

May 22, 2025

Grant or No Grant: Let's Navigate Your Next Move!

THANK YOU for joining us for this webinar. We will get started in a moment.















Technical Notes

If you experience technical difficulties with your connection:



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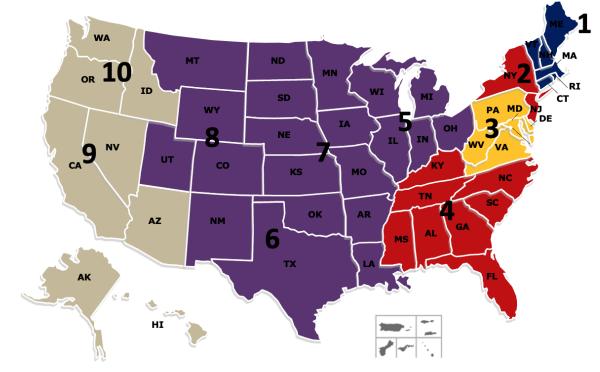
Email uconn-tab@uconn.edu

Additionally, please note:



The presentation is being recorded and will be available on the website.

Technical Assistance to Brownfields (TAB)



What is TAB?

- Provides FREE technical assistance to communities, states, Tribal Nations and other public entities to help address their brownfield sites and to increase their understanding and involvement in brownfields cleanup, revitalization and reuse.
- Prepare brownfields grant applications.
- Perform site inventories.
- Review historical information.
- Design site investigations, sampling and field analysis.
- Plan cleanup and redevelopment.

Who are the TAB Service Providers?

University of Connecticut EPA Region 1

New Jersey Institute of Technology (NJIT) EPA Regions 2 & 4

The West Virginia University EPA Region 3

Kansas State University - EPA Regions 5, 6, 7 & 8

Center for Creative Land Recycling (CCLR) EPA Regions 9 & 10















We Want to Hear Your Feedback

Please provide feedback on today's event:

1. Click this link

https://kstate.qualtrics.com/jfe/form/SV_8Cj1lbQrl5M1bSu

1. Click the link provided in the chat box

1. Scan this QR image from your smartphone





Today's Agenda

Grant Not Awarded

- EPA Regional Debrief and Insights
- TAB Engagement Strategy
- State Agency Coordination/Resources
- External Resources and Events, Action Items

Grant Awarded

- Public Communication and Engagement
- EPA Coordination and Training
- Workplan Development
- Procurement: Contractor Selection and RFQP
- National Conference Planning and Site Access
- Administrative Set-Up: October 1 Start
- Action Items and Next Steps
- TAB Services and Q&A















EPA Debrief And Insights

Engagement Strategy

Seth CardwellMid-Atlantic TAB
Region 3













What is a debrief?

Available annually to MARC grant applicants who did not receive funding for the fiscal year in which they applied.

Why request one?

Provide applicant with information on why grant was not chosen for funding by discussing strengths and weaknesses of the application with the applicant.

- The window to request a debrief for your application is narrow, so do it today.
 - Note: Region 1 does not offer this until fall
- Not only will you receive feedback on your application; you will also get perspective on how to improve your application for the next round.
- · Don't give up! Request the debrief and try again!













Tips for EPA Debrief Call

- Know debrief request deadline
 - Ask EPA or TAB for date
- Identify note-taker and take good notes!
 - They will not provide copy of comments.
- You can ask EPA questions be sure to do so
- It's okay to ask for clarification on feedback if needed

Each EPA region has assigned contact person for debrief requests. TAB providers can help make connection.

In addition to completing EPA debrief request, we encourage you to schedule debrief with TAB provider. They can review grant application and EPA debrief comments with you to assist with resubmittal this fall.













In the Meantime...

Targeted Brownfields Assessment (TBA)

EPA can provide more information on applying for Targeted Brownfields Assessment TBA

• TBA: type of assistance provided by EPA for Phase 1 and Phase 2 Environmental Site Assessments (ESAs).

This can help you move forward with brownfield assessments and prepare for future site cleanup.















Engagement Strategy

- TAB can assist with initial community contact & coordination
 - Who is community champion?
- Services TAB can provide:
 - Site inventory
 - Visioning
 - Community engagement
 - Budget/task alignment
 - Leveraging stakeholders
- Align timing for community engagement assistance with TAB availability
 - July August
- Plan for draft grant review with TAB
 - September late October/early November













Engagement Strategy

Important to engage community in:

- Identification of target priority areas
- Community engagement best practices:
 - There should have been some level of formal or informal community engagement so community is aware of goals
- If applying for cleanup grant, engagement should be meaningful. True, genuine community engagement.
- Purpose is not to check a box.
 - Good reviewer can tell if engagement is genuine.













Engagement Strategy

Targeted Brownfields Assistance (TBA) and Land Revitalization Technical Assistance (LRTA) projects are often prioritized for EPA Brownfields Grants

• EPA is familiar with community and site(s) through previous TA















Community Engagement

Engagement Methods to Fit Your Community

- Administer a questionnaire (paper or online)
- Establish focus groups
 - Interview key constituents and/or stakeholders
- Facilitate public information gathering and planning workshops
- Facilitate one to three-day design charrette/work session
- Form action-oriented working groups
- Stakeholder group for transition from planning to implementation













Community Engagement

How to get Stakeholders Interested & Feeling Comfortable?

- Have key stakeholders encourage participation
- Make it easy to attend
 - Accessible venue, meeting time, child care/activities, translation
- Site visits, if feasible and safe
- Make it interactive
- Provide opportunities to give input in a variety of ways
 - Note cards, maps, questionnaires















State Agency Coordination

External Resources and Events

Action Items

Randi Mendes

UConn TAB Region 1















Update to State on Current Grant Status

- Stay in contact with state brownfields coordinator
 - Maintain communication on updates occurring with site
 - Ask for support on what further action can be done to help support reapplication
- Consider what opportunities are available to further your project along
 - Target Brownfield Assessment(TBA) funding

Continue communication with your TAB provider

















Update to State on Current Grant Status

- Historical Data/ Site Investigation Details
- This could cover some resources on how to get better historical data and follow up on any holes that might have related to their site investigations or assessments.













Update to State on Current Grant Status

• Brownfields work is not possible without partnership!

 Consider the strength of partnerships within your grant application – work with your TAB provided to do a Stakeholder Analysis

 Work with TAB provider to support continued engagement with community

















External Resources and Events

New EPA Brownfields Publications

- Brownfields Job Training Best Practices Guide (pdf) (2.37 MB, May 2025)
- Let it Grow! Build Your Urban Forest with Brownfields (pdf) (12.14 MB, April 2025)
- What Nonprofits Need To Know (pdf) (1.19 MB, March 2025)

EPA Grants Webinars

EPA's Office of Grants and Debarment periodically hosts webinars for the EPA grants community. If you are interested in applying for EPA grants or are currently managing an EPA grant, please consider attending one of these webinars. <u>Subscribe to the EPA Grants Update Listsery</u> to receive updates about these webinars.

Upcoming Webinars

Complying with EPA Grants

May 21, 2025, 1:00 - 2:00 pm ET

During this webinar, the EPA will provide an overview to recipients of EPA grants on key policies and procedures that must be followed to ensure effective grant management and compliance.

www.epa.gov/grants/epa-grants-webinars



Check out your TAB Provider's Webinars!















ABOUT

PROGRAM

ENGAGE

NEWS

THE PHOENIX AWARDS

REGISTER NOW

















Discuss timeline for reviewing successful grants

- Ask your TAB provider for
 - Examples of past successful grants
 - Review of grant submission (before and/or after EPA debrief)

 Consider developing a timeline for working on preparing for applying again in the Fall













Action Items

- Scheduling meetings (EPA, State, TAB)
 - Get support on next steps and how to maintain momentum
- Documenting takeaways and ideas
 - Take notes!!
- Monitor for future grant posting and webinar schedules
 - Join newsletters













Grant Awarded

Public Communication and Engagement

EPA Coordination and Engagement

Elise Molleur NJIT TAB Regions 2 and 4















Public Communication & Engagement

- 1. Make the announcement
- 2. Reach out to the community
- 3. Leverage your partners



















EPA Coordination & Training

- Respond to EPA's Contact Email
- Keep updated with resources

Sign up for News from EPA

Sign up to receive news releases and other information from EPA.

Sign up for News from Headquarters

Sign up to receive news in your Inbox by topic, en español, or from one or more EPA Headquarter offices.

> Sign up news from EPA Headquarters

Sign up for Regional News or Notices of New Litigation

Sign up to receive news in your Inbox from EPA Regional offices or notices of new litigation.

Sign up for regional or new litigation news

https://www.epa.gov/newsroom/live



















EPA Coordination & Training

Module 1: Introduction to EPA Grants

Module 2: Demonstrating Financial Management System and Internal

Controls Capability

Module 3: Applying for a Grant

Module 4: Accepting a Grant Award

Module 5: Managing a Grant

Module 6: Closing Out a Grant

https://www.epa.gov/grants/epa-grantsmanagement-training-applicants-and-recipients



















Workplan Development

Procurement: Contractor Selection and RFQP

Joelle S. Greenland CCLR TAB Regions 9 and 10















Workplan



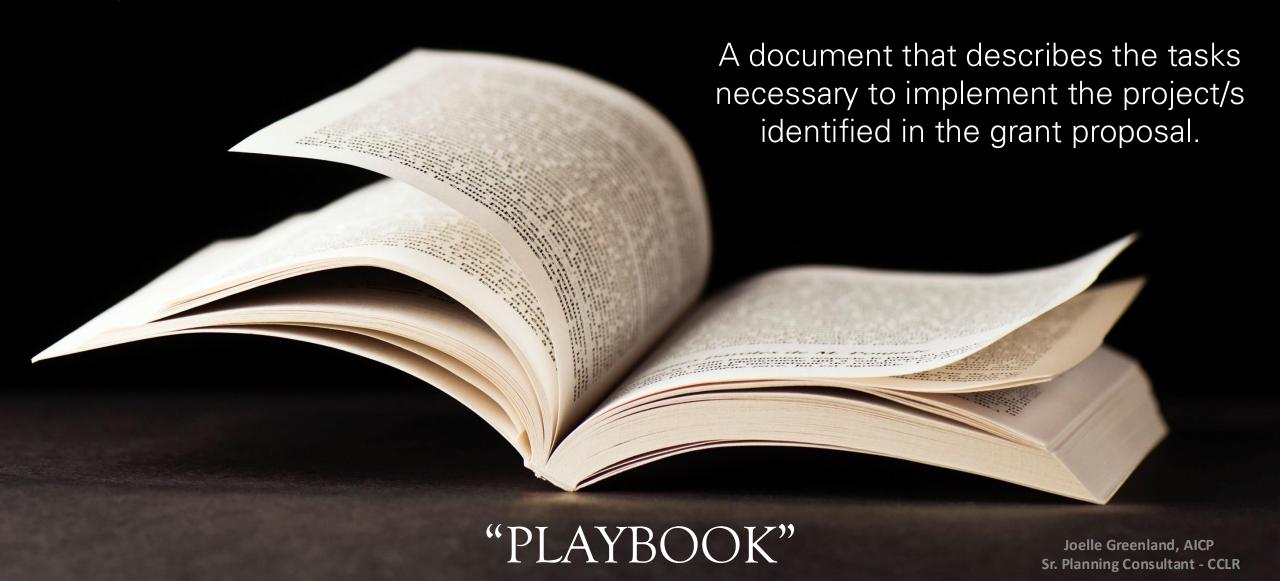
Yes, it really is **ONE** word

Adapted from CCLR's Dynamic Blueprints: A Game Plan for Your Workplan

Please note, the Center for Creative Land Recycling (CCLR) makes reasonable efforts to provide current and accurate grant and program information for your general use, but cannot guarantee completeness, accuracy, or timeliness. All content is provided "as is" and may contain errors or omissions. CCLR assumes no liability or responsibility for any errors or omissions. Please check content publication dates and verify compliance with current terms, rules, and regulations, which are subject to change without notice.

Joelle Greenland, AICP
Sr. Planning Consultant - CCLR

What is It?





Where to Start?

Read Your Award Email

...the Looonnng One





Consistency

Workplan Tasks & Budget must align with your original competitive grant application

Guidance in Provided EPA Templates

The following is a suggested workplan outline for your assessment project.

Blue *italicized* text should be reviewed and updated/inserted or omitted, as appropriate.

After entering new info, to update Table of Contents (TOC), right click on TOC and choose "Update field."

EPA REGION 10 FY2024 BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

[Indicate type of Assessment Grant (Community-Wide Assessment, Coalition Assessment, or Community-Wide Assessment Grant for States and Tribes)]

WORKPLAN

FOR

[Project Name]

Period of Performance (4 years for Community-Wide and Coalition Assessment Grants):

[e.g., October 1, 2024 - September 30, 2028]

Period of Performance (5 years for Community-Wide Assessment Grant States & Tribes):

[e.g., October 1, 2024 - September 30, 2029]

Date(s) of Draft Workplan (date each revision): [e.g., June 1, 2024]

Date of Final Workplan: [e.g., July 1, 2024]

Submitted by

[Recipient Name] [Recipient Address]

[Lead Contact Name]
[Address if different than above]
[Phone Number]
[Email]
[Website if available]

2. PROJECT TASK DESCRIPTIONS

Describe each task and sub-task that will be performed as part of this project and the type of funding that will be used for each task or sub-task (e.g., EPA cooperative agreement funds, other non-federal funds, etc.). Link personnel, equipment, and other budget costs from the detailed budget table/narrative to the tasks/objectives described in the workplan.

3 SCHEDULE AND DELIVERABLES

Provide a schedule of all key milestones, activities, and accomplishments anticipated over the length of the cooperative agreement. It is recommended that you discuss an anticipated start date for this agreement with your EPA Brownfields Project Manager and reference general time frames rather than specific dates. For example, a three year project could be referenced with 36 months (Task One /Month 1-2, Task Two/Month 6-12) and so on.

Typical Components

Project Overview

- 1.1 Project Description, Goals, Objectives
- 1.2 Organizational Structure/Responsibilities
- 1.3 Project Outputs and Outcomes

2.0 Project Task Descriptions

- 2.1 Task 1 (Project Management)
- 2.2 Task 2 (Community Engagement)
- 2.3 Task 3 (Assessments)
- 2.4 Task 4 (Cleanup and Reuse Planning)

3.0 Schedule and Deliverables

4.0 Budget

4.1 Budget Table

4.2 Budget Narrative

Attachments

Details!!

Task 1 – Project Management & Reporting: \$20,518 Total

This task will be led by the City's Project Manager supported by the City's environmental contractor. Project management and reporting will be ongoing throughout the project term.

- \$3,846 City Personnel: For environmental contractor procurement and project coordination. Perform those activities necessary to manage the Project in accordance with the workplan and meet all required statutes, circulars, and terms and conditions, including establishment and maintenance of necessary Cooperative Agreement records and files. 96 hours at \$40/hour.
- \$1,154 Fringe: 30% of basic salary. Includes retirement, health benefits, annual and sick leave and life insurance
- \$3,210 Travel: City Project Manager and one member of the Advisory Committee to attend one State or regional and one national brownfields conference. Travel/Training costs were calculated as follows:

Regional Conference Estimate (based on Salem, OR Conference 05/2014 costs)

- Hotel \$86/night x 2 nights x 1 event/year x 2 persons x 1 year = \$344
- Per diem \$36.80/day, x 2 days/event x 2 persons = \$147

Regional Subtotal = \$491

National Conference Estimate (based on Brownfields Atlanta, GA)

- Airfare \$617.50/event x 1 event/year x 2 persons x 1 year = \$1,235.00
- Airport parking \$10/day x 4 days/event x 1 vehicle x 1 year = \$40.00
- Hotel \$133/night x 4 nights x 1 event/year x 2 persons x 1 year = \$1,064.00
- Per diem \$47.50/day x 4 days x 2 persons x 1 year = \$380

National Subtotal = \$2,719

- \$11,318 Contractual: Reporting to EPA, update ACRES database, prepare final performance report, 113.18 hours at \$100/hour.
- \$990 Other: Registration Fees State/Regional and National Brownfields Conferences, City Project Manager and one Advisory Committee member.

State/Regional Brownfield Conference registration, \$195/event x 1 event/year x 2 persons x 1 year = \$390;



Submitting Draft Workplan

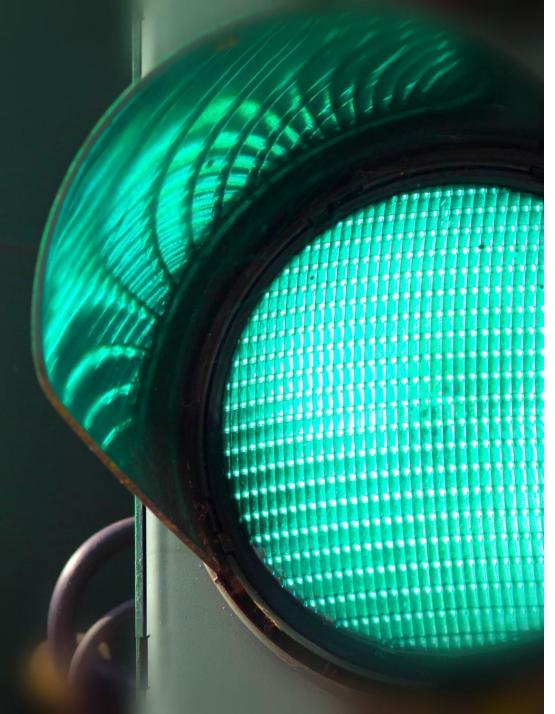
- Drafts submitted to PO/PM
- Electronically in Microsoft Word (not PDF)
- Document Filenames:

Names of Selectee _FY2025_Type of Grant_Workplan_Date [Year-Month-Day]

Example: Lupine County_FY2025_Assessment_Workplan_2025-06-06

Emailing/Clear Subject Line





Do

- Read and review template
- Begin working on a draft asap
- Coordinate internally & KNOW deadlines
- Share drafts with your PO (in Word)
- AFTER CA is issued; discuss modifications with PO
- Submit **Key Contacts Form** for changes
- Reach out to <u>TAB providers</u> if needed joel



Don't

- Procrastinate
- Just copy/paste from your competitive grant application
- Use a consultant who intends to bid
- Modify workplan w/o prior approval from PO (including budget!)

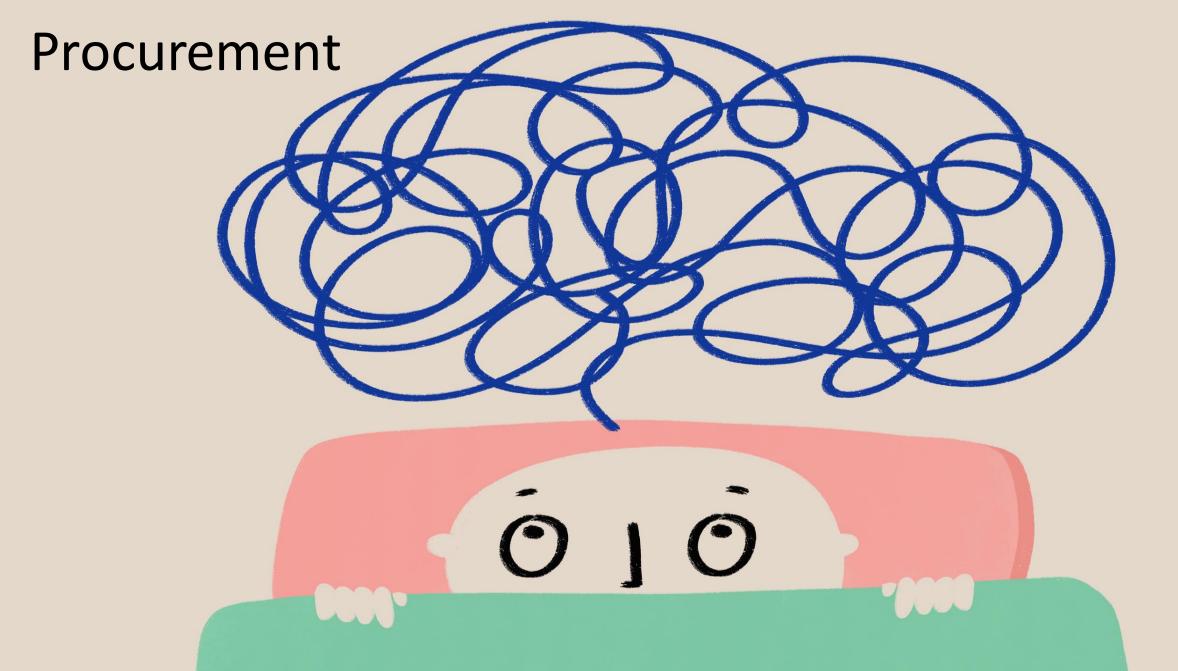


- Review the ENTIRE EPA award notice email SAVE IT!
- Review template, coordinate internal team and deadlines
- Work with CA to finalize
- After CA <u>review OFTEN</u> (flexible & dynamic)
- Discuss <u>any</u> modifications with PO/PM
- Watch <u>Dynamic Blueprints: A Game Plan for Your Workplan</u> to learn the ins and outs of developing your workplan and getting it approved by EPA.

TAB

Providers

Can Assist!



What is It?

Process for obtaining products, goods or services - or "procure"

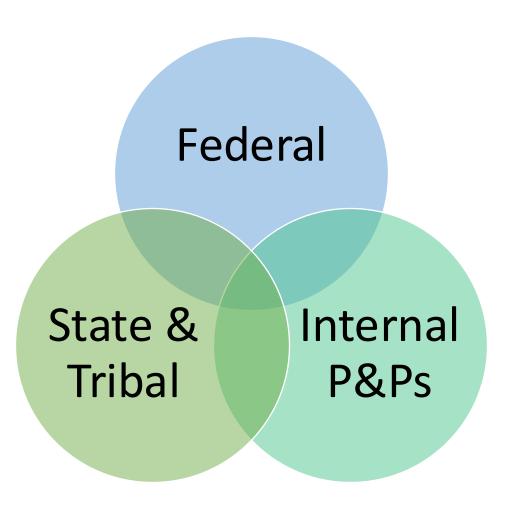
"As a recipient of EPA financial assistance (grants and cooperative agreements) you will most likely need to procure for professional services, supplies or equipment in order to complete the work under the EPA award."

EPA's Best Practice Guide for Procuring
Services, Supplies, and Equipment Under EPA
Assistance Agreements

BEING UPDATED BY EPA

EPA's Brownfields Grants: Guidance on Competitively Procuring a Contractor

"Three Legged"





Federal Funds

- MUST follow the Uniform Grant Guidance (UGG) aka 2 CFR Part 200
- Cross-cutting federal authorities

Ensures purchases are reasonably priced in a fair and openly competitive way

Uniform Grant Guidelines (UGG) Standards

- Must maintain <u>written Procurement P&Ps</u> covering the methods available under the regulations
- Costs must be <u>reasonable and necessary</u>
- Must have a <u>system in place</u> for administering contracts
- Must maintain <u>written standards</u> of conduct for internal and external <u>conflicts of interest</u>
- Must maintain documentation addressing <u>cost and price analysis</u> and vendor selections where applicable based on the method of procurement

ALL COVERED IN EPA's BEST PRACTICES

Tenets of Procurement

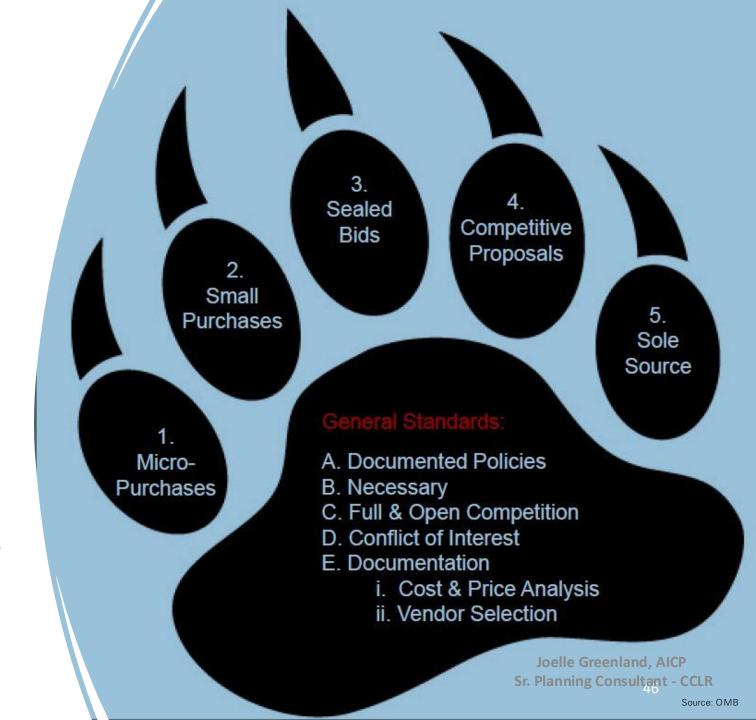
- Clear understanding of what you need and want
- Know the rules & regulations (Three Legged)
- Understand timeline and process
- Gather procurement team
- Document!!
- You must conduct your procurement in accordance with the minimum
 UGG requirements even if your own procurement system has less
 stringent standards

Procurement "Claw"

5 Methods under 2 CFR 200

EPA's Best Practice Guide for Procuring
Services, Supplies, and Equipment Under EPA
Assistance Agreements

EPA's Brownfields Grants: Guidance on Competitively Procuring a Contractor



RFPs & RFQs

Request for Proposals

Process used to select <u>one</u> firm to conduct professional services as outlined in the Scope of Work (SOW)

Proposals

Request for Qualifications

Process used to select a <u>stable</u> of qualified consultants to choose from for various work order tasks when needed

Statement of Qualifications (SOQs)

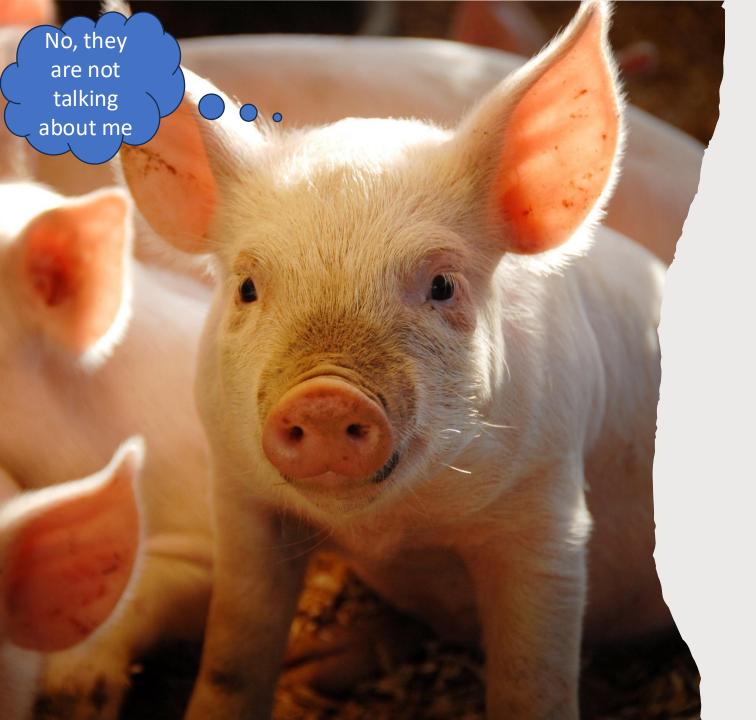
Both MUST account for reasonableness of costs/price

- See Appendix A (Conducting a Price and or Cost Analysis) of EPA Best Practice Guide for Procuring Services . . .
- Analysis of Brownfields Costs (ABC) Tool

RFPs & RFQs

Do Not Seek or Accept	ANY assistance/guidance from a contractor in preparing an RFP/RFQ if the same contractor plans to bid on the RFP/RFQ
Do Not Use	Sample language or templates from contractors planning to bid on the RFP/RFQ
Do Not Include	Language that restricts/limits competition or gives a particular contractor an advantage
Do Not Include	A copy of work plan in RFP/RFQ if you received assistance from a contractor in developing it and they plan to bid on the RFP/RFQ

nd, AICP



Developing a Scope of Work (SOW)

- What is it?
- Components
 - Project Goals
 - Timeline
 - Expected Results
 - Deliverables
 - Conditions
 - Financial Information
 - Management
- Does it align with goals

Building a Solicitation

- Introduction/Background
- SOW
- Terms, Conditions, Expectations
- Budget
- Experience/Qualifications
- Submission Requirements
- Evaluation Criteria/Process
- Project Timetable
- Attachments



Evaluation & Selection (>250K)

Cover Letter	5%
Demonstrated experience in addressing contaminated	15%
properties	
Demonstrated experience in successfully completing	20%
tasks/projects	
Demonstrated experience in effectively engaging with	15%
community members and federal and state agencies	
Experience and capacity of project team/personnel	15%
Reasonableness of cost/price proposal (e.g. rates) based	25%
on a comparison of prices among competing offerors and	
other available information on market rates for	
consulting services	
References	5%

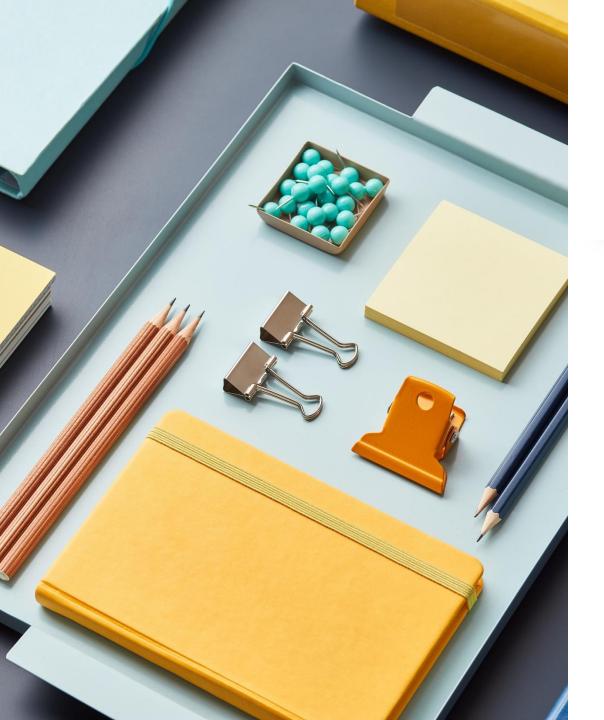
Evaluation Criteria MUST be in solicitation & Weighted

Evaluation & Selection

- Internal Evaluation P&Ps
- Evaluation Team –
 Unbiased & Knowledgeable
- Facilitator (Non-voting)
- Blind Evaluation
- Proposals Individually Scored
- Score before/after Interview (If applicable)
- Average Scores from Evaluation Team

	Cover Letter (10)	Experi ence (25)	Quals (20)	Cost (25)	Intervi ew (20)	Score
Firm A	5	25	20	25	20	95
Firm B	5	20	20	20	15	80
Firm C	10	25	20	10	10	75

NOTE: Debarment and Suspension – System for Award Management (SAM)



Internal Controls

- Document, Document, Document (2 CFR 200.318(i))
- Develop detailed paper or electronic files for each procurement action above the micro-purchase threshold (see p.7; <u>Guidelines</u>)
- Solid Team
- Roles & Responsibilities
- Training/Cross-Training



Takeaways

- ASK where are the funds coming from?
- Know the Rules & Regulations
- Consult with EPA/Governing Body/Legal Advisors
- Seek Mentors
- When in Doubt ASK!
- Watch the <u>Two-part Proactive Procurement series</u>
- TAB Providers Can Assist

National Conference Planning and Site Access

Administrative Set-Up: October 1 Start

Amy Yersavich KSU TAB, Partner Regions 5, 6, 7 and 8

















National Conference Planning

Site Access



Register for EPA's National Brownfield Conference

- ❖ MARC Grant Applicants are <u>strongly encouraged</u> to include the costs for sending at least one representative from the applicant's organization to EPA's National Conference.
- https://gobrownfields.org/ National Conference website register early for mobile workshops and discounted registration (book hotel early too!)
- Panel sessions, mobile workshops, Brownfields University, roundtable sessions, opportunities to meet 1-on-1 with a TAB provider in your region.

















- ❖ Start with High Priority Brownfields listed in Section IV, 1.a. of your grant application/workplan (did you discuss access needs with the owners of your priority sites prior to submitting your grant application?)
- ❖ Your plan to identify additional priority sites -now is the time to put the plan you discussed in Section IV 1.a. to use!
- Brownfield Inventory for your community or target area(s) – does one exist? – does it need updating?
- Other sites recommended (or mentioned as problems) by community members/groups?
- Sites mentioned by police or fire department as hazards?



Site Access for High Priority Brownfields







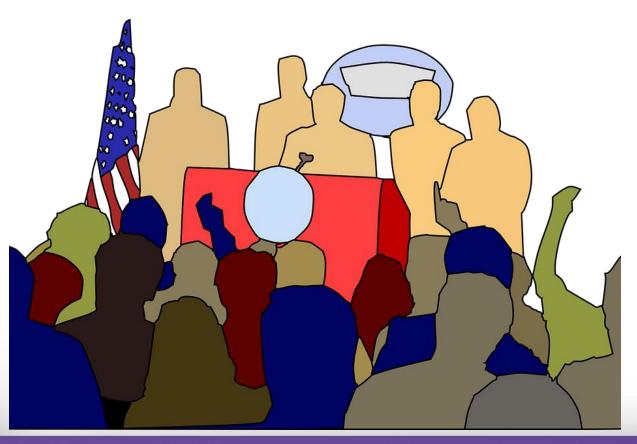








Project Outreach



Assign someone from your organization who will ensure that the community engagement plans you discussed under Section IV 2.b. of your grant application/workplan will be carried out, including:

- ❖ Organizing the public meetings, town halls, community gatherings etc. mentioned in your grant application and workplan and ensuring that a diverse group of local entities who are relevant to the project have the opportunity to attend.
- ❖ Conducting these outreach sessions such that attendees have the opportunity to provide meaningful input and that their input will be considered by the grantee.
- **❖** Fact sheets? Brochures? PSAs?
- If you have a coalition assessment grant, make sure each non-lead member is engaged and updated throughout the project















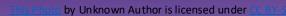
Administrative Set-Up

ASAP – How your Organization gets Paid!

- **❖** Successful EPA MARC Grantees USEPA will initiate your enrollment in ASAP
- **❖** You need to assign an ASAP point of contact. They will enter the head of organization information and can also assign other points of contact for ASAP.
- **❖** A Payment Requestor must be named. Only the Payment Requestor can draw down funds from ASAP.
- **Your EPA grant manager and project officer are good resources** when questions arise. Also ASAP Helpdesk (855)868-0151.
- **❖** Suggest those in your organization who will be involved with ASAP watch this helpful video put together by EPA finance officials. This video goes through the entire process from registration to drawing down funds to financial reporting.

https://www.youtube.com/watch?v=1wxVY27GKqg













ACRES – EPA's Database for Reporting on your Grant Project



- ❖ ACRES is used to report assessment, cleanup and redevelopment activities at properties where EPA Brownfields funding was expended under Assessment, Cleanup, Revolving Loan Fund, Multipurpose and 128(a) State and Tribal Grants.
- **❖** It's recommended that you assign at least one staff member from your organization to be responsible for entering information into the EPA ACRES database.
- ❖ Go to https://www.epa.gov/brownfields/acres-training-tips-and-tools to find out to register for and access ACRES; view pre-recorded trainings; find out the dates live ACRES trainings are offered and other helpful information including how to email or call the ACRES Helpdesk. Make sure you view or listen to the training sessions and familiarize yourself with the other information on this website before entering your initial grant information into ACRES.





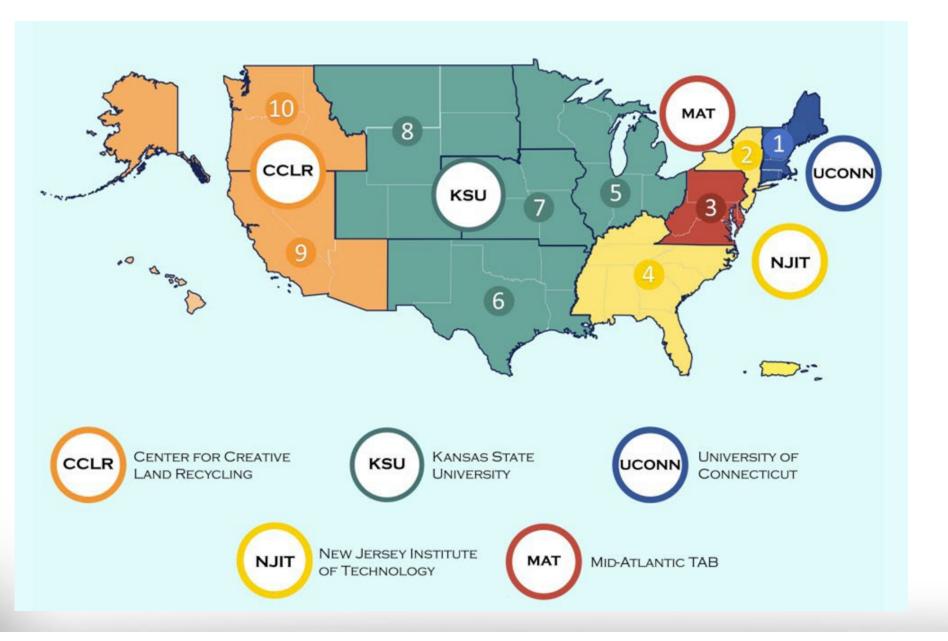












Contact Information:

Region 1: uconn-tab@uconn.edu

Region 2 & 4: tab@njit.edu

Region 3: wvutab@mail.wvu.edu

Region 5-8: www.ksutab.org/contact-us

Region 9 & 10: info@cclr.org



Thank You



https://kstate.qualtrics.com/jfe/form/SV_8Cj1lbQrl5M1bSu

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