Agenda

➢ **EPA Brownfield Grants**

➢ **Grant Solicitation Cycle**

➢ **Early Application Tasks**

- o Community Engagement
- o Data Gathering
- o Planning Efforts
- o Geographic & Target Areas
- o Brownfield Identification

➢ **Submission Setup**

➢ **Common Mistakes**

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TAB TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES

Brownfield Grants

Brownfields Multipurpose Grant

- provide funding to conduct a range of eligible planning, assessment and cleanup activities at one or more brownfield sites in target area(s).

Brownfield Assessment Grants

- provide funding for brownfields inventories, planning, environmental assessments, and community outreach.

Brownfield Revolving Loan Fund (RLF) Grants

- provide funding to capitalize loans that are used to cleanup brownfields.

Brownfield Cleanup Grants

- provide funding to carry out cleanup activities at brownfield sites by the applicant.

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Who is eligible for EPA Brownfield Grants
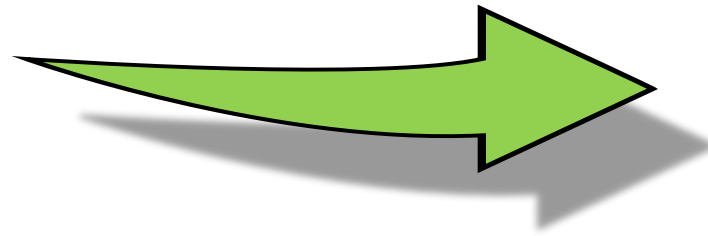
- ▶ State
- ▶ County
- ▶ Local
- ▶ Tribal
- ▶ Non-Profits

Typical EPA Solicitation Cycle

- Request for Applications (RFA) – Fall
- Submission Date Approximately 6 weeks after RFA
- Announcement of Successful Grant Applicants – Spring
- Funding become available to grantees – Late Summer

Approximately 1 Year

Why Starting Early is Important?

- Only six weeks from RFA to submission date

- Builds a solid planning foundation or continues existing planning efforts

- Provides time to address EPA application emphasis areas

- Allows for more involved technical assistance

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Narrative Ranking Criteria

I. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

II. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

III. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

IV. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

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What You Should Start Now

- Community Engagement
- Partnerships
- Demographic & Health Data Collection
- Identification of Relevant Planning
  Efforts & Documentation
- Geographic & Target Area Identification
- Brownfields Identification and Prioritization
- Priority Brownfields Site Information

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Community Engagement

- Begin community/stakeholder outreach
- Identify project goals
- Identify completed outreach activities

Brownfield Partnerships

Identifying stakeholders/partners

Typical Partners:

- Federal, state, tribal and local agencies
- Local elected officials
- Local and regional community development agencies
- Developers
- Community members
- Tribes
- Property owners
- Academia
- Potentially responsible parties (PRPs)
- Private business and industry
- Non-profit organizations

Also go beyond the 'usual suspects':
- faith based organizations
- arts and culture community
- medical community

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Brownfield Partnerships

Why They're Important

- Resources and specialized knowledge
- Foster communication and collaboration
- Helps access funding
- Supports marketing efforts
- Can help overcome complex brownfield issues
- Helps with community engagement
- Foster creative end use

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Demographic & Health Data Collection

Community Need Data

Why is data critical for a competitive application?

1. Quantifies Community Needs and Challenges
2. Supports Community Story
3. Helps Identify Project Goals

Common Data Sources

Sources for Information:

- Census Data
- Health Department Data
- Center for Disease Control
- Territory records
- Census tract data
- Community Health Needs Assessments
- EPA EJSCREEN
- EPA Envirofacts
- CEJST
- Recent local Comprehensive or Revitalization Plans
- Comprehensive Economic Development Strategy or other Regional Plans
- Local Hospitals or Urgent Care Centers

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Demographic & Health Data Collection
Websites for Information

- U.S. Census Bureau
- Centers for Disease Control and Prevention: National Environmental Health Tracking Network
- County Health Rankings and Roadmaps
- City Health Dashboard –
- EPA Envirofacts
- EJSCREEN
- Climate and Economic Justice Screening Tool (CEJST)
- Environmental Justice Index Mapping Tool (EJI Explorer Tool)
- Poverty Statistics (USDA)
- HealthData.gov
- National Center for Health Statistics, National Vital Statistics System
- Kaiser Family Foundation
- USDA Food Desert Atlas
- ParkServe® by the Trust for Public Land
- CDC/ATSDR Social Vulnerability Index
- EPA Resources on Public Health

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TAB TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES

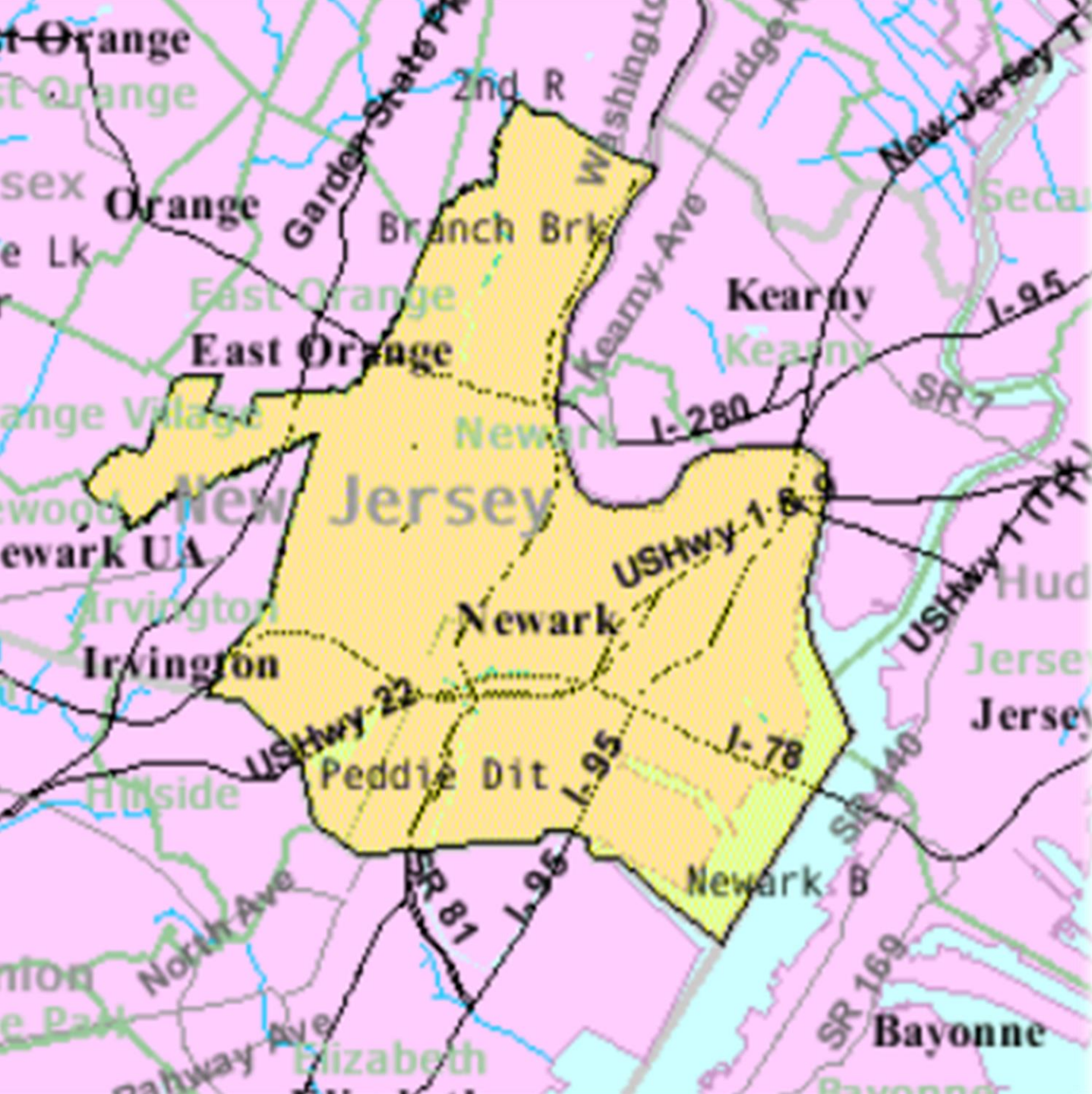# Identification of Relevant Planning Efforts & Documentation

Plans to Consider:

➢ Target Area Specific Redevelopment Plans

➢ Master Plans

➢ Zoning

➢ Transportation Plans
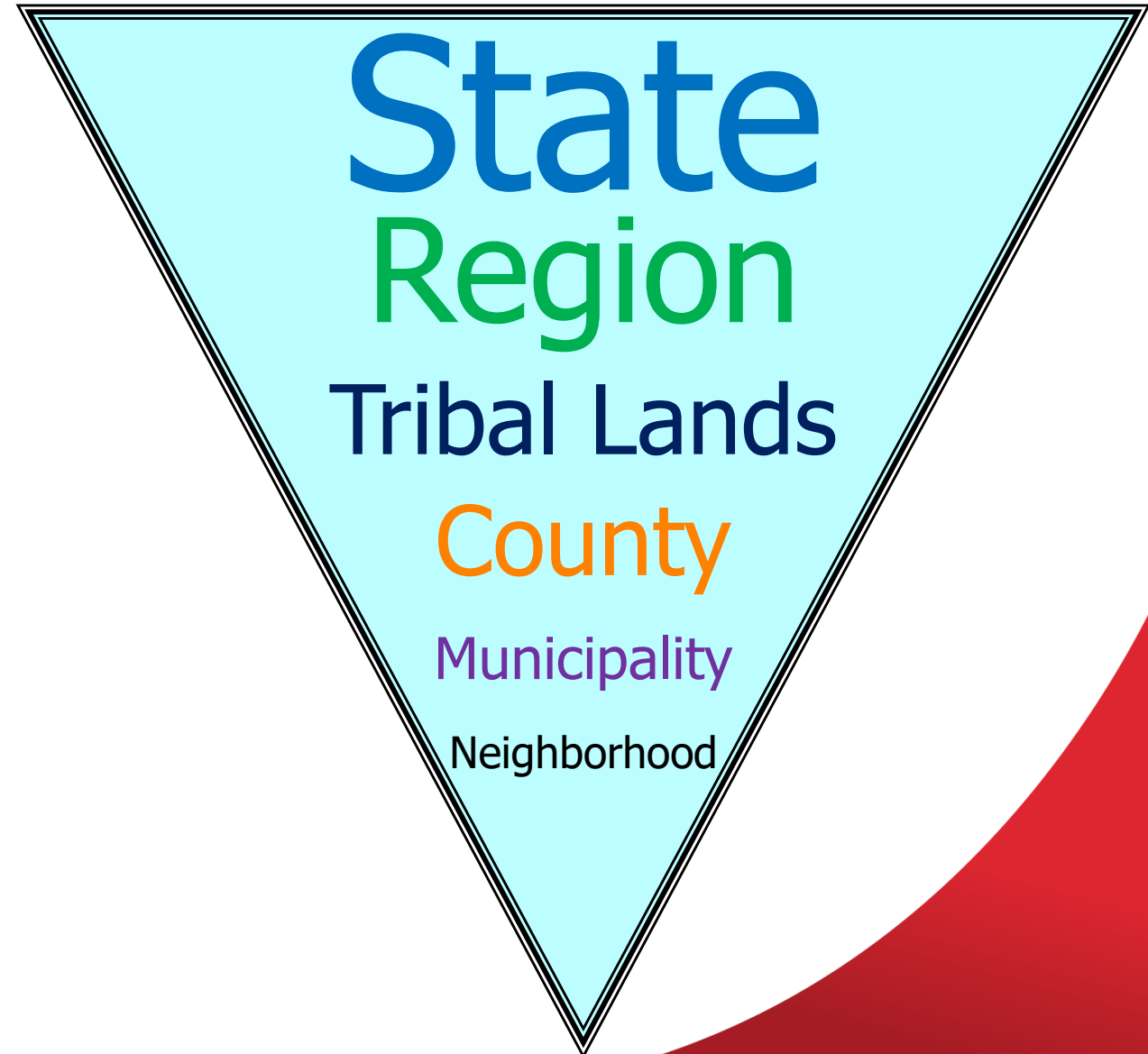
➢ Stakeholder/Community Engagement Findings

How do planning activities/documents relate to focus area(s) and priority brownfield(s)?

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Geographic Area & Target Areas

What is a Geographic Area?

- The area you are going to conduct eligible activities with your grant funds.

- Area suffers from brownfield challenges & impacts.

- Can include your entities jurisdictional or service area boundaries or a sub area of those boundaries.

State
Region
Tribal Lands
County
Municipality
Neighborhood

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What is a Target Area?

- Downtown District
- Community Gateway
- Waterfront Area
- Industrial District
- Corridors

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Why is it Important to Delineate a Target Area?

- Serves as the foundation for a comprehensive planning approach
- Helps identify priority brownfields
- Helps focus redevelopment scenarios
- Helps leverage funding
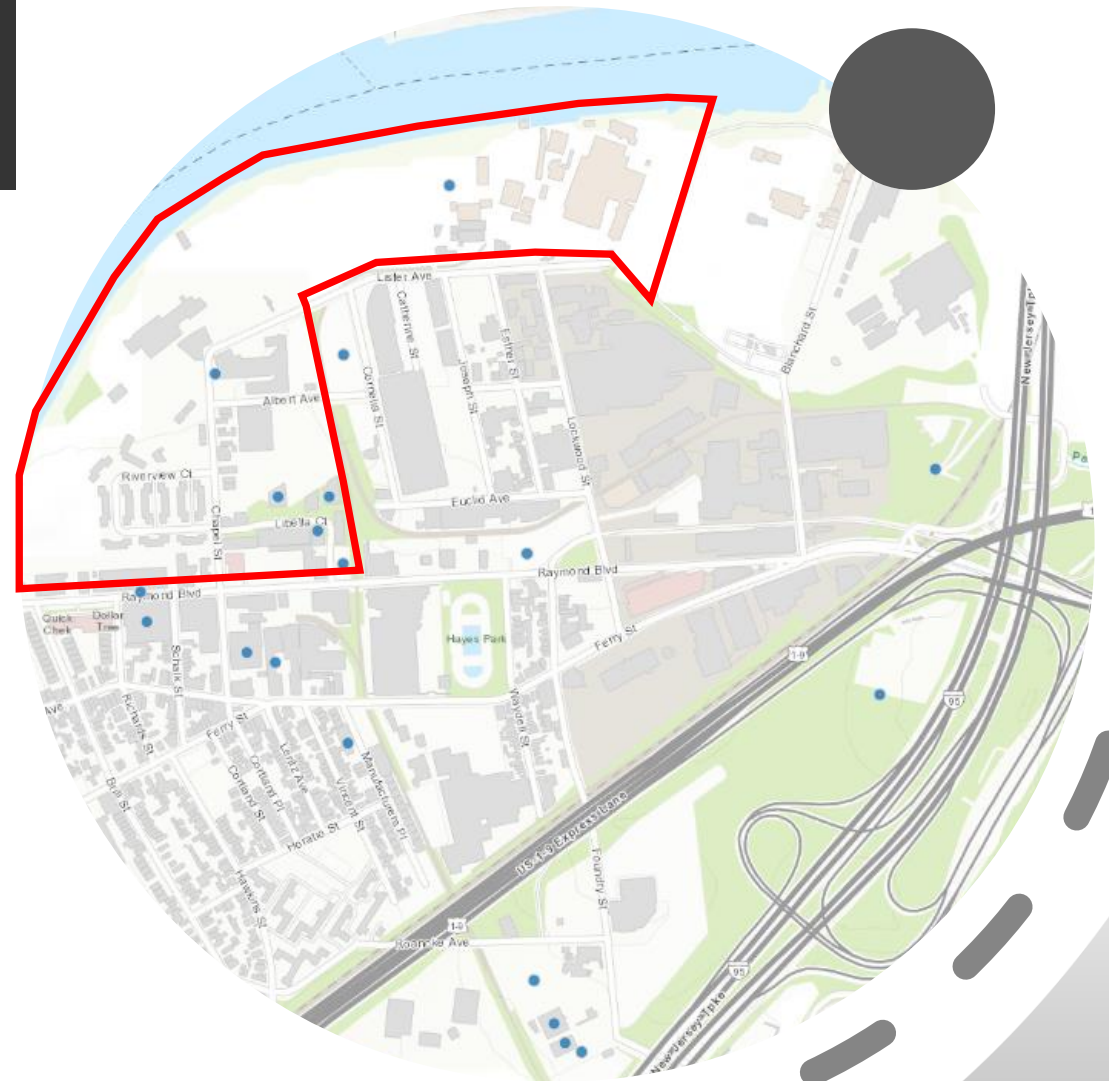
Role of Data in Selecting a Target Area

- Establishes community need
- Supports project goals
- Informs redevelopment types

HOPE RUBBER PARKING LOT AND INDUSTRIAL WASTE SITE TRANSFORMED INTO A LUSH RIVERFRONT PARK IN FITCHBURG, MASSACHUSETTS

U.S. ENVIRONMENTAL PROTECTION AGENCY

Before   After

Brownfield Identification and Prioritization

**Why is site identification & prioritization important for a competitive application?**

- ✓ Shows a Comprehensive Approach
- ✓ Makes the Best Case for Application Story
- ✓ Focuses Project Goals

Things to consider:

- Existing Brownfield Inventory
- Site(s) Location
- Meets Brownfield Definition
- EPA Eligibility
- Associated Compelling Data
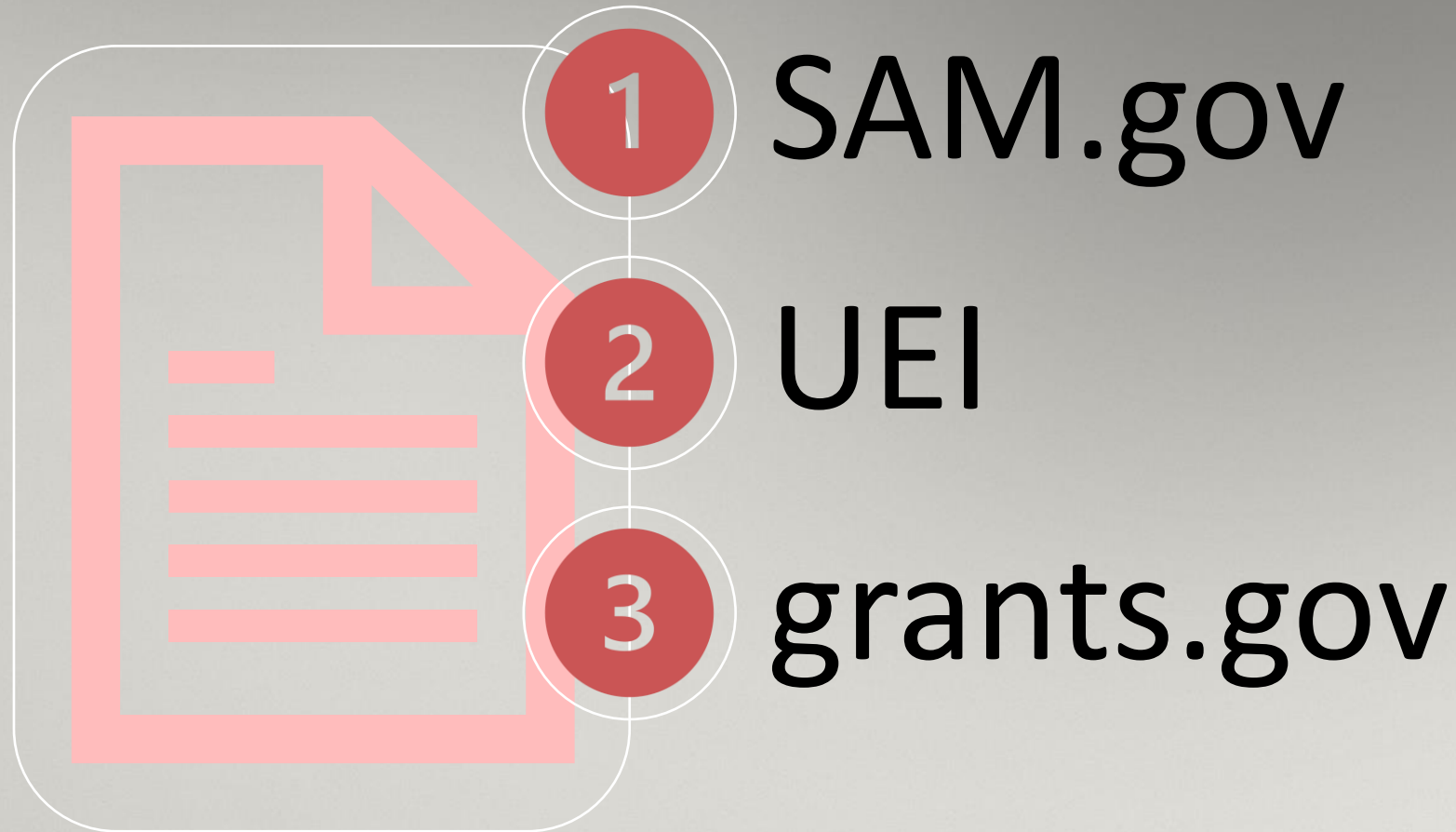- Site(s) Potential to Meet Project Goals

Priority Brownfield Site Information
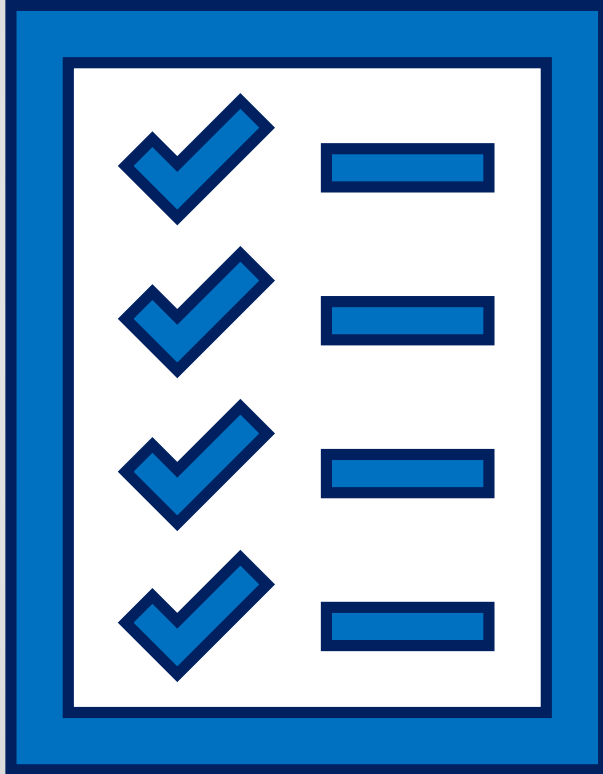
- Meets the definition of a brownfield
- Ownership
- Past site uses
- Contamination
- Structures
- Wetlands
- Floodplain
- Secured site
- Available infrastructure

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Applicant set up process

1. SAM.gov
2. UEI
3. grants.gov

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Requirements to Submit an Application

REQUIREMENT	ACCEPT ✅	REJECT ❌
Active **www.sam.gov** account through **the deadline**	• The account is active and matches the applying entity's info	• Inactive/expired account • Account is being updated, but is in "processing" status
Obtain a Unique Entity **Identifier (UEI)** generated in www.sam.gov	• The same UEI must be used on future applications	• Another organization's/ department's UEI is listed on the Standard Form 424
Active **www.grants.gov** account	• Associated with same, correct UEI number	• Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account
Submission by the **Authorized Organization Representative** (AOR)	• Designated in Grants.gov by the E-business POC (listed in sam.gov) • Has a Grants.gov account • Submits the application in Grants.gov	• Someone other than the designated AOR submits the application

UEI replaced the DUNS requirement.
See more information at https://sam.gov/content/duns-uei
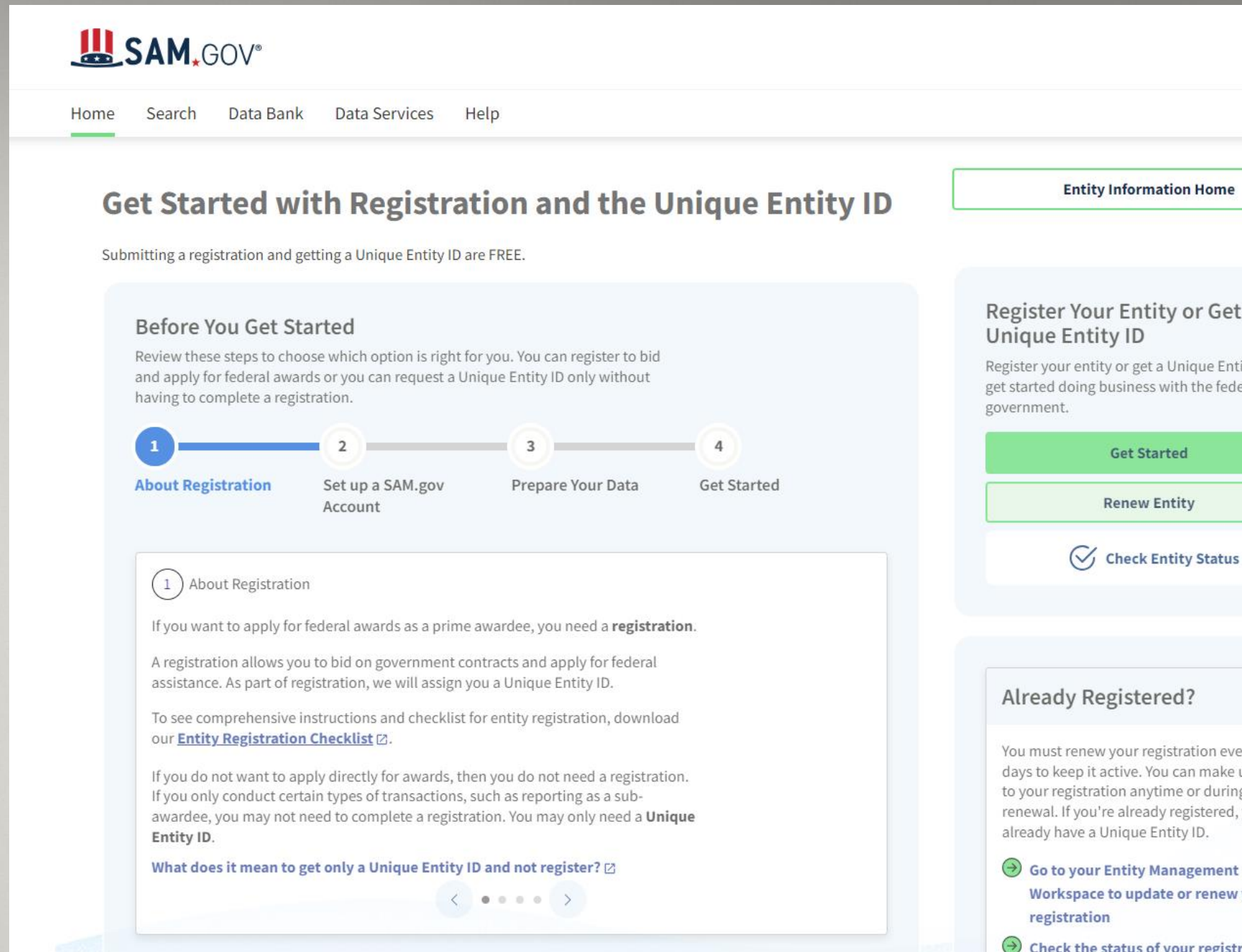
EPA BROWNFIELDS AND LAND REVITALIZATION

SAM.gov Entity Registration Checklist

Stuff like:

✓ Legal business name

✓ Organization start date

✓ Website

✓ Address (need proof)

✓ Criminal/civil proceedings

✓ NAICS code

✓ Point of Contact info

SAM.GOV®

Home   Search   Data Bank   Data Services   Help

Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.

1 About Registration   **2** Set up a SAM.gov Account   **3** Prepare Your Data   **4** Get Started

(1) About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our **Entity Registration Checklist** ⧉.

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.

What does it mean to get only a Unique Entity ID and not register? ⧉

‹   • • • • •   ›

Entity Information Home

Register Your Entity or Get Unique Entity ID

Register your entity or get a Unique Enti get started doing business with the fede government.

Get Started

Renew Entity

⊘ **Check Entity Status**

Already Registered?

You must renew your registration eve days to keep it active. You can make u to your registration anytime or during renewal. If you're already registered, already have a Unique Entity ID.

⊙ Go to your Entity Management Workspace to update or renew registration

⊙ Check the status of your registr

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Registration: Before Grants.gov
System for Award Management (SAM.gov)

- Register with SAM at www.SAM.gov to receive UEI

- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR

- ~7-10 business days (**or more**) to complete SAM registration, including submitting notarized letter to SAM

Your www.grants.gov Application Package
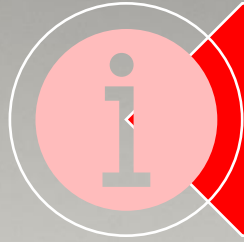
REQUIRED FORMS

1. Application for Federal Assistance (SF-424)

2. Budget Information for Non-Construction Programs (SF-424 A)

3. Preaward Compliance Review Report (EPA Form 4700-4)

4. EPA Key Contacts (Form 5700-54)

5. Project Narrative Attachment Form, as one file (if possible) include:
   - ✓ Narrative Information Sheet
   - ✓ Narrative (responses to ranking criteria)
   - ✓ Required Attachments

OPTIONAL FORMS

1. Grants.gov Lobbying Form – To be submitted by applicants requesting <u>more than</u> $100,000 of EPA grant funding.

2. Negotiated/Proposed Indirect Cost Rate Agreement – submit using the Project Narrative Attachment Form.

- A workplan <u>is not required</u> at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.

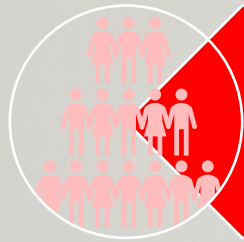- Sample forms are available on the MARC Grant Application Resources webpage.

Required Attachments

State/Territory Letter

- Usually from state/territory environmental regulatory entity

- For all grant types

- Cleanup

Cleanup

- Community Notice

Common EPA Brownfield Grant Application Mistakes

1) **PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION**

    a. Target Area and Brownfields

        i. Overview of Brownfield Challenges and Description of Target Area

- *Applicant doesn't describe geographic area or target area boundaries adequately.*

- *Applicant confuses geographic area with target area.*

        ii. Description of the Priority Brownfield Site(s)

- *Applicant doesn't provide details of priority sites i.e., structures, slab, secured, wetlands, overgrown, known contamination, and elicit activities.*

- *Applicant doesn't select priority brownfield sites that best make application case.*

- *Applicant lists too many priority sites.*

        iii. Identifying Additional Sites

- *Applicant doesn't describe what process will be employed to identify and prioritize additional sites to expend funding on.*

- *Applicant doesn't discuss who will do previous.*
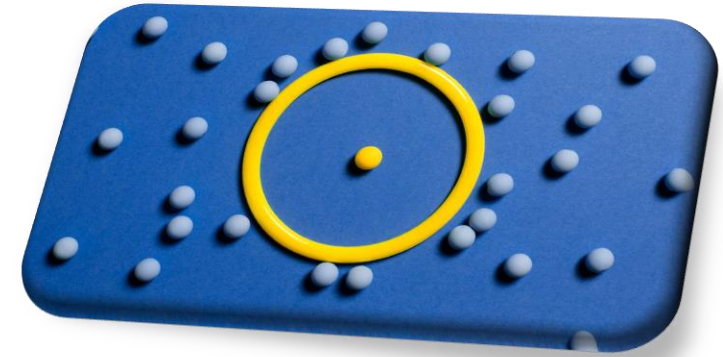
Common EPA Brownfield Grant Application Mistakes

1) **PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION (cont.)**

    b. Revitalization of the Target Area

        i. Reuse Strategy and Alignment with Revitalization Plans

- *Applicant doesn't discuss how identified plans specifically pertain to priority brownfield sites or target area.*

- *Applicant doesn't discuss other plans that are relevant i.e., transportation improvement plans.*

        ii. Outcomes and Benefits of Reuse Strategy

- *Applicant confuses outputs with outcomes. Outcomes and benefits i.e., acres of open space, new jobs created, square foot of office or retail, etc.*

    c. Strategy for Leveraging Resources

        i. Resources Needed for Site Reuse

- *Applicants don't delineate between potential future resources and secured resources.*

- *Applicant doesn't relate funding resources to appropriate phase.*

        ii. Use of Existing Infrastructure

- *Applicant forgets to mention infrastructure that provides access to the site i.e., roadways, rail, water, mass transit, etc.*

- *Applicant forgets to mention required infrastructure upgrades.*

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Common EPA Brownfield Grant Application Mistakes

2) COMMUNITY NEED AND COMMUNITY ENGAGEMENT

    a) Community Need

        i.   The Community's Need for Funding

- *Applicant forgets to mention burdens to entities budget that prohibit funding project i.e., climate change events, policing vacant sites, etc.*

        ii.   Threats to Sensitive Populations

- *Applicant doesn't quantify statements regarding health and census data.*

        (1) Health or Welfare of Sensitive Populations

        (2) Greater Than Normal Incidence of Disease and Adverse Health Conditions

- *Applicant forgets to discuss exposure pathways related to priority sites.*

        (1) Environmental Justice

           (a) Identification of Environmental Justice Issues

           (b) Advancing Environmental Justice

- *Applicants forget to mention how this project will remedy those threats and EJ issues.*

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Common EPA Brownfield Grant Application Mistakes

2) COMMUNITY NEED AND COMMUNITY ENGAGEMENT (cont.)

    b. Community Engagement

        i.   Project Involvement

- *Applicants make the mistake of going for quantity versus quality of partners.*

        ii.   Project Roles

- *Applicants tend to have redundant roles i.e., community outreach.*

        iii. Incorporating Community Input

- *Applicants discuss community input as a necessary requirement instead of meaningful and how garnered input will be considered in the project.*

Common EPA Brownfield Grant Application Mistakes

3) **TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**

    a. Description of Tasks/Activities and Outputs

        i.   Project Implementation

        ii.   Anticipated Project Schedule

- *Applicants include a schedule that is unrealistic and/or out of sequential order.*

        iii. Task/Activity Lead

        iv. Outputs

- *Applicants confuse outputs and outcomes.*

    b. Cost Estimates

- *Applicants don't include generated accurate costs, they back into a number.*

- *Don't check math.*

    c. Plan to Measure and Evaluate Environmental Progress and Results

- *Applicants don't include a project tracking method beyond ACRES.*

- *Applicants don't include a corrective action to be employed should project go off track.*

Common EPA Brownfield Grant Application Mistakes

4) PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

    a. Programmatic Capability

        i. Organizational Capacity

        ii. Organizational Structure

- *Applicants don't include a structure and description of how it will function.*

        iii. Description of Key Staff

        iv. Acquiring Additional Resources

- *Applicants forget to reference "in accordance with 2 CFR Part 200" or higher procurement standard.*
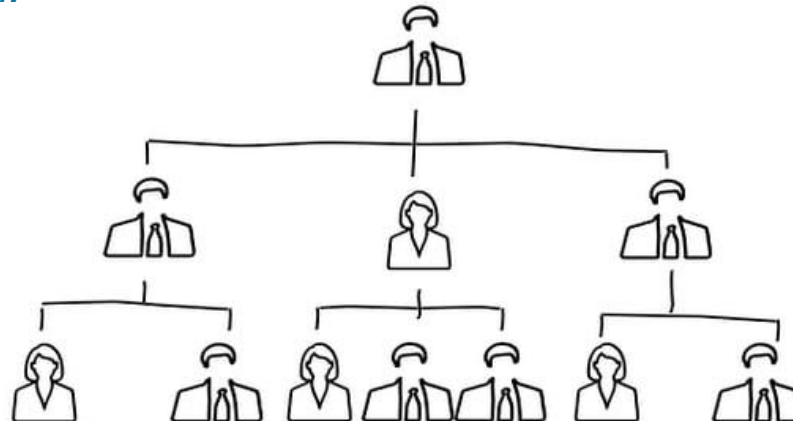
Common EPA Brownfield Grant Application Mistakes

4) PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (cont.)

b. Past Performance and Accomplishments

- *Applicants forget to consider the "or" option.*

    i. Currently Has or Previously Received an EPA Brownfields Grant

       (1) Accomplishments

       (2) Compliance with Grant Requirements

    ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

       (1) Purpose and Accomplishments

       (2) Compliance with Grant Requirements

    iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements

- *Applicants forget to list accomplishments & compliance.*

- *Applicants don't discuss applied corrective measures if project went off track.*

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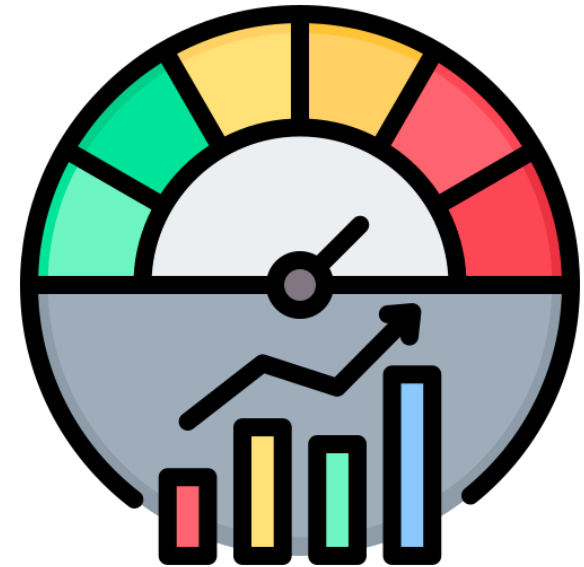
❖ Read the guidelines and resource materials thoroughly.

❖ Follow the guideline outline, don't get creative.

❖ Use tables when appropriate.

❖ Do not include maps or photos in the application.

❖ Don't skip questions because you don't have information or data.

❖ Do not add hyperlinks to data or other information.

❖ Get one person to edit the application.

❖ Get someone who knows nothing about the project to review your application.

❖ If you hire a consultant, make sure they tell the story you want told.

Sean Vroom, Director
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svroom@njit.edu

What is

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TAB TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES **?**

NJIT provides free technical assistance to state, regional, county, tribal, and local government entities and nonprofit organizations interested in learning about, identifying, assessing, cleaning up, and redeveloping brownfield sites in EPA Regions 2 & 4.

Contact Us

✉ tab@njit.edu

📞 (973) 642-4165

💻 www.njit.edu/tab

in https://www.linkedin.com/company/njit-tab/