

EPA Grant Writing Workshop

Getting Started Early

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MID - ATLANTIC
TAB
TECHNICAL ASSISTANCE TO
BROWNFIELDS COMMUNITIES

&
Friends!



About Us

Mid-Atlantic TAB is a collaboration between leading programs. The TAB Program **provides technical assistance** to communities and stakeholders **to help address their brownfield sites and to increase their understanding and involvement in brownfields cleanup, revitalization and reuse.**

The TAB Program is funded by EPA and available to all stakeholders for free.

Today's Speakers



Katie See
Mid-Atlantic TAB



John Gross
PA DEP



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EPA Region 3

Agenda

1. Welcome and Introductions
2. EPA Brownfields Grants Overview
3. Proposal Components
4. Telling Your Story
5. Data Sources
6. Getting Ready Now
7. How We Can Help

Introductions



EPA Grant Overview



Timeline



Eligibility



Grant Types



Proposal
Components

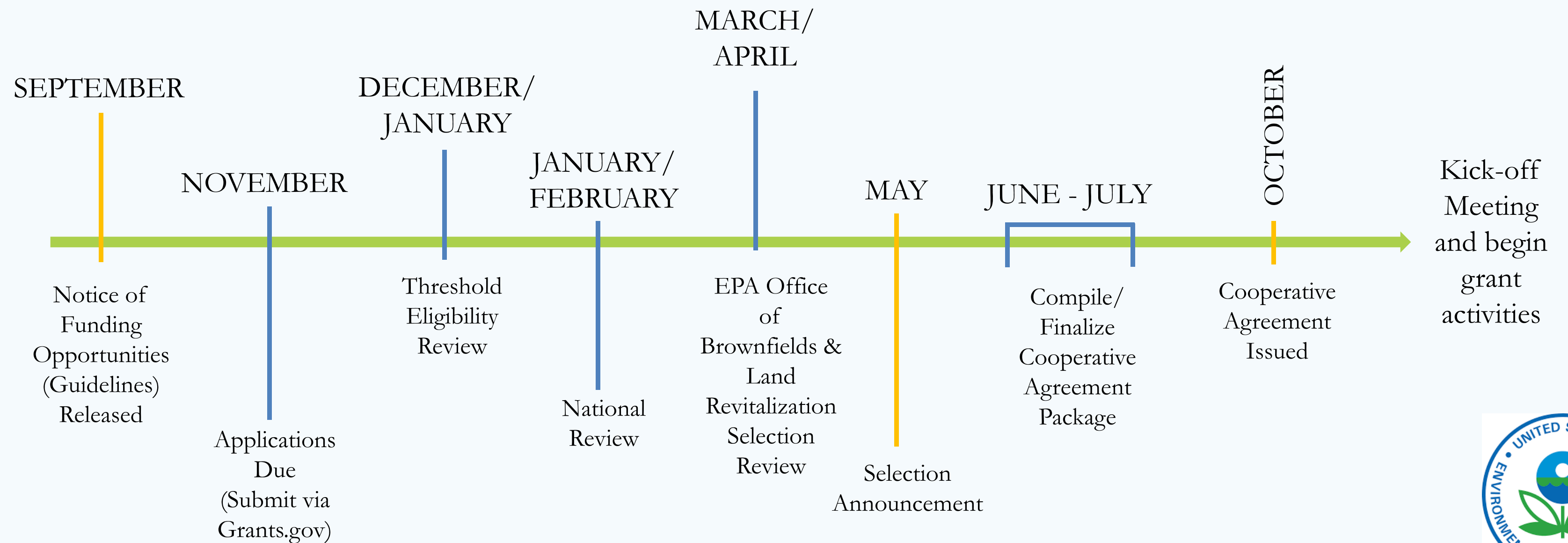


Grants.gov
Sam.gov



FY27 Grant Timeline*

* All dates are APPROXIMATE. Actual dates may vary.



Eligibility*

State, Local, and Tribal Governments

General purpose units of Local Government

Regional Council or Redevelopment Agencies

Quasi-governmental Agencies

Non-profit Organizations

* Nonprofit organizations that are classified as 501(c)4 organizations MAY be eligible for EPA Brownfields Grants as long as they do not lobby the federal government and provide any required documentation to confirm.

Source: See [EPA Eligible Entities](#) for more details



Reminders on Eligible Entities

- Regional Council established under governmental authority.
- Group of General Purpose Units of Local Government established under Federal, state or local law (e.g., councils of governments) to function as a single legal entity with authority to enter into binding agreements with the Federal Government.
- Eligibility of a landbank as the lead member of an Assessment Coalition will depend on how the landbank was created (e.g., agency/instrumentality of the state vs. independent non-profit).
- 501(c)(6) organizations can only apply for Cleanup Grants.
- 501(c)(4) organizations that lobby the Federal government are not eligible.



FY26 Eligibility Chart for Multiple Applications

FY27 Unknown at this time

I am applying for	In FY26, can I also apply for...?					
	Multipurpose Grant	Community-Wide Assessment Grants for States and Tribes	Community-Wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	Cleanup Grant
Multipurpose Grant	N/A	No	No	No	No	No
Community-Wide Assessment Grants for States and Tribes	No	N/A	No	No	No	Yes
Community-Wide Assessment Grant	No	No	N/A	No	No	Yes
Assessment Coalition Grant (Lead)	No	No	No	N/A	No	Yes
Non-Lead Member of an Assessment Coalition	No	No	No	No	N/A	No
Cleanup Grant	No	Yes (Choose One Type)			No	N/A

Note: To read this chart, identify the relevant grant type from the far-left column. Read across the row for eligibility information on the other grant types. For example, I am applying for a *Community-wide Assessment Grant*. In FY26, can I also apply for a *Cleanup Grant*? The green box indicates yes.



FY27 Unknown at this time

FY26 Eligibility Chart for Existing Grant Recipients

My organization currently has		In FY26, can I also apply for...?					
		Multipurpose Grant	Community-Wide Assessment Grants for States and Tribes	Community-Wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	Cleanup Grant
Multipurpose Grant	Must draw down 70% of each MP Grant	Yes	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Must draw down 70% of each Assessment Grant	Must draw down 70% of each MP Grant	
Community-Wide Assessment Grants for States and Tribes	Not eligible	Must draw down 60% of each CWAGST Grant	Not eligible	Not eligible	Not eligible	Yes	
Community-Wide Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	
Assessment Coalition Grant (Lead)	Must draw down 70% of each Assessment Grant	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	
Non-Lead Member of an Assessment Coalition	Yes	Yes	Yes	Yes	Yes	Yes	
RLF Grant	Yes	Yes	Yes	Yes	Yes	Yes	
Non-Lead Member of an RLF Coalition	Yes	Yes	Yes	Yes	Yes	Yes	
Cleanup Grant	Yes	Yes	Yes	Yes	Yes	Yes, for a site that has not previously received Cleanup Grant funding	

Note: Applicants must also meet all threshold criteria outlined in Section 2. of the guidelines. If you plan to apply for more than one grant type, please refer to the FY26 MARC Grant Eligibility Chart for Multiple Applications to determine which grants are available to you.



EPA's Anticipated FY27 Funding

*Values presented are offerings from FY26. All Amounts are Subject to Change

Grant Type	Maximum Project Period	Maximum Amount per Grant	Estimated Awards	Total Per Grant Type - Infrastructure Investment and Jobs Act Funds	Total Per Grant Type - Regular Appropriated Funds
Multipurpose	5 years	\$1,000,000	20	\$20,000,000	
Community-wide Assessment	4 years	\$500,000	70	\$35,000,000	
Assessment Coalitions	4 years	\$1,500,000	39		\$58,700,000
Community-wide Assessment Grants for State and Tribes	5 years	\$2,000,000	18	\$36,000,000	
Cleanup	4 years	\$500,000	10	\$5,000,000	
Cleanup	4 years	\$4,000,000	26	\$102,000,000	



Match Requirement

Back for FY27

It is anticipated that all grant applications will be required to provide match for EPA brownfield grants. This was policy prior to BIII funding.

Grants that require cost share:

- Cleanup – 20%
- RLF – 20%
- Multipurpose - \$40,000

- Ex. If you request a \$100,000 cleanup grant your cost share requirement would be \$20,000.

- The Cost Share may be in the form of a contribution of money, labor, material, or services.





Assessment Grants

Grant funding for sites with known or potential contamination.

Eligible grant activities include:

- Inventory: Compile a list of brownfield sites
- Characterization: Identify past uses
- Assessment: Determine existing contamination
- Area-Wide and Site-specific Cleanup and Redevelopment Planning: Scope and plan process for site assessment, cleanup and safe reuse
- Community Involvement: Inform and engage stakeholders
- Travel and Training





Cleanup Grants

Grant funding to carry out cleanup activities at one or more brownfield sites. An eligible entity must own the site(s) at the time of application.

Cleanup activities include:

- Cleanup planning
- Community involvement plans
- Final Analysis of Brownfield Cleanup Alternatives (ABCA) documents
- Remediation
- Engineering and/or institutional controls
- Administrative records
- Cleanup completion report or letter

NOTE: Applicant must own property at time of application





Revolving Loan Fund (RLF)

- Provide funding to capitalize a revolving loan fund that provides loans and subgrants to carry out cleanup of brownfield sites.
- Used to provide no-interest or low-interest loans for eligible brownfield cleanups, subgrants for cleanups and other eligible programmatic costs
- Can apply as an individual entity or as part of an RLF Coalition
- Subgrants are typically limited to \$500,000 per site

If you are considering applying for RLF Grant, contact us!



Job Training Grants



*Photo courtesy of the Environmental Technician Training program at the
Employment Skills Center (Carlisle, Pennsylvania)
(<https://employmentskillscenter.org/>)*

- Provides funding for eligible entities to recruit, train, and place unemployed and underemployed residents into environmental careers
- Training people in communities that have been impacted by brownfields sites helps to build local workforce capacity to safely clean up and reuse brownfield sites
- What is funded?
 - Instructors, training materials, licensing & testing fees
 - Work gear, drug testing, and health exams
 - Job placement & employer outreach
 - Participant support (childcare, stipends, transportation)
- What training can be provided?
 - OSHA 40-hour HAZWOPER and training that relates to:
 - Site Assessment & Remediation ▪ Community Engagement
 - Environmental Health & Safety ▪ Brownfields Inventories

If you are considering applying for Job Training Grant, contact us!



Proposal Components

Proposal Components – All Grants

- The Narrative information sheet (3-page limit, single-spaced)
- The Narrative which includes responses to the ranking criteria (10 or 12 page limit, single-spaced) - The Narrative must provide sufficient detail to allow for an evaluation of the merits of the application.
 - a. Project Description and Plan for Revitalization
 - b. Community Need and Community Engagement
 - c. Task Descriptions, cost estimates, and measuring progress
 - d. Programmatic Capability and Past Performance
- Threshold Criteria Responses
- Other Factors and Considerations

Note: EPA only evaluates the information that is requested and required in the NOFO. To that end, we do not encourage applicants to solicit support letters from members of Congress or include such letters with their applications.

Threshold Criteria (Pass/Fail)

- Must be an eligible entity
- Proposed tasks must be eligible
- Must have significant community involvement
- Named contractors (if applicable) must have been selected with fair and open competition requirements (2 CFR Part 200 and Part 1500)
- Named sub-recipients (if applicable) must be eligible for sub-awards
- Existing grant holders must have dispersed 70% of current grant funds by October 1

For Cleanup Grants and Multipurpose Grants:

- Applicant must be sole owner of the property
- Cleanup site meets EPA definition of brownfield
- Phase II Environmental Site Assessment must be completed?

* Multipurpose Grants not offered this round

Threshold Criteria Highlights

THRESHOLD CRITERIA

ALL Grants

- Threshold eligibility criteria ensure applicants are eligible to receive an EPA Brownfield MARC grant
- Criteria are pass/fail and based on certain requests for information identified in the 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
- **Double check your work!!** You cannot make changes to your application past the submission deadline and EPA cannot accept additional documents past the deadline.

Responses to each criterion 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 due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

THRESHOLD CRITERIA

ALL Grants

Assessment Grant

- Current letter from environmental state agency acknowledging that applicant plans to conduct activities and apply for FY26 brownfield grant
- Letter from previous year(s) not permitted

Cleanup Grant

- Current letter from environmental state agency acknowledging that applicant plans to conduct cleanup activities and apply for FY26 brownfield grant
- Site Characterization:
 - Determination must be made by the state environmental agency that either:
 - A sufficient level of characterization has been performed
 - OR
 - Additional assessment is needed
 - If additional assessment is needed, a statement from the applicant confirming that sufficient characterization will be completed by June TBD, 2027 must be included
- Phase II ESA completed (or equivalent)

THRESHOLD CRITERIA

Cleanup Grants

Ownership Eligibility

- MUST be sole owner of the site at the time of application submission.
 - 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.**

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 (TBD)**
- 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 meeting(s)

Cleanup Grants

PUBLIC MEETING

- Discuss the draft application
 - Consider public comments
 - Can be a regularly scheduled community meeting with other topics
 - In-person and/or virtual
- Required attachments for grant application:
 - Copy of newspaper/online advertisement of meeting
 - 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



State Environmental Authority Letter

- Required for all grant applications
 - Special requirements for cleanup grants
 - Must be a current letter from the State (cannot use prior year's letter)
- Submit your request to PADEP as soon as possible with at least a 2-week notice before your expected submission timeframe

Telling Your Story

How Can Your Application Stand Out From the Rest?

All applications talk about:

- Jobs lost (from business and industry closures and support business closures)
- Disasters that have occurred
- Reduced tax base
- Reduced population

Many applications talk about:

- Desire to transform to a new economy (recreation, tourism-based, etc.)
- Need for new quality housing (affordable, low income, senior citizen, downtown area, etc.)
- New business attraction (business clusters, businesses coming to the U.S., or back to the U.S. (onshoring, reshoring, backshoring), etc.

How Can Your Application Stand Out From the Rest?

Questions

1. What's different, unique, interesting about:
 1. Your community / region?
 2. Your specific application?
 3. Your history, geographic setting, "big ideas" for your future, critical needs, etc. in your application?



Key Take-Aways

Remember: Who's reading (and scoring) your application/your story?

- Likely not familiar with PA or your community
- Likely know very little about your specific area / region

Your Application must tell the reader:

- About the real PA
- Unique details about your specific area / region
- Unique details about your specific project

*This is a national competition and it is **very competitive**. Your application is competing with applications from across the U.S. (last round, 476 applications, 248 funded). **Be AUTHENTIC!***

Data Sources

Show me the numbers!

[U.S. Census/American Community Survey](#)

- General demographics
- Population information
- Can go very deep to a small town or census tract
- Not intuitive to navigate
- Public Health Information

[County Health Rankings](#)

- How multiple factors influence health and support community leaders in improving health equity
- Info for almost every county in all 50 states

[CDC PLACES](#)

- Better understand the burden and geographic distribution of health measures
- Model-based estimates at county, place, census tract, and Zip Code Tabulation Area Community Resilience

[National Risk Index](#)

- Data on risk from extreme weather events, community & environmental resilience
- Projections on expected annual loss due to these risks

Where to Start

What to Do Now

For all Brownfields Grant Applications **SAM.gov and Grants.gov**

- Are you Ready?
- Not sure? Ask Carrie!!

Community Engagement

- Appropriate Partners identified?
- Partnership roles established?

Project Cost Estimates

- Must be accurate, detailed, and reasonable

For Assessment Grant Applications

- Project target area defined?
- Sites prioritized?

What to Do Now (cont.)

For Coalition Assessment Grant Applications

- Has the applicant lead been identified?
- Are all coalition partners eligible?

For Cleanup Grants

- Has sufficient assessment work been completed to determine cleanup plan and associated costs?
- Draft Analysis of Brownfields Cleanup Alternatives (ABCA) document is required – EPA has example document on-line
- Public Notice, Public Meeting, and public comment period are required before application submittal
- Have you confirmed that the site is eligible for EPA Brownfields funding?

What to Do Now (cont.)

RLF Grant Applications

- Prepare a team that can:
 - Select borrowers/subgrantees
 - Structure and administer subawards
 - Facilitate financial underwriting
- Do you have a marketing strategy that can identify potential applicants and projects?
- Have any applicants already expressed interest in a loan/subgrant?
- Identify a team member(s) who have experience with prudent lending practices to encourage loan funds to revolve and be sustained after the cooperative agreement is closed

We're Here to Help!



EPA Brownfields Grant Writing Assistance

How TAB Can Help

Assessment Grants	Cleanup Grants
Project formation: identifying target areas	Help address site eligibility issues, including property ownership
Community engagement	Community engagement and public notice assistance
Budget assistance	Assist with Analysis of Brownfields Cleanup Alternatives (ABCA)
Provide templates & examples of grant applications	Help identify leverage funds

Contact Information



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Thank You!

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Linktree*

Sign up for an [individual consultation](#)
Find social media, newsletter, and more
at the [TAB LinkTree](#)



Other Resources

[EPA Brownfields Website](#)

[About Brownfields Grants](#)

[Brownfields Open Solicitations](#)

[Brownfields FAQ](#)

[Mid-Atlantic TAB Website](#)

[Upcoming Webinars & Events](#)