First Things First

Getting Started with your EPA ARC Brownfield Grant

National Webinar
Technical Assistance to Brownfields (TAB) Program
September 13, 2018
Housekeeping

• All attendees are on mute. Please use the integrated audio on your computer or mobile device for sound.
• Please submit all questions using the Q&A function on the upper right section. When you submit your questions, please submit your questions to “All Panelists.”
• A recording of the webinar will be available after the webinar on our website. We will also distribute a link to all participants.
• We appreciate your feedback – please respond to the webinar survey.
Technical Assistance to Brownfields (TAB) Program

• Free Planning, Environmental and Economic Development expertise

• Directly to local governments, non-profits, and tribal communities

• Webinars, workshops, & E-Tools
Today’s Presenters

**Debi Morey – Money Matters.** Debi is a chemist with 37 years of experience and previously worked for the EPA Brownfields Program where she was in charge of the Brownfields Grants Team. She now works as a KSU TAB partner based in Kansas City. She has many years of experience managing grants and assisting communities with brownfield redevelopment projects both at the local and national level.

**Beth Grigsby, LPG – Reporting.** Beth is a Senior Project Consultant with SME and the KSU TAB point of contact for Indiana, Michigan and Ohio. Beth is a geologist with 27 years of experience providing environmental technical assistance to local government agencies, non-profits and private stakeholders with specialization in the acquisition, disposition and redevelopment of contaminated properties. Beth is very active providing technical assistance to communities through the EPA Technical Assistance to Brownfields program. She currently works with regional coalitions, cities, towns and nonprofits throughout the Midwest to build their brownfields programs, engage stakeholders in the process, and identify public/private sources.

**Dave Noble – Local Government Perspective.** Dave is the City Engineer and Director of Community Development for the City of Ottawa, Illinois. He has helped Ottawa administer three US EPA brownfields assessment grants over the past 10 years.
First Things First
Getting Started with your EPA ARC Brownfield Grant
Today’s Agenda

Webinar Logistics/Introductions - Debi Morey
  • Poll question

Money Matters – Debi Morey
  • Setting up your ASAP Account
  • Drawing down funds
  • Poll question

Reporting – Beth Grigsby
  • Cooperative Agreement
  • Progress Reports
  • ACRES Reporting
  • CCR/SAM Updates
  • FFR
  • MBE/WBE
  • Poll Question

Community Perspectives – Dave Noble Ottawa, IL

Summary/Wrap Up – Debi Morey
Introduction

POLL QUESTION #1
How experienced a grantee are you?

a. No experience. This is my first grant.
b. Some experience. I've had a state/federal grant before, but not a brownfield grant.
c. Moderate experience. I've had several brownfield grants.
d. Expert. I should be giving this webinar.
Money Matters

Setting up your account –

- Automated Standard Application for Payment (ASAP)
  - Complete - enrollment form @ http://www2.epa.gov/financial/forms
  - Email - completed enrollment form to lvfc-grants@epa.gov
  - Questions – contact Las Vegas Finance Center @ 702-798-2485
  - Access - once enrolled, request draw downs @ www.asap.gov
Money Matters

Drawing down funds (how much and when)

- §200.305 Payment
  - Only those funds needed for immediate disbursement
  - Must disburse funds as soon as possible in order to minimize federal grant funds on-hand
  - Must make timely payment to contractors
POLL QUESTION #2
When should I draw down my grant funding?

a. I should draw down the entire amount of the grant funding and put it in the city's bank accounts as soon as the grant is awarded.

b. I must wait until all of the work is completed and the grant is ready to close out before I can draw down grant funds.

c. It doesn't really matter. I can draw down grant funding whenever it is convenient for me.

d. I should draw down funds in a timely manner such as monthly or quarterly for the expenses in my approved workplan which were incurred during that time period. I can also draw down funds in anticipation of a disbursement. For example, I can draw down funds if I need to pay a vendor whose costs will be due in the next day or so.
Cooperative Agreement

Terms and Conditions of your award

- Administrative and Programmatic Conditions
- Administrative, Financial Administration, and Environmental Requirements
- Conflict of Interest
- Payment and Closeout
- Your Workplan will be attached with further detail about specific activities, budget and time frame
Reporting

Progress Reports (Quarterly and Final) Reporting

- Activities conducted during the reporting period
  - Work progress and status, difficulties encountered, preliminary data results and anticipated activities planned for the subsequent reporting period.
- Changes in Personnel
- Compare actual accomplishments to outputs/outcomes in workplan
- Explanation of why goals aren’t being met
- Budget recap
- Due within 30 after the end of the quarter
- AND…
ACRES Reporting

- ACRES is the Brownfields Program system of record

- Data is publicly available, so, data quality is very important

- Your contractor can submit data on your behalf but it is important to verify information

- Data should be updated in ACRES as soon as there is new activity to report

- Training is available online
Reporting

CCR/SAM Updates
- Timing – annually unless changes in your information occur more frequently
- After June 29, 2018 - must create a login.gov account to sign into SAM.gov

Reminder -
- Make sure your organization’s SAM designee keeps their password up-to-date so you aren’t locked out of the system during a critical time.
Federal Financial Reporting (FFR)

- Submittal of FFR (SF-425) required annually and at end of grant (no later than 90 days after end of reporting period.

- FFRs must be submitted to the Las Vegas Finance Center
Reporting

Minority/Women’s Business Enterprise Utilization Report (MBE/WBE)

- Please see the Administrative Conditions Section of your Cooperative Agreement entitled *Utilization of Small, Minority and Women’s Business Enterprises*

- Recipients must complete and submit a MBE/WBE utilization report on an annual basis (due by October 30th)

- Final reports are due by October 30th or 90 days after the end of the project term.

- Please see your Cooperative Agreement terms for submittal information (different than Project Officer for your grant)
Reporting

Minority/Women’s Business Enterprise Utilization Report (MBE/WBE), Continued

- **Fair Share Objectives**
  - Negotiate your own or accept the Fair Share Objectives/Goals of another Recipient (usually your State Environmental Agency)
- **Six Good Faith Efforts**
  - Pursuant to 40 CFR, Section 33.301, the grantee agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies
  - Grantees must require that sub-recipients, loan recipients, and prime contractors also comply
Reporting

POLL QUESTION #3
What 2 documents provide the Terms and Conditions and requirements associated with your grant as well as the Timing, Activity Budgets, and Outputs/Outcomes for the grant implementation?

a. Workplan and Quarterly Progress Reports
b. ACRES and Federal Financial Reporting
c. Cooperative Agreement and Workplan
a. Quarterly Progress reports and Workplan
City of Ottawa

A Local Perspective on Brownfields Grants

September 13, 2018
Dave Noble
What we will discuss:

1. The grant process

2. Helpful things to do
Ottawa – an old river town

Population 18,500
Community Wide Assessment Grant Process

- Choose site

- Eligibility determination. Properties are approved on a case by case basis

- A Phase 1 is performed. If purchaser is not comfortable, a Phase 2 is considered
How do you choose the sites that will get the grant funds?

• Choose a team to make the decisions

• Pick a goal / strategy
Build consensus:

- Mayor/Council
- Comprehensive plan
- Public input – public meetings
- Brownfields Redevelopment Advisory Committee (BRAC)
- Property Owner
How does Ottawa spend our funds?

• We want more than a stack of Phase 1 and Phase 2 studies.

• We target properties where development is eminent

• We respond to purchasers who are afraid to move forward
Eligibility determination

1. Eligibility confirms a property is eligible and approved to receive grant funds.
   A. The **eligibility process** is outlined in your grant terms and conditions
   B. Decide whether this site best fits **Petroleum** or **Hazardous**
   C. **Submittal** is made to your US EPA Project manager.
   D. Usually, Phase 1 and Phase 2 eligibilities are **separate**
   E. In Illinois, grant eligibility request for **Petroleum goes to Illinois EPA** with a copy to your EPA Project Manager
Next steps in the Phase 1

• Once site approved, it takes about a month or so.

• Site access needed in writing

• User questionnaire by grant recipient (no research)

• Owner questionnaire
Helpful things to do
Decide who does what

• We needed a point person.

• The Mayor and I make daily decisions, in accordance with the consensus goals

• Our environmental consultant does much of the work

• Items that fell to me:
  • Do the City paperwork, talk our EPA Project Manager and direct the environmental consultant
  • Talk to the property owners and buyers - educate, encourage, and get paperwork
  • Review and code consultant invoices for payment
  • Fill out pay draws at the same time I approve invoices
  • Make sure quarterly report totals agree with pay draws.
  • Keep the files
Speak to many people and ask for help.

• Get to know your Project Manager
• Go to the Brownfields Conventions and **MAKE FRIENDS**
• Workers at government agencies are your friends
  • They want to help
  • They give good advice
  • They can help find funds
  • They are constrained by detailed laws and are overworked
• Be persistent
Be organized

• Separate invoices for Petroleum and Hazardous Grants should be clearly labeled – easy to confuse

• Create a spreadsheet to keep track of invoices, payments, and pay draws

• Put report deadlines on your calendar

• Stay in touch with your Project Manager. Ask for advice.
And....SHARE YOUR SUCCESS !!

• Tell everyone of any success, especially your Project Manager

• Many officials get stuck in the office doing paperwork. Share your photos and why it has made a difference

• Acknowledge those who have helped
What does a Brownfield success look like for Ottawa?

• A vacant property is put back into productive use

• Without the Brownfield Grant, it would not have happened.
Little City Building – *before*
Abandoned for 10 years
Little City Building – demo
Little City Building – after
Planned project – 2018 build
LaSalle County Teachers Credit Union
- before

Ottawa Bike Shop - after

New business’ fears answered
Cleared for new investment
YES,
THIS IS A LOT
TO DIGEST

For more information

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  • Money Matters

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  • Reporting

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  • Local Government Perspective
Technical Assistance to Brownfields (TAB) Program

• A Citizens Brief entitled, “Administrative Tips for Brownfield Grant Recipients” is available on the KSU TAB web site at: www.ksutab.org/Resources (key Word Search Administrative Tips)

• For other technical assistance requests please contact your Regional TAB provider (next slide)

• Thanks for attending!
TAB Assistance Providers

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