NJIT TAB is a USEPA funded technical assistance program intended to serve as an independent resource to communities and nonprofits pursuing the cleanup and reclamation of brownfields. For more information on NJIT TAB please contact us via our TAB hotline @ (973) 642-4165, email @ tab@njit.edu, or visit our website @ http://www.njit.edu/tab/
How to Prepare a Competitive EPA Brownfields Grant: Tricks of the Grant Writing Trade

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USEPA Brownfield Grants: An Overview

Grant Guidance Document!!

http://www.epa.gov/brownfields/applicat.htm
USEPA Brownfield Grants: An Overview

1. Competitiveness and how much money is out there?
USEPA Brownfield Grants: An Overview

2. What are the types of grants?
   - Assessment
   - Cleanup
   - Revolving Loan Fund
USEPA Brownfield Grants: Assessment Grants

Can be used to inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites.

Community-wide: Up to $200,000 for hazardous substance (including asbestos, lead paint, other environmental hazards), and up to $200,000 for petroleum for a total of $400,000 SINGLE COMMUNITY WIDE APPLICATION.

Site- Specific: Only recommended if site is a sure thing; can receive up to $350K with waiver. New this year – applicant may submit two community-wide AND one site specific assessment grant.

Assessment Coalitions: Up to $1 million for hazardous substance and/or petroleum (e.g. $500k hazardous, $500k petroleum) with 3 or more eligible entities. Must assess a minimum of 5 sites. Coalition members are not eligible to apply for other assessment grants in the year they apply as part of a coalition.
USEPA Brownfield Grants:
Revolving Loan Fund Grants

Can be used to capitalize a loan fund / grant fund to perform cleanup activities at brownfield sites.

- Up to $1M per eligible entity (Nonprofit organizations are not eligible)

- Coalitions may apply

- CHANGE: Can split award for 50% loans and 50% for clean up subgrants

- Cost share requirement of 20%

- Existing RLF recipients can NOT apply!
USEPA Brownfield Grants: Cleanup Grants

Can be used to carry out cleanup activities at brownfield sites.

- Up to $200K per property

- May apply for up to 3 properties: Separate proposals for each property

- Non-profits may apply

- If both types of contamination at the same site, have to break it down between hazardous substance and petroleum cleanup grant funding in ONE proposal, which cannot exceed $200,000.

- Applicant MUST have title and Phase II at time of application submitted

- Cost share requirement of 20%
USEPA Brownfield Grants: An Overview

3. Who are the Eligible Applicants?
4. What are the Eligible Activities?

Programmatic—YES
Administrative—NO
USEPA Brownfield Grants: An Overview

5. What are the Eligible Sites?

**Haz. Substances**
- Grantee can NOT be PRP
- If Grantee owns property, All Appropriate Inquiry requirement
- Exercise Appropriate Care
- Involuntary Acquisition OR Get Out of Jail Free Card

**Petroleum**
- State or USEPA deem site “low risk”
- No viable PRP
- Not subject to RCRA corrective action
USEPA Brownfield Grants: An Overview

6. What is the Review Process?
   Threshold Criteria
   Ranking Criteria
USEPA Brownfield Grants: An Overview

Proposal must have passed the “Threshold Criteria” to be “Ranked.”

Ranking Criteria Sections for ARC Applicants:
1. Community Need
2. Project Description and Feasibility of Success
3. Community Engagement and Partnerships
4. Project Benefits
Beginning the Process

• Begin drafting your proposal!
• Start thinking about site selection!
• Reach out to your EPA Brownfields Coordinator!
• Work with EPA to resolve site eligibility questions!
• Contact partners for assistance in preparing and/or reviewing your proposal AND GETTING SUPPORT LETTERS!
• Contact state or EPA if applying for petroleum for site eligibility determination!
• Put notice in paper and set up a public meeting to get meaningful public input!
• Get state acknowledgement letter!
Think through your project/program needs:

- Salary / Fringe Benefits
- Travel / Training
- Equipment
- Supplies
- Contractual Costs
  Project Soft Costs like planning, studies
  Project Hard Costs like bricks and mortar
Leverage!!!!

EPA loves to see a budget that brings in other reliable funding sources.
Helpful Hints and Advice

FOLLOW DIRECTIONS (read entire Guidelines)

Write as though the reader knows NOTHING about your community.

Address all criteria – *if it doesn’t apply say so and explain why.*

Use the Proposal *Check Lists* at the end of the Ranking Criteria section.

Be kind to your reviewers – minimize the use of acronyms and technical/organizational jargon

If need site specific determination, start working on it now!
Create the Perfect Storm between your budget and the rest of your grant application.

The rest of your application needs to support and tie into your budget.
Make sure your budget is REALISTIC!
Helpful Hints and Advice

• Make sure that what you want to do is eligible, and that it fits in with what the program is looking to fund

• Make sure that the timeframe works for you and for EPA. Can your project wait until funding is available?

• Tell a story: what ills will the brownfield program strategy you have developed correct?

• Collect data to support your story and strategic approach

• Be specific, do not be vague in ranking criteria section

• Make sure your proposed grant funding activities are realistic and can be implemented, on both logistically as well as on a cost basis
FOR MORE INFORMATION

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