

Ask the Experts

Tips & Tricks for EPA Brownfield Grant Success

October 5, 2022

Agenda

Introductions

Overview of EPA Brownfield Grants

EPA Grant Application Details

How TAB Can Help

Upcoming Events

Questions

Introductions



Carrie Staton
Katie See



John Gross



Brett Gilmartin

WVU TAB

EPA Region 3 Technical Assistance to
Brownfields (TAB) provider

Resources we offer include **Brownfield
Education**

- Including today's EPA Grant webinar!





EPA Grant Overview





EPA Grant Overview

- Also referred to as MARC Grants
 - **Multi-Purpose**
 - **Assessment**
 - **Revolving Loan Funds**
 - **Cleanup**





Eligibility - All Grants

State, local and tribal government

General purpose units of local government

Regional council or redevelopment agencies

Non-profit organizations

Quasi-governmental agencies

FY23 Eligibility Chart for Multiple Applications



| I AM APPLYING FOR | In FY23, 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 | RLF Grant | Non-Lead Member of an RLF Coalition | Cleanup Grant |
| Multipurpose Grant | N/A | No | No | No | No | Yes (Choose One Type) | | No |
| Community-wide Assessment Grants for States and Tribes | No | N/A | No | No | No | Yes (Choose One Type) | | |
| Community-wide Assessment Grant | No | No | N/A | No | No | Yes (Choose One Type) | | |
| Assessment Coalition Grant (Lead) | No | No | No | N/A | No | Yes (Choose One Type) | | |
| Non-Lead Member of an Assessment Coalition | No | No | No | No | N/A | No | Yes | No |
| RLF Grant | Yes (Choose One Type) | | | | No | N/A | No | No |
| Non-Lead Member of an RLF Coalition | Yes (Choose One Type) | | | | | No | N/A | Yes |
| Cleanup Grant | No | Yes (Choose One Type) | | | No | No | Yes | N/A |

FY23 Eligibility Chart for Existing Grant Recipients



| MY ORGANIZATION CURRENTLY HAS | In FY23, 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 | RLF Grant | Non-Lead Member of an RLF 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 | Not eligible | Yes | Yes | Must draw down 70% of each MP Grant |
| Community-wide Assessment Grants for States and Tribes | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible | Yes | Yes | 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 | Not eligible | Yes | Yes | 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 | Not eligible | Yes | Yes | Yes |
| Non-Lead Member of an Assessment Coalition | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| RLF Grant | Yes | Yes | Yes | Yes | Not eligible | Not eligible | Not eligible | Yes |
| Non-Lead Member of an RLF Coalition | Yes | Yes | Yes | Yes | Yes | Not eligible | Not eligible | Yes |
| Cleanup Grant | Yes | Yes | Yes | Yes | Not eligible | Yes | Yes | Yes |

Note: Applicants must also meet all threshold criteria outlined in Section III. of the RFA. If you plan to apply for more than one grant type, please refer to the FY23 MARC Grant Eligibility Chart for Multiple Applications chart to determine which grant(s) are available to you.

EPA FY23 Brownfield Grant

Request for Applications – Due November 22, 2022



| Grant Type | Maximum Project Period | Maximum Amount Per Grant | Estimated # of Awards | Total Per Grant Type | |
|------------------------------|------------------------|--------------------------|-----------------------|-------------------------------------|----------------------------|
| | | | | Bipartisan Infrastructure Law Funds | Regular Appropriated Funds |
| Multipurpose | 5 yrs | \$800,000 | 17 | | \$14.0 M |
| Assessment (State/Tribal) | 5 yrs | \$2,000,000 | 17 | \$35.0 M | |
| Assessment Coalitions | 4 yrs | \$1,000,000 | 20 | | \$20.0 M |
| Assessment (CW) - New* | 4 yrs | \$500,000 | 36 | | \$18.0 M |
| Assessment (CW) - Existing** | 4 yrs | \$500,000 | 25 | | \$12.5 M |
| RLF (New)*** | 5 yrs | \$1,000,000 | 10 | \$10.0 M | |
| Cleanup | 4 yrs | \$500,000 | 40 | \$20.0 M | |
| Cleanup | 4 yrs | \$1,000,000 | 25 | \$25.0 M | |
| Cleanup | 4 yrs | \$2,000,000 | 8 | \$15.0 M | |
| | | | 198 | \$105 M | \$64.5 M |



Assessment Grant





Types of EPA Assessment Grants

| Type of Grant | Coalition | Community-Wide | State & Tribal |
|--------------------|--|--|-------------------|
| Max \$ Amount | Up to \$1 million | Up to \$500,000 | Up to \$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 Grant



- 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



Changes to Coalition

Assessment Grants



- Increase of funding from \$600k to \$1 million
- At least 2 sites must be assessed in each member's boundary (increase from 1)
- Target areas cannot overlap
- Non-lead cannot be affiliated with lead or non-lead member
- Fewer points to applicants if funding does not include at least 1 non-lead coalition member that is community-based organization



Cleanup Grant





Eligible Activities

Cleanup Grants

- Provide funding for cleanup activities at a single site 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



- Sole owner of the site by 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 property transfer.
 - The owner must not be liable in any way for contamination at the site or affiliated with any other person potentially liable for the contamination



Multipurpose Grant



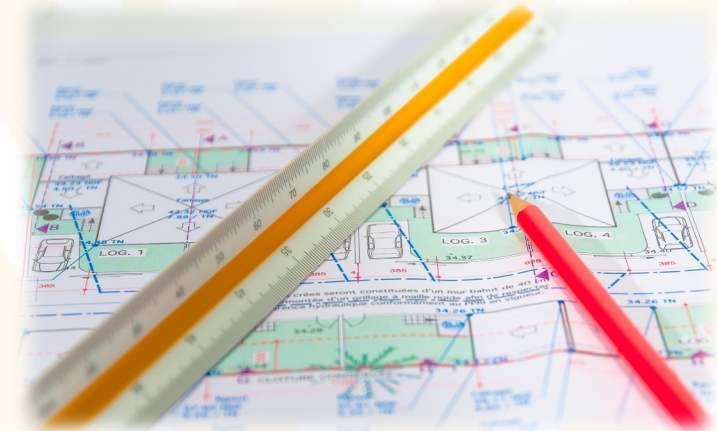


Multipurpose Grant

Best for communities that have identified a discrete area with one or more brownfield sites.

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; and
- Developing an overall plan for revitalization.





Revolving Loan Fund



Revolving Loan Fund Grant



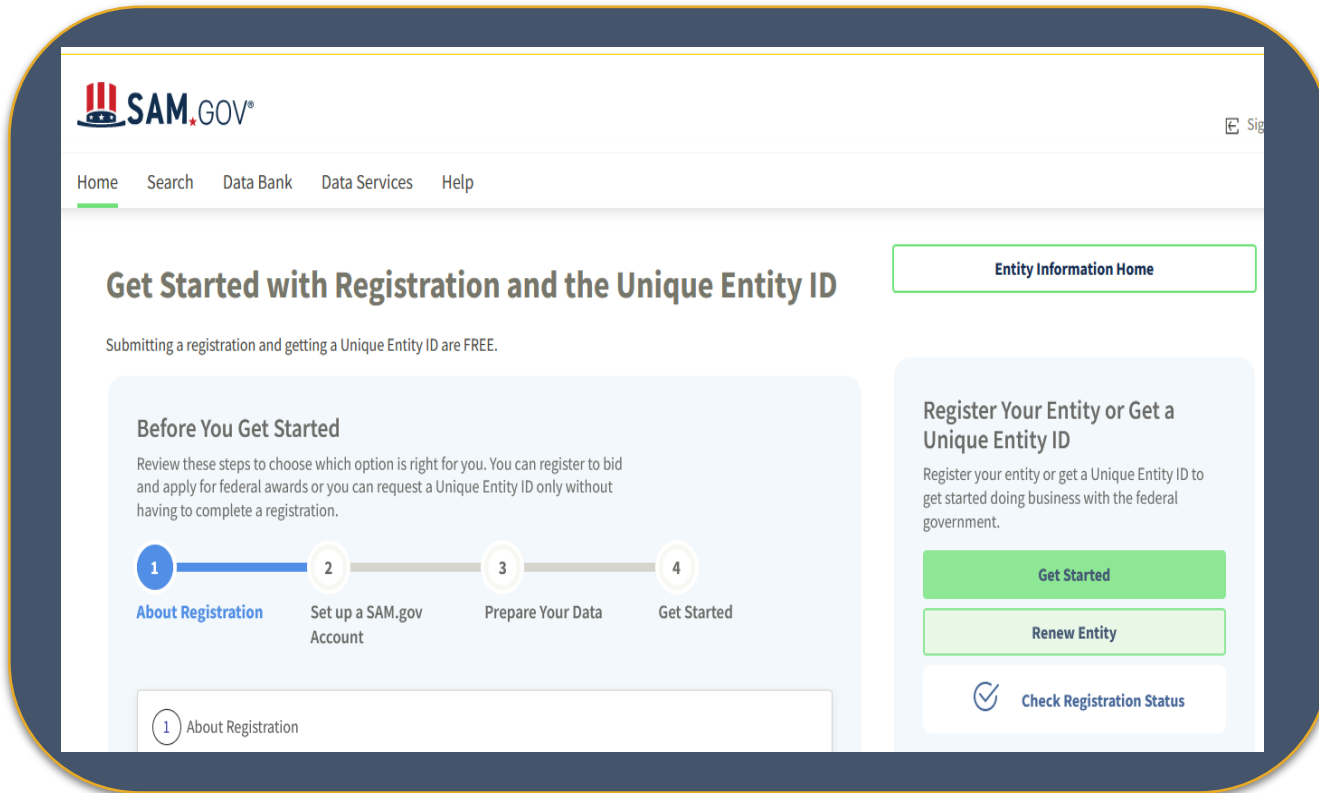
- Provide funding to capitalize a revolving loan fund that provides loans and subgrants to carry out cleanup of brownfield sites.
- Used to provide no-interest or low-interest loans for eligible brownfield cleanups, subgrants for cleanups and other eligible programmatic costs
- Can apply as an individual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

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

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 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!

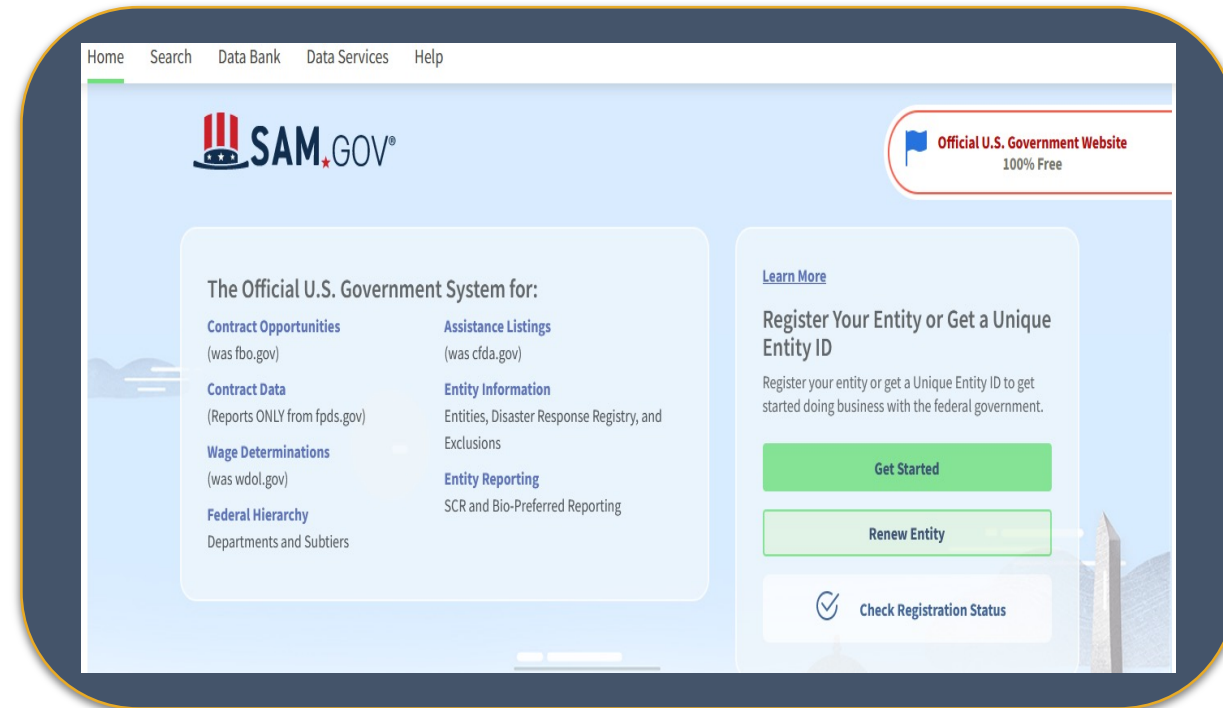
SAM.gov

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



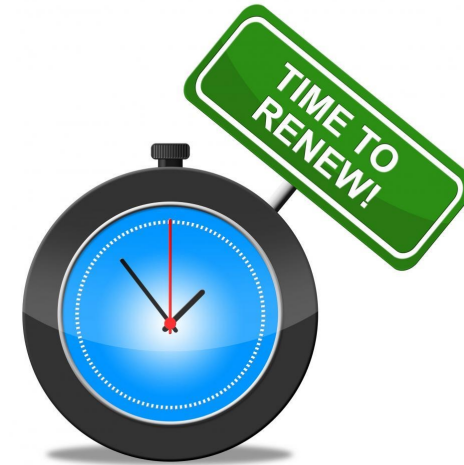
SAM.gov

www.sam.gov

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.

You Will Need

- Unique Entity ID
- Tax ID #
- Bank routing number, bank account number, and bank account type (i.e. checking or savings) to set up Electronic Funds Transfer (EFT)
- All non-Federal entities must mail original, signed notarized letter to the Federal Service Desk within 30 days of activation



- Must be renewed every 12 months
- Must be active when applying for grants
- Make sure contact info is up to date
- FREE to register & renew – watch out for scams

Grant Package



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)
 - Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4
- Project Narrative Attachment Form
 - Attach the Narrative Information Sheet, the Narrative, and required attachments as one file

[EPA Sample Federal Forms](#)

Threshold Criteria

Assessment Grants

All Applications:

- Applicant Eligibility
- Community Involvement
- Balance of current assessment (if applicable)
 - Current EPA Brownfields Assessment Grant recipients must demonstrate that payment has been received from EPA for at least 70% of each Assessment cooperative agreement they have with EPA by October 1, 2022, in order to apply for additional Assessment Grant funding under this solicitation
- Does not apply to State/Tribal Assessment applicants
- Contractors and Named Subrecipients

Site-Specific Applications:

- Basic site information
- Status of history of contamination at the site
- An affirmative statement that site meets the definition of a brownfield site.
- Information on enforcement or other actions
- Property-specific determination information

Threshold Criteria

Cleanup Grants

- Applicant Eligibility
- Information on previously awarded Cleanup or Multipurpose Grants
- Site ownership information
- Basic site information
- Status of history of contamination at the site
- An affirmative statement that site meets the definition of a brownfield
- Description of the environmental assessment conducted at the site
- **New - Site Characterization**
- Information on enforcement or other actions
- Property-specific determination information or an affirmative statement that a Property-Specific determination is not required
- Property ownership eligibility information
- Description of cleanup authority and oversight
- Community Notification documents
- Contractors and Named Subrecipients

New Threshold Criteria

Cleanup Grant

If eligible for VRP:

- Letter from PADEP 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, 2023, for the remediation work to begin on the site(s).

If NOT eligible for VRP,

- Letter from PADEP that explains why the site is not eligible to be enrolled.
- State in threshold criteria response whether an Environmental Professional has certified:
 - a. 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**
 - b. 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, 2023, for the remediation work to begin on the site(s).

Community Notification & Public Meeting

Cleanup Grants

Community Notification

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

Public Meeting

- Discuss the draft application
 - Consider public comments
 - Can be a regularly scheduled community meeting with other topics as well
 - 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); and
 - Sign-in sheets/participant list

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, the ability of the applicant to implement, the resilience to address potential adverse impacts caused by extreme weather events, the cost, and an analysis of the reasonableness); and
- The proposed cleanup

Narrative Information Sheet

Limited to three pages

- Applicant Identification
 - Name & Full Address
- Funding Requested
 - Grant Type
 - Federal Funds Requested
 - Amount
 - Cost Share Waiver – yes/no (Cleanup and Multipurpose only)
- Location
- Property Information (Site-Specific Assessment and Cleanup Only)
- Contacts
- Population – of your jurisdiction or the targeted area
- Other Factors Checklist
- Letter from PADEP (Assessment)
- Releasing Copies of Applications

Letter from State Environmental Authority



Letter from State Environmental Authority

- Required attachment for all grants
- Acknowledges state's awareness and support of the project(s)
- One letter can be used for multiple applications
- Request should include:
 - Grant Type and Amount
 - Short summary of the grant concept
 - Be submitted by November 8, 2022
- Cleanup Grants require:
 - Grant Amount
 - Whether or not site is enrolled in Act 2
 - **NEW:** If site has sufficient characterization
 - Be submitted to PA DEP by October 31, 2022

Letter from State Environmental Authority

Contact for State Letter

John Gross

johngross@pa.gov



Questions

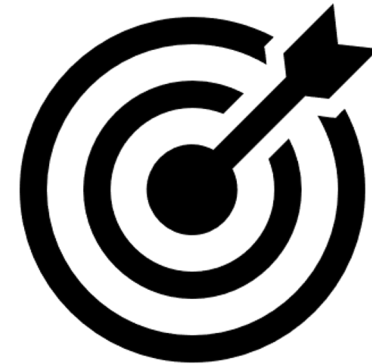


Narrative Criteria

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)



Narrative Criteria Part 1:

Project Area Description & Plans for Revitalization

- Revitalization of the Target Area
 - Reuse Strategy and Alignment with Revitalization Plans
 - Outcomes and Benefits of Reuse Strategy



Narrative Criteria Part 1:

Project Area Description & Plans for Revitalization

- 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

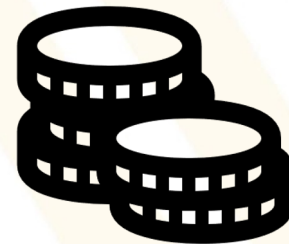
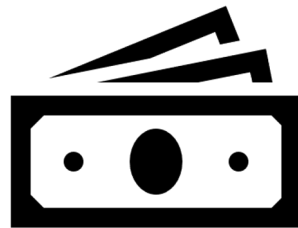


Narrative Criteria Part 2:

Community Need

The Community's 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.



Questions



Narrative Criteria Part 3:

Task Descriptions, Cost Estimates, and Measuring Progress



- Project Implementation
- Anticipated Project Schedule
- Task/Activity Lead
- Outputs
- Cost Estimates

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

Key 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 environmental site assessments and site-specific cleanup planning) will be evaluated more favorably.

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

Sample Format

Task/Activity:

i. Project Implementation

- Discussion of EPA-funded tasks/activities for the priority site(s):
- Discussion of EPA-funded tasks/activities for non-priority site(s), if applicable:
- Non-EPA grant resources needed to carry out tasks/activities, if applicable:

ii. Anticipated Project Schedule:

iii. Task/Activity Lead:

iv. Outputs:

Narrative Criteria Part 3:

Task Descriptions, Cost Estimates, and Measuring Progress

Project Budget Example

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**

Task 4 – Cleanup & Redevelopment Planning:

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 | | | | Total |
|-------------------|--------------------|--------------------|------------------|-------------------------|------------------|
| | Project Management | Community Outreach | Site Assessments | Cleanup & Redevelopment | |
| 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*

Narrative Criteria Part 3:
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 may include, but are not limited to:

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

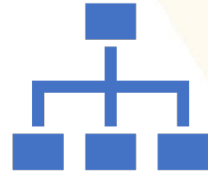
Task Descriptions, Cost Estimates, and Measuring Progress

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 info is in this section as well!

Narrative Criteria Part 4:

Programmatic Capability



Organizational Capacity & Structure

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



Description of Key Staff

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



Acquiring Additional Resources

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

Narrative Criteria Part 4:

Past Performance

Must answer one of three categories:

1. Applicants who currently 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 Grant, Assessment Grant, Revolving Loan Fund Grant, Cleanup Grant, and/or 128(a) Grant **only**. For other Brownfield grants, see next option.

Narrative Criteria Part 4:

Past Performance



Accomplishments

If non-brownfield grant, also include purpose



Compliance with Grant Requirements

Questions



WVU TAB Can Help!

WVU TAB

Technical Assistance to Brownfields (TAB)

Additional resources for communities completely free

Key resources include:

- **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 assistance, design support from WVU Davis College

Upcoming Events

Webinars

WVU TAB

Virginia EPA Grant Webinar

October 6, 2022 at 11:00 am (ET)

US EPA

Revolving Loan Fund (RLF) grant funding

October 6, 2022 at 2 pm (ET)

National TAB

What You Need to Know to be Competitive in the FY23 EPA MARC Grant Competition

October 20, 2022 2:00 pm (ET)



Deadlines



November 1

Deadline to submit draft applications
to WVU TAB for review

November 8

Submit request for letter to PA DEP

November 22

EPA Grant Submittal Deadline

Let's Connect



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[Schedule a one-on-one consultation](#)