Brownfields 2025
Sustainable Communities Start Here
AUGUST 5–8, 2025 | CHICAGO, ILLINOIS

Brownfields 201 - New U.S. EPA Grantee Kickstart: Building Momentum from Day One

Katie See, Mid-Atlantic Technical Assistance to Brownfields

Andrew Riddle, US Environmental Protection Agency Region 8

Maggie Belanger, Kansas State University – Technical Assistance to Brownfields

Community Panelists:

Rick Harrmann, City of Canon City, Colorado
Natalie Hamilton, Bel-O-Mar Regional Council, West Virginia
Clarence Hulse, Michigan City Economic Development Corporation, Indiana
Amber Martin, City of Lima, Ohio

EPA | ICMA

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TECHNICAL ASSISTANCE TO BROWNFIELDS COMMUNITIES

GETTING STARTED FOR NEW GRANTEES

BROWNFIELDS UNIVERSITY 201

NEW US EPA GRANTEE KICKSTART:
BUILDING MOMENTUM FROM DAY ONE

Katie See, AICP

AUGUST 5, 2025

Meet the Speakers

Maggie Belanger
KSU TAB

Beth Grigsby
KSU TAB

Kristin Prososki
KSU TAB

Andrew Riddle
EPA Region 8

Katie See, AICP
Mid-Atlantic TAB

We Want to Hear Your Feedback

Please provide feedback on today's event:

- Click this link
  https://kstate.qualtrics.com/jfe/form/SV_54oVsCMe0VkYbS6

- Scan this QR image from your smartphone

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (41-84066501) to Kansas State University. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.

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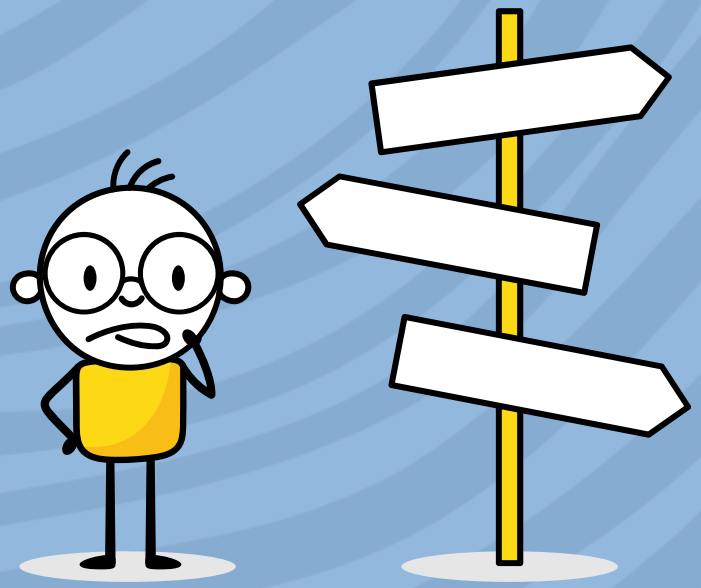
You Got the Grant!

Congratulations!

Now what?



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Next Steps

- Mandatory training for new EPA grantees
  - How to Develop a Budget
  - EPA Grants Management
- Intergovernmental review
- Verify SAM.gov registration
  - Confirm organization and project contact information
- Budget detail
- Work Plan (Program Narrative Statement)
- Standard Form 424 (SF424) and 424A
  - Prepare forms and sign after work plan approval

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GET EXCITED & GET STARTED

Share the Good News!

- Develop basic FAQ sheet about grant to share/post
  - TAB can help!
- Notify community-based partners and local stakeholders of diverse interests with vested interest, and who want to be involved
  - **Assessment Grant:** If Coalition Grant, coalition members are included

Site Kick-Off

- Start with sites identified in submitted grant application
- Establish community engagement group within target area to refine brownfield sites and guide process

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Site Access

No Access = No Project

- Must have owner permission to conduct Phase 1 & 2 ESA
- Permission may be granted quickly, or require meetings and overview of brownfield redevelopment process
  - TAB can help!

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General Reporting Requirements
ACRES & Federal Financial

Reports Due Quarterly

- January, April, July, October
- Submit via ACRES

Reports Should Include:

- Activities
- Problems
- Schedule and Milestones
- Outputs/Outcomes
- Budget Summary

ACRES

- Grantee inputs all appropriate data into ACRES
  - Completing Action
  - Final Accomplishment
  - Reporting Quarters
- Property profile submission
- Training available
- Grantee must use ACRES system

Federal Financial Report

- Annual – October 30th or 90 days after the project period
- Submit to rtpfc-grants@epa.gov

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PROCUREMENT OVERVIEW

Mind Your Ps and Q(EP)s

THE BASICS

1. Have a clear understanding of your needs and expectations
2. Get to know the rules and regulations
3. Understand the process and your timeline
4. Pull together a team–you're not alone!
   - Review team (internal)
   - Project officer
   - TAB provider
   - Peers

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GENERAL TERMS & CONDITIONS

Eligible and Allowable Costs

- Program Costs
- State Cleanup Program Fees
- Eligible Loans and Subgrants
- Community Outreach
- Travel and Training
- Financial Reporting
- Administrative Costs (up to 5%)

- Penalties or Fines
- Cost-Share Requirements
- Administrative Costs above 5%

<u>If you are unsure</u>

Check with your PO or refer to work plan

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LET'S TALK ABOUT CONTRACTORS

Why Do I Need a Contractor?

Grantees typically procure contractors for one or more of the following:

- Conduct environmental assessments
- Complete planning activities or evaluations
- Manage the implementation of your grant
- Oversee remediation
- Implement cleanup plan

Procuring a Contractor

- All grantees are required to follow the Procurement Standards of the Uniform Grant Guidance (UGG) included in 2 CFR Part 200
- It is critical that you procure your contract following these guidelines from the beginning, to ensure that you are in compliance with all grant requirements and federal regulations
- Be sure to follow any state or organizational requirements or guidelines as well.

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Checklist for New Grantees

☐ **Mandatory Training for New Grantees:**
- How to Develop a Budget Training
- EPA Grants Management Training

These trainings are presented by EPA to help new Cooperative Agreement Recipients (CARs) navigate key aspects of the grant management process. Mid-Atlantic TAB also has budget development tools, including a template, and can assist.

☐ **For Non-profits:**
- Pre-award Compliance

CARs that are non-profit organizations must complete additional paperwork to confirm their compliance and eligibility.

☐ **Intergovernmental Review**
- Sample Intergovernmental Review Request Letter

EPA requires that all interested state, area-wide, regional, and local agencies be given the opportunity to review and to comment on proposed Federal assistance within their area(s) of jurisdiction or influence. Letters should be sent to your state's Single Point of Contact (SPOC). For help determining your SPOC, reach out to wvutab@mail.wvu.edu.

☐ **Verify SAM.gov Registration**
- SAM.gov (System for Award Management)

Up-to-date SAM.gov registration is required before funds can be drawn down.

☐ **Budget Detail**

The budget detail explains how your budget calculations were derived. Budget information should be pulled from your proposal and updated as appropriate. Your project officer will provide a template.

☐ **Work Plan**

The work plan outlines how you will implement your grant. Much of the information in the work plan can be pulled from your proposal and updated, adding detail where necessary or requested. Your project officer will provide a template.

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Checklist for New Grantees

Required Federal Forms*

The following are federal forms required for all Cooperative Agreement Recipients. When using the links below, check the top right corner to ensure you are using the most updated form. Your EPA Project Officer may be able to share sample federal forms or more up-to-date versions of the forms to assist in completion.

☐ **Standard Form 424 (Signed)**
- SF-424 Fillable PDF and Information

The SF 424 is a summary document that includes the contact information and addresses of key project personnel, the project topic and title, the requested funding amount, and other key information. It must be signed by your organization's Authorized Representative.

☐ **Standard Form 424A (Budget)**
- SF-424A

The SF-424A form provides additional budget information for your project. Budget information on this should match the SF-424.

☐ **Certification Regarding Lobbying**
- EPA Form 6600-06

By signing this form you certify that federal funds will not be used for ineligible activities such as influencing elected or agency officials.

☐ **Disclosure of Lobbying Activity (*If Applicable)**
- SF-LLL

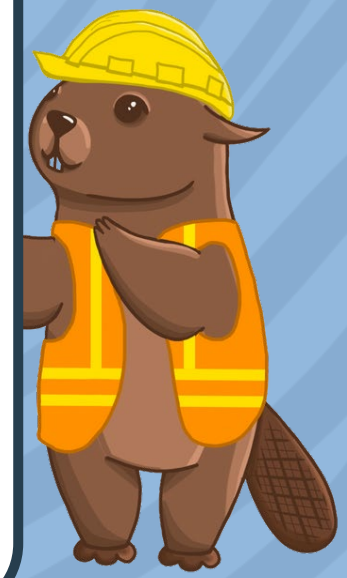
Used this form to disclose lobbying activities that have been secured to influence the outcome of a Federal action.

☐ **Pre-award Compliance Review Report**
- EPA Form 4700-4

This form is required for all organization types and helps EPA determine whether applicants are developing projects, programs, and activities on a non-discriminatory basis.

☐ **Key Contacts Form**
- EPA Form 5700-54

This form clarifies roles on your project. It is possible that a single employee will fill multiple roles.



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Thoughts for Success

Talk to your project officer and inform them of issues. There are no bad questions!

Reach out to your TAB provider

Find a mentor, either a current or former grantee recipient. Your state contacts or project officer can help you find one

Navigating RFQPs and Procurement for New Brownfields Grantees

ANDREW RIDDLE, EPA REGION 8 BROWNFIELDS PROJECT MANAGER

NATIONAL BROWNFIELDS CONFERENCE

AUGUST 5, 2025

Introduction

Overview: Importance of effective procurement in brownfields projects

Objective: Equip grantees with tools and knowledge for successful contractor selection

Defining Requests for Qualified Proposals

An RFP (Request for Proposals) is a document to solicit proposals for projects related to the assessment, cleanup, and redevelopment of Brownfields. These are abandoned, idled, or underutilized properties where the expansion or redevelopment is complicated by real or perceived environmental contamination.

The RFP outlines the specific funding opportunities, eligibility requirements, and application procedures for Brownfields cooperative agreements.

Key Aspects of an RFQP

Purpose
The RFQP is designed to attract proposals that address the assessment, cleanup, and sustainable reuse of Brownfields, ultimately leading to environmental and economic benefits for communities.

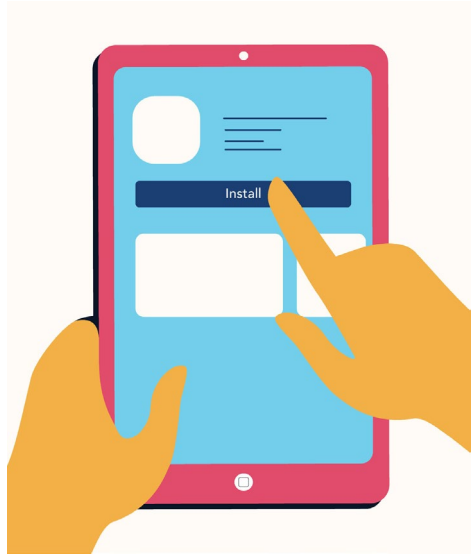
Funding
EPA Brownfields RFQPs offer various grant opportunities, including Assessment Grants and Cleanup Grants – each with specific funding levels and project requirements.

Eligibility
The RFQP specifies which entities are eligible to apply, which often includes states, tribes, communities, and non-profit organizations.

Project Scope
The RFQP details the types of activities that are eligible for funding, such as site assessments, cleanup planning, community involvement, and the development of reuse plans.

Application Process
The RFQP outlines the steps for submitting a proposal, including required forms, deadlines, and evaluation criteria.

Brownfields Definition
Brownfields are defined as real property where the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum, or mine-scarred land complicates redevelopment.



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Step 1: Define project scope and objectives

2

Step 2: Develop clear and comprehensive documents

3

Step 3: Advertise the opportunity widely

4

Step 4: Evaluate submissions systematically

5

Step 5: Select the most qualified contractor

Key Steps in the Procurement Process

Hiring a Qualified Environmental Professional (QEP)

Role of QEP: Essential expertise for environmental assessments and cleanup

Selection Criteria: Experience, credentials, and past project success

Importance: Ensuring regulatory compliance and project efficiency

Procurement Methods

Informal procurement

- Micro-purchases
- Simplified acquisitions

Formal procurement

- Sealed bids or proposals

Noncompetitive procurement

- Sole Source Procurement

Fair and Open Competition Requirements

Applicants, other than state applicants, that have procured a contractor(s) where the amount of the contract will be more than the micro-purchase threshold in 2 CFR § 200.320(a)(1) must select contractors (including consultants) in compliance with the **fair and open competition requirements**.

EPA Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements

Informal Procurement

(Up to $50,000)

These procurement methods expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under the Federal award does not exceed the simplified acquisition threshold.

Micro-purchases

- Distributed equitably among qualified suppliers.
- Awarded without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion.

Simplified Acquisitions

Formal procurement methods are required when the value of the procurement transaction under a Federal award exceeds the simplified acquisition threshold of the recipient or subrecipient. Formal procurement methods of procurement are competitive and require public notice.

Sealed bids

- Bids are publicly solicited through an invitation and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price.
- Preferred for procuring construction services.

Proposals

- This is used when conditions are not appropriate for using sealed bids.
- This procurement method may result in either a fixed-price or cost-reimbursement contract.

Noncompetitive or Sole Source Procurement

There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:

- The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold.
- The procurement transaction can only be fulfilled by a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation.
- The recipient or subrecipient requests in writing to use noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval.
- After soliciting several sources, competition is determined inadequate.

Improper Practices

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals **must be excluded** from competing for such procurements.

Examples of situations considered to be **restrictive of competition** include:

- Working with, using sample language or templates from, accepting free services from contractors to develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals for procurements **if** that contractor will be competing for the resulting contract.
- Imposing unreasonable competition requirements including overly narrow specifications that only one firm can meet.
- Making noncompetitive awards to consultants that are on retainer contracts.

Tips for Getting Started

Research: Understand EPA guidelines and local regulations

- Take the EPA Grants Management online training
- Read the EPA Best Practice Guide for Procuring Services

Networking: Engage with other grantees and industry professionals

Resources: Utilize EPA and local government resources for guidance

- Technical Assistance to Brownfields

Common Challenges and Solutions

Challenge 1: Ambiguous project scope

Common Challenges and Solutions

Challenge 1: Ambiguous project scope

- Solution: Clearly define objectives and expected outcomes

Challenge 2: Limited responses to RFQP

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Challenge 1: Ambiguous project scope

- Solution: Clearly define objectives and expected outcomes

Challenge 2: Limited responses to RFQP

- Broaden outreach and simplify submission requirements

Challenge 3: Evaluating qualifications and proposals

Common Challenges and Solutions

Challenge 1: Ambiguous project scope

- Solution: Clearly define objectives and expected outcomes

Challenge 2: Limited responses to RFQP

- Broaden outreach and simplify submission requirements

Challenge 3: Evaluating qualifications and proposals

- Develop a standardized scoring system

Key Takeaways from Real-World Experiences

- Plan ahead
- Follow fair and open procurement rules
- Learn from other grantees
- Avoid noncompetitive pitfalls
- Hire the right QEP to get your project off the ground

Key Takeaways from Real-World Experiences

Example 1:
Successful procurement leading to efficient project completion

Example 2:
Lessons learned from procurement challenges

Additional Resources

Thorough planning and strategic procurement

- Technical Assistance to Brownfields
- EPA Regional Offices
- Procurement guides
- Brownfields support networks

Andrew Riddle

Brownfields Project Manager

EPA Region 8

TAB
Technical Assistance to Brownfields

KANSAS STATE UNIVERSITY

TAB Resources and Best Practices for Grantees

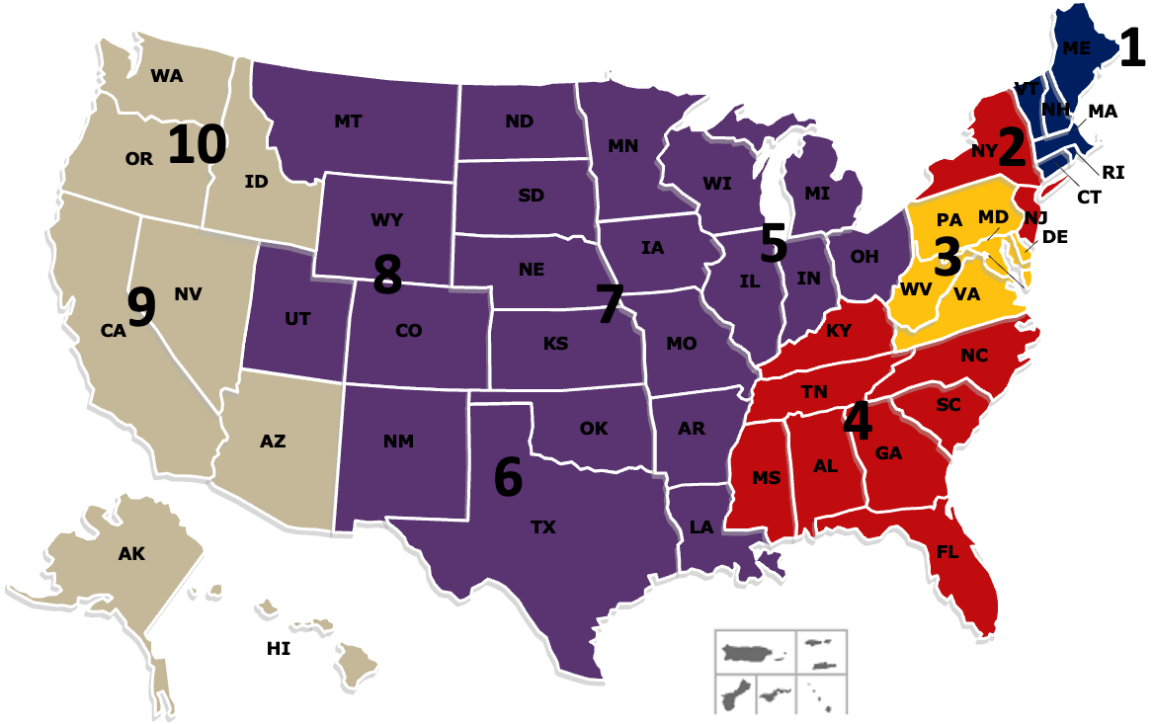
Maggie Belanger, Senior Director, KSU TAB
August 2025

ksutab.org

Technical Assistance to Brownfields (TAB)

- Nationally funding program by U.S. EPA
- Technical assistance for communities and tribes revitalizing communities through brownfields redevelopment
- Services provided are free and tailored to meet specific needs

Technical Assistance to Brownfields (TAB)



TAB Service Providers

[University of Connecticut](#) EPA Region 1

[New Jersey Institute of Technology (NJIT)](#)

EPA Regions 2 & 4

[Mid-Atlantic TAB](#) EPA Region 3

[Kansas State University](#) – EPA Regions 5, 6, 7 & 8

[Center for Creative Land Recycling (CCLR)](#)

EPA Regions 9 & 10

You've Got a Friend in TAB

TAB providers can fill gaps and help support overall project goals.

- Help inventory additional sites brownfields
- Strategic planning and reuse visioning
- Economic feasibility and highest/best use market analysis
- Community outreach and input
- Educate property owners and facilitate dialogue
- Help identify funding sources
- Review of plans and technical reports
- Be a member of your overall brownfields team

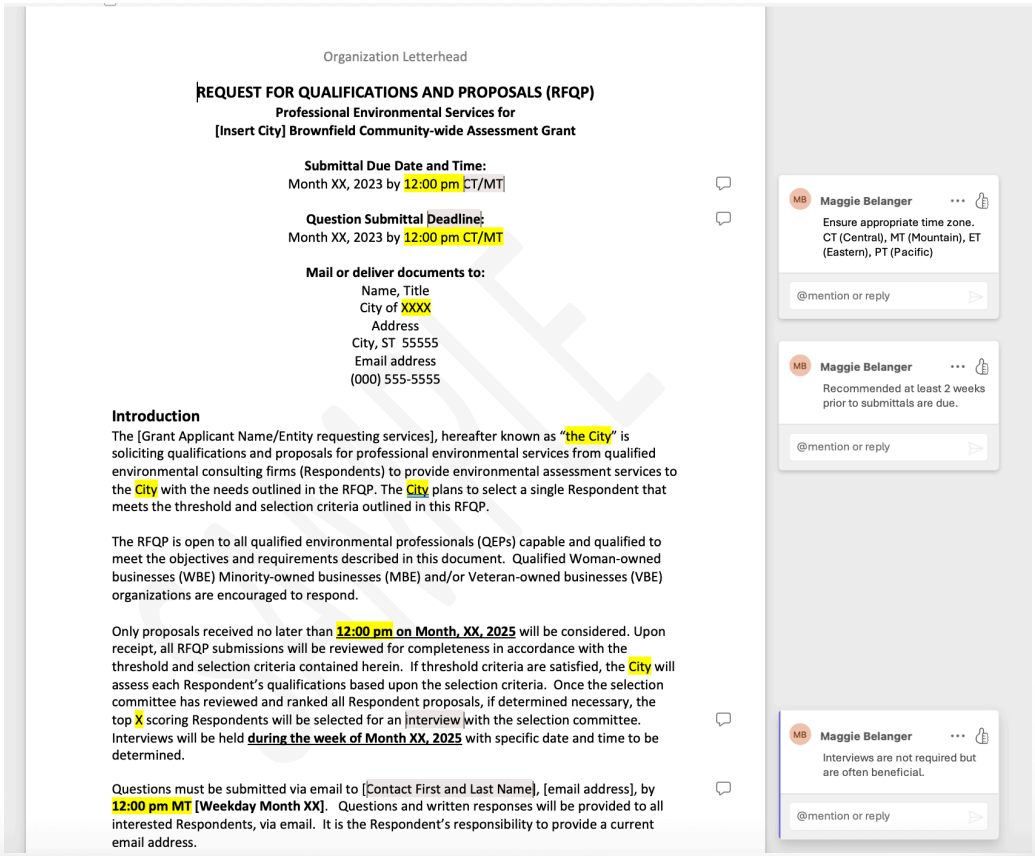
Recommended Next Steps for Grantees

- Work with your EPA Region Project Officer on your work plan
- Issue a Request for Qualifications/Proposal (RFQ/RFQP) for a Qualified Environmental Professional (QEP) or contractor (cleanup)
  - ✓ Follow EPA Procurement Guidelines https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance
  - ✓ TAB has templates and can review drafts RFQP documents
- Get signed up for ACRES
- Hold a grant kick off meeting and start generating interest for the bigger community planning meetings.
  - ✓ It's not to early to start planning for these events and looking at/securing spaces.

RFQP Templates

National TAB offers free templates. Contact us today!

- Assessment Grants
  - Community Wide
  - Coalition
- Revolving Load Funds
  - QEP to assist with management and cleanup oversight
- Multipurpose
- Cleanup



Organization Letterhead

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)
Professional Environmental Services for
[Insert City] Brownfield Community-wide Assessment Grant

Submittal Due Date and Time:
Month XX, 2023 by 12:00 pm CT/MT

Question Submittal Deadline:
Month XX, 2023 by 12:00 pm CT/MT

Mail or deliver documents to:
Name, Title
City of XXXX
Address
City, ST 55555
Email address
(000) 555-5555

Introduction

The [Grant Applicant Name/Entity requesting services], hereafter known as "the City" is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms (Respondents) to provide environmental assessment services to the City with the needs outlined in the RFQP. The City plans to select a single Respondent that meets the threshold and selection criteria outlined in this RFQP.

The RFQP is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

Only proposals received no later than **12:00 pm on Month, XX, 2025** will be considered. Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the City will assess each Respondent's qualifications based upon the selection criteria. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top X scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **during the week of Month XX, 2025** with specific date and time to be determined.

Questions must be submitted via email to [Contact First and Last Name], [email address], by **12:00 pm MT [Weekday Month XX]**. Questions and written responses will be provided to all interested Respondents, via email. It is the Respondent's responsibility to provide a current email address.

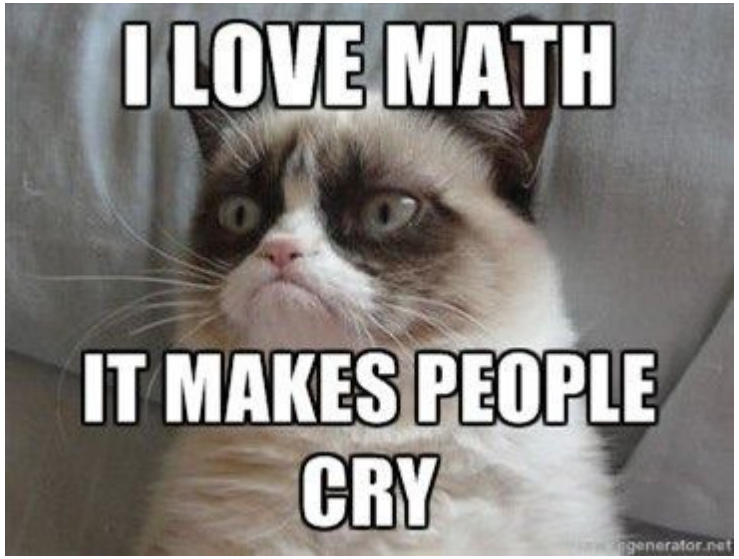
Maggie Belanger
Ensure appropriate time zone. CT (Central), MT (Mountain), ET (Eastern), PT (Pacific)
@mention or reply

Maggie Belanger
Recommended at least 2 weeks prior to submittals are due.
@mention or reply

Maggie Belanger
Interviews are not required but are often beneficial.
@mention or reply

RFQP Evaluation & Cost Considerations

- The RFP/RFQ **must include weighted factors against which responses will be evaluated** or a similar framework that shows your rationale for selecting the contractor.
- Price/cost reasonableness must be a selection factor in the evaluation of proposals or quotes, but it doesn't have to be the only selection factor.
  - Must be "substantially weighted"
  - EPA recommends that the cost/price reasonableness criterion is weighted at least 25%.



RFQP Evaluation & Cost Considerations

Written Proposal Criteria Example	Rating Score (1-5)	Weight (0-4)	Maximum Score
Identification of key personnel and experience/capability		3	15
Resources and key personnel available to perform work in reasonable time frame		2	10
Respondent's approach to successfully complete each scope of services task		4	20
Ability to handle multiple projects simultaneous and meet deadlines		4	20
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified		4	20
Reasonable overall costs/hours/rate schedule		**4**	

***Example**: The 25% would come from the total of the maximum scores (rating Xweight) divided by the maximum rate. In the example, the maximum score for a single review (rating Xweight) is 85pts. 25% of that score is 21.25, divided by 5 (the maximum rating scale) is 4.25.*

Another approach is taking 25% of the total Weight. (25% of 17 is 4.25)

Grantee Best Practices

- Evaluate what procedures and forms already exist to support your program and what may be needed. Will you create these forms in-house or rely on the hired QEP/Contractor?
  - Access agreements
  - Site prioritization checklist
  - Site assessment application if allowing public input
- Assessment and Multipurpose Grantees: Submit site eligibility determinations now for sites you know will get assessed
- Create a schedule and checklist for key milestones to ensure deadlines approved in the work plan are met.

Ask your TAB provider for examples or assistance.

Grantee Best Practices

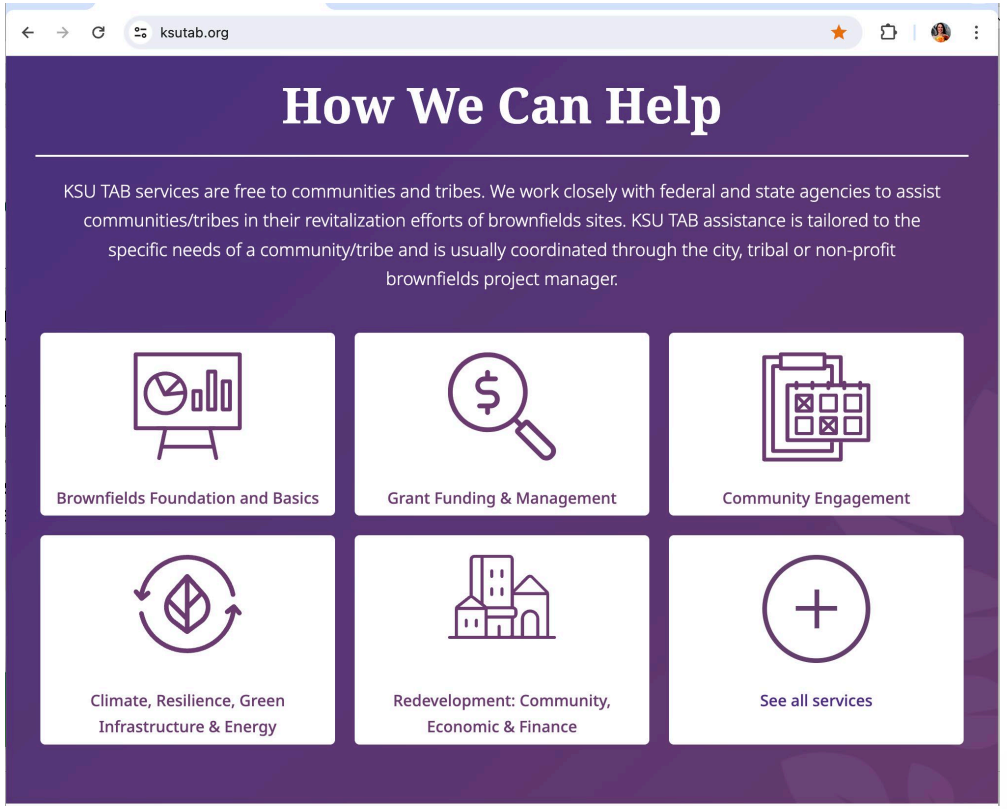
- Begin drafting a QAPP even if you intend to use your QEP. It's still important to understand the components and expectations.
- Talk with an existing grantee or advanced brownfields program manager and ask what are some things they wish they knew before getting started.
- Celebrate Successes!!!

Ask your TAB provider for examples or assistance.

Other TAB Resources

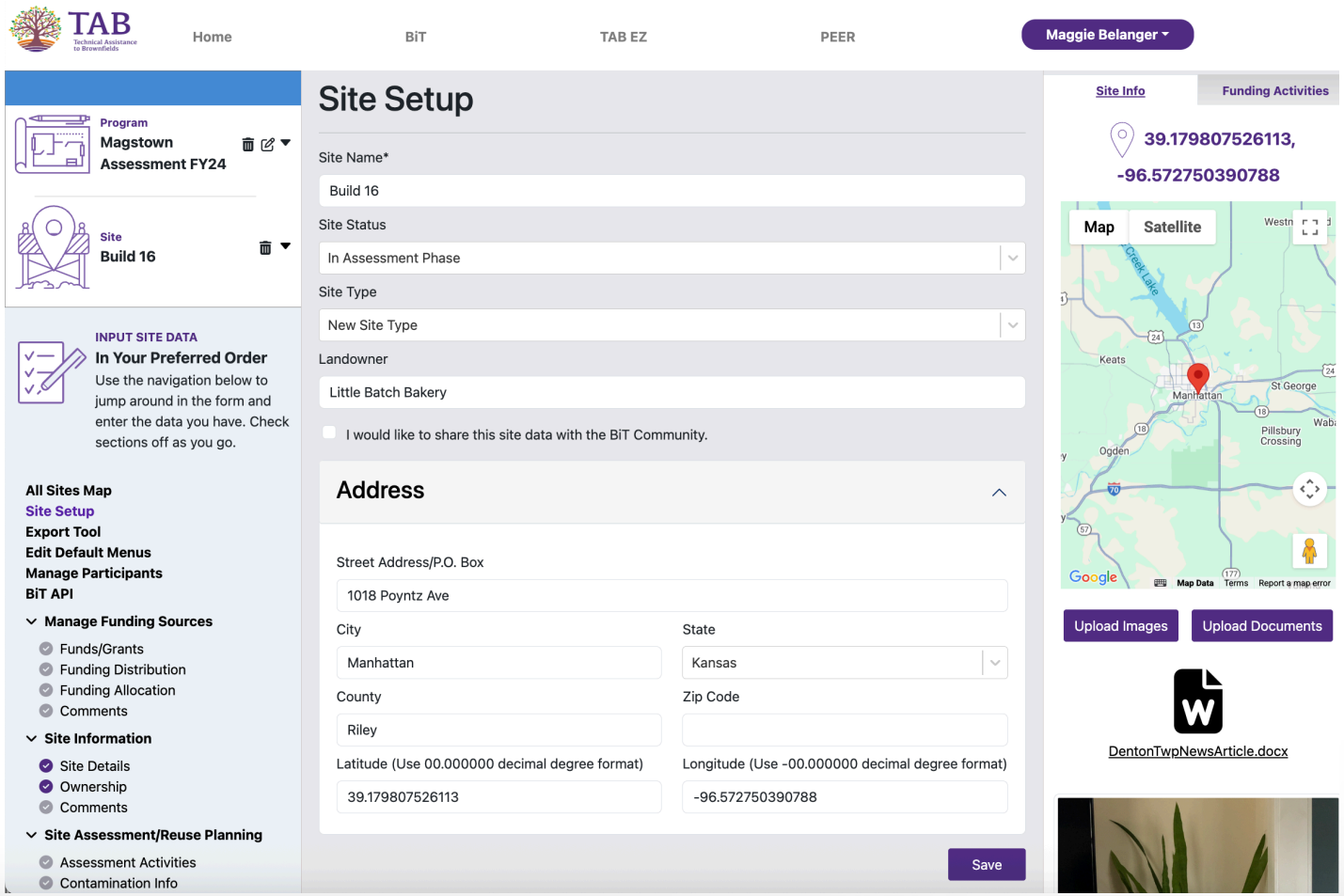
KSU, Mid-Atlantic, NJIT, CCLR, GrowAmerica (RLF)

- Educational Workshops & Webinars
- National TAB Webpage
  - Fact Sheets
    - Hiring a Contractor,
    - Writing an RFQP
    - Administrative Tips for EPA Brownfields Grant Recipients
  - E-Tools https://www.ksutab.org/e-tools
    - BiT
    - TAB EZ
    - PEER
    - Community Benefits Calculator



Brownfields Inventory Tool (BiT)

- Site details & information
- Structured to mirror the brownfields redevelopment process
- Assessment, cleanup, institutional controls
- Redevelopment
- Upload photos and documents
- Funding Summary
- Export data



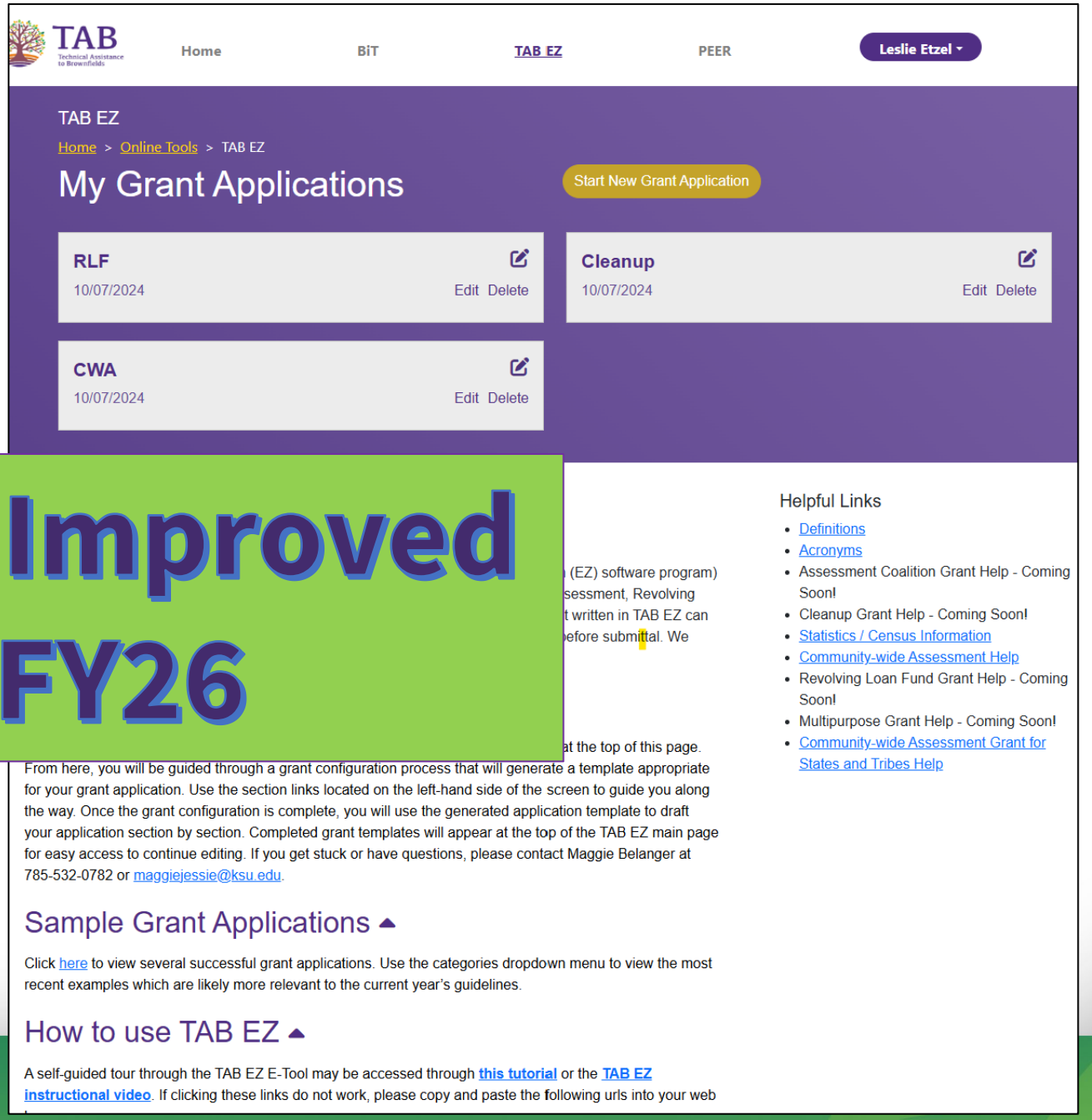
BiT
Brownfield Inventory Tool

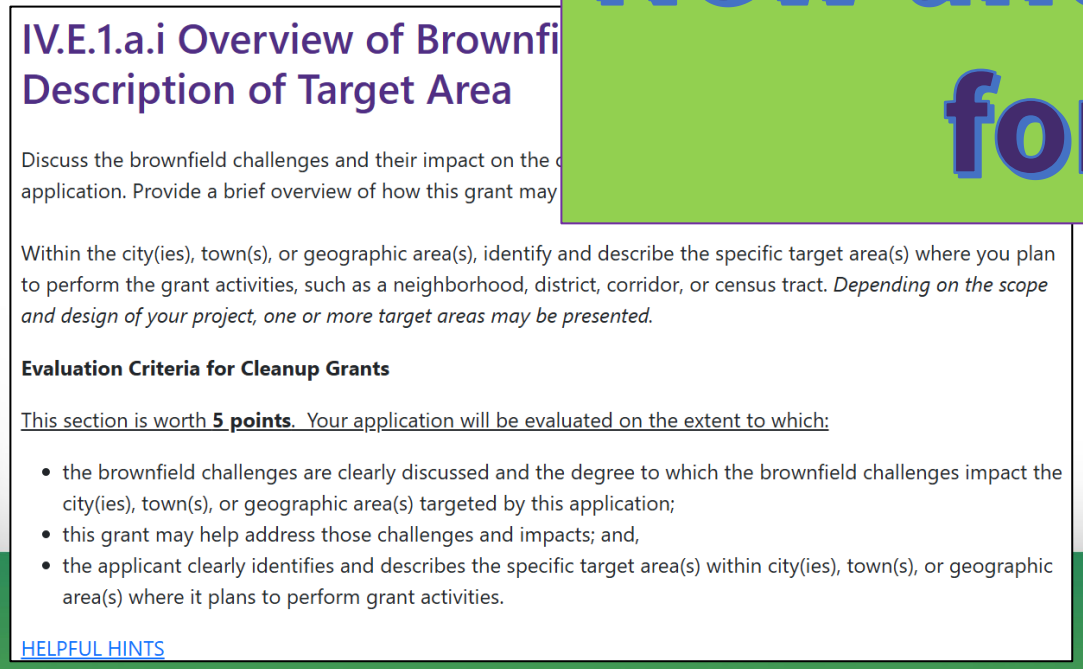
TAB EZ

Grant Writing Help

- Free and user friendly
- Collaborative
- “Helpful Hints” for addressing grant criteria
- View Ranking Criteria
  Criteria side-by-side

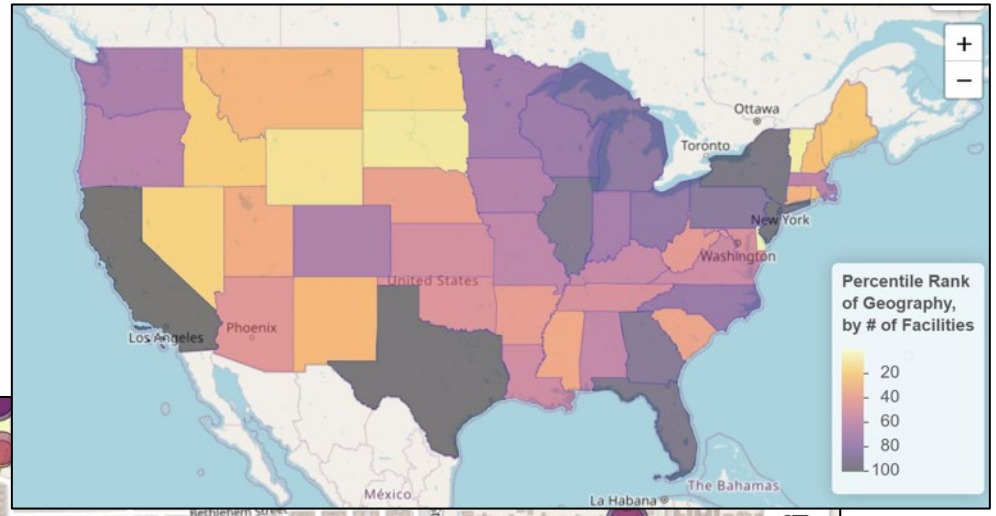
New and Improved for FY26

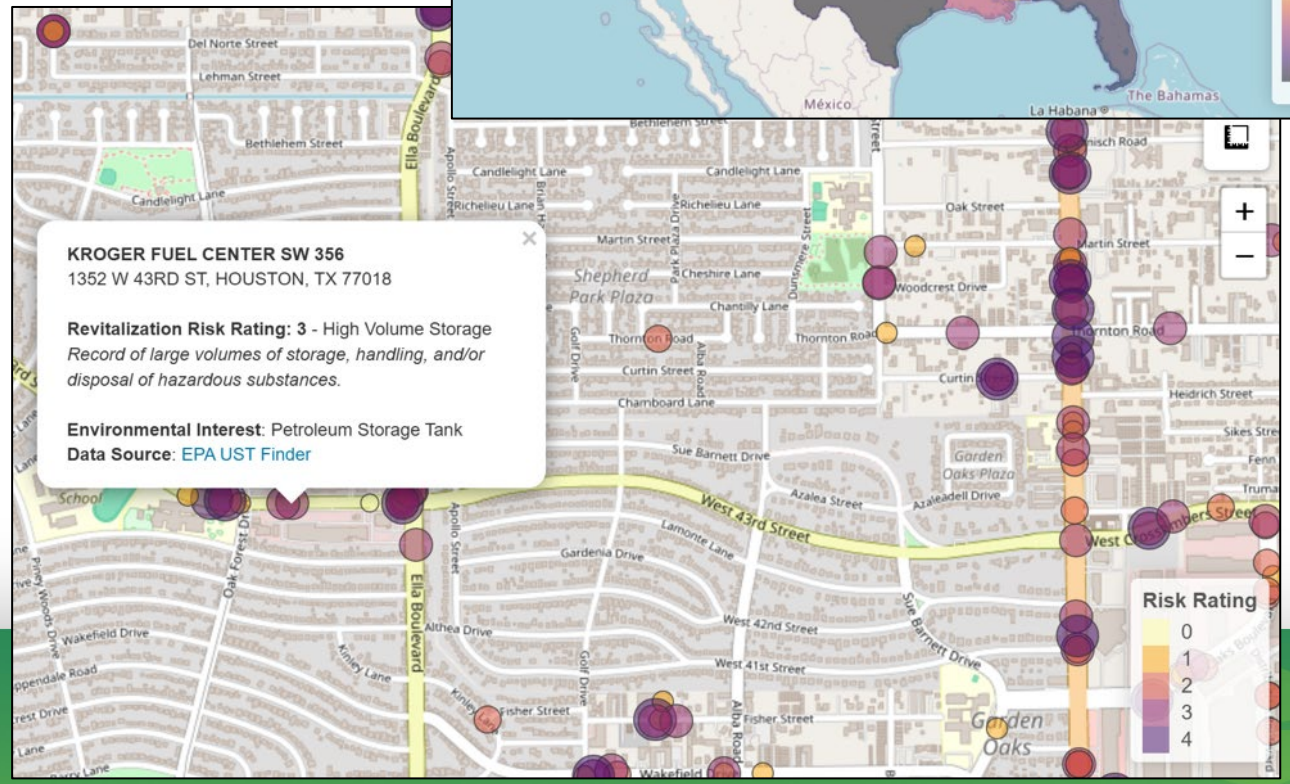




Platform for Exploring Environmental Records (PEER)

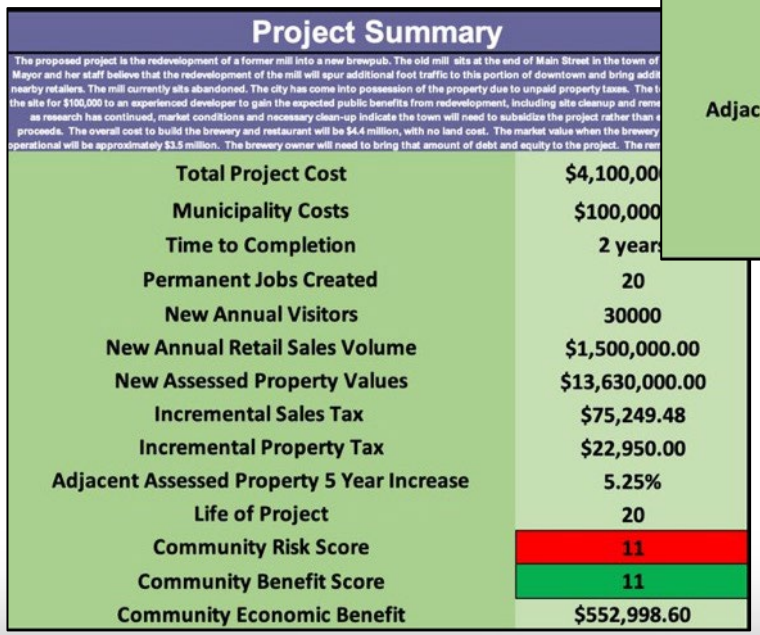
- Helpful for identifying Brownfields
- Helps inform brownfields redevelopment
- Aggregates and displays publicly-available environmental records
- Each record assigned a Revitalization Risk Rating





Community Benefits Calculator

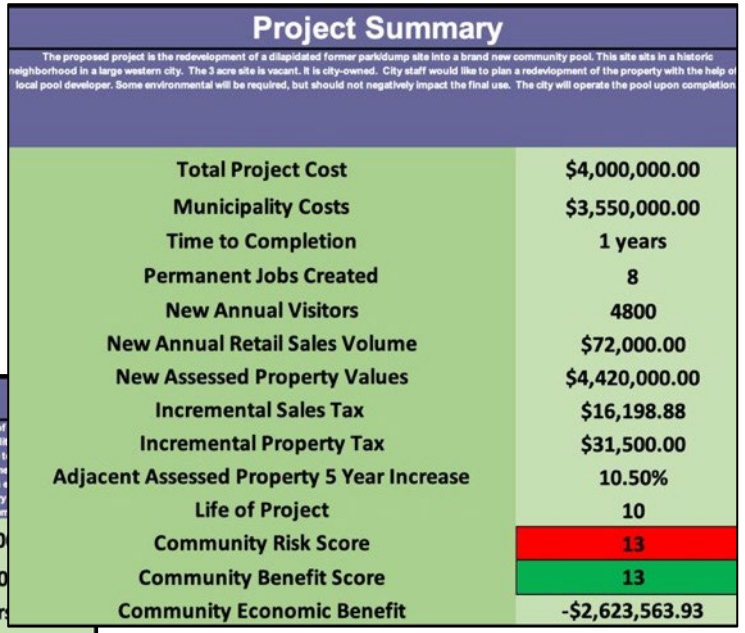
- Assist communities in evaluating potential reuse options for brownfields redevelopment and other real estate development projects.
- The CBC prompts the user to gather information and answer questions to as well as whether the project supports current public priorities.
- The CBC is not intended for use in making final decisions about projects.



Project Summary

The proposed project is the redevelopment of a former mill into a new brewpub. The old mill sits at the end of Main Street in the town of
Mayor and her staff believe that the redevelopment of the mill will spur additional foot traffic to this portion of downtown and bring addit
nearby retailers. The mill currently sits abandoned. The city has come into possession of the property due to unpaid property taxes. The t
the site for $100,000 to an experienced developer to gain the expected public benefits from redevelopment, including site cleanup and reme
as research has continued, market conditions and necessary clean-up indicate the town will need to subsidize the project rather than
proceeds. The overall cost to build the brewery and restaurant will be $4.4 million, with no land cost. The market value when the brewery
operational will be approximately $3.5 million. The brewery owner will need to bring that amount of debt and equity to the project. The ren

Total Project Cost	$4,100,00
Municipality Costs	$100,000
Time to Completion	2 years
Permanent Jobs Created	20
New Annual Visitors	30000
New Annual Retail Sales Volume	$1,500,000.00
New Assessed Property Values	$13,630,000.00
Incremental Sales Tax	$75,249.48
Incremental Property Tax	$22,950.00
Adjacent Assessed Property 5 Year Increase	5.25%
Life of Project	20
Community Risk Score	11
Community Benefit Score	11
Community Economic Benefit	$552,998.60



Project Summary

The proposed project is the redevelopment of a dilapidated former parkidump site into a brand new community pool. This site sits in a historic
neighborhood in a large western city. The 3 acre site is vacant. It is city-owned. City staff would like to plan a redevlopment of the property with the help o
local pool developer. Some environmental will be required, but should not negatively impact the final use. The city will operate the pool upon completion

Total Project Cost	$4,000,000.00
Municipality Costs	$3,550,000.00
Time to Completion	1 years
Permanent Jobs Created	8
New Annual Visitors	4800
New Annual Retail Sales Volume	$72,000.00
New Assessed Property Values	$4,420,000.00
Incremental Sales Tax	$16,198.88
Incremental Property Tax	$31,500.00
Adjacent Assessed Property 5 Year Increase	10.50%
Life of Project	10
Community Risk Score	13
Community Benefit Score	13
Community Economic Benefit	-$2,623,563.93

Topic Talk: ***Wednesday, August 6, 2025 | 11:45 AM - 12:00 PM | Room E253D***

Contact Info

Come visit us at the TA Lounge next to registration or stop by our Exhibit Booth.

Let's Connect!

Scan to get in touch with a TAB team member or to join our mailing list

SCAN ME!

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TAB
Technical Assistance to Brownfields

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Thank You

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Community Panel

Moderator:

Kristin Prososki, KSU – Technical Assistance to Brownfields

Panelists:

Rick Harrmann, City of Canon City, Colorado
Natalie Hamilton, Bel-O-Mar Regional Council, West Virginia
Clarence Hulse, Michigan City Economic Development Corporation, Indiana
Amber Martin, City of Lima, Ohio

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- Scan this QR image from your smartphone

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