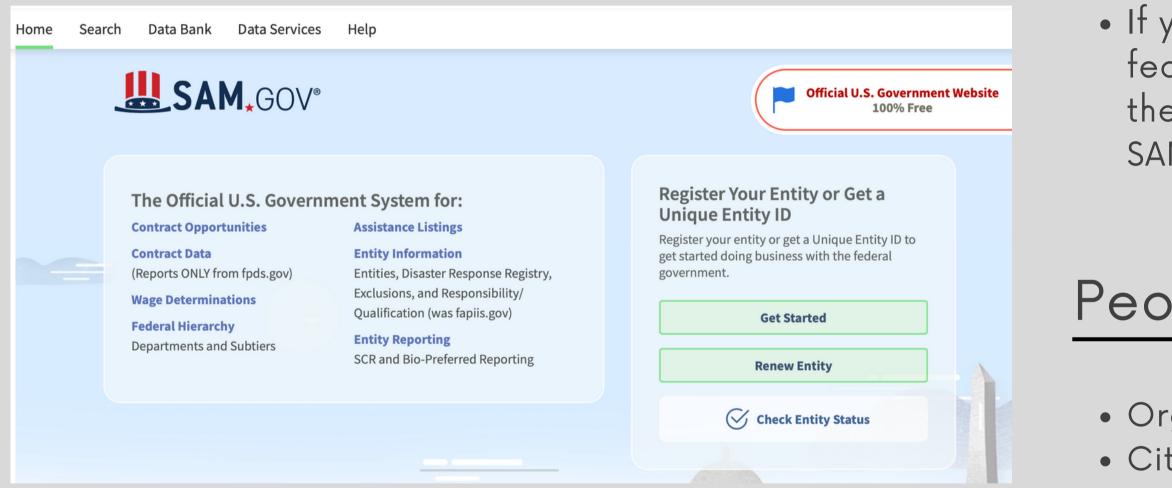
Update or renew your entity registration

• Check the status of an entity registration

Search for entity registration and exclusion records

 Can take at least 2 weeks or more to complete- Don't Wait!

# Sam.gov



## You may already have this!

• If your organization has applied for federal funding- Not just EPA funding- in the past, you may already have a SAM.gov account and number.

## People to check with:

 Organization's Leadership • City/County Clerk • City Manager • Grant Writer/Manager



To Register/Check Status/Renew: www.sam.gov

#### You will need:







Bank routing number, bank account number, and account type (i.e. checking/savings) to set up Electronic Funds Transfer (EFT)



All non-Federal entities must mail original, signed, and notarized letter to the Federal Service Desk within 30 days of activation.



## DON'T FORGET

- Must be renewed every 12 months.
- Must be active when applying for grants.
- Make sure contact information is correct and up to date.
- FREE to register and renew-Watch Out for Scams!

# VALUE OF THE GRANT DEBRIEF PROCESS





## If you applied previously and were unsuccessful, refer to your **Grant Debrief**

- Valuable resources for localities that were not selected for their respective grant
- Debrief meetings typically include EPA Region 3 and state environmental agency representatives to discuss the grading outcome of the grant application
- Opportunity to answer any questions and discuss sections of the application/narrative that can be improved upon for the next grant cycle
- Ultimately, we are all on the same team and want you to be successful!









# ? ? ? OUESTIONS?





# WVU TAB CAN HELP!



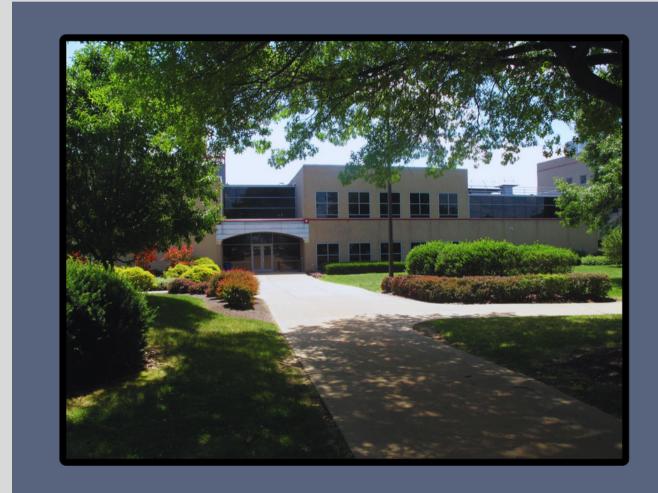
# WVU TAB Technical Assistance to Brownfields (TAB)

- Brownfield Education
  - Trainings, webinars, events

#### Resource Identification

- Grant writing assistance, grant review, resource road maps
- Local Brownfield Program Support
  - Brownfield Inventory Development, questions on sites, technical support
- Project Development & Design Assistance
  - Site-specific design assistance, design support from WVU Davis College.





# **IMPORTANT DEADLINES**



## **NOVEMBER 3**

Deadline to submit draft applications to WVU TAB for review

## **NOVEMBER 3**

Deadline to submit request for letter to PA DEP

## **NOVEMBER 13**

EPA Grant Submittal Deadline



ft applications

uest for letter





# **UPCOMING PA EVENTS**

## **Brownfields Basics**

## York, Pennsylvania

• WellSpan Park 5 Brooks Robinson Way October 24th, 1-3PM

**<u>Register Here!</u>** 

## Easton, Pennsylvania

• Easton Wine Project 1247 Simon Boulevard Suite N103 November 8th, 1-3PM

#### **<u>Register Here!</u>**



## **PA Brownfields Conference**





#### **Penn Stater Hotel and Conference Center**

State College, Pennsylvania March 24-27, 2024

<u>Registration coming soon!</u>

# **RESOURCES AND REFERENCES**

Upcoming Events & Webinars: https://brownfields.wvu.edu/events Grant Writing Resources: https://brownfields.wvu.edu/resources/grant-writing State Resources: https://brownfields.wvu.edu/resources/state-resources Funding Opportunities: https://brownfields.wvu.edu/resources/opportunities EPA Eligible Planning Activities: https://www.epa.gov/brownfields/information-eligible-planning-activities EPA EJScreen: https://brownfields.wvu.edu/resources/opportunities





## Visit the EPA website for past and upcoming EPA Grant webinars



## **EPA WEBINARS**

## **STAY CONNECTED!**



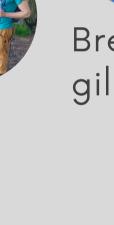
johngross@pa.gov







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## **STAY CONNECTED!**



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## @wvutab

https://brownfields.wvu.edu

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Schedule a one-on-one consultation