

First Things First

Getting Started with your EPA ARC Brownfield Grant

National Webinar

Technical Assistance to Brownfields (TAB) Program

September 13, 2018

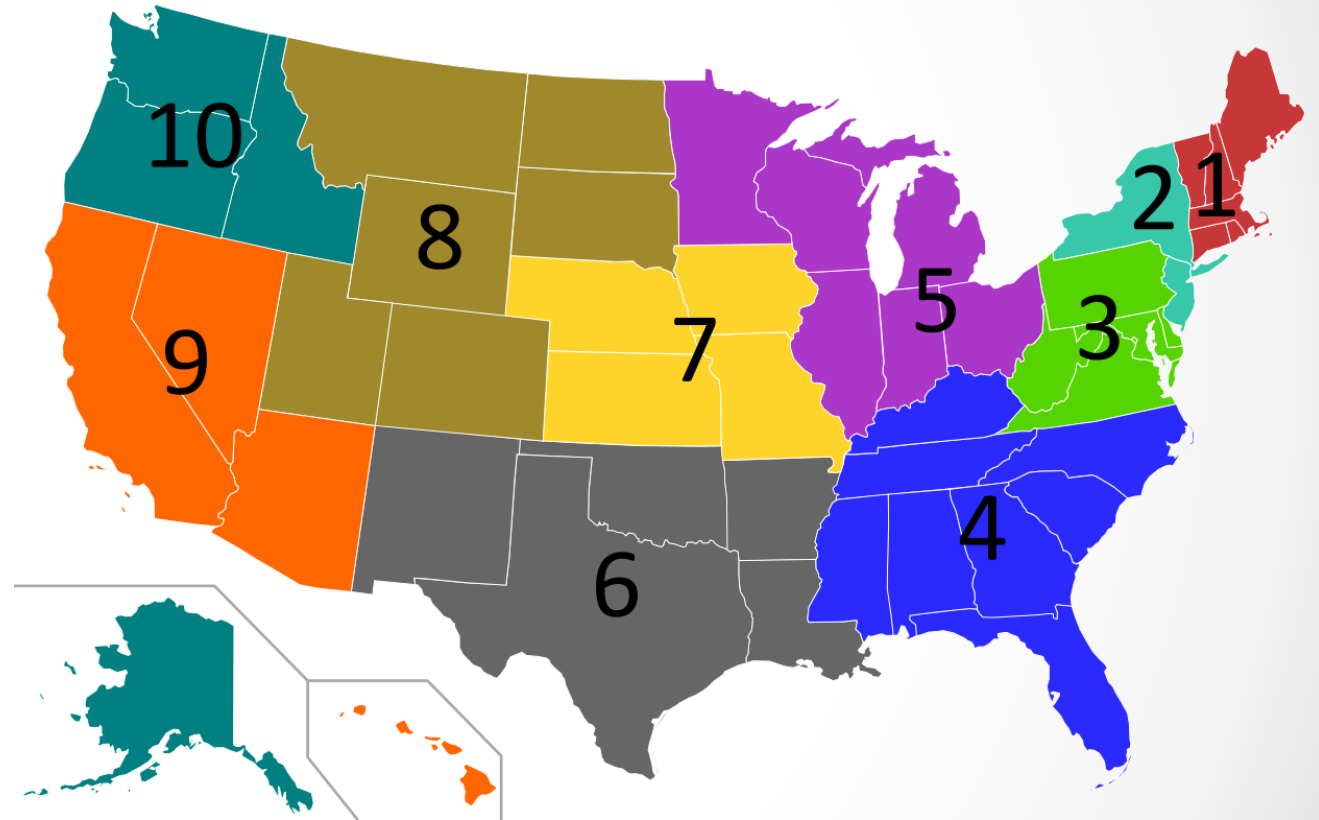


Housekeeping

- 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.



The background of the slide features a low-angle shot of a modern, multi-story building with a grid-like facade of windows and balconies. The building is on the left side, and the sky is a clear, light blue. A semi-transparent blue horizontal band is overlaid across the middle of the image, serving as a background for the text.

First Things First

Getting Started with you 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 –

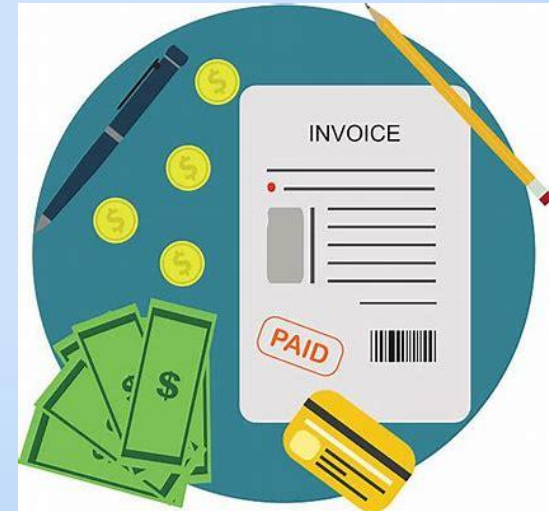
- Automated Standard Application for Payment (ASAP)
 - Complete - enrollment form @ <http://www2.epa.gov/financial/forms>
 - Email - completed enrollment form to lvfc-grants@epa.gov
 - Questions – contact Las Vegas Finance Center @ 702-798-2485
 - Access - once enrolled, request draw downs @ www.asap.gov



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



Money Matters

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

		U.S. ENVIRONMENTAL PROTECTION AGENCY		GRANT NUMBER (FAIN): 00E02271		DATE OF AWARD: 08/11/2017	
		Cooperative Agreement		MODIFICATION NUMBER: 0		MAILING DATE: 08/18/2017	
				PROGRAM CODE: BF		ACH#: PEND	
				TYPE OF ACTION: New			
				PAYMENT METHOD: ASAP			
RECIPIENT TYPE: Municipal		Send Payment Request to: Las Vegas Finance Center					
RECIPIENT: City of Connersville 500 North Central Ave. Connersville, IN 47331-2046 EIN: 35-6000990		PAYEE: City of Connersville 500 North Central Ave. Connersville, IN 47331-2046					
PROJECT MANAGER Diana Wright 500 North Central Ave. Connersville, IN 47331-2046 E-Mail: grants@connersvillein.gov Phone: 765-222-1310		EPA PROJECT OFFICER Diane Spencer 77 West Jackson Blvd., S-6J Chicago, IL 60604-3507 E-Mail: spencer.diana@epa.gov Phone: 312-886-5867		EPA GRANT SPECIALIST Robert Fields Assistance Section, MC-10J E-Mail: fields.robert@epa.gov Phone: 312-886-9017			
PROJECT TITLE AND DESCRIPTION BROWNFIELDS ASSESSMENT & CLEANUP COOPERATIVE AGREEMENTS This cooperative agreement between the United States Environmental Protection Agency and the City of Connersville, Indiana provides funding to conduct community-wide hazardous and petroleum assessments at eligible brownfield sites. The City will inventory, characterize, assess, and, if appropriate, conduct cleanup planning on priority sites. Funds will also be used for public outreach and community involvement/public participation processes. Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.							
BUDGET PERIOD 10/01/2017 - 09/30/2020		PROJECT PERIOD 10/01/2017 - 09/30/2020		TOTAL BUDGET PERIOD COST \$300,000.00		TOTAL PROJECT PERIOD COST \$300,000.00	
NOTICE OF AWARD Based on your Application dated 08/15/2017 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$300,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$300,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.							
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)				AWARD APPROVAL OFFICE			
ORGANIZATION / ADDRESS U.S. EPA Region 5 Mail Code MCG10J 77 West Jackson Blvd. Chicago, IL 60604-3507				ORGANIZATION / ADDRESS U.S. EPA, Region 5 Superfund Division 77 West Jackson Blvd. S-6J Chicago, IL 60604-3507			
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY							
Digital signature applied by EPA Award Official Bruce Sypniewski - Acting Assistant Regional Administrator						DATE 08/11/2017	

Reporting

Progress Reports (Quarterly and Final) Reporting

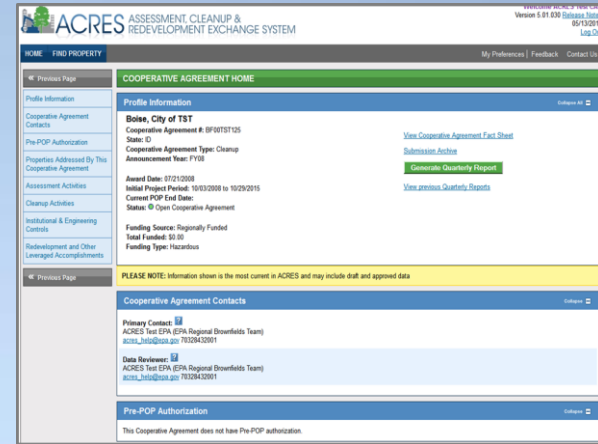
- Activities conducted during the reporting period
 - Work progress and status, difficulties encountered, preliminary data results and anticipated activities planned for the subsequent reporting period.
- Changes in Personnel
- Compare actual accomplishments to outputs/outcomes in workplan
- Explanation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



Reporting

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



*Web Page from ACRES 5.0:
Getting Started*

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
- For more information - <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update-updated-july-11-2018>



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.

Reporting

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

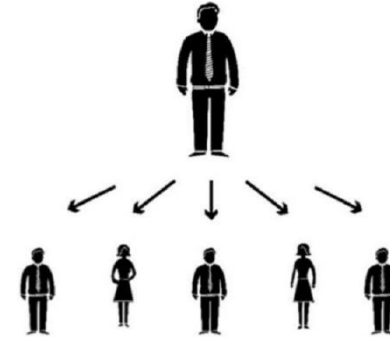
- Once site approved, it takes about a month or so.
- Site access needed in writing
- User questionnaire by grant recipient (no research)
- Owner questionnaire



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 you 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

Closed. Vacant. Buyers afraid.



Ottawa Bike Shop - **after**

New business' fears answered
Cleared for new investment



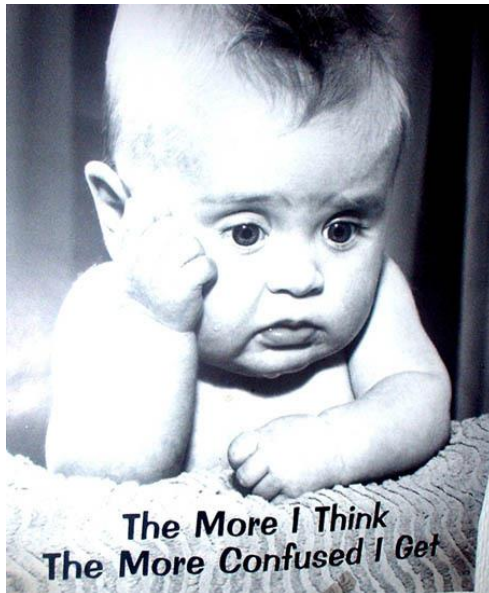
**YES,
THIS IS A LOT
TO DIGEST**

Stress Reduction Kit



Directions:

1. Place kit on FIRM surface.
2. Follow directions in circle of kit.
3. Repeat step 2 as necessary, or until unconscious.
4. If unconscious, cease stress reduction activity.



For more information

Dave Noble

City of Ottawa

815-433-0161 x220

cityengineer@cityofottawa.org

Questions?



Presenter Contact Information

Debi Morey: Debraannmorey@gmail.com

- Money Matters

Beth Grigsby, SME-USA: Beth.Grigsby@sme-usa.com

- Reporting

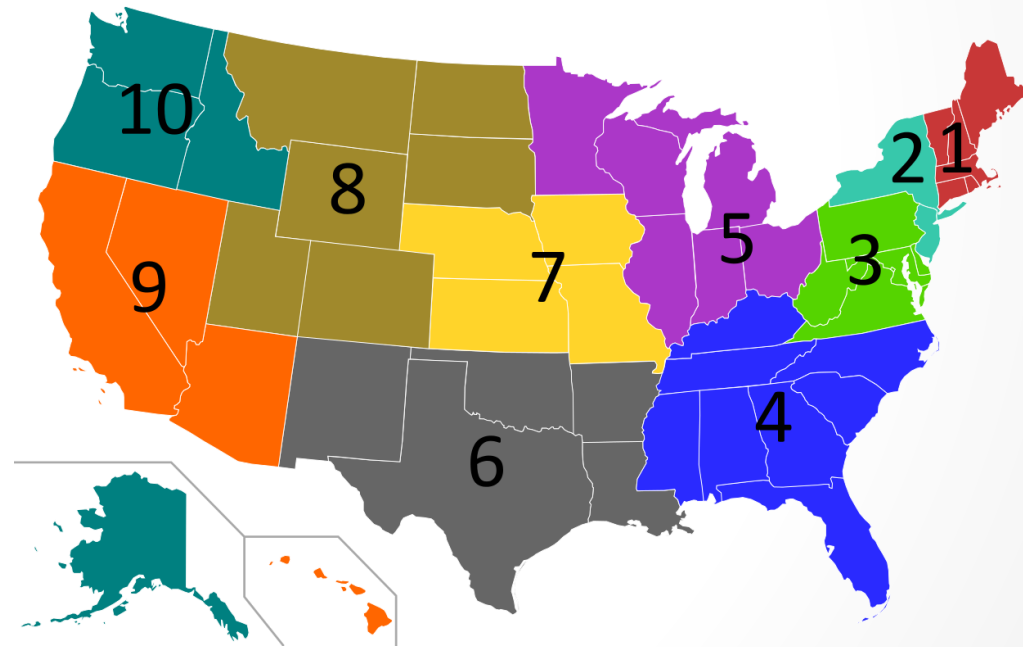
Dave Noble, City of Ottawa, IL: dnoble@cityofottawa.org

- 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

New Jersey Institute of Technology (NJIT)—EPA Regions 1, 3, & 4

Colette Santasieri | 973-642-4165 | santasieri@njit.edu | www.njit.edu/tab

Kansas State University (KSU)—EPA Regions 5, 6, 7 & 8

Blase Leven | 785-532-0780 | baleven@ksu.edu | www.ksutab.org

Center for Creative Land Recycling (CCLR)—EPA Regions 2, 9 & 10

Erica Rippe | 415-398-1080 | erica.rippe@cclr.org | www.cclr.org

