



**KANSAS STATE**  
UNIVERSITY

# ARE YOU READY FOR A GRANT?



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KSU TAB for EPA Region 5 & 7



[ksutab.org](https://ksutab.org)

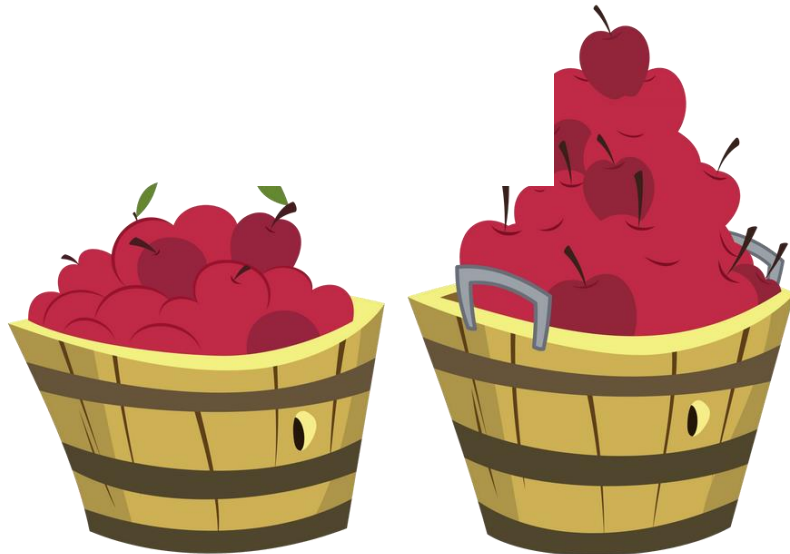
# Considering brownfields grants?



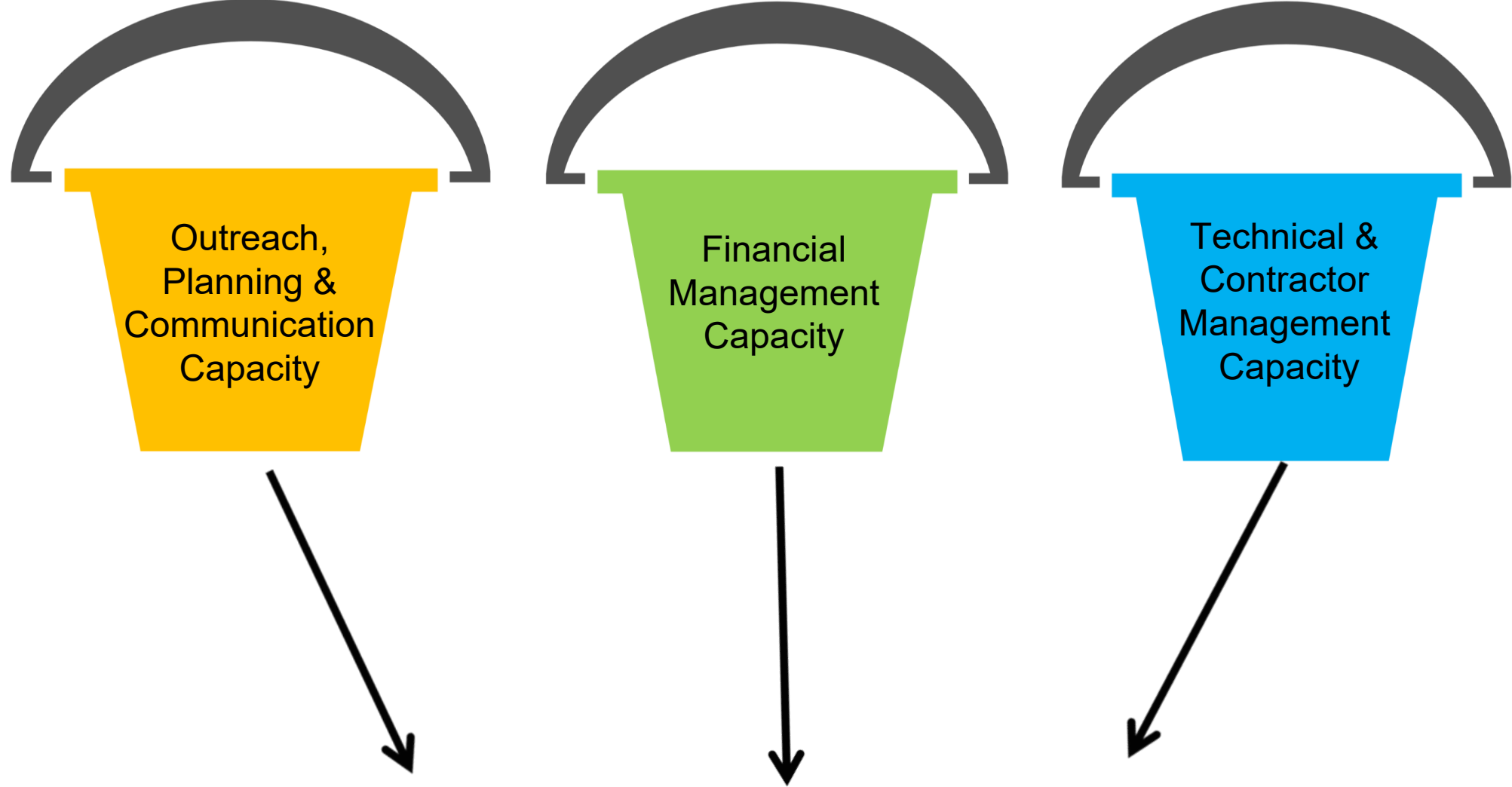
What Capacities are Needed?

What Capacities does Your Organization have?

What Capacities does your organization need? ...aka



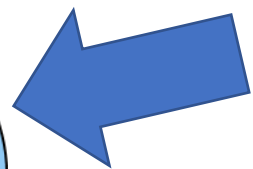
***Think in terms of your capacity buckets!***



The Primary Capacities Needed to  
Successfully Manage a  
Brownfields Grant



- Do you have the capacity to conduct effective outreach to citizens in your community (print, web, e-mail, media) and conduct meetings where interested parties and the public can provide meaningful input and comments?
- Are you able to identify and form partnerships with organizations that will be critical to the success of your project?
- Have you identified brownfield sites in your community? Are you targeting an area with brownfield issues?
- Can you develop a brownfield redevelopment project that aligns with and advances your community's Master, land use, or other plans?



**If Maybe  
or No**

**If Yes**



# Outreach Capacity



Identify your “Cheerleader”! Who is the best person in the organization to talk about your Brownfields Program initiative.

This process can begin with your “tried and true” communication practices—Facebook or other virtual media, council meetings, community gatherings, your local newspaper or other media.

***Your goal is to encourage meaningful input from the community*** and other interested parties about the grant, about the project, about the reuse of the property.

Begin identifying and forming partnerships that are critical to the success of your program and the project. The **quality** of partnerships is more important than **quantity**.

***Work with KSU TAB*** to initiate workshops (in person or virtual) to educate leadership, community members, current and future partners (your chamber of commerce, downtown or Main Street organizations, local churches and foundations). If available, ***MPCA in partnership with TAB can also provide inventory and technical assistance at outreach sessions.***







KSU TAB specializes in building outreach/input programs geared towards rural, tribal and/or disadvantaged communities



# STRATEGIC PLANNING

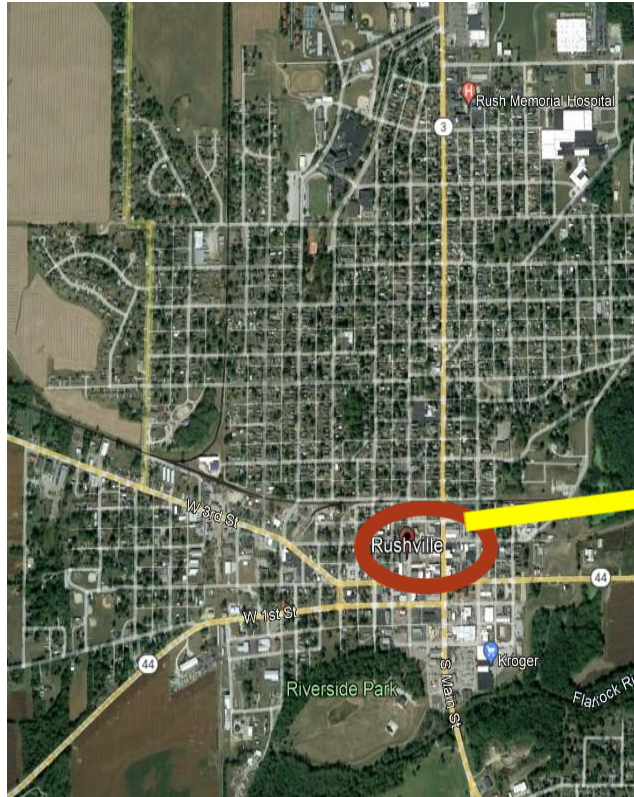


- Strategic planning and reuse visioning can include:
  - Community outreach and input
  - Economic feasibility and sustainability analysis
  - Market studies
- Redevelopment Goals
- Facilitate stakeholder meetings





# Inventory/Targeted Area







# Prioritize Your Inventory

EXAMPLE SITE SELECTION AND PRIORITIZATION EXERCISE WORKSHEET

	Prioritization Criteria Ranking <sup>1</sup>	SITES							
		Site 1		Site 2		Site 3		Site 4	
		Site Score <sup>1</sup>	Multiplier	Site Score	Multiplier	Site Score	Multiplier	Site Score	Multiplier
LOCATION IN TARGETED AREAS: DEVELOPMENT POTENTIAL Developer interest/Motivated Seller - Marketable site for immediate job creation and/or bringing amenities to neighborhoods	5	1	5	5	25	1	5	1	5
POTENTIAL ENVIRONMENTAL IMPACTS Potential for environmental impacts to human health	5	3	15	4	20	2	10	5	25
LOCATION OUTSIDE TARGETED AREAS Developer interest/Motivated Seller - Marketable site for immediate job creation and/or bringing amenities to neighborhoods	4	2	8	1	4	4	10	5	20
COMMUNITY NEEDS reuse matches zoning and/or corridor vision and/or neighborhood vision	4	1	4	0	2	3	12	5	20
ECONOMIC INCENTIVES (leverage resources; ongoing redevelopment, opportunity zones; TIFs; create jobs; increase tax revenues etc.)	4	1	4	4	16	1	4	2	8
COMMUNITY/PUBLIC ACCESSIBILITY/BENEFIT Property can contribute to placemaking, walkability, green infrastructure	5	1	5	3	15	2	10	5	25
PHYSICAL SITE CHARACTERISTICS (acreage, visibility, etc.)	3	5	15	3	9	2	6	4	12
	<b>TOTAL</b>		<b>58</b>		<b>91</b>		<b>63</b>		<b>115</b>



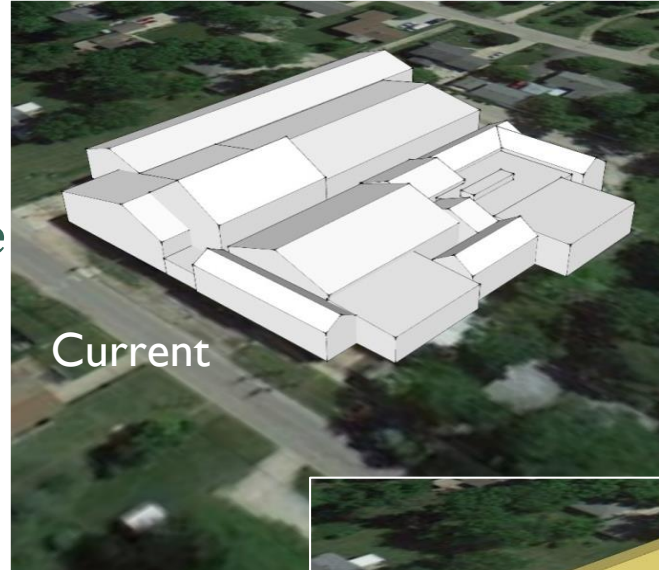
# Reuse visioning – Free Assistance!



Work with **KSU TAB** to initiate reuse visioning services such as:

- Market analysis
- Workforce Assessment
- Revitalization Plans
- Incorporating Sustainable, equitable and/or climate resiliency practices into reuse
- Assistance with inventory and prioritizing brownfields sites for redevelopment
- Evaluation of renewable energy redevelopment opportunities on brownfields sites

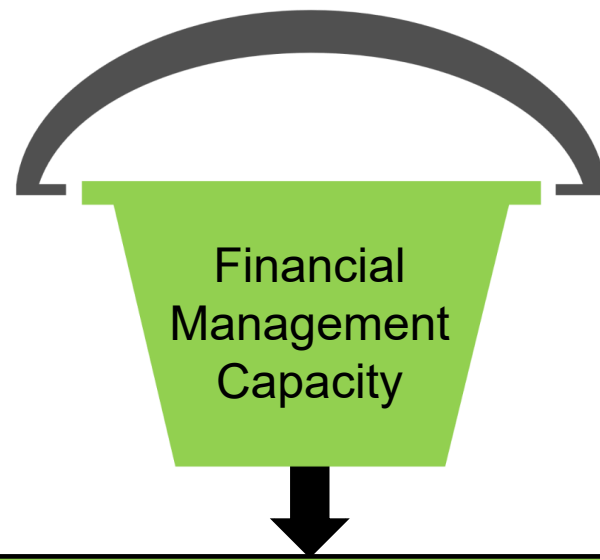
*If available, MPCA in partnership with TAB can provide their technical assistance for reuse visioning*







# Visioning Services



- Has your organization managed and complied with other State or Federal Grant programs?
- Does your organization have the in-house experience and capacity to review contractor invoices, make payments and draw down grant funds from USEPA's Automated Grant Payment System (ASAP)?

No

***Next Slides  
for filling  
your Bucket***

Yes

***You have the  
financial  
capacity  
needed to  
apply for a  
grant.***



# Financial Capacity Needs Vary by Grant Type



- MPCA and EPA Targeted Brownfield Assessments **do not** require financial management from the applicant – contact MPCA to determine if the project aligns well with their funding priorities
- DEED and most EPA Grant programs **do involve** management of funding and require financial capability



# Talk to KSU TAB or Your Regional Planning Commissions/Economic Development District!



- Partnering with a local or regional entity near you that has experience managing Federal brownfields grants can help you learn and become comfortable with the financial requirements. *Note: Federal brownfield grants have different financial management and reporting requirements than state environmental grants.*
- KSU-TAB may be able to provide you with contacts from communities in your area that have successfully managed similar grants, have experience with ASAP and can provide you with financial management advice.





# Additional Resources for EPA Grants: EPA Grants Website

<https://www.epa.gov/grants/epa-grants-webinars>

Take advantage of the Financial and Grants Management training with upcoming and recorded webinars that EPA offers online.

These trainings are designed to help applicants and recipients of grants and cooperative agreements manage their grants.

United States Environmental Protection Agency

Search EPA.gov

Environmental Topics ▾Laws & Regulations ▾Report a Violation ▾About EPA ▾

## EPA Grants

CONTACT US

EPA Grants Home

Open Opportunities – Grants.gov [↗](#)

Grant Programs-SAM.gov [↗](#)

Overview for Applicants and Recipients

How to Apply

Grant Forms

Competition

Training

**Webinars**

Policy, Regulations and Guidance

Introduction

Uniform Grants Guidance (UGG)

Public Policy Requirements

EPA Policies and Guidance

EPA Grants Policy Resources

Terms & Conditions

Suspension and Debarment

Regional Grants Information

## EPA Grants Webinars

EPA's Office of Grants and Debarment periodically hosts webinars for the EPA grants community. If you are interested in applying for EPA grants or are currently managing an EPA grant, please consider attending one of these webinars. [Subscribe to the EPA Grants Update Listserv](#) to receive updates about these webinars.

### Upcoming Webinars

[New EPA Davis-Bacon Grant Term and Condition Webinar](#)

March 28, 2024, 12:30-1:30 pm ET

This training will discuss EPA's new Davis-Bacon Term and Condition that is required for certain programs that involve construction activities.

### Past Webinars

[Procurement, Subawards, and Participant Support Costs Webinar](#)

March 27, 2024

This training covered procurement regulations and requirements. Specific topics included: best practices for contracts, consultants, equipment, and supply purchases; review of subawards (grant awards provided by a pass-through entity to a subrecipient); and participant support costs (payments to individuals who participate in grant activities but are not employees of the grant recipient).

[Competition Process Webinar](#)

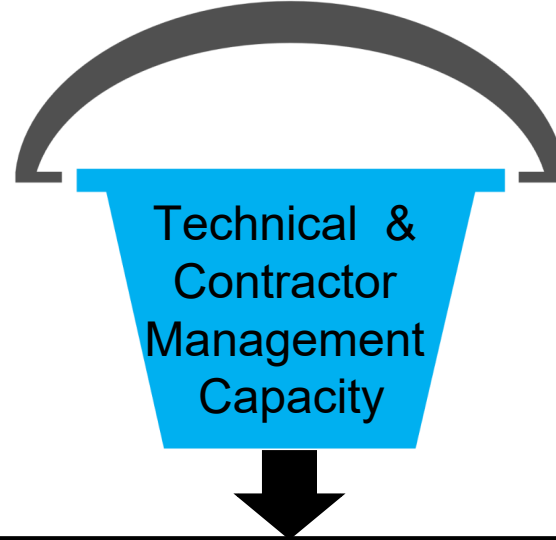
March 26, 2024

This webinar intended to help grant applicants learn how to find and successfully apply for competitive EPA grants. EPA will also provided an overview of the competition process from application through evaluation and selection.

#### Tips & Tools

Visit our [Tips for Attending Grants Webinars](#) to get the most out of your participation.

Use the [Community Library of Frequently Asked Questions](#) tool to find answers to questions about EPA grants that were asked by previous webinar participants.



- Do you have the technical ability to prepare an RFP to procure a qualified environmental consultant who can conduct environmental assessment and/or cleanup at a brownfield site(s)?
- Do you have the resources to work with your State or Federal Project Manager to oversee the project including reviewing technical reports and generating the required progress reports?

No

***Next Slides  
for Filling  
your bucket***

Do you have the knowledge/experience to follow Federal Procurement Regulations when selecting an Environmental Contractor?

No

**Brownfield  
Guidance:  
Competitive  
Procurement**

Yes

**You have the  
RFP capacity  
to apply for a  
grant**



# Procurement - Requirements Depend upon individual grant/services program

**MPCA Targeted  
Brownfield Assessment  
&  
EPA Targeted Brownfield  
Assessment**

No selection of contractor needed!  
MPCA and the EPA have already gone through procurement. Work completed through pre-selected pool of contractors.

**DEED Cleanup and  
Investigation Grants**

Consultant/contractor selection is completed by city/county or developer. Must follow both State and local procurement rules where applicable.

# Competitive Procurement required for EPA Brownfields Grants!




*If this is an EPA Brownfields Grant*, and you do not have experience with federal procurement regulations, this EPA online guide describes the financial transactions covered by competitive procurement requirements

[Brownfields Grants: Guidance on Competitively Procuring a Contractor \(epa.gov\)](#)

Or, take advantage of the training webinar found at the Financial and Grants Management training webpage.

<https://www.epa.gov/grants/epa-grants-webinars>



## Brownfields Grants: Guidance on Competitively Procuring a Contractor

Below are factors for non-state entities<sup>1</sup> to consider and incorporate in issuing a Request for Proposals (RFP)/Request for Qualifications (RFQ) (or other solicitation document(s)) for the services to be performed in connection with current and/or future EPA Brownfields Grants. This guidance applies when the amount of the contract will be more than the micro-purchase threshold (\$10,000 for most entities).<sup>2</sup>

Consistent with 2 CFR 200.319, do not seek or accept any assistance from a contractor in preparing an RFP/RFQ if that same contractor plans to submit an offer in response to that RFP/RFQ.

- You may not accept a proposal, bid, or other type of offer from a potential contractor that provides any assistance or guidance in developing, drafting, or preparing the RFP/RFQ.
- Assistance also includes situations in which the contractor provides sample RFP/RFQ materials or suggests that you review a particular community's RFP/RFQ as an example. This is an improper procurement practice.
- You may find example solicitation documents yourself by searching online, asking an existing recipient for a copy of their documents, or contacting EPA's Project Officer or a Technical Assistance to Brownfields (TAB) Communities provider for assistance.

Consistent with 2 CFR 200.319, do not include language that restricts/limits competition or gives a particular contractor an advantage.

- For example, stating that you only seek firms with experience with EPA Brownfields Grants limits the competition. Such a restriction is inconsistent with 2 CFR 200.319(b)(1) in that it does not allow firms that have experience in addressing contaminated properties (but not necessarily EPA Brownfields Grants) or new firms entering the market to compete.
- Also, do not mention any other contractor in the RFP/RFQ as that could discourage other contractors from submitting an offer.

EPA recommends including options-based procurement.

- If your organization is awarded another Brownfields Grant in a certain period of time (EPA's guidance is within 5 years), including "options" in the RFP/RFQ will allow you to potentially use the same contractor to conduct work under this grant and/or future grants. If you exercise this option, you must request updated cost information from the contractor to determine if there is a change in rates and to ensure the new price for services is reasonable as required by 2 CFR 200.324(a) and 2 CFR 200.404. You should verify that any price increase is reasonable by using information available online (or other sources) to conduct a market survey.
- For example, the RFP/RFQ may state: "The resulting contract will be for four years. [Organization Name] may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FYXX Brownfields Assessment Grant or future EPA grants awarded to [Organization Name] within this four-year period provided a market survey conducted by [Organization Name] indicates that the prices the contractor proposes are reasonable."

Consistent with 2 CFR 200.320(b)(2)(iii), price must be a selection factor in the evaluation of proposals or quotes.

- The reasonableness of costs/price proposals must be evaluated for the scope of services outlined in the RFP/RFQ and must be a substantially weighted criterion. This is to help ensure that recipients are receiving the most advantageous offer, with price and other factors considered, for the work proposed by each bidder. EPA recommends that the cost/price reasonableness criterion is weighted at least 25%.



# Solving the Vicious Circle— Getting Experience!

- Draw upon the experience from your County, Regional Entities, other Communities, and advocacy organizations—ask them for examples of their RFPQ (we suggest no older than late 2023)
- *KSU TAB can provide scope assistance, and assist you with developing an RFPQ*
- *KSU TAB can also provide a review of the RFPQ to ensure it meets federal procurement guidelines*



# BEST APPROACHES TO GAINING EXPERIENCE TO OVERSEE/MANAGE YOUR CONTRACTOR/CONSULTANT



- Make Time to learn...(if possible) AND ask lots of questions!
- Draw upon your organization's experience managing infrastructure projects and budgets: (Public Works, Engineers, Wastewater Treatment Operators, City Clerk-Treasurer, Accountant)--ask them for assistance
- Draw upon the experience of your County, Regional Entities, other Communities, and advocacy organizations
- Take OSHA training courses such as Health Hazardous Awareness
- KSU-TAB can also provide communities assistance with technical document review which can help you better manage and review technical project budgets.



# BEST APPROACHES TO GAINING EXPERIENCE TO OVERSEE/MANAGE YOUR CONTRACTOR/CONSULTANT: ASK QUESTIONS!



## **Lots of questions! A good Consultant/Contractor should be willing to answer your questions!**

- ❖ Ask for more detail on how and why activities cost what they do.
- ❖ Ask them to explain the maps and databases found in your Phase I report.
- ❖ Make sure you are present if meetings are scheduled with MPCA about your projects!
- ❖ I'm overseeing the field tech's work—should I be wearing a white suit?
- ❖ How did you come up with recommendations? Explain the process?
- ❖ Please explain your site-specific safety plan?
- ❖ Why are you over-budget and why wasn't I informed?



# EPA BROWNFIELD GRANT REPORTING: ACRES



## Brownfields

[CONTACT US](#)

- [Brownfields Home](#)
- [About](#)
- [Brownfields Near You](#)
- [Grants and Funding](#)
- [Grant Recipient Reporting](#)**
- [Key Terms](#)
- [Frequently Asked Questions](#)
- [ACRES Training, Tips and Tools](#)
- [Supporting Communities](#)
- [Success Stories](#)

## Grant Recipient Reporting



### Brownfields Grantee Reporting using the Assessment, Cleanup and Redevelopment Exchange System (ACRES)

[ACRES Information](#)

The Assessment, Cleanup and Redevelopment Exchange System (ACRES) is an online database for [Brownfields Grant](#) recipients to electronically submit data directly to EPA.

All ACRES users are required to use ACRES 6.0. [Login to ACRES 6.0.](#)

### What's New?

- [ACRES Training, Tips and Tools](#)
- [ACRES Release Notes](#)

Grant reporting, in EPA databases such as ACRES, can be performed by the environmental consultant you hire to complete technical work on your grant project. This can be part of your scope in an RFP for an environmental consultant (CP).

*Don't overlook the training classes provided on the ACRES website*

[Grant Recipient Reporting | US EPA](#)

# EPA Grant: Going for it!

Join Minnesota Brownfields, the Minnesota Pollution Control Agency, and the KSU TAB on August 20<sup>th</sup> for an in-person EPA Grant Strategy workshop in St. Cloud at the Regency. We'll cover the components of the grant application with suggestions on how to fully answer criteria - more information to come!

Additional “Help Sessions” can always be scheduled on other dates prior to or after the workshop in St. Cloud!

Our team will send Save the Date later this Spring!



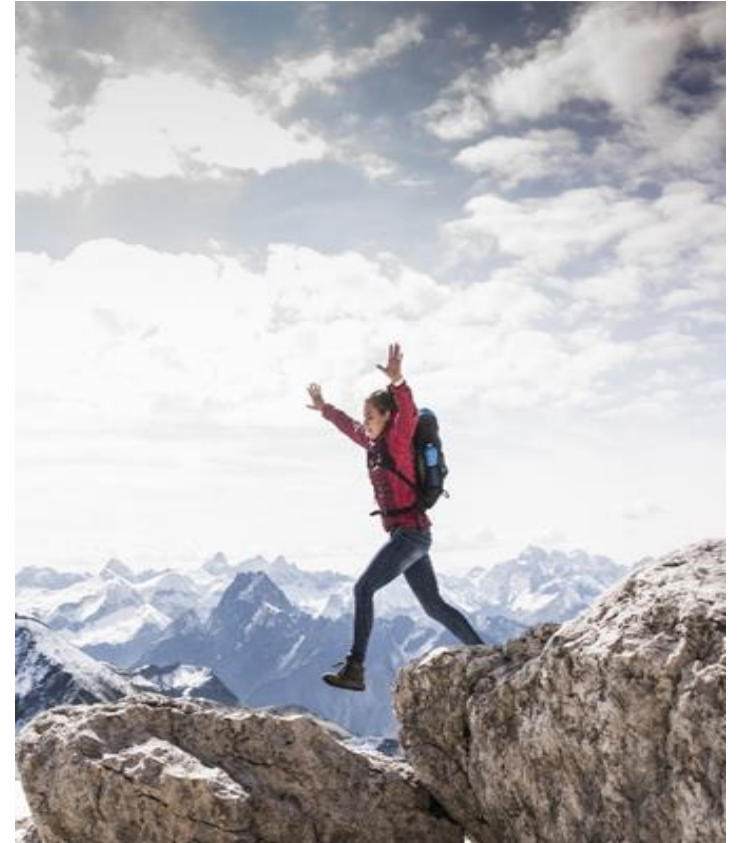


# EPA Grant: Going for it!

Review last year's grant guidelines, check out the FAQs – see Closed Solicitations for all resource materials developed last year by grant type:

- [Multipurpose, Assessment, RLF, and Cleanup \(MARC\) Grant Application Resources | US EPA](#)
- Review recent successful grant proposals (FY2022) successful grant applications are posted!

Go to [www.ksutab.org](http://www.ksutab.org) – select E-Tools- select TABEZ: **your one-stop shop for your EPA assessment and cleanup applications!**



# Not sure where to start?



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