





ASK THE EXPERTS

Tips & Tricks for EPA Brownfield Grant Successes

INTRODUCTIONS













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!





AGENDA

- Overview of EPA Brownfields Grants
- EPA Grant Application Details
- How TAB Can Help
- Important Dates
- **Q**uestions



EPA GRANT OVERVIEW

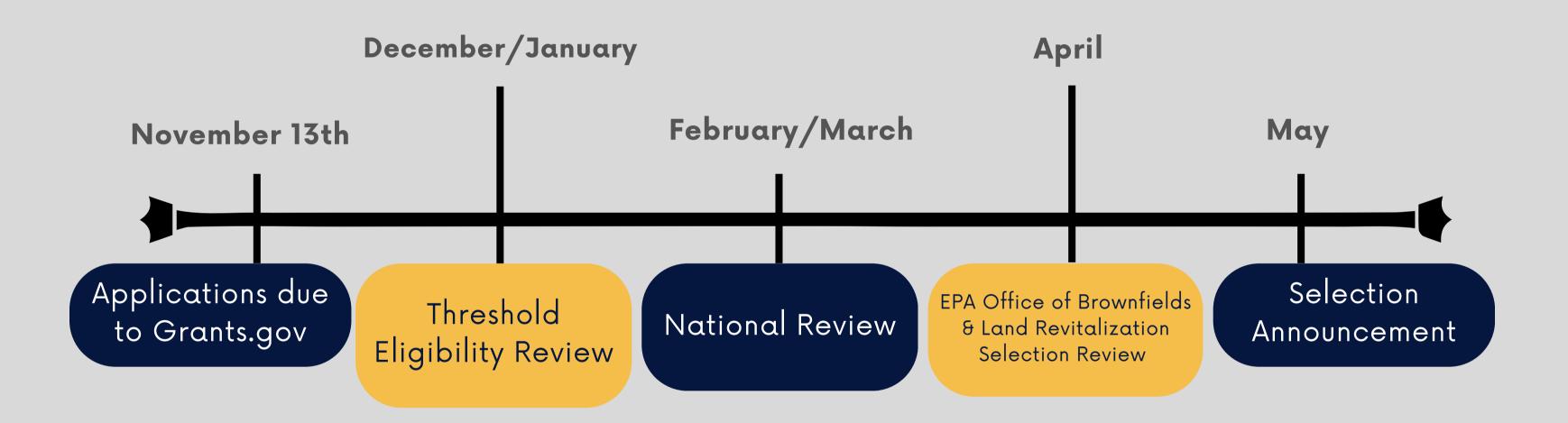


- Also referred to as MARC Grants
 - Multi-Purpose
 - Assessment
 - · Revolving Loan Funds (Not included this round)
 - Cleanup



EPA GRANT TIMELINE







EPA anticipates offering grants of the following amounts in FY2024

All amounts may be subject to change

Total Per Grant Type

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	φοο N. (11)

\$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.

ELIGIBILITY- ALL GRANTS





State, local, and tribal governments



(General purpose units of local government



Regional council or redevelopment agency.



Non-profit organizations*



Quasi-governmental agencies

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





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.



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





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



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



Cleanup Grants

- 1. Applicant Eligibility
- 2. Previously Awarded Cleanup Grants
- 3. Expenditure of Existing Multipurpose Grant Funds
- 4. Site ownership
- 5. Basic Site Information
- 6. Status and History of Contamination at the Site
- 7. Affirmative Statement that Site Meets Brownfield Site Definition
- 8. Environmental Assessment Required for Cleanup
 Grant Applications

- 9. Site Characterization
- 10. Enforcement of Other Action
- 11. Sites Requiring a Property-Specific Determination
- 12. Threshold Criteria Related to CERCLA/Petroleum Liability
- 13. Cleanup Authority and Oversight Structure
- 14. Community Notification
- 15. Contractors and Named Subrecipients

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



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).

Determination must be made by the state environmental agency,
 VA DEQ





STATE-SPECIFIC THRESHOLD CRITERIA



Cleanup Grants

If eligible for VRP:

Letter from VA DEQ that:

- Affirms eligibility for VRP
- Indicates whether site is or will be enrolled.
- Indicates that there is a sufficient level of site characterization from the environmental site assessment performed to date for the remediation work to begin on the site(s); or
- Indicates that additional assessment is needed and affirms that there will be a sufficient level of site characterization from the environmental site assessment performed by June 15, 2024, for the remediation work to begin on the site(s).

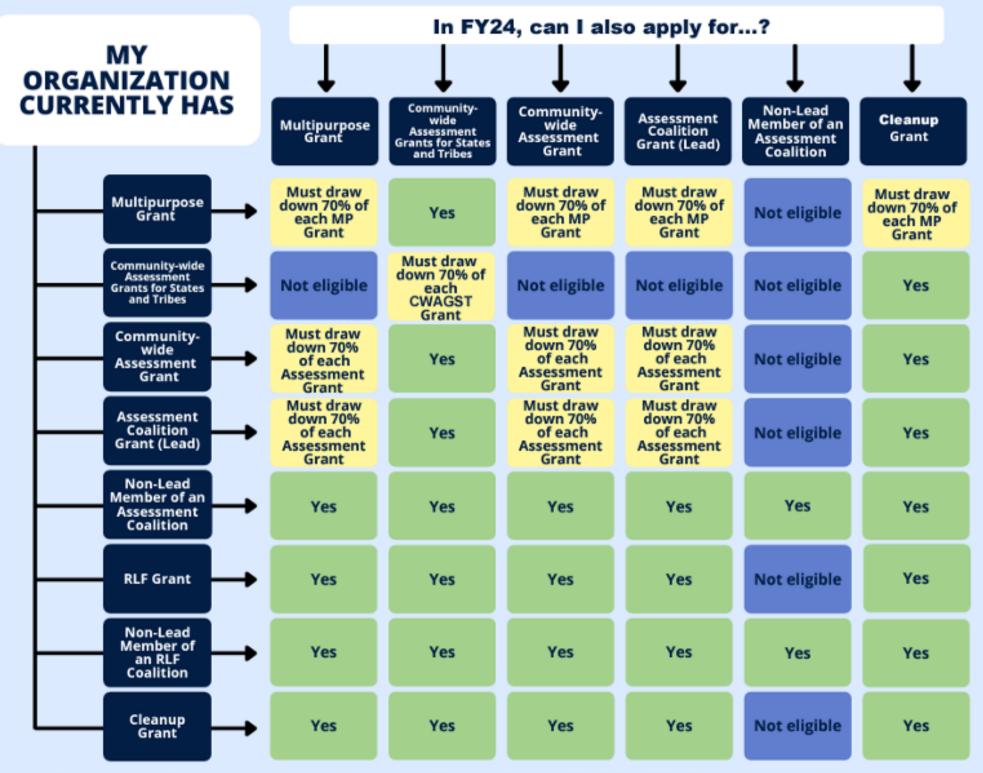
W TAB

If NOT eligible for VRP:

Letter from VA DEQ that explains why the site is not eligible to be enrolled.

- State in threshold criteria response whether an Environmental Professional has certified:
 - That there is a sufficient level of site characterization from the environmental site assessment performed to date for the remediation work to begin on the site(s); or
 - o Indicates that additional assessment is needed; and affirms that there will be a sufficient level of site characterization from the environmental site assessment performed by June 15, 2024, for the remediation work to begin on the site(s).

FY24 Eligibility Chart for Existing Grant Recipients

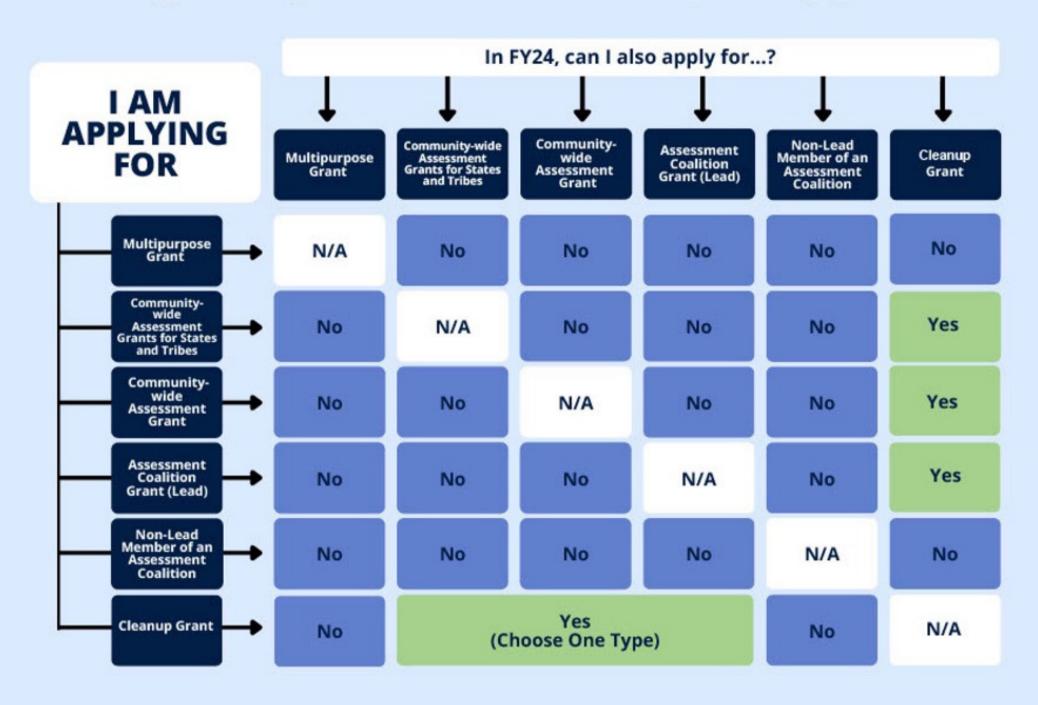








FY24 Eligibility Chart for Multiple Applications









MARC GRANTS & ELIGIBLE ACTIVITIES*

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





MULTIPURPOSE GRANTS



MULTIPURPOSE GRANTS



Funding must be used to conduct both assessment and 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)
 - o 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





MULTIPURPOSE GRANTS



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



NEW CHANGES TO GRANT Multipurpose Grant

PROTECTION A GENCY PROTECTION

- 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

PROTECTION AGENCY PROTECTION

- 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

- 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.



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

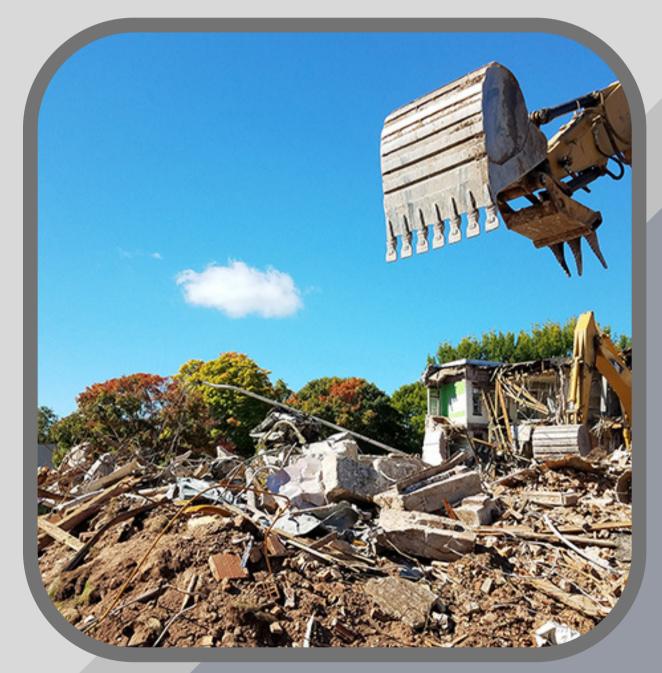


ELIGIBLE ACTIVITIES

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

- 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
 perform
 - 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.
 - o 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
 - o 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











GRANT PACKAGE



NARRATIVE INFORMATION SHEET



⚠ Limited to 3 Pages ⚠

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

- Property Information (Site-Specific Assessment and Cleanup Only)
- Contacts
- Population- of your jurisdiction or the targeted areas
- Other factors checklist
 - Letter from VA DEQ for all grants
 - VRP letter for Cleanup Grants
 - Releasing Copies of Applications



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)

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

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 VA DEQ



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

Contact for State Letter

Karen Weber Karen.Weber@deq.virginia.gov

- Request should:
 - Include short summary of grant concept
 - Allow for 1 week turn around time from VA
 DEQ
 - Be submitted by November 3, 2023



GRANT PACKAGE: Narrative Criteria: All Grants





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





Community Need



Community Need

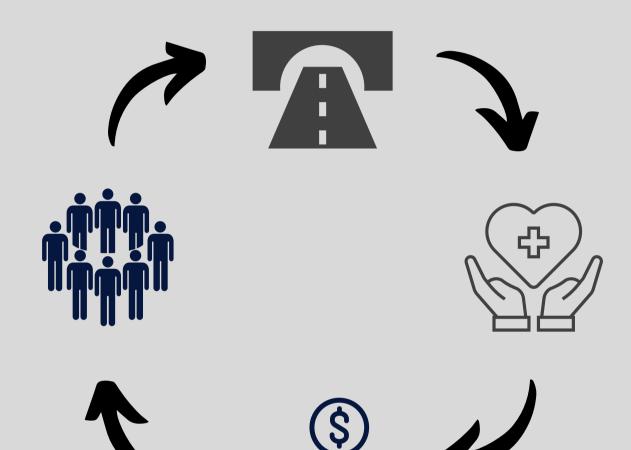
- The Community's Need for Funding
- Threats to Sensitive Populations

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





Task Descriptions, Cost Estimates, and Measuring Progress

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



Things to Remember:

- Fully explain any Participant Support cost and processes
- Discuss how you will identify additional sites (assessment)
- Be clear on how cost estimates were calculated and estimated
- For Assessment:
 - 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 evaluated more favorably.



Task Descriptions, Cost Estimates, and Measuring Progress



Task 3 – Site Assessments:

In-kind Labor: Average of 16 hours of staff/month (16x36x\$40/hr) = \$23,040 (leveraged)

Contractual Costs: 10 Phase I ESAs (10x\$3,500 = \$35,000); 4 ACM Surveys (4x\$3,000 =

\$12,000); LBP Surveys (4x\$2,500 = \$10,000); 1 Generic QAPP (\$2,500); 5 SAPs (5x\$3,000 = \$15,000); 5 HASPs (5x\$1,500=\$7,500); 5 Phase II ESAs

(5x\$29,800 [avg./Phase II] = \$149,000) = \$231,000

<u>Task 4 – Cleanup & Redevelopment Planning:</u>

In-kind Labor: Average of 6 hours of staff/month (6x36x\$40/hr) = \$8,640 (leveraged)

Contractual Costs: 3 ABCAs (3x\$3,500 = \$10,500); 2 Site Reuse/marketing Plans (2x\$9,000 =

\$18,000) = \$28,500

PROJECT BUDGET TABLE

Budget Categories	Tasks				
	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



Task Descriptions, Cost Estimates, and Measuring Progress

OUTPUTS

Cleanup Grant outputs include, but are not limited to:

- Cleanup plans
- Community Involvement Plans
- Final Analysis of Brownfields
 Cleanup Alternative Documents
- Administrative records, and
- Cleanup completion report or letter

Assessment Grant outputs include, but are not limited to:

- Site inventories
- Phase I and II ESAs
- Site Cleanup plans
- Planning activity deliverables, and
- Community meetings



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!



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.



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).

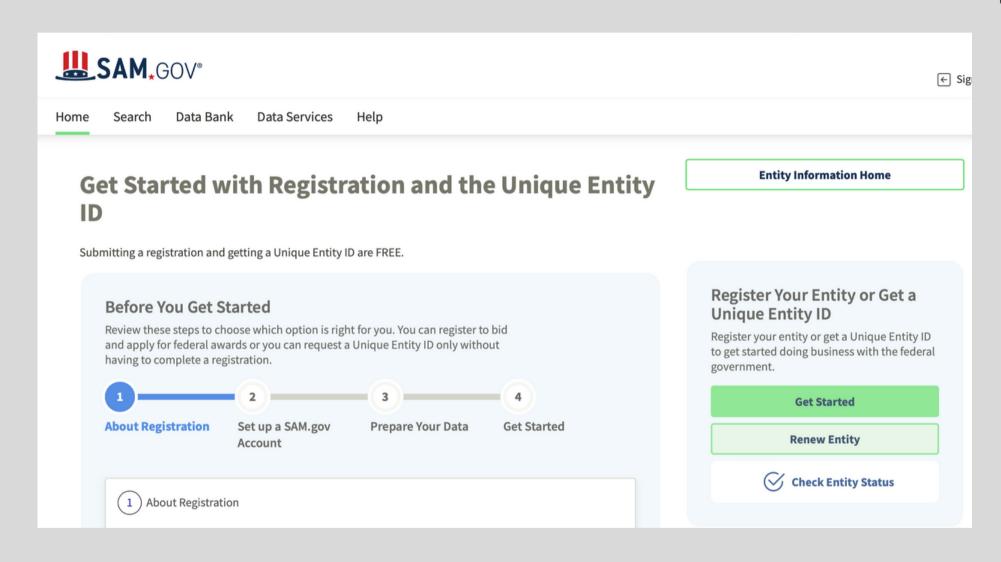
*Multipurpose, Assessment, RLF, Cleanup, and/or 128(a) Grants ONLY. For other Brownfield Grants, see next option.



SAM.GOV



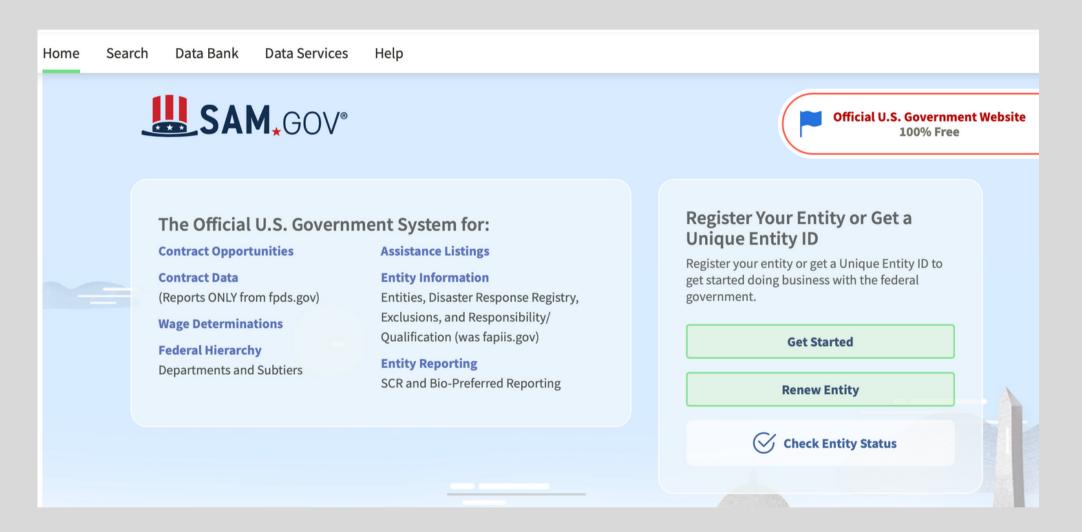
Sam.gov



- 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 to:
 - 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:

- Unique Entity ID
- ✓ Tax ID #
- 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!









WYU TAB CAN HELP!



WVU TAB

Technical Assistance to Brownfields (TAB)

Brownfield Education

Trainings, webinars, events

• Resource Identification

o 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 VA DEQ

NOVEMBER 13

EPA Grant Submittal Deadline



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



STAY CONNECTED!





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STAY CONNECTED!





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https://brownfields.wvu.edu

Sign up for our newsletter!

Schedule a one-on-one consultation