

# What EPA Brownfields Grantees Should Know:

## Grant Management

September 5th, 2024 | 11:00am | Virtual

with speaker

# Laura Burnham



**Register  
Here!**



Made possible with funding by the US EPA <https://bit.ly/GranteeGrantManagement>





# Thank you for joining us today!

## This webinar will be starting soon.

*This webinar is for informational purposes only.*

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### But first, some helpful information:



Today's session will be recorded.



The recording for this session will be available on our website: <https://www.njit.edu/tab/>



# Thank you for joining us today!

## This webinar will be starting soon.

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### But first, some helpful information:



Use the Q&A box to queue up questions. Use the chat to share your thoughts.



We want to know your thoughts! Fill out our feedback survey after today's session.



Continue the conversation on our LinkedIn page! <https://bit.ly/47ePFY5>



# Thank you for joining us today!

# This webinar will be starting soon.

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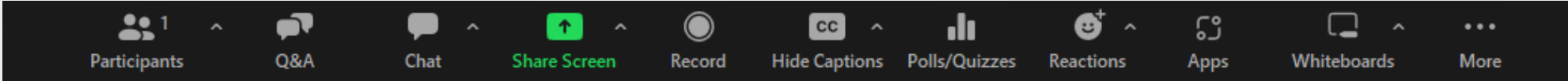
**But first, some helpful information:**



Experiencing technical issues? Know someone who is having trouble hopping on?

Reach out to me via email at [fm392@njit.edu](mailto:fm392@njit.edu)

# Need some assistance?



Ask questions here!

Need captions?  
Captions can be live translated as well! Just select your preferred language.

Share your thoughts here!

The image shows a Zoom meeting toolbar with the following items from left to right: Participants (1), Q&A, Chat, Share Screen (highlighted in green), Record, Hide Captions (CC icon), Polls/Quizzes, Reactions, Apps, Whiteboards, and More. Three callout lines point to the Q&A, Chat, and Hide Captions icons with explanatory text.

# Today's Speaker:



## **Laura Burnham**

Brownfield Redevelopment  
Solutions, Inc.

Email: [lburnham@brsinc.com](mailto:lburnham@brsinc.com)

# EPA Brownfields Grantees: Grant Management Webinar

## How To... And How Not To

**Laura Burnham**

Director of Grant Writing and Management



In Partnership with

**NJIT**

**TAB** TECHNICAL  
ASSISTANCE TO  
BROWNFIELD  
COMMUNITIES

Made possible with funding from the EPA

# Agenda

**The Cooperative Agreement**

**Reporting Requirements**

**Setting up your Grant Management System**

**Payment Requests**

**Grant Modifications**

**Grant Compliance**

**Q&A**

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BROWNFIELD  
COMMUNITIES



# Cooperative Agreement

*Read it! Review it regularly!*

## Grant Terms and Conditions

- Filing Financial Reports
- Submitting Progress Reports
- Using minority- and women-owned business enterprises
- Procurement rules and regulations
- Environmental requirements
- Subawards/Flow Down

## Workplan & Budget

- Project Specific deliverables
- Budget detail by task

## EPA Contacts

- Project Officer (PO) & Grant Specialist – Know who receives what

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# Cooperative Agreement

*Read it! Review it regularly!*

## EPA Contacts

- Project Officer (PO) & Grant Specialist – Know who receives what

Item	Project Officer	Grant Specialist	Region Mailbox	RTP Finance Center
Quarterly Reports	✓			
Federal Financial Form SF424			✓	✓
Payment Requests	✓			ASAP request
MBE/WBE report			✓	
Work products: QAAP, Phase 1, etc.	✓			
Budget Modifications	Consult first	✓	✓	
No Cost Time Extensions	Consult first	✓	✓	
Key Contact Changes		✓	✓	

# Reporting Requirements

## *Quarterly Progress Reports*

Purpose: Summarize quarterly technical progress and activities including:

- Outputs & Outcomes
- Budget Summary: Costs, Cost Share, Program Income
- Project Schedule and Milestones
- Potential Problems
- Discrepancies with Workplan/Budget

Submission:

- Email and/or ACRES (ask PO for preference)
- Due 30 days after quarter ends – Dec 31, March 31, June 30 and Sept 30

# Reporting Requirements

## Quarterly Progress Reports

About ACRES (Assessment, Cleanup and Redevelopment Exchange System):

- EPA transition to all reporting in ACRES – [Login to ACRES 6.0](#)
- QR Formats tailored to grant type
- Integrated with Property Profiles Form

The screenshot shows the ACRES 6.0 user dashboard for Laura Burnham. The browser address bar is [acres6.epa.gov/acres6/showHomepage](https://acres6.epa.gov/acres6/showHomepage). The dashboard features a navigation menu with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar is located on the right. The main content area is titled 'Welcome, Laura Burnham' and contains four panels:

- WHERE DO I START?**
  - [Add a new property](#)
  - [Add a CA to my list](#)
  - [Edit an existing property](#)
  - [Update RLF Form](#)
- WORK PACKAGES**
  - [2 Open Work Packages](#)
  - Actions for Me**
    - 1 work packages in progress
    - 1 work package returned for clarification
  - Actions for PO**
    - 1 work package in review
- QUARTERLY REPORTS**
  - [1 Open Quarterly Reports](#)
  - Due 10/30/2024 (77 days)
  - Actions for Me**
    - 1 reports in progress
  - Actions for PO**
    - 5 reports submitted
    - 5 reports in review
    - View all: [Manage my Quarterly Reports](#)
- MY ACCOUNT**
  - ACRES Username: [xlburnha](#)
  - Email: [lburnham@brsinc.com](mailto:lburnham@brsinc.com)
  - Notifications: Weekly Summary
  - [My email preferences](#)
  - 26 Total Cooperative Agreements**
  - 102 Total Properties**

# Reporting Requirements

## Quarterly Progress Reports

New QR format in ACRES

Edit Tasks to match those in your workplan

Now required to track funding per task as well as funding by budget category

These forms still evolving

### Brownfields Cooperative Agreement Quarterly Performance Report

CA Name: Somewhere County Development Authority

CA Number: BF02D2XXX

CA Type: Assessment

State: XX

POP Start date: 07/01/2022 POP End date: 09/30/2026

Properties Associated:

- Better Business Complex
- Former Manufacturing

Reporting Period: 04/01/2024 - 06/30/2024

Submitted By: Date Submitted:

Approved By: Date Approved:

#### Project Progress

Approved Tasks	Funding Source(s) for Task	Funding Expended this Quarter	Funding Expended To Date	Task Status	Summary of Task Progress this Quarter
Task 1: Programmatic Support	EPA Funds	\$31,838.35	\$31,838.35	In Progress	- \$3,726.00 expended this quarter, \$31,838.35 expended to date used for this quarter's submission to correct tracking table. - Completed cooperative agreement oversight tasks, including required EPA reporting and budget oversight. - Drafted and submitted the FY2024 Qtr 2 (1/1/2024-3/31/2024) quarterly report to ACRES system (4/29/2024) - Participated in quarterly meeting with EPA project officer (6/26/2024) - Completed and submitted a site eligibility request for O'Neill Manufacturing on 5/22/2024. O'Neill Manufacturing site eligibility approved on 6/7/2024.
Task 2: Community Engagement	EPA Funds	\$14,907.54	\$14,907.54	In Progress	- \$14,907.54 expended to date used for this quarter's submission to correct tracking table. - No community engagement activities were completed during this quarter.
Task 3: Assessment	EPA Funds	\$252,493.13	\$252,493.13	In Progress	- \$8,203.26 expended this quarter, \$252,493.13 expended to date used for this quarter's submission to correct tracking table. - Drafted brownfield inventory database and created associated figures and tables. - Battey Business Complex - Prepared scope of work and

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# Reporting Requirements

## *Federal Financial Reports (FFRS)*

Submission Frequency is outlined in grant terms and conditions but typically submitted:

1. Annually: Within 90 days after fiscal year end (Sept 30) – Due by Dec 30
2. Interim: When changes to the award are requested
3. Final: No later than 90/120 days after grant completion

### Disclosure Requirements:

- Federal Funds authorized & expended
- Recipient cost share
- Program Income (RLF only)

*Tip: Make sure you are using the most recent form!*

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# Reporting Requirements

## Federal Financial Reports (FFRS)

**Tip:** Use your 9/30 QR as basis for this report

Unliquidated obligations are expenses that have yet to be drawn down

<b>6. Report Type</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final		<b>7. Basis of Accounting</b> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		<b>8. Project/Grant Period</b> From: <input type="text" value="10/01/2021"/> To: <input type="text" value="09/30/2024"/>		<b>9. Reporting Period End Date</b> <input type="text" value="09/30/2023"/>	
<b>10. Transactions</b>							<b>Cumulative</b>
<i>(Use lines a-c for single or multiple grant reporting)</i>							
<b>Federal Cash (To report multiple grants, also use FFR attachment):</b>							
a. Cash Receipts							<input type="text" value="70,728.81"/>
b. Cash Disbursements							<input type="text" value="70,728.81"/>
c. Cash on Hand (line a minus b)							<input type="text" value="0.00"/>
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized							<input type="text" value="200,000.00"/>
e. Federal share of expenditures							<input type="text" value="70,728.81"/>
f. Federal share of unliquidated obligations							<input type="text" value="0.00"/>
g. Total Federal share (sum of lines e and f)							<input type="text" value="70,728.81"/>
h. Unobligated balance of Federal Funds (line d minus g)							<input type="text" value="129,271.19"/>
<b>Recipient Share:</b>							
i. Total recipient share required							<input type="text" value="0.00"/>
j. Recipient share of expenditures							<input type="text" value="0.00"/>
k. Remaining recipient share to be provided (line i minus j)							<input type="text" value="0.00"/>
<b>Program Income:</b>							
l. Total Federal program income earned							<input type="text" value="0.00"/>
m. Program Income expended in accordance with the deduction alternative							<input type="text" value="0.00"/>
n. Program Income expended in accordance with the addition alternative							<input type="text" value="0.00"/>
o. Unexpended program income (line l minus line m and line n)							<input type="text" value="0.00"/>

Cash on Hand should be \$0

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**TAB** TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES

# Reporting Requirements

## *MBE/WBE reporting*

*Minority–and women–owned business enterprises*

- **Consider DBEs:** EPA has an 8% goal for awarding contracts to disadvantaged business enterprises
- **For Grants \$300,000+:** Submit EPA Form 5700–52A (even if zero)
- **Submission Deadlines:**
  - **Annually:** 30 days after the end of the fiscal year (Oct 30)
  - **Final Report:** 120 days after the project end
- **Report:** Total contract amounts awarded that year (not expenditures)

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# Reporting Requirements

## MBE/WBE reporting

Minority-and women-owned business enterprises

This example is for a professional services contract to a WBE

4A. If NO procurements were made this reporting period (by the recipient, sub-recipient(s), loan recipient(s), and prime contractor(s)), CHECK and SKIP to Block No. 6. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs.)

4B. Total Procurements & MBE/WBE Accomplishments This Reporting Period (in dollars)

	Construction	Non-Construction	Total
Total Procurement:	\$ <input type="text"/>	\$ \$ 390,000.00	\$ \$ 390,000.00
MBE/WBE Combined Procurement:	\$ <input type="text"/>	\$ \$ 390,000.00	\$ \$ 390,000.00

5A. Good Faith Efforts: If procurements were made, indicate whether your organization has followed the six Good Faith efforts found in 40 CFR Part 33, Subpart C, 40 CFR 33.501 and 2 CFR 200.321.

Yes, my organization has implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.

No, my organization has not implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.

5B. If procurements were made, but no MBE/WBE procurements are being reported, then check the applicable box(es) for the reason(s) why no MBE/WBE procurements were made.

No MBE/WBE(s) applied  No MBE/WBE(s) were qualified

Other:

Include DBE language in your Bid Documents

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# Reporting Requirements

## Key Contact Form

- You have 30 days to resubmit your key contact form if there are any changes- don't let this hold up a reimbursement!

## Property Profile Submission

- Sites with EPA funding must be entered into ACRES
- Add once you know work is moving forward and a contract is awarded
- Will assign a Site ID# required by the AAI form
- Update environmental and redevelopment information as work progresses

## Final Closeout

- Required documents are in the CA
- Check with Project Officer for final report preferences
- Final Invoices: Dated by grant expiration; 90 days for final drawdown
- Submit final report to PO within 120 days

# Setting up your Grant Management System

## Set up ACRES account

- Requires login.gov and PO approval
- EPA has several training resources: <https://www.epa.gov/brownfields/online-acres-training-schedule-brownfields-grantees>
- Use the Help Desk

## Set up ASAP account

- A finance person who manages ACH/banking transactions is recommended
- Instructions/guidance can be found here: <https://www.epa.gov/grants/financial-management-webinar-march-15-2023>

*Keep your SAM.gov registration up to date!*

# Setting up your Grant Management System

## Grant Project File Contents:

- **Grant Documents:** Application, cooperative agreement, approved workplan, etc.
- **Reporting:**
  - Quarterly Progress Reports (QRs)
  - Annual Federal Financial Reports (FFRS)
  - MBE/WBE Reporting
- **Financial Tracking:**
  - Purchase Records
  - Invoice/ Budget Tracking
- **Payment Requests:**
  - Drawdown Report & Supporting Documentation
  - ASAP Confirmations
- **Award Changes:**
  - Workplan & Budget modifications
  - No Cost Time Extensions
- **Contract & Subawards**
- **EPA Correspondence: Document Approvals**
- **Site Eligibility Requests**
- **Work Products: QAPPS, Phase I, etc.**

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# Payment Requests

*Determine your project needs for cash flow*

- Frequency is up to your needs
- EPA uses funds drawdown as proof of “sufficient progress”
- Transfer of funds happens within 1-2 days
- If drawing funds in advance to pay invoices, do not hold federal funds in your account for more than 5 days.

# Payment Requests

Determine internal procedures and approvals needed.

An example workflow is:

1. Create Drawdown report with budget summary table and all invoices attached
2. Internal review(s)
3. Submit for PO review/approval
4. Request total expenses incurred on ASAP
5. Keep copy of ASAP confirmation

Grantee  
Drawdown #13  
20XX EPA Hazardous Substances Assessment Grant

March 8, 2023

Cooperative Agreement: *BF 96XXXXXX*

Budget Category	Approved Budget	Prior Drawdowns	Drawdown Request	Drawdowns to Date	Budget Balance
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$3,000.00	\$2,187.41	\$0.00	\$2,187.41	\$812.59
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$500.00	\$482.09	\$0.00	\$482.09	\$17.91
Contractual	\$163,655.00	\$82,265.50	\$27,256.40	\$109,521.90	\$54,133.10
Other	\$32,845.00	\$32,845.00	\$0.00	\$32,845.00	\$0.00
<b>Total</b>	<b>\$200,000.00</b>	<b>\$117,780.00</b>	<b>\$27,256.40</b>	<b>\$145,036.40</b>	<b>\$54,963.60</b>

#### Invoice Detail

Vendor	Date	Invoice #	Amount
Vendor1	10/13/2022	2201.01	\$19,756.40
Vendor2	11/27/22	7571	\$ 7,500.00
			<b>\$27,256.40</b>

#### CONTRACTUAL:

- Vendor1 invoice 2201.01 for QAPP and RIWP preparation for Site Name (Total cost: \$7,500.00)
- Vendor2 invoice 00007571 for professional services (Total cost: \$19,756.40)

# Grant Modifications

## Workplan/Budget Modifications

- Discuss issues with Project Officer (PO)
- Minor changes may be approved by PO
- If budget modification is more than 10%, a formal grant amendment is required – *the 10% threshold is cumulative over all requests*

## No Cost Time Extensions

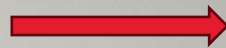
- Consult PO about time needed
- Start early! (e.g., April for September expiration)
- Formal request requires written justification, revised workplan/schedule, and interim FFR
- Be prepared to provide explanation for delay and have solid plan to complete grant with extra time requested

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# Grant Compliance

You should regularly review the grant terms and conditions throughout the project to ensure compliance with all requirements.

## Common Issues that may lead to non-compliance:



## Consequences of Non-Compliance:

- Missing receipts/invoices for expenses
- Inadequate personnel cost documentation
- Late or missing progress reports, FFRs, or MBE/WBE reports
- Insufficient progress
- Funds drawn not based on actual expenses
- General non-compliance with terms and conditions

- Withholding cash payments until issues are resolved
- Disallowing non-compliant costs
- Suspending or terminating the award
- Initiating suspension or debarment proceedings

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# References:

- ▶ **ACRES training, tips & tools**
  - <https://www.epa.gov/brownfields/acres-training-tips-and-tools>
- ▶ **ACRES webinars**
  - <https://www.epa.gov/brownfields/online-acres-training-schedule-brownfields-grantees>
- ▶ **ASAP training**
  - <https://www.epa.gov/grants/financial-management-webinar-march-15-2023>

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COMMUNITIES



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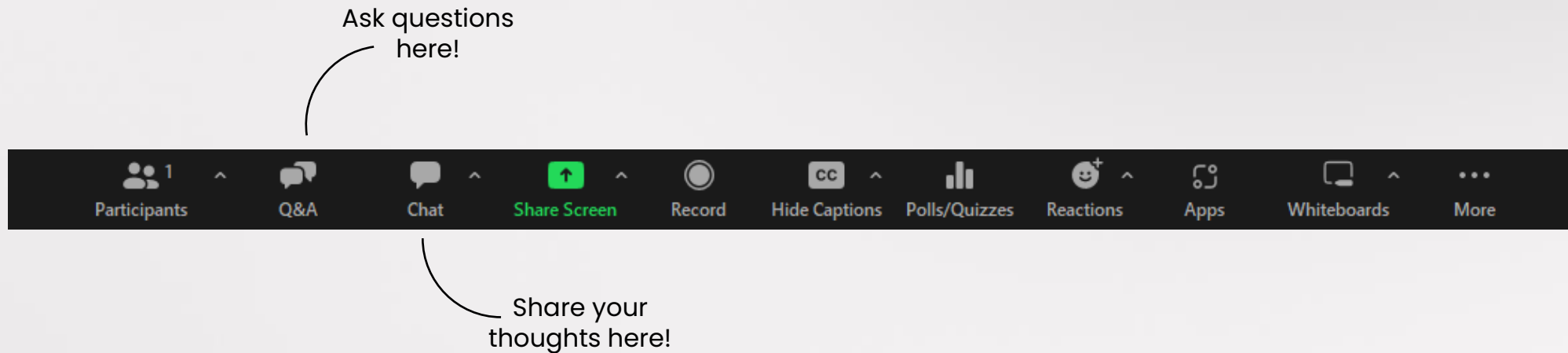
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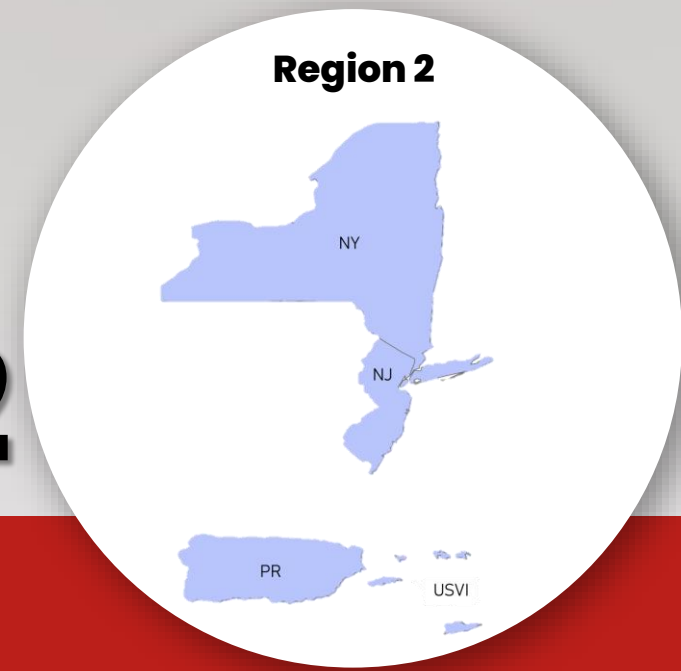
# Thank you for attending today's webinar!

## Questions and Comments?





# NJIT TAB EPA REGION 2



**NJIT has served as an EPA designated technical assistance provider since 2008**

**NJIT TAB serves as an independent resources to state, territory, regional, county, tribal, and local government entities, and nonprofits attempting to learn about, identify, assess, cleanup and redevelop brownfields.**

**Assistance is *free!***



# NJIT TAB EPA REGION 4

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**NJIT TAB serves as an independent resources to state, territory, regional, county, tribal, and local government entities, and nonprofits attempting to learn about, identify, assess, cleanup and redevelop brownfields.**

**Assistance is *free!***

# The NJIT TAB Team

We are planners, engineers,  
environmental scientists, hydrogeologists, geologists, and social scientists  
who have engaged with thousands of communities  
throughout the country

## We provide assistance through our:

- ▶ Brownfields Academy
- ▶ Brownfield Community Engagement and Educational Forums
- ▶ One-on-one Technical Assistance



# NJIT TAB Brownfield Community Engagement and Educational Forums

- **Brownfield Basics Workshops:** brownfield redevelopment process.
- **Grant Writing Workshops:** getting started on your MAC grant applications; tips and tricks for preparing an EPA brownfields grant application.
- **Community Workshops:** on brownfield-specific topics.
- **Webinars:** on brownfield-specific topics.
- **Breaking Brownfields:** an event where a government entity or nonprofit presents their specific brownfields redevelopment challenge to an audience of private sector representatives and obtains feedback on how to overcome those challenges.
- **IAWG:** an event where a government entity or nonprofit presents their specific brownfields redevelopment challenge to an audience of state and federal government representatives and obtains feedback on how to overcome those challenges.
- **Brownfield Summits:** Full day event that may include an IAWG segment, peer-to-peer sessions, success stories, and sessions on brownfield-related topics relevant to the specific locations, their needs, and their challenges.
- **Conferences:** pre-conference workshops, learning labs, panel sessions, office hours

# **NJIT TAB One-on-One Technical Assistance**

*Examples of one-on-one Technical Assistance  
tailored to fit specific community's needs*

- Answer your brownfield questions
- Develop redevelopment strategy
- Review draft EPA grant applications
- Explain the regulatory programs
- Develop your redevelopment roadmap
- Identify funding sources
- Explain clean-up technologies
- Guidance on developing brownfield inventories
- Create site prioritization processes
- Develop strategies on marketing brownfield sites
- Develop Assets and Needs Studies
- Design and conduct community redevelopment vision workshops

**And Much More!**



# NJIT TAB Brownfields Academy

[www.njit.edu/tab](http://www.njit.edu/tab)

- How-To Videos
- Infographics
- Success Stories
- News and Upcoming Events
- Federal and State Funding Sources
- EPA And State Contacts
- Previously Recorded Webinars
- Downloads of Workshop and Seminar Presentations
- Successful Grant Applications



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# Find your **Pot of Gold** under the ARC: *EPA Brownfield ARC Grants Announced*

The ARC grant solicitation is upon us. The U.S. Environmental Protection Agency is offering the following FY 2025 brownfield grants:

- **Assessment**
  - Community-wide Assessment
  - Community-wide Assessment Grants for States and Tribes
  - Assessment Coalition
- **Revolving Loan Fund**
- **Cleanup**



**All grant applications  
are due into EPA by  
November 14, 2024.**

# Upcoming Events 2024

## TAB On Tour

**TAB On Tour**  
If you'd like NJIT TAB to visit your area, feel free to contact us!



GADSDEN COUNTY  
**ECONOMIC  
DEVELOPMENT**

**September 18, 2024**

**Brownfields:  
From Vacant to Vibrant**

Quincy, FL



**September 19, 2024**

**2024 Alabama Brownfields  
Conference**

Pelham, AL

**Northeast  
SUSTAINABLE  
Communities  
Workshop**



**September 24 - 25, 2024**


**Brownfield Coalition  
of the Northeast:  
Northeast Sustainable  
Communities Workshop**


Morristown, NJ

# In Case You Missed It

What EPA Brownfields Grantees Should Know:  
**Procurement**

August 20th, 2024 | 1:00pm | Virtual

with speaker  
**Jennifer Taylor** 

 **Register Here!**   
Made possible with funding by the US EPA <https://bit.ly/GranteeProcurement>



**What EPA Brownfields  
Grantees Should Know:  
Procurement**

What EPA Brownfields Grantees Should Know:  
**Davis Bacon Act /  
Build America, Buy America**

August 27th, 2024 | 11:00am | Virtual

with speaker  
**Alicia Flammia** 

 **Register Here!**   
Made possible with funding by the US EPA <https://bit.ly/DBAandBABA>



**What EPA Brownfields  
Grantees Should Know:  
Davis Bacon Act/Build  
America, Buy America**

  **Elise Molleur**  
Brownfield Redevelopment Specialist

 **Maria Coler**  
Adjunct Professor, NJIT & President, HCI

**Brownfields:  
A Story  
to Tell**

Thursday, March 21, 2024  
1:00pm - 2:00pm EST

Made possible with funding from the US EPA



**Brownfields: A Story to Tell**

**Both these webinars with associated presentations and  
resource links can be found on our website!**

[www.njit.edu/tab/webinars](http://www.njit.edu/tab/webinars)



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.

**Thank you for attending today's webinar!**



[tab@njit.edu](mailto:tab@njit.edu)

**Q&A Session**



(973) 642-4165

**Have any more questions after today?**

**Contact Us**



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