

NATIONAL TAB EZ OVERVIEW & ARC GRANT WRITING TIPS

Webinar
October 30, 2019

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Clicking the link on your webinar **reminder e-mail**,
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Pre-webinar survey:

[https://memphis.co1.qualtrics.com/jfe/
form/SV_dcbeB1swhkihgtT](https://memphis.co1.qualtrics.com/jfe/form/SV_dcbeB1swhkihgtT)

Be sure to mute your audio connection.

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HOUSEKEEPING

- All will be muted during presentation.
- Submit questions via chat to “Everyone” or by e-mail to chsr@ksu.edu
- Please mute yourself and minimize distractions and background noise.
- A recording of the webinar along with handouts/slides will be available after the webinar on our website. We will also distribute a link to all registered participants.
- We appreciate your feedback – please respond to the post-webinar poll questions.

If you are using a phone for audio – make sure
your Computer Audio is turned off.

The screenshot shows the Zoom audio settings interface. At the top, a window titled "Choose ONE of the audio conference options" has two tabs: "Phone Call" and "Computer Audio - Connected". Below the tabs, there is a red button labeled "Leave Computer Audio" and a blue link labeled "Test Computer Mic & Speakers". A checkbox labeled "Automatically join audio by computer when joining a meeting" is also visible. On the left, a dark overlay menu is open, showing "Select a Microphone" and "Select a Speaker" options. In the "Select a Microphone" list, "Microphone (USB Audio Device)" is selected. In the "Select a Speaker" list, "Speakers / Headphones (IDT High Definition Audio CODEC)" is selected. The "Leave Computer Audio" option is highlighted with a red circle. At the bottom, a toolbar contains several icons: "Mute" (highlighted with a red circle), "Start Video", "Invite", "Manage Participants", "Share Screen", "Chat" (highlighted with a red circle), "Record", and "Breakout Rooms".

UPCOMING EVENTS



REGISTER TODAY!

December 11-13, 2019
with pre-conference programming December 10

Join us at the
LOS ANGELES CONVENTION CENTER

Brownfields2019
SUSTAINABLE COMMUNITIES START HERE

Visit **brownfields2019.org** for more information!

 EPA  ICMA

TODAY'S PRESENTERS



Sean Vroom has over 25 years of professional experience in the environmental field for both the public and private sectors. As the Director of the NJIT's TAB Program, he manages technical assistance to hundreds of communities pursuing brownfield cleanup in 21 states, 2 US territories, Washington DC, and 29 tribal nations. He has a BS in Environmental Planning & Design from Rutgers University.

Ignacio Dayrit has over 30 years of experience in public sector development including: grant writing, fiscal and financial analysis, public debt financing, feasibility analyses, community outreach and participation and urban design. With CCLR, he has assisted communities throughout the west to obtain state and Federal grants and technical assistance.



Maggie Egbarts is a KSU TAB services coordinator for U.S. EPA regions 5, 7, and 8 where she provides assistance to communities and local government navigating the waters of reuse & redevelopment of brownfields properties. She has a Bachelor's degree in Environmental Studies from the University of Kansas and 16 years of experience in environmental assessment, cleanup, regulatory compliance, community engagement and property revitalization.



TODAY'S WEBINAR

1. Overview of TAB Program
2. Assessment Grant Tips
3. Cleanup Grant Tips
4. Revolving Loan Fund Grant Tips
5. General Tips and Tricks
6. TAB EZ Online Grant-writing Tool
7. Questions

TECHNICAL ASSISTANCE TO BROWNFIELDS COMMUNITIES PROGRAM

- Direct technical assistance on full range of brownfields topics -- community involvement, health impacts, finance, liability, redevelopment, and grant writing
- Tools include: workshops and webinars, one-on-one assistance, case studies, web-based tools
- *Training & review of drafts of EPA ARC grant proposals: Contact your TAB now!*

TECHNICAL ASSISTANCE PROVIDERS

New Jersey Institute of Technology (NJIT) www.njit.edu/tab

EPA Regions 1, 3, & 4

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

Kansas State University (KSU) www.ksutab.org

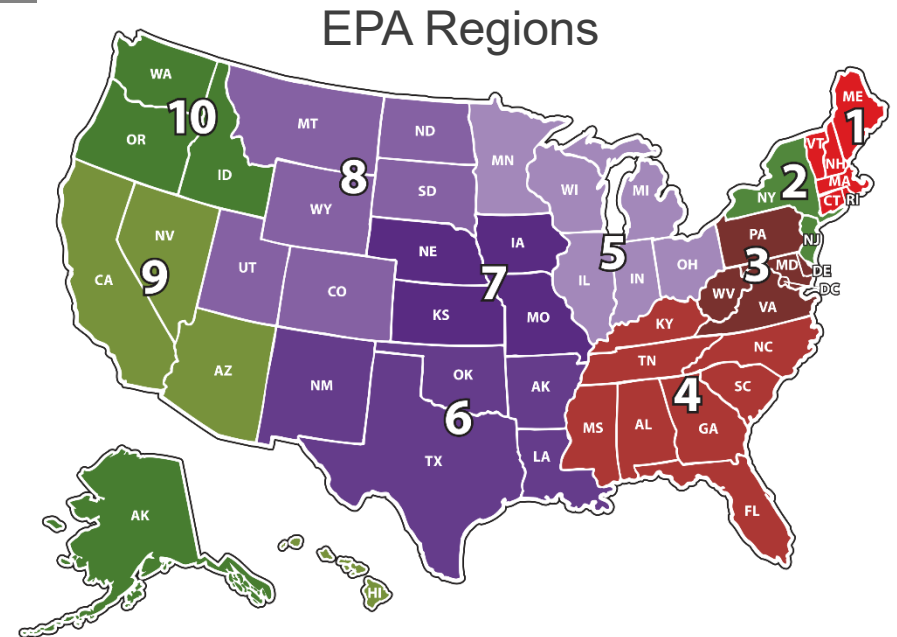
EPA Regions 5, 6, 7 & 8

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

Center for Creative Land Recycling (CCLR) www.cclr.org

EPA Regions 2, 9 & 10

Sarah Sieloff | 415-398-1080 | sarah.sieloff@cclr.org



FY2020 BROWNFIELDS GRANTS

Assessment Grants

- Inventory, characterize, assess, and conduct planning (including cleanup planning) and community involvement
- \$200,000-\$600,000
- 100 grants = \$31M



Revolving Loan Funds

- Capitalize an RLF program to provide loans and subgrants to eligible entities to carry out cleanup activities at brownfield sites
- Up to \$1,000,00,000
- 8 grants = \$8M



Cleanup Grants

- Cleanup activities at a specific brownfield site or multiple brownfield sites owned by the applicant
- Up to \$500,000
- Only one proposal per applicant
- 18 = \$9M



BENEFITS OF A BROWNFIELDS GRANT

- **Seed funding** to launch brownfields programs and conduct initial site investigations at priority sites.
- **Assessment funding is flexible** – can be used for multiple sites, for reuse planning, health assessments, brownfields staff, community involvement, and site investigations.
- **Funding can be used to leverage other federal, state, and local revitalization funding.**
- **Can help achieve multiple community objectives** – e.g., removal of blight, clean-up, transportation improvements, new affordable housing, mixed use development, new parks and open space, waterfront revitalization.

KEY CHANGES TO FY 2020 GUIDELINES

- Request for Applications not Proposals
- Entities awarded, or selected to receive an award for, a Multi-purpose grant in FY19 may not apply for an assessment or cleanup grant.
- No Multi-purpose Grant competition this round.
- 12 page limit for revolving loan fund grants
- The word 'redevelopment' has been replaced with 'reuse' to clarify equal support of economic and non-economic projects

KEY CHANGES TO FY 2020 GUIDELINES

- Removed reference to body of water language and federal flood plain from the narrative description of brownfield site(s) and included on the Other Factors Checklist
- Outcomes and Benefits of Reuse Strategy now includes Opportunity Zones
- Threats to Sensitive Populations now has an emphasis on Environmental Justice community challenges
- Community Engagement split into two criteria *Project Partners & Project Partner Roles*
- Organizational Criteria Split into two criteria *Organizational Structure and Description of Key Staff*

SPECIAL CONSIDERATIONS

- “New” applicants are defined as entities that have never received an EPA RLF Grant, or applicants that were awarded an RLF Grant in 2009 or earlier;
- whether the applicant’s jurisdiction is located within, or includes, a county experiencing “persistent poverty” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates;
- the distribution of funds among EPA’s ten Regions and among the states and territories; and
- compliance with the up to 25% statutory petroleum funding allocation, and
- whether the applicant’s project is located in an IRS-designated Opportunity Zone.

ARC GRANT PROCESS OVERVIEW

**Submit applications by December 3, 2019
11:59 p.m. Eastern Time**

Guidelines Issued	October 2019
Proposals Due	December 3, 2019
Selections Announced	May - June 2020
Work Plans Negotiated & Paperwork Finalized	June - October 2020
Grants Awarded & Funding Becomes Available	September - October 2020

ASSESSMENT GRANT PROGRAM

Grant Funds may be used for:

- Brownfields Inventories
- Prioritizing Sites
- Site Assessments (Phase I and II)
- Monitoring Activities
- Community Outreach
- Site Specific Cleanup Plans
- Reuse Plans
- Travel and Training
- Planning
 - ✓ Land Use & Site Reuse Assessment
 - ✓ Market Study
 - ✓ Infrastructure Evaluation
 - ✓ Community Health Assessment
 - ✓ Site Disposition Strategy
 - ✓ Visioning
 - ✓ Revitalization Plans
 - ✓ Resource Roadmap
 - ✓ Evaluation of Market Viability

ASSESSMENT GRANT PROGRAM

Who is eligible?

- State, local and tribal governments
- General purpose units of local governments
- Regional councils or redevelopment agencies
- Non-Profits

EPA estimates awarding 100
Assessment Grants for
approximately \$31 Million

Note:

Existing Grantees must have 70% Drawdown by November 1, 2019

ASSESSMENT GRANT: FUNDING GUIDE

Community-Wide	Site-Specific	Coalition
Up to \$300,000 for hazardous substances and/or petroleum or combination (not to exceed \$200,000 on an individual site per grant)	Up to \$200,000 for hazardous substances and/or petroleum or combination	Up to \$600K for hazardous substances and/or petroleum
No waiver of funding limit	May request a waiver for up to \$350,000	No waiver of funding limit
May also apply for a site-specific grant; may not apply as a member of a coalition	May also apply for a community-wide grant; may not apply as a member of a coalition	May not apply for an individual Community-wide or Site-specific Grant or as part of another coalition

ASSESSMENT RATING – 150 POINTS

- Project Area Description and Plan for Revitalization (40) – 27%
- Community Need and Community Engagement (35) – 23%
- Task Description, Cost Estimates, and Measuring Success (50) – 33%
- Programmatic Capability and Past Performance (25) – 17%
- **Maximum number of points: 150**

TIP: ASSESSMENT GRANTS



The best assessment grant applications involve projects where:

- Already identified a target area in need of assessment
- Already have an relationship with existing community in target area
- Already have site access to some properties in target area
- Significant redevelopment/revitalization potential in target area

CHANGES – WHAT'S NEW?



What's
new?

Assessment Grant Changes

- Entities Awarded a FY2019 Multipurpose Grant are Ineligible for a FY2020 Assessment Grant
- Existing Grantees: 70% Drawdown by Nov. 1, 2019
- Assessment Rating Points have Increased from 100 to 150 points

CLEANUP GRANT PROGRAM

Grant Funds may be used for:

- Cleanup activities at a single site or multiple sites
- Program reporting, cleanup oversight, environmental monitoring
- A portion of funding may be used for buying environmental insurance - see FAQs
- Local government may use 10% for health monitoring and monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance from a brownfield site

Who is eligible?

- State, local and tribal governments
- General Purpose Unit of local government
- Regional councils or redevelopment agencies
- Non-Profits

EPA estimates awarding
18 Cleanup Grants for
approximately \$9 million

CLEANUP GRANT PROGRAM

Applicant and Site Eligibility

- Sole owner of the property(ies) by December 3, 2019 (fee simple title)
 - Must retain ownership for the duration of time in which cleanup grant funds are disbursed for cleanup
- Not responsible party and demonstrate liability protection
- Petroleum Funds
 - No viable responsible party
 - Site must not be subject to a RCRA corrective action order
 - Eligibility usually determined by state, or EPA if state cannot (EPA will make the determination for tribes.)

Contact your EPA Regional and State contacts NOW!!!

CLEANUP GRANT FUNDING: UP TO \$500,000

Application Requirements

- Phase II or equivalent must be completed
- Draft Analyses of Brownfield Cleanup Alternatives (ABCA)
- Community Notification must be published by November 19, 2019
 - Public meeting must be held prior to submittal of the application
- 20% cost share
- Affirm site has never received EPA Cleanup grant funds (Section III.B)
- Comply with state oversight authority & describe oversight structure

Note:

You may only submit one cleanup grant application whether addressing a single site or multiple sites.

CLEANUP GRANT RATING - 170 POINTS

- Project Area Description and Plan for Revitalization ~ 30%
- Community Need & Community Engagement ~ 20%
- Task Description, Cost Estimates, & Measuring Success ~ 35%
- Programmatic Capability and Past Performance ~ 15%

Max number of points: 170 Points

TIPS: CLEANUP GRANTS

- Provide a clear, concise description of the property(ies) targeted for cleanup
- How will the cleanup activities meet the reuse strategy and will projected reuse align with the area's revitalization plans?
 - Will reuse spur economic growth within an Opportunity Zone?
 - Describe how the public and project partners were involved
- Be clear on leveraging sources vs cost share requirement
 - Secured leveraged funding is necessary for cleanup grants
 - Do not exceed the required cost share
- Outline the cleanup plan(s) proposed (may be same language as submitted in the draft ABCA but must be included in the narrative)
- Asbestos abatement vs building demolition



CHANGES – WHAT'S NEW?



What's
new?

Cleanup Grant changes

- Entities Awarded a FY2019 Multipurpose Grant are Ineligible for a FY2020 Cleanup Grant
- Cleanup Rating Points have Increased from 100 to 170 points
- Emphasis on Environmental Justice community challenges and impact to Opportunity Zones

REVOLVING LOAN FUND GRANTS

\$1M PER AWARD

- Funding to capitalize fund for loans and subgrants
- 20% applicant cost share
- 50% for loan program: loans, marketing, servicing, etc.

RLF RATING - 185 POINTS

- Project Area Description and Plans for Revitalization (45 pts)
- Community Need and Community (35 pts)
- Task Description, Cost Estimates and Measuring Progress (75 pts)
- Programmatic Capability and Past Performance (30 pts)

REVOLVING LOAN FUND GRANTS TIPS

Helpful
Tips

- Obtain legal opinions early: Site access/nonperformance and Loan program management
- Innovative approach
- Assemble a strong team: Program manager, marketing, fund manager and site manager; regulatory partnership
- Develop a strong business and management plan: Marketing the program
- Plan beyond five years
- Develop a clear cleanup oversight structure
- Highlight other funding sources, cost share, leveraging and job opportunities

GENERAL TIPS

- Read Entire Guidelines and Follow Directions
 - Use the *format* requirements! (font, pages, margins, etc.)
 - Address each section and subsections – do not leave any section blank
- Get Grants.gov and sam.gov/SAM/, DUNS and Workspace in order
 - <https://www.grants.gov/web/grants/applicants/applicant-training.html>
- Use the proposal checklist and evaluation criteria
- Add page numbers, use the headers
- Do not assume reviewer understands your region or community, history or “issues” (no local jargon)

GENERAL TIPS

- Start with a great project not a great grant
 - Identify brownfields within the Target Area and the challenges posed by those brownfields.
 - How do the brownfields challenges impact the community?
 - Establish revitalization goals. Does the redevelopment of the identified brownfields align with those goals? Does your project align with regional plans/goals?
- How is your community different from other applicants
 - Develop a specific focus to your grant program that is based on the unique needs of your community – generic doesn't get funded.

**What's
Your
Story?**

GENERAL TIPS

- Community Engagement
 - Engaging the community is a two-way street. What does it look like?
 - Do you have a plan? How will engagement continue throughout the grant?
 - Relevant partners
- Financial Need
 - Why do you need the \$\$? What tasks will be accomplished and how will you measure performance? What leveraged resources are available? (applications with secured resources will be viewed more favorably)
- Make sure your proposed budget and activities are realistic (and eligible). Recheck the budget table.

GENERAL TIPS

- Vision to “revitalization”
- Quantify – indicators, outcomes and outputs
 - Don’t just state a fact – back it up with data and/or examples
- Check out EPA’s FAQs, ask your TAB provider
- Use TABEZ at www.ksutab.org or www.tabez.org
- If working with a hired consultant make sure the consultant was secured through open competition and meets federal procurement requirements.
- Get an Outside Editor

TABEZ ONLINE GRANTWRITING TOOL

www.ksutab.org

- Template for U.S. EPA Brownfields Assessment and Cleanup Grant Applications

https://www.ksutab.org/tools/tai x +

ksutab.org/tools/tabez/Grant_Applications/Grant_Applications_Home.php?aid=2876&action=disable

Apps Sign in | Kansas Sta... KSU TAB Program DevelopmentBrown... StagingKSUTAB Welcome To Livia... National BF Conf.Ev... MI State Resources Tribal Brownfields F... Homepage - NueSy...

TAB
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education **Online Tools** Resources Services Contact Maggie

In This Section:

- Grant Applications Home
- Start New Application

Quick Links:

- Sample Grant Applications
- Tutorial
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints
- Statistics/Census Information

Grant Applications Home **Please Read!**

Home > Grant Applications Home

My Grant Applications			
Application Name:	Owner:	Last Contributor:	Date:
New Website Testing 07/2019	Maggie Weiser	Maggie Weiser	07/17/2019 ✎ ✕
FY20 Downtown	Maggie Weiser	Maggie Weiser	07/14/2019 ✎ ✕
Cleanup TABEZ Follow Up - Feb.19	Maggie Weiser	Maggie Weiser	02/06/2019 ✎ ✕
Assessment TABEZ Follow Up -Feb.19	Maggie Weiser	Maggie Weiser	02/05/2019 ✎ ✕
C2 FY19	Sheree Walsh	Sheree Walsh	12/20/2018 ✎ ✕

Start A New Grant Application How Do I Start A Grant Application? Sample Grant Applications

TABEZ FEATURES AND BENEFITS

- **FREE** – require a user account
- User friendly and can be accessed anytime at the user's own pace
- **PRIVACY PROTECTION**, but primary user can give access to collaborators and management level
- **Helpful Hints** for several grant criteria to be addressed
- Configure application type
 - Assessment → Site Specific or Community Wide → Hazardous Substance or Petroleum or both
 - Cleanup → Hazardous Substance or Petroleum
- Integrates Brownfield education with **online support**: definitions, application guidelines, pertinent federal/state web links, and past successful applications

Edit FY20 Assessment Downtown Corridor

Home > Grant Applications > FY20 Assessment Downtown Corridor > Edit The Community's Need for Funding (5 points)

Edit the content for this section of the application

Section Title:

IV.E.2.a.i. The Community's Need for Funding (5 points)

Section Instructions:

Describe how this grant will meet the needs of the community that has an inability to draw on other initial sources of funding to carry out environmental assessment or remediation, and subsequent reuse of the target area because of the small population and/or low income of the community.

Assessment Coalition applicants - Additionally, describe how this funding will serve coalition partners and communities that would otherwise not have access to resources to address brownfield sites.

Your application will be evaluated on:

The degree to which the community that will benefit from this grant is of small population and/or is low-income, and the extent to which either of these characteristics limit the community's ability to obtain initial funding to carry out environmental assessment or remediation, and subsequent reuse.

Additionally for *Assessment Coalition applicants*, the extent to which this funding will serve coalition partners and communities that would otherwise not have access to resources to address brownfield sites.

Evaluation Criteria

HELPFUL HINTS

Character Count:



CENTER FOR CREATIVE
LAND RECYCLING
RECLAIM. CONNECT. TRANSFORM.



- Compiles all information for a grant section into one area.
- Ensure all criteria are addressed.

From Section IV of
Guidelines
Narrative Ranking Criteria

From Section V of
Guidelines
Evaluation Criteria

GETTING STARTED

https://www.ksutab.org/tools/tab: x +

ksutab.org/tools/tabez/Grant_Applications/Grant_Applications_Home.php

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TAB
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education **Online Tools** Resources Services Contact **Mags**

In This Section:

- Grant Applications Home
- Start New Application**




Quick Links:

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Grant Applications Home **Please Read!**

Home > Grant Applications Home

My Grant Applications

Application Name:	Owner:	Last Contributor:	Date:
 Start A New Grant Application	 How Do I Start A Grant Application?	 Sample Grant Applications	

GETTING STARTED

https://www.ksubtab.org/tools/tal: x +

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Assessment TABEZ Follow Up -Feb.19	Maggie Weiser	Maggie Weiser	02/05/2019
C2 FY19	Sheree Walsh	Sheree Walsh	12/20/2018

 Start A New Grant Application

 How Do I Start A Grant Application?

 Sample Grant Applications

Click on the link to the left or icon on the bottom to start a new grant application.

Click on Edit (box with a pencil) to open an existing application.

GRANT CONFIGURATION

In This Section:

- Grant Applications Home
- Start New Application

Quick Links:

- Sample Grant Applications
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- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints
- Statistics/Census Information

Start New Grant Application
Home > Grant Applications > Start New Grant Application

Application Type:

Application Name:

Save And Continue

1. Use the drop-down menu to choose to write an assessment grant proposal or a cleanup grant proposal.
2. Write a simple name for your proposal.
3. Click on save and continue.

In This Section:

- Grant Applications Home
- Start New Application
- Application Outline
- Add Participants
- Manage Participants
- Application Configuration

Quick Links:

- Sample Grant Applications
- Tutorial
- My Grant Applications
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints
- Statistics & Census Information

Assessment Grant Configuration

[Home](#) > [Grant Applications](#) > [FY20 Downtown](#) > [Application Configuration](#)

Please select the type of assessment grant proposal you wish to write, community-wide or site-specific. Also, select the type of contamination you need to address, hazardous substances, petroleum, or both. Your selections will determine which sections of the proposal outline are available for editing (adding text). If you want to apply for a coalition grant, please select the community-wide assessment grant proposal outline.

Sections that are not required for the type of grant and type of contamination you choose will be unavailable for editing. At any time, you may select "Application Configuration" under "In This Section" in the left-hand green sidebar to change these choices and the configuration of your proposal outline.

You are allowed to apply for more than one assessment grant. Open the [Assessment Grant Options Summary Table](#) to view your options.

Applicants exceeding the maximum number of proposals allowable for assessment grants will be contacted by EPA, prior to review of any of the proposals, to determine which proposals the applicant will withdraw from the competition.

Application Management:

Approvals are required for content changes by participants

☐ Yes

☒ No

Application Specific Configuration:

What type of contamination will be addressed with the grant funding?

☐ Hazard Substance

☐ Petroleum

☐ Both

What is the scope of your proposed project?

☐ Community Wide

☐ Site Specific

Apply

1. Select whether your approval is needed before text changes by participants you invite to the project are accepted.
2. Choose the type of contamination affecting the site.
3. For assessment grant proposals, choose "Community Wide" or "Site Specific".

APPLICATION OUTLINE

1aTest

[EDIT NAME](#)

[Home](#) > [Grant Applications](#) > [1aTest](#)

TAB EZ will create and export an outline of the proposal sections. It is up to you to format your proposal from the outline according to the guidelines. Be sure to go to the [READ ME](#) (the first section at the top of the outline) below for important information about the proposal guidelines and your exported draft proposal outline.

Before you submit your proposal(s), please ensure all necessary documents are included in your submittal package, [in the right order](#), as specified in the [assessment grant guidelines](#). See also the [expanded checklist](#) for assessment grants. All proposals are required to be submitted via [Grants.gov](#). To learn more about using TAB EZ, please go to: [www.ksutab.org/tools/tabez/learnmore](#). Proposals for FY19 are due, and [must be successfully received by Grants.gov](#) by 11:59 p.m. Eastern Time on January 31, 2019.

Web Browser: We recommend using either Mozilla Firefox or Google Chrome when working in TAB EZ.

* Section Requires Approval

Application area/section:	Last Contributor:	Date:	Status:	Char #:
Assessment, important information, READ ME				VIEW
III.B. Threshold Criteria for Assessment Grants				VIEW
III.B.1. Applicant Eligibility			●	0 EDIT
III.B.2. Community Involvement			●	0 EDIT
III.B.3. Expenditure of Assessment Grant Funds			●	0 EDIT
III.C. Additional Threshold Criteria for Site-Specific Proposals Only				VIEW
Site Eligibility				VIEW
III.C.1. Basic Site Information			●	0 EDIT
III.C.2. Status and History of Contamination at the Site				
III.C.3. Brownfields Site Definition				
III.C.4. Enforcement or Other Actions				
III.C.5. Sites Requiring a Property-Specific Determination				
III.C.6. Threshold Criteria Related to CERCLA/Petroleum Liability				VIEW
III.C.6.a. Property Ownership Eligibility - Hazardous Substance Sites				VIEW

IV.E. Narrative/Ranking Criteria (Evaluation Criteria) for Assessment Grants				VIEW
IV.E.1. Project Area Description and Plans for Revitalization (30 Total Points)				VIEW
IV.E.1.a Target Area and Brownfields (15 points)				VIEW
IV.E.1.a.i. Background and Description of Target Area (5 points)	●	0		EDIT
IV.E.1.a.ii. Description of the Priority Brownfield Site(s) (10 points)	●	0		EDIT
IV.E.1.b. Revitalization of the Target Area (9 points)				VIEW
IV.E.1.b.i. Redevelopment Strategy and Alignment with Revitalization Plans (5 points)	●	0		EDIT
IV.E.1.b.ii. Outcomes and Benefits of Redevelopment Strategy (4 points)	●	0		EDIT
IV.E.1.c. Strategy for Leveraging Resources (6 points)				VIEW
IV.E.1.c.i. Resources Needed for Site Reuse (4 points)	●	0		EDIT
IV.E.1.c.ii. Use of Existing Infrastructure (2 points)	●	0		EDIT
IV.E.2. Community Need and Community Engagement (20 Total Points)				VIEW
IV.E.2.a. Community Need (12 points)				VIEW
IV.E.2.a.i. The Community's Need for Funding (3 points)	●	0		EDIT
IV.E.2.a.ii. Threats to Sensitive Populations (9 points)	●	0		EDIT
IV.E.2.b. Community Engagement (8 points)				VIEW
IV.E.2.b.i. Community Involvement (5 points)	●	0		EDIT
IV.E.2.b.ii. Incorporating Community Input (3 points)	●	0		EDIT
IV.E.3. Task Descriptions, Cost Estimates, and Measuring Progress (35 Total Points)				VIEW
IV.E.3.a. Description of Tasks and Activities (15 points)	●	0		EDIT
IV.E.3.b. Cost Estimates and Outputs (15 points)	●	0		EDIT
IV.E.3.c. Measuring Environmental Results (5 Points)	●	0		EDIT
IV.E.4 Programmatic Capability and Past Performance (15 Total Points)				VIEW
IV.E.4.a. Programmatic Capability (9 points)				VIEW
IV.E.4.a.i. Organizational Structure (5 points)	●	0		EDIT
IV.E.4.a.ii. Acquiring Additional Resources (4 points)	●	0		EDIT
IV.E.4.b. Past Performance and Accomplishments (6 Points)				VIEW
IV.E.4.b.i. Currently Has or Previously Received an EPA Brownfields Grant (6 points)	●	0		EDIT

APPLICATION OUTLINE

FY20 Downtown

[EDIT NAME](#)

[Home](#) > [Grant Applications](#) > [FY20 Downtown](#)

TAB EZ will create and export an outline of the proposal sections. It is up to you to format your proposal from the outline according to the guidelines. Be sure to go to the [READ ME](#) (the first section at the top of the outline) below for important information about the proposal guidelines and your exported draft proposal outline.

Before you submit your proposal(s), please ensure all necessary documents are included in your submittal package, [in the right order](#), as specified in the [assessment grant guidelines](#). See also the [expanded checklist](#) for assessment grants. All proposals are required to be submitted via [Grants.gov](#). To learn more about using TAB EZ, please go to: www.ksutab.org/tools/tabez/learnmore. Proposals for FY19 are due, and must be successfully received by [Grants.gov](#) by 11:59 p.m. Eastern Time on January 31, 2019.

Web Browser: We recommend using either Mozilla Firefox or Google Chrome when working in TAB EZ.

* Section Requires Approval

Application area/section:	Last Contributor:	Date:	Status:	Char #:	
Assessment, important information, READ ME					VIEW
III.B. Threshold Criteria for Assessment Grants					VIEW
III.B.1. Applicant Eligibility			●	0	EDIT
III.B.2. Community Involvement			●	0	EDIT
III.B.3. Expenditure of Assessment Grant Funds			●	0	EDIT
III.C. Additional Threshold Criteria for Site-Specific Proposals Only					VIEW
Site Eligibility					VIEW

Open the checklist to see what items in addition to are required for application submittal.

Click on “view” to see important information about major sections. These are not sections where you will write text.

Click on “edit” for any section to start writing your proposal

APPLICATION OUTLINE

IV.E. Narrative/Ranking Criteria (Evaluation Criteria for Assessment Grants)

IV.E.1. Project Area Description and Plans for Revitalization (30 Total Points)					VIEW
IV.E.1.a Target Area and Brownfields (15 points)					VIEW
IV.E.1.a.i. Background and Description of Target Area (5 points)	M.Weiser	08/19/2019	●	103	EDIT
IV.E.1.a.ii. Description of the Priority Brownfield Site(s) (10 points)	M.Weiser	08/19/2019	●	268	EDIT
IV.E.1.b. Revitalization of the Target Area (9 points)					VIEW
IV.E.1.b.i. Redevelopment Strategy and Alignment with Revitalization Plans (5 points)			●	0	EDIT
IV.E.1.b.ii. Outcomes and Benefits of Redevelopment Strategy (4 points)			●	0	EDIT
IV.E.1.c. Strategy for Leveraging Resources (6 points)					VIEW
IV.E.1.c.i. Resources Needed for Site Reuse (4 points)			●	0	EDIT
IV.E.1.c.ii. Use of Existing Infrastructure (2 points)			●	0	EDIT
IV.E.2. Community Need and Community Engagement (20 Total Points)					VIEW
IV.E.2.a. Community Need (12 points)					VIEW
IV.E.2.a.i. The Community's Need for Funding (3 points)			●	0	EDIT
IV.E.2.a.ii. Threats to Sensitive Populations (9 points)			●	0	EDIT
IV.E.2.b. Community Engagement (8 points)					VIEW
IV.E.2.b.i. Community Involvement (5 points)			●	0	EDIT
IV.E.2.b.ii. Incorporating Community Input (3 points)			●	0	EDIT

IV.E.3. Task Descriptions, Cost Estimates, and

- The status indicator is **red** (not started), **yellow** (in progress), or **green** (complete).
- Name of last person to edit that section.
- Most recent date that section was edited and saved.
- The character count allows you to estimate the number of pages you have completed. There is an 10 page limit for the narrative and a 2 page limit for the narrative information sheet. On average about 33,000 to 40,000 characters in 10 pages (3300 to 4000 characters per page).

WRITING PROPOSAL TEXT

- Select “**Edit**” from the outline for any section of the grant application.
- There are instructions from the guidelines and HELPFUL HINTS.
- Type text directly into the text box or use the “Paste from Word” button & follow directions.
- Character count for each section & total on the outline page. [approx. 3300 – 3900 per page]
- Works best in Chrome & Firefox browsers (NOT Explorer!)
- **Save** your work periodically so as not to inadvertently lose it.

Edit FY20 Downtown

Home > Grant Applications > FY20 Downtown > Edit Community Involvement

Edit the content for this section of the application

Section Title: Community Involvement

Section Instructions: Provide information that demonstrates how you intend to inform and involve the community and other stakeholders during the planning, implementation and other brownfield assessment activities described in your proposal.

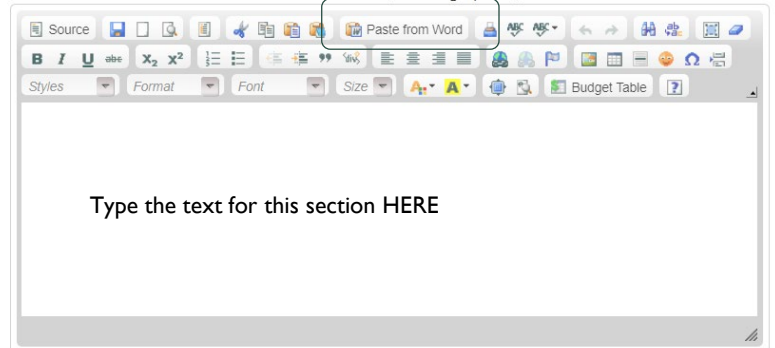
[HELPFUL HINTS](#)

Character Count: Section Not Started

Comments: [Add Comment](#)

Instructions: Follow the section instructions above.

Character Count: 0 Characters (Including Spaces)



The screenshot shows a rich text editor interface. At the top is a toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, and a 'Paste from Word' button. Below the toolbar are tabs for 'Styles', 'Format', 'Font', 'Size', and 'Budget Table'. The main text area contains the placeholder text 'Type the text for this section HERE'.

[View Revisions](#)

Status: Not Finished

[Back To Outline](#)

[Save](#)

[Save And Back To Outline](#)

ADDITIONAL FUNCTIONS

- Add comments for other collaborators you've invited.
- View revisions made by you and others.
- Mark complete when finished.
- Tables provided in guidelines are incorporated into template.
 - Includes examples of acceptable funding uses
 - Modify accordingly and delete instructions.

Edit FY20 Downtown

Home > Grant Applications > FY20 Downtown > Edit Community Involvement

Edit the content for this section of the application

Section Title: Community Involvement

Section Instructions: Provide information that demonstrates how you intend to inform and involve the community and other stakeholders during the planning, implementation and other brownfield assessment activities described in your proposal.

[HELPFUL HINTS](#)

Character Count: Section Not Started

Comments:





[Add Comment](#)

Instructions: Follow the section instructions above.

CI

Source | Paste from Word | Styles | Normal (...) | Font | Size | Budget Table

Budget Categories		Project Tasks (\$) [programmatic costs only]						
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total
Direct Costs	Personnel							0
	Fringe Benefits							0
	Travel ¹							0
	Equipment ²							0
	Supplies							0
	Contractual							0
	Other (specify) _____							0
Total Direct Costs ³		0	0	0	0	0	0	0
Indirect Costs ³								0
Total Budget (Total Direct Costs + Indirect Costs)		0	0	0	0	0	0	0

To edit, first click inside the table. Next, click the  Budget Table button in the above toolbar (right side, bottom row), then make entries into table. To edit an earlier version that was saved, first click inside of the table you wish to edit. Then, either click the  Budget Table button in the toolbar or right click inside the table and select  Budget Table. To create a second table, just click  Budget Table button to make entries. **Remove this message before you submit your grant.**

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.
² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for assessment grants.
³ Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.

body div div

TABEZ EXPORT

**Must export to
finalize, editing,
formatting, and
printing for submittal.**

IV.D.5. Contacts					VIEW
IV.D.5.a. Project Director	M.Weiser	08/19/2019	<div></div>	16	EDIT
IV.D.5.b. Chief Executive/Highest Ranking Elected Official	M.Weiser	08/19/2019	<div></div>	48	EDIT
IV.D.6. Population	M.Weiser	08/19/2019	<div></div>	10	EDIT
IV.D.7. Other Factors Checklist	M.Weiser	08/19/2019	<div></div>	23	EDIT
IV.D.8. Letter from the State or Tribal Environmental Authority					VIEW

Assessment Grant Ranking Criteria Character Count: 371
Assessment Grant Narrative Information Sheet Character Count: 97
Assessment Grant Threshold Criteria Character Count: 123

All ▼

Export to Word

Note: TABEZ creates a MSWord document that should be considered a DRAFT. Users should double check and format their proposal according to the EPA guidelines, [in the right order](#). If you are experiencing any difficulty with exporting your application, please contact Sheree Walsh at 785-532-6519 or by email at chsr@ksu.edu for assistance.

TAB EZ ADDITIONAL RESOURCES

https://www.ksutab.org/tools/tab: x +

ksutab.org/tools/tabez/Grant_Applications/Grant_Applications_Home.php

Apps Sign in | Kansas Sta... KSU TAB Program StagingKSUTAB Welcome To Livia... ACRES National BF Conf.Ev... MI State Resources Tribal Brownfields F...

TAB
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education **Online Tools** Resources Services Contact **Mags**

In This Section:

- Grant Applications Home
- Start New Application
- Application Outline
- Add Participants
- Manage Participants
- Application Configuration

Quick Links:


- Sample Grant Applications
- Tutorial
- My Grant Applications
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints
- Statistics & Census Information


Grant Applications Home


Home > Grant Applications Home

My Grant Applications

Application Name:	Owner:	Last Contributor:	Date:
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 **Start A New Grant Application**

 **How Do I Start A Grant Application?**

 **Sample Grant Applications**

Please Read!

FREE TECHNICAL ASSISTANCE

- TAB Program
 - TAB EZ: Template for Drafting EPA Assessment and Cleanup Applications (www.ksutab.org)
 - Application Reviews: One to two-week notice; three – seven day review time
- State Brownfields Programs
 - Letters of Acknowledgement, site-specific eligibility determinations, and other technical assistance
- EPA Regional Brownfields Programs
 - Applicant, site, and site ownership Eligibility determinations - Request **NOW**, if in doubt
 - Regional Webinars

EPA ARC FY 2020 TIMELINE

- December 3, 2019- Proposals due
- May - June 2020 - Selections announced
- June - October 2020 - Work plans negotiated and finalized
- September - October 2020 - Grants awarded

QUESTIONS FOR THE SPEAKER?

Please submit questions via the chat box located on the right-hand side of your screen.



- **Maggie Egbarts, KSU TAB**
maggiejessie@ksu.edu
- **Sean Vroom, NJIT**
svroom@njit.edu
- **Ignacio Dayrit, CCLR**
ignacio.dayrit@cclr.org

POST-WEBINAR SURVEY

Thank you for joining us today. Your feedback is very valuable to us so we ask that you take a few minutes and complete the Post-Webinar Poll by:

Clicking the link on your webinar **reminder e-mail**, or in your own downloaded copy of these **slides** from the **registration web page**

Post-webinar survey:

https://memphis.co1.qualtrics.com/jfe/form/SV_3fVhmplcgsymaQB

Or, by scanning **this QR image** now with your smartphone



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

Sarah Sieloff | 415-398-1080 | sarah.sieloff@cclr.org | www.cclr.org

FINAL HOUSEKEEPING

Please let us know if you participated in the webinar by phone ONLY by contacting chsr@ksu.org.

This will ensure we have your contact information and can send you a letter of participation and any follow up information from the webinar.

Again, thank you for participating in today's webinar!