TAB Technical Assistance to Brownfields | Kansas State University

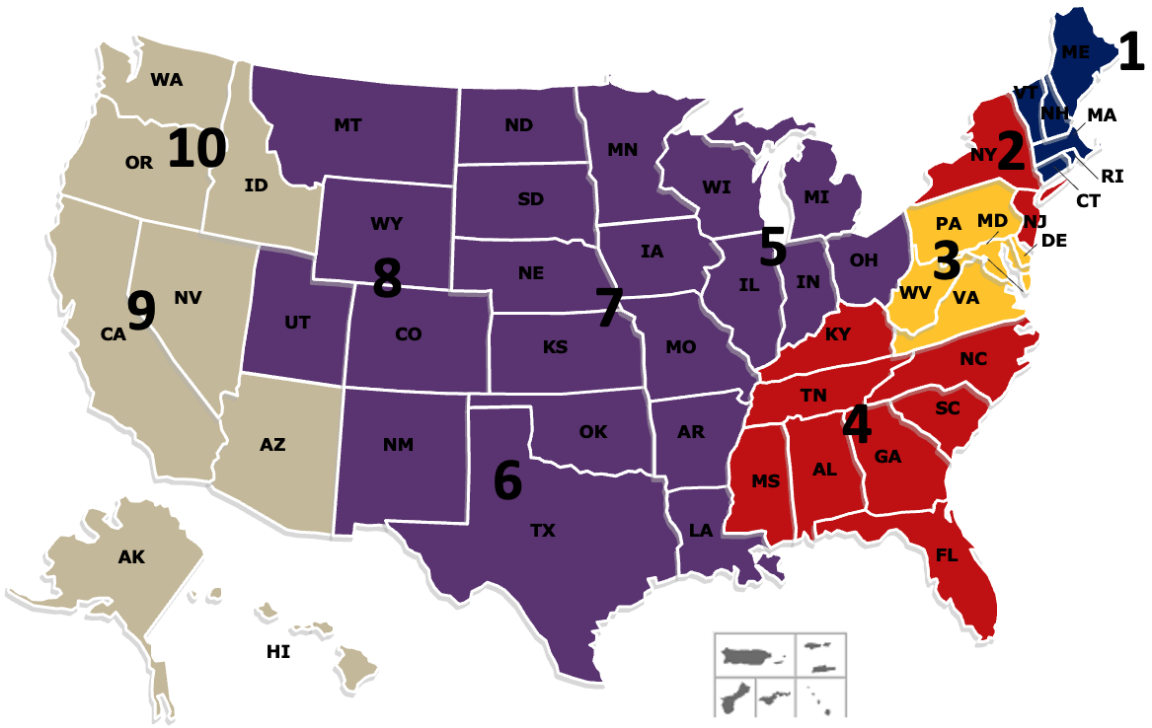
FY26 MAC Application Webinar

Tips from TAB Programs

ksutab.org

TAB Region 1 | NJIT TAB Technical Assistance to Brownfield Communities | Mid-Atlantic TAB Technical Assistance to Brownfields Communities | TAB Technical Assistance to Brownfields | Kansas State University | Center for Creative Land Recycling | Tribal TAB

Technical Assistance to Brownfields (TAB)



What is TAB?

- A national program funded by U.S. EPA
- Dedicated TAB services provider for each EPA region & a dedicated TAB services provider for all federally recognized Tribes & Alaska Native villages
- Services provided are **FREE** and tailored to address specific community needs
- Assist communities and tribes with the brownfield assessment, cleanup and redevelopment process
- Planning, environmental and economic development expertise
- Webinars, workshop, e-tools (e.g., BiT, TAB EZ) and online resources
- And much, much more…

Who are the **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 (KSU) – EPA Regions 5, 6, 7, & 8

Center for Creative Land Recycling (CCLR) – EPA Regions 9 & 10

KSU – ITEP – ANTHC – Tribal TAB

TAB | Kansas State University

Webinar Agenda

FY26 MAC Application Webinar: Tips from the TAB Programs

Wednesday 17 December 2025

11:30am PDT | 12:30pm MDT | 1:30pm CDT | 2:30pm EDT

(Resources & more information is here)

https://www.ksutab.org/event/fy26-mac-application-webinar-tips-tab-programs

1:30 **Welcome and Introductions: Get to know your Team**
Maggie Belanger, Senior Director, KSU TAB

1:35 **Tips from TABs Panel**
Randi Mendes, Executive Director, UCONN TAB (in EPA Region 1)
Cailyn Bruno, Director, NJIT TAB (in EPA Regions 2 & 4)
Carrie Staton, Director, Mid-Atlantic TAB (in EPA Region 3)
Devyn Rainwater, Program Manager, CCLR TAB (in EPA Regions 9 & 10)
Kate Lucas, Assistant Regional Director, KSU TAB (in EPA Regions 5, 6, 7, & 8)

2:25 **TAB EZ Overview**
Maggie Belanger, Senior Director, KSU TAB

2:35 **Wrap Up, Final Q&A, and Evaluations**
All TABs and Participants

2:45 **Adjourn**

Technical Notes

If you experience technical difficulties with your connection:

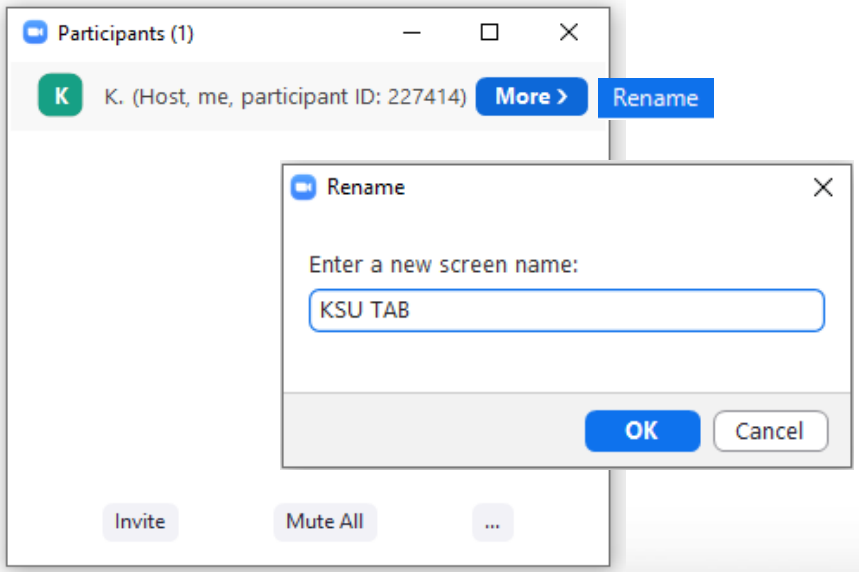
Dial 785.200.7005

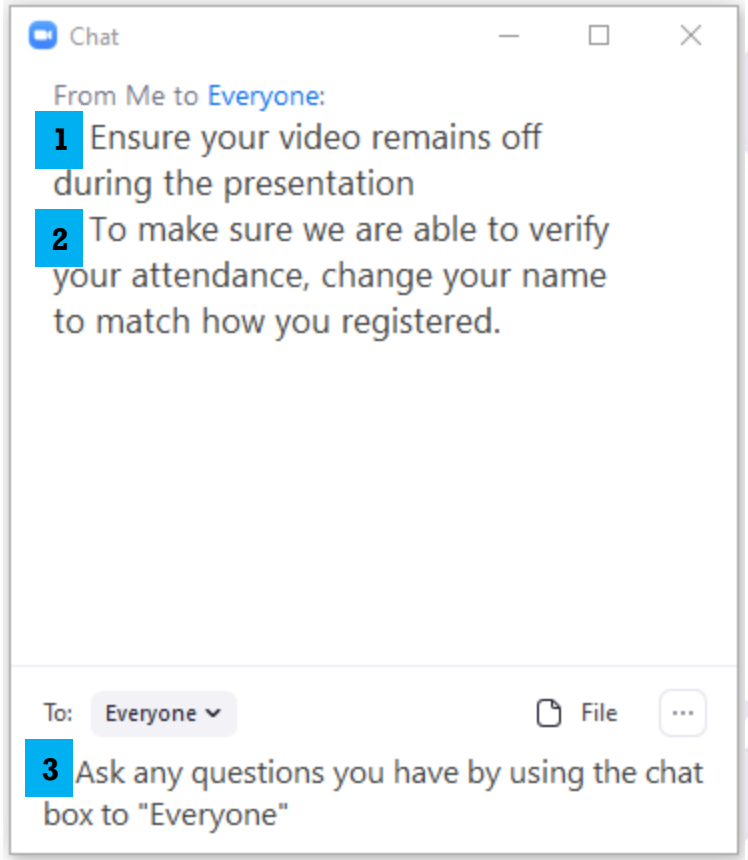
Email chsr@ksu.edu

Additionally, please note:

The presentation is being recorded and will be available on the website. The link has also been placed in the chat box.

Using Zoom – The Basics





We Want to Hear Your Feedback

Please provide feedback on today's event:

1. Click this link
   https://kstate.qualtrics.com/jfe/form/SV_bmypfeRFLcSnesK

2. Click the link provided in the chat box

3. Scan this QR image from your smartphone

Getting Started with your application

READ THE GUIDELINES

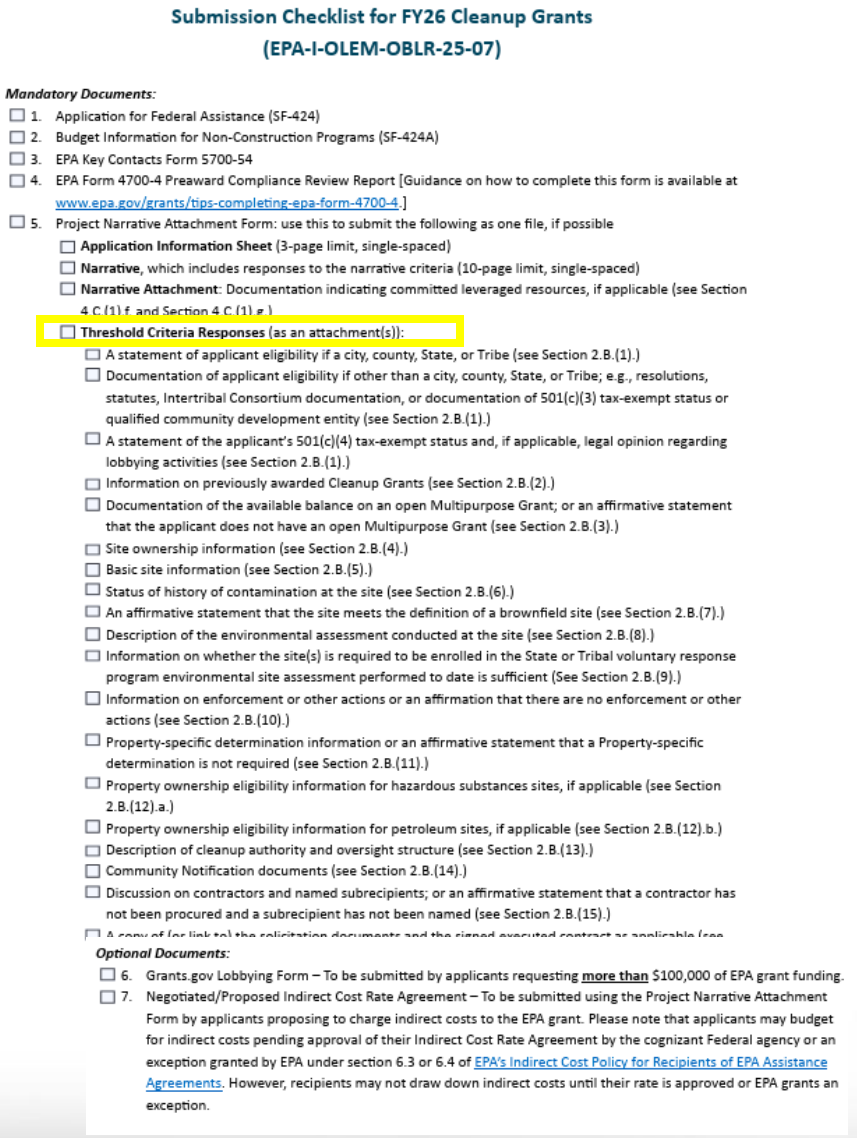
No substitution for reading the notice of funding opportunity (NOFO) in its entirety.

- Must have an **active** sam.gov account
- Must be an eligible entity (Section 2) and pass Threshold Criteria
  - Varies based on the grant
  - Contact EPA **now** with any questions (refer to section 1.E. of each NOFO)
- Threshold Common Pitfalls
  - Missing information (4-15 criterion based on grant type)
  - Ineligible entity
  - Missing an active unique entity identifier (UEI) # for application submission
  - Did not meet drawdown requirements
  - Missing State/Tribal letter

Cleanup Threshold

Common missed criterion for cleanup applications.

- Demonstrate BFPP liability protection
- Site ownership – applicant **must own** a site(s)
- Community notification ad requirement
  - Must be published 14 calendar days **before application submittal**
  - Clearly state
    1. A copy of the draft application **and** draft ABCA is available for review and comment **AND** where the documents may be found.
    2. How the public can provide comments.
    3. The date, time, and location of the public meeting.
  - Provide documentation of the ad and held public meeting
- Missing State/Tribal site characterization letter



Submission Checklist for FY26 Cleanup Grants
(EPA-I-OLEM-OBLR-25-07)

Mandatory Documents:

☐ 1. Application for Federal Assistance (SF-424)
☐ 2. Budget Information for Non-Construction Programs (SF-424A)
☐ 3. EPA Key Contacts Form 5700-54
☐ 4. EPA Form 4700-4 Preaward Compliance Review Report [Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4.]
☐ 5. Project Narrative Attachment Form: use this to submit the following as one file, if possible
- ☐ **Application Information Sheet** (3-page limit, single-spaced)
- ☐ **Narrative**, which includes responses to the narrative criteria (10-page limit, single-spaced)
- ☐ **Narrative Attachment**: Documentation indicating committed leveraged resources, if applicable (see Section 4.C.(1).f. and Section 4.C.(1).g.)
- ☐ **Threshold Criteria Responses** (as an attachment(s)):
  - ☐ A statement of applicant eligibility if a city, county, State, or Tribe (see Section 2.B.(1).)
  - ☐ Documentation of applicant eligibility if other than a city, county, State, or Tribe; e.g., resolutions, statutes, Intertribal Consortium documentation, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section 2.B.(1).)
  - ☐ A statement of the applicant's 501(c)(4) tax-exempt status and, if applicable, legal opinion regarding lobbying activities (see Section 2.B.(1).)
  - ☐ Information on previously awarded Cleanup Grants (see Section 2.B.(2).)
  - ☐ Documentation of the available balance on an open Multipurpose Grant; or an affirmative statement that the applicant does not have an open Multipurpose Grant (see Section 2.B.(3).)
  - ☐ Site ownership information (see Section 2.B.(4).)
  - ☐ Basic site information (see Section 2.B.(5).)
  - ☐ Status of history of contamination at the site (see Section 2.B.(6).)
  - ☐ An affirmative statement that the site meets the definition of a brownfield site (see Section 2.B.(7).)
  - ☐ Description of the environmental assessment conducted at the site (see Section 2.B.(8).)
  - ☐ Information on whether the site(s) is required to be enrolled in the State or Tribal voluntary response program environmental site assessment performed to date is sufficient (See Section 2.B.(9).)
  - ☐ Information on enforcement or other actions or an affirmation that there are no enforcement or other actions (see Section 2.B.(10).)
  - ☐ Property-specific determination information or an affirmative statement that a Property-specific determination is not required (see Section 2.B.(11).)
  - ☐ Property ownership eligibility information for hazardous substances sites, if applicable (see Section 2.B.(12).a.)
  - ☐ Property ownership eligibility information for petroleum sites, if applicable (see Section 2.B.(12).b.)
  - ☐ Description of cleanup authority and oversight structure (see Section 2.B.(13).)
  - ☐ Community Notification documents (see Section 2.B.(14).)
  - ☐ Discussion on contractors and named subrecipients; or an affirmative statement that a contractor has not been procured and a subrecipient has not been named (see Section 2.B.(15).)
  - ☐ A copy of (or link to) the solicitation documents and the signed executed contract as applicable (see

Optional Documents:

☐ 6. Grants.gov Lobbying Form – To be submitted by applicants requesting more than $100,000 of EPA grant funding.
☐ 7. Negotiated/Proposed Indirect Cost Rate Agreement – To be submitted using the Project Narrative Attachment Form by applicants proposing to charge indirect costs to the EPA grant. Please note that applicants may budget for indirect costs pending approval of their Indirect Cost Rate Agreement by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements. However, recipients may not draw down indirect costs until their rate is approved or EPA grants an exception.

https://www.epa.gov/system/files/documents/2025-11/fy26-mac-grant-submission-checklists.pdf

Panel Discussion

Which Grant is Right for Me?

Deciding to Seek a Brownfield Grant

Is my organization eligible?

Do I have the organizational capacity to administer a grant?

What is the proposed Target Area?

What is/are the eligible site(s)?

What work is needed? Planning? Assessment? Cleanup? Other?

Is there an identified end use for the brownfield site(s)

Does it meet the threshold criteria?

FY 2026 EPA Brownfield Grants

Types of Brownfield Grants Known by Acronym “MAC”

- Multipurpose Grants
- Assessment Grants
  - Community-Wide Assessment Grants
  - Assessment Coalition Grants
  - Community-Wide Assessment Grants for States and Tribes
- Cleanup Grants

Multipurpose Grants

- Appropriate for communities that have identified **one** discrete area with one or more brownfield sites.
- Applicants must own site where cleanup activities may be conducted.
- Must demonstrate how funds will result in at least one of the following:
  - Phase II environmental site assessment
  - Site cleanup
  - Overall revitalization that includes a feasible reuse plan for one site
- Applicants can and should apply for the full $1 million
- Approximately 20 awarded

Community-Wide Assessment Grants

- Appropriate for communities that are beginning to address their brownfield challenges, as well as for communities that have ongoing efforts to bring sites into productive reuse.
- No required number of sites but at least 3 is recommended
- Applicants may request up to $500,000
- Approximately 70 awarded

Coalition Assessment Grants

One "Lead" Entity partners with two to four "non-lead" entities that do not have the capacity to apply for and manage their own grant.

- Lead Entity must be state, tribal, county or local government or council or regional council
- Must have at least **one** non-lead member who has never been awarded a MARC grant
- Non-leads cannot be affiliated with another non-lead
- Non-leads must have discretely different geographic boundaries that do not overlap
- Non-leads must have at least 2 sites to expend assessment funds towards
- Applicants can request up to $1.5 mil → approximately 39 awarded

Community-wide Assessment Grants for States and Tribes

- Only available to states, Federally recognized Tribal Nations and eligible native corporations in Alaska to address brownfield sites in their jurisdiction
- Awards are funded under the Infrastructure Investment and Jobs Act.
- At least 5 sites must be identified for the narrative(three target areas with at least one site in each)
- Must assess a min of 10 sites in their geographic boundary
- Approximately 18 awarded: $2 million

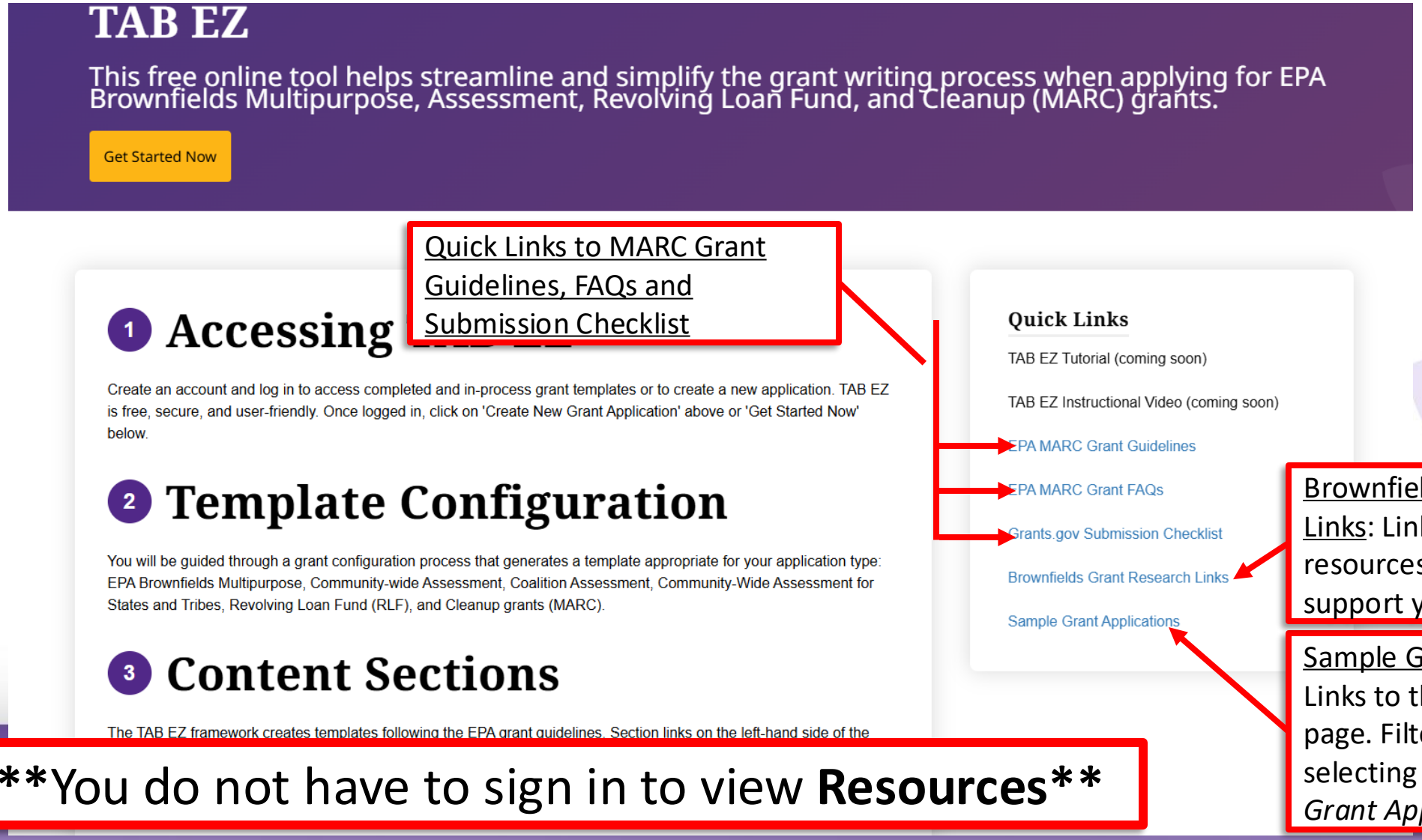
Cleanup Grant

- Site(s) has had sufficient characterization or only needs minimal additional assessment
- Site(s) must be owned by the entity applying
- Entity applying cannot be liable for contamination
- Approximately
  - 10 awards for up to $500,000
  - 26 awards for $500,001 - $4,000,000

TAB EZ Overview

TAB EZ

https://www.ksutab.org/e-tools/tab-ez



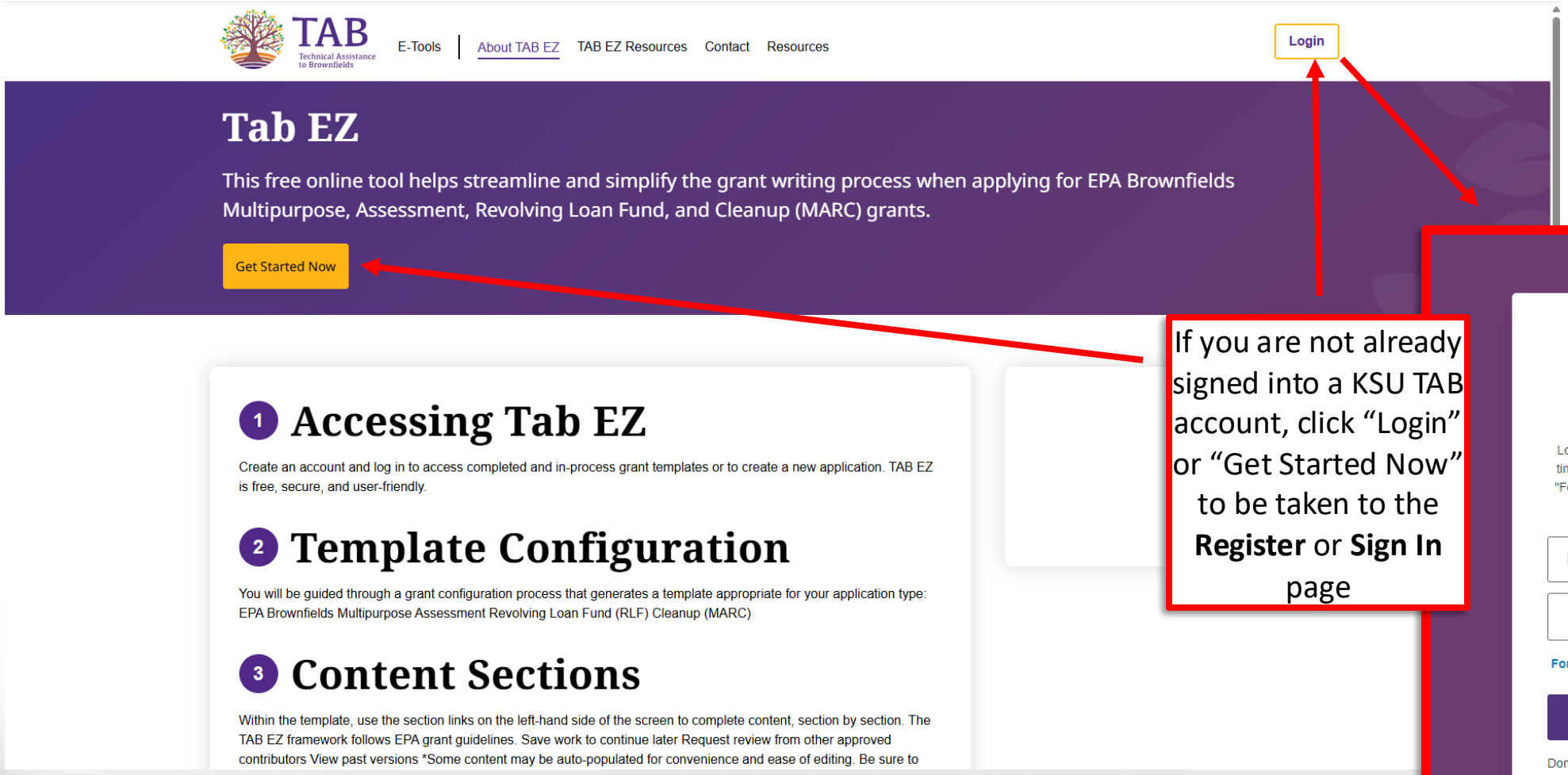
Quick Links to MARC Grant Guidelines, FAQs and Submission Checklist

Brownfields Grant Research Links: Links to a document with resources for identifying data to support your grant application

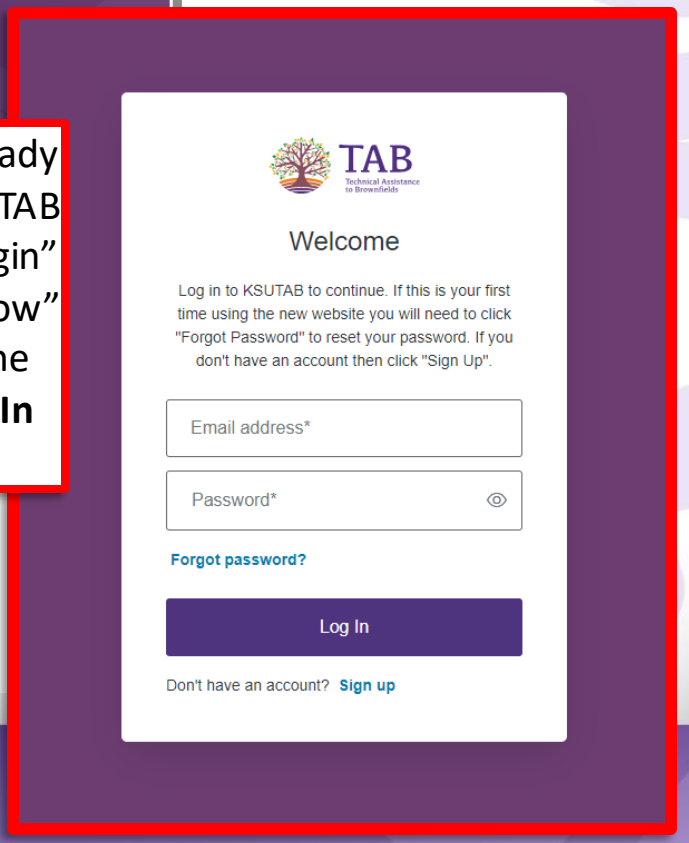
Sample Grant Applications: Links to the KSU TAB Resources page. Filter under "Tag" by selecting *Samples Successful Grant Applications*.

You do not have to sign in to view **Resources**

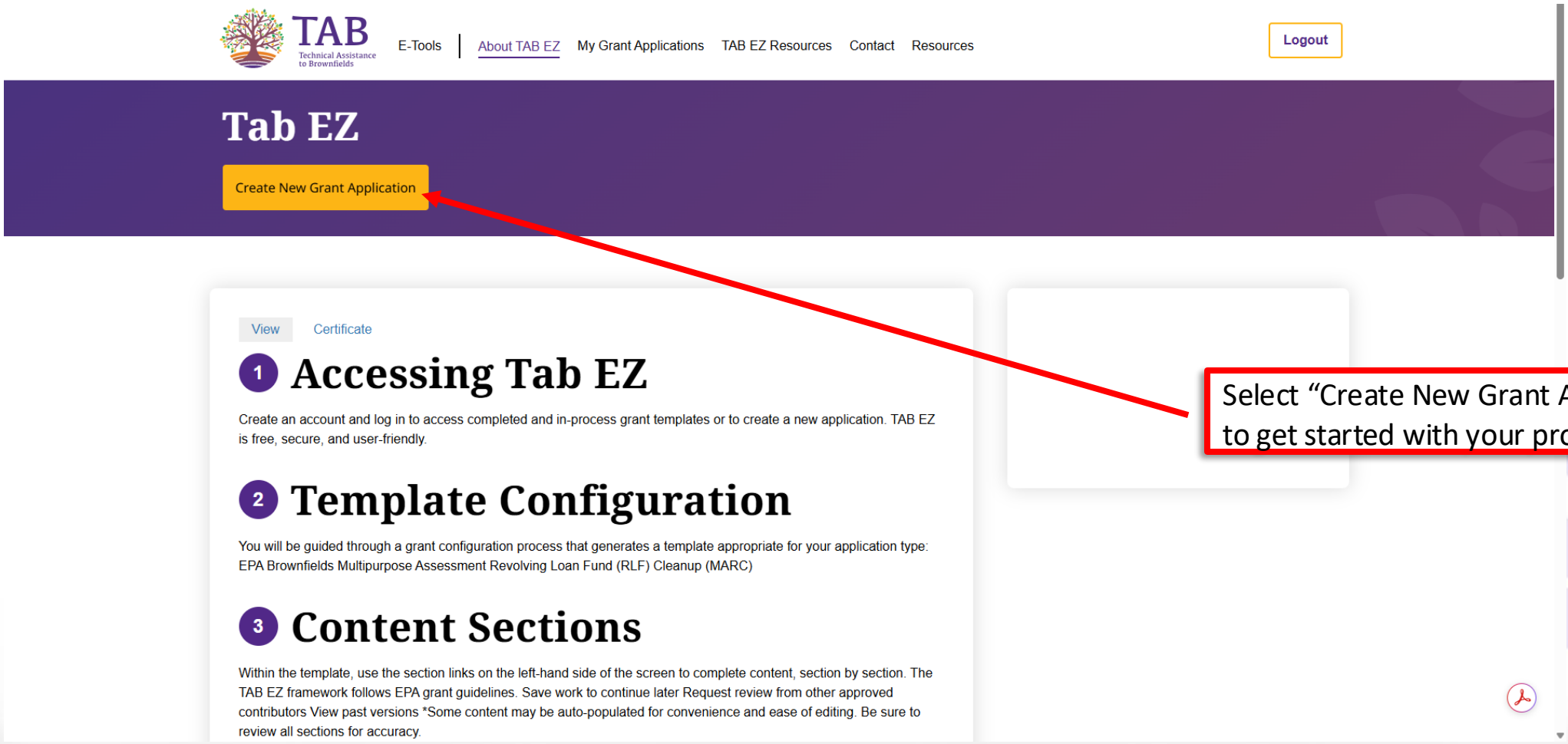
Getting Started with TAB EZ



If you are not already signed into a KSU TAB account, click “Login” or “Get Started Now” to be taken to the **Register** or **Sign In** page

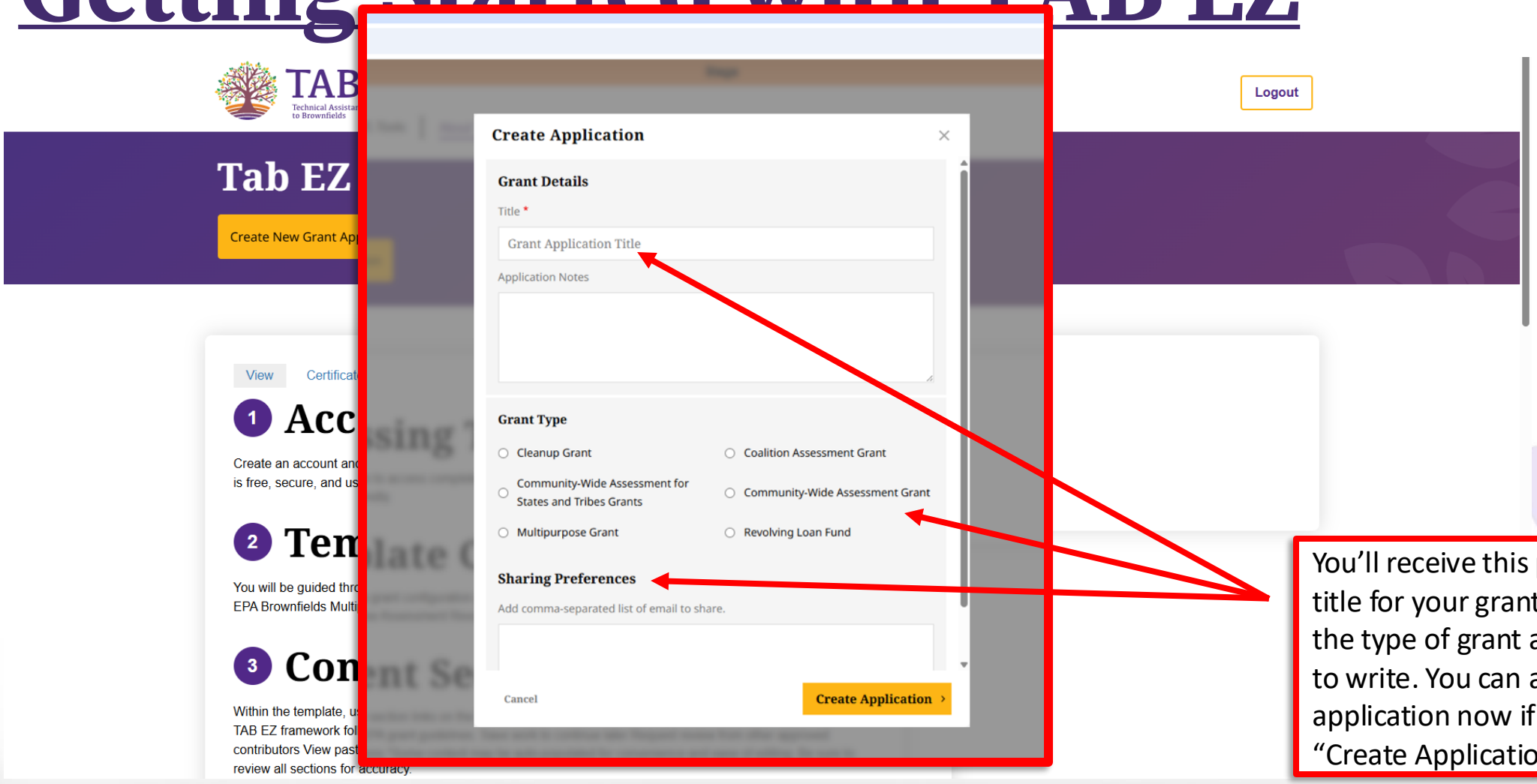


Getting Started with TAB EZ



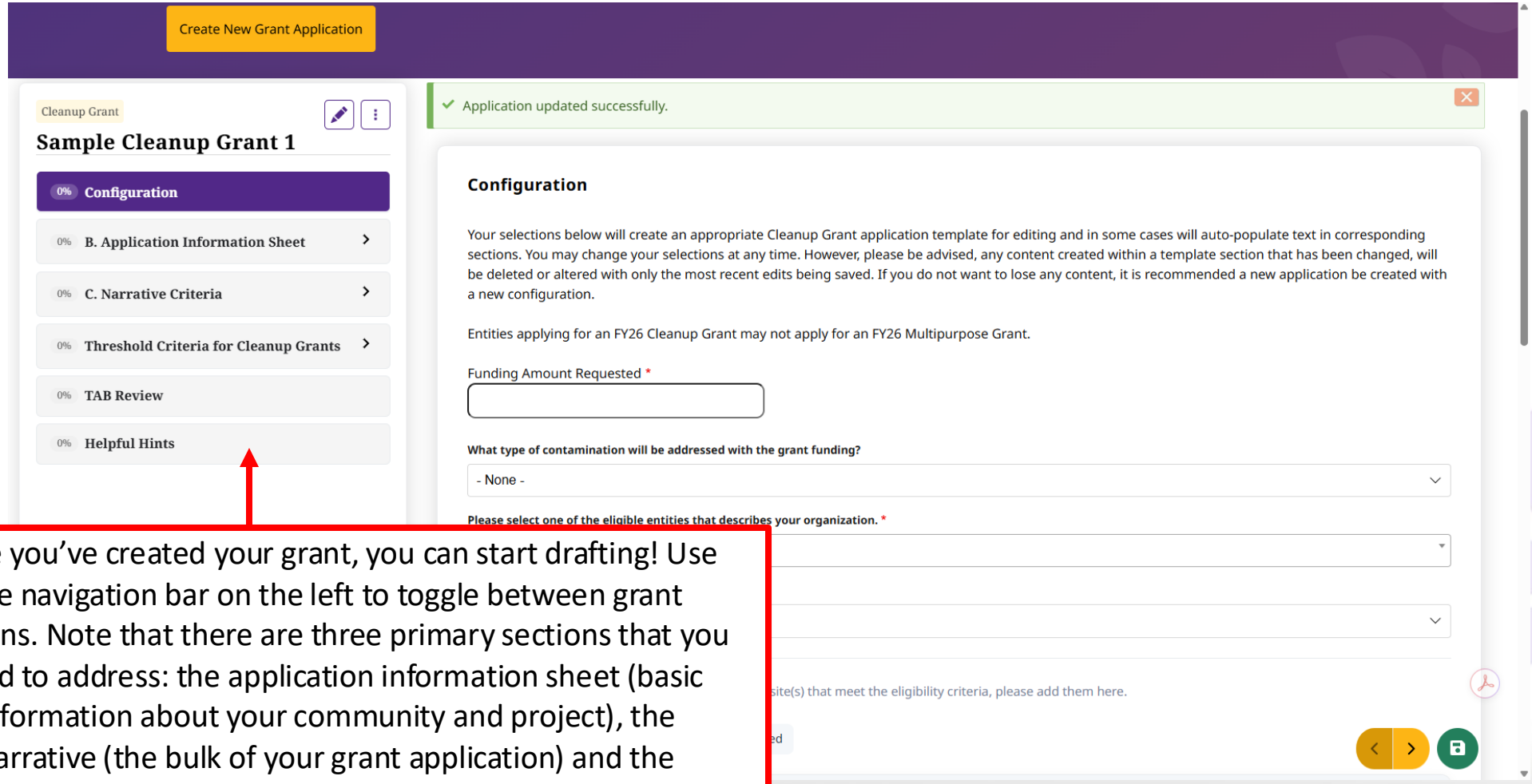
Select “Create New Grant Application” to get started with your proposal

Getting Started with TAB EZ



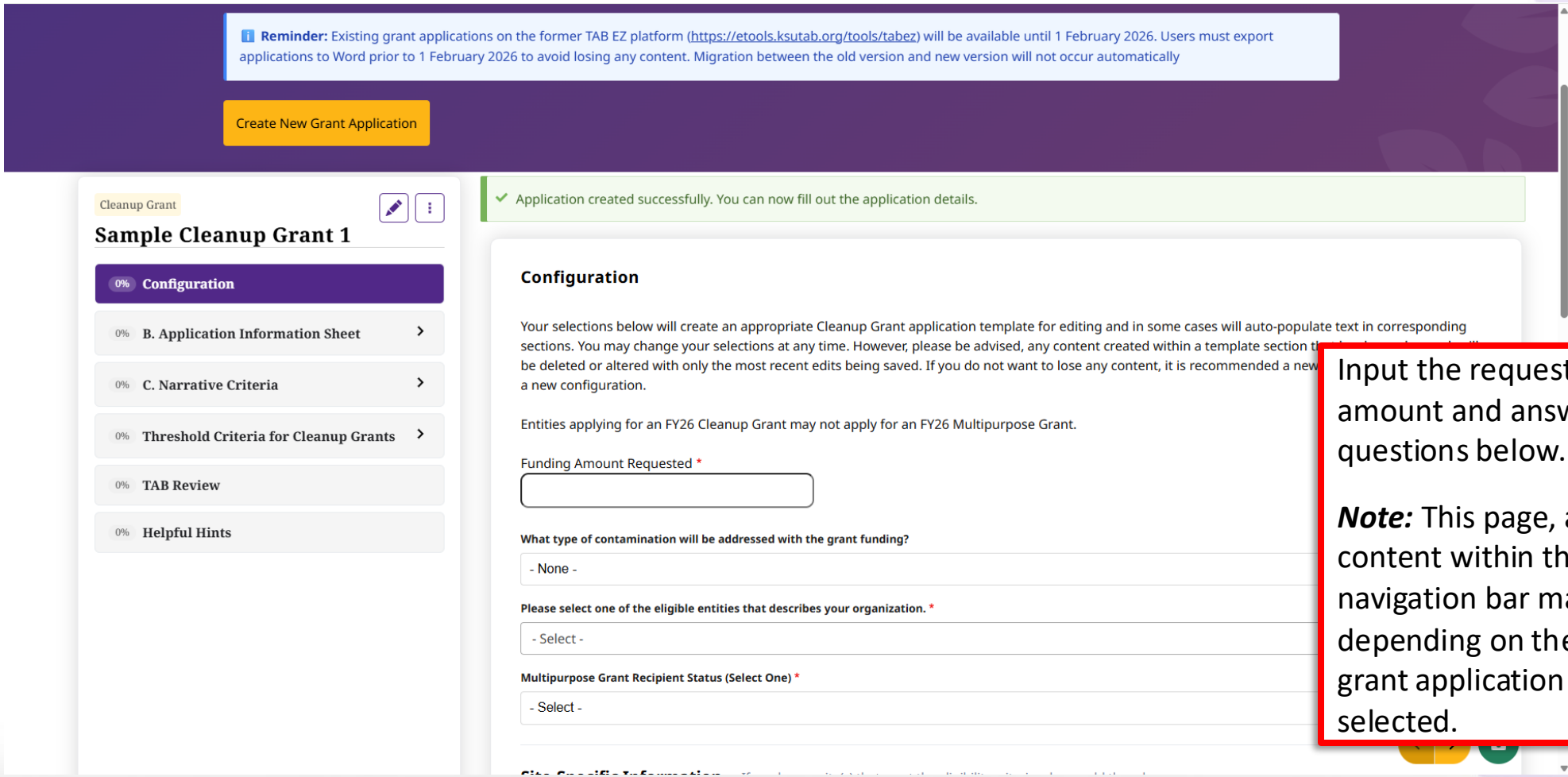
You'll receive this pop-up. Choose a title for your grant and then select the type of grant application you want to write. You can also add users to your application now if you wish. Then hit "Create Application"

Setting up the Grant Application



Once you've created your grant, you can start drafting! Use the navigation bar on the left to toggle between grant sections. Note that there are three primary sections that you need to address: the application information sheet (basic information about your community and project), the narrative (the bulk of your grant application) and the threshold criteria (used to determine if you qualify for a grant). Make sure you answer ALL questions in ALL sections of the grant.

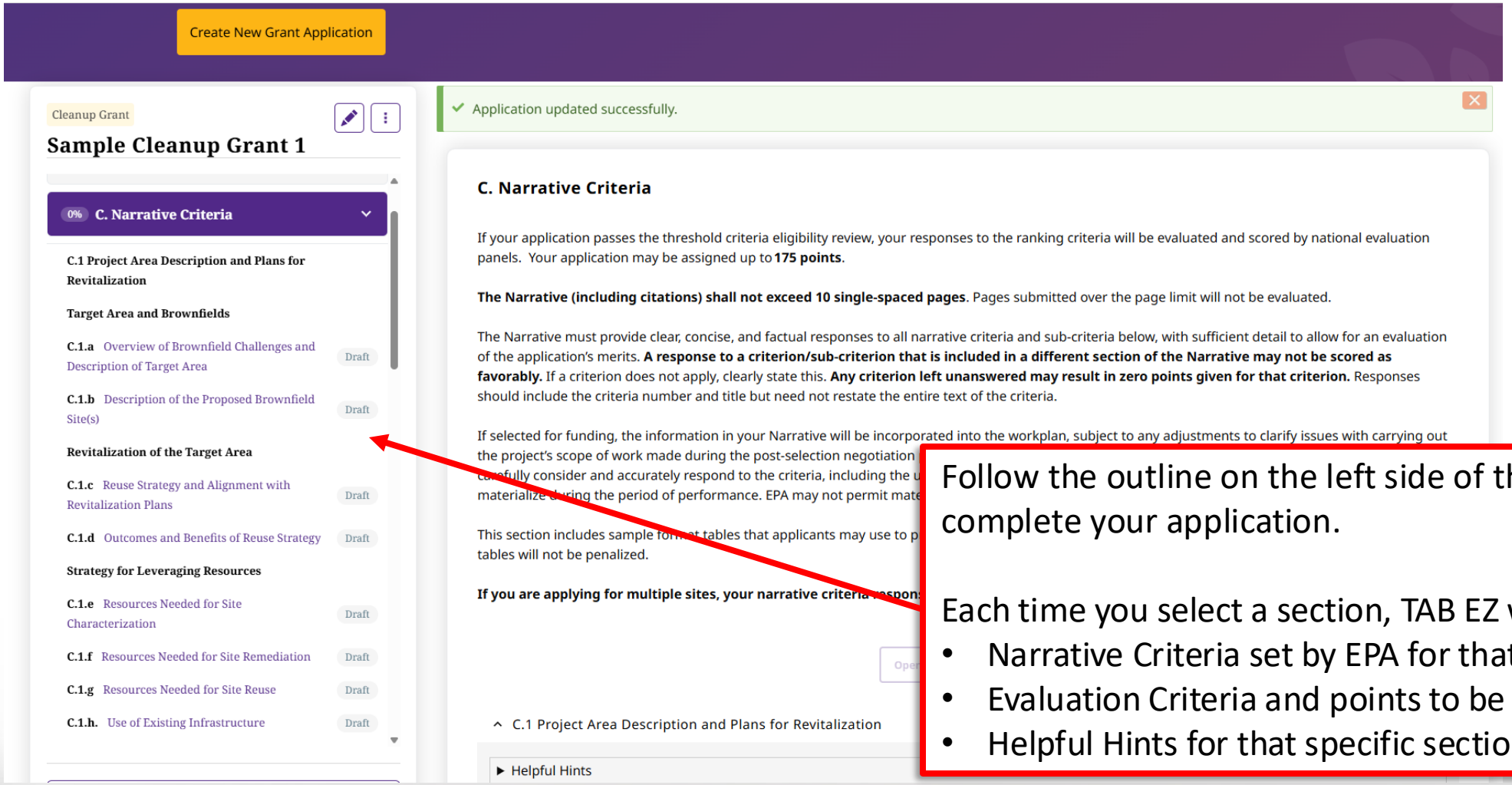
Setting up the Grant Application



Input the requested funding amount and answer the questions below.

Note: This page, as well as content within the left navigation bar may differ depending on the type of grant application you selected.

Follow the Prompts in the Menu



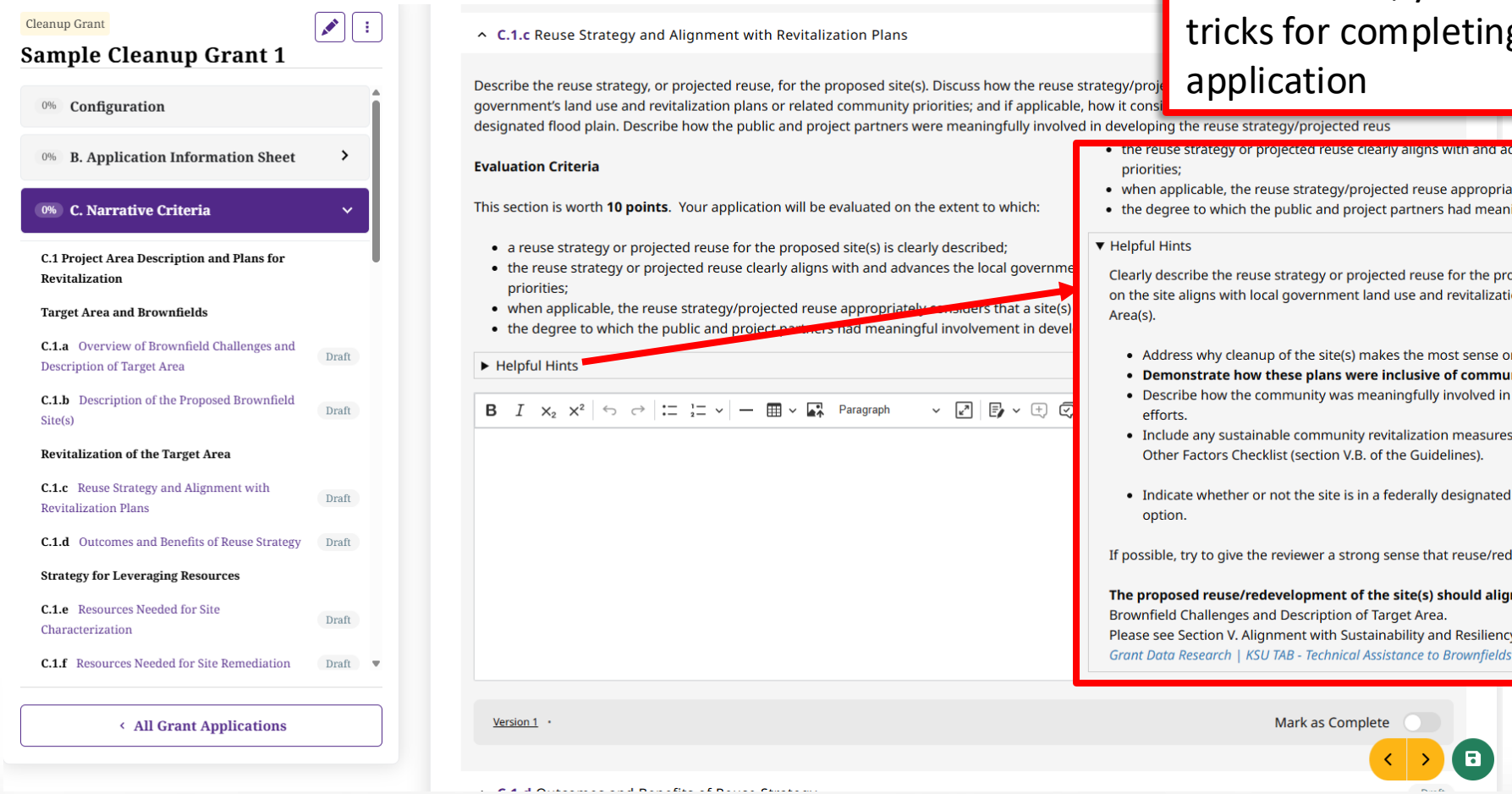
Follow the outline on the left side of the page to complete your application.

Each time you select a section, TAB EZ will provide:

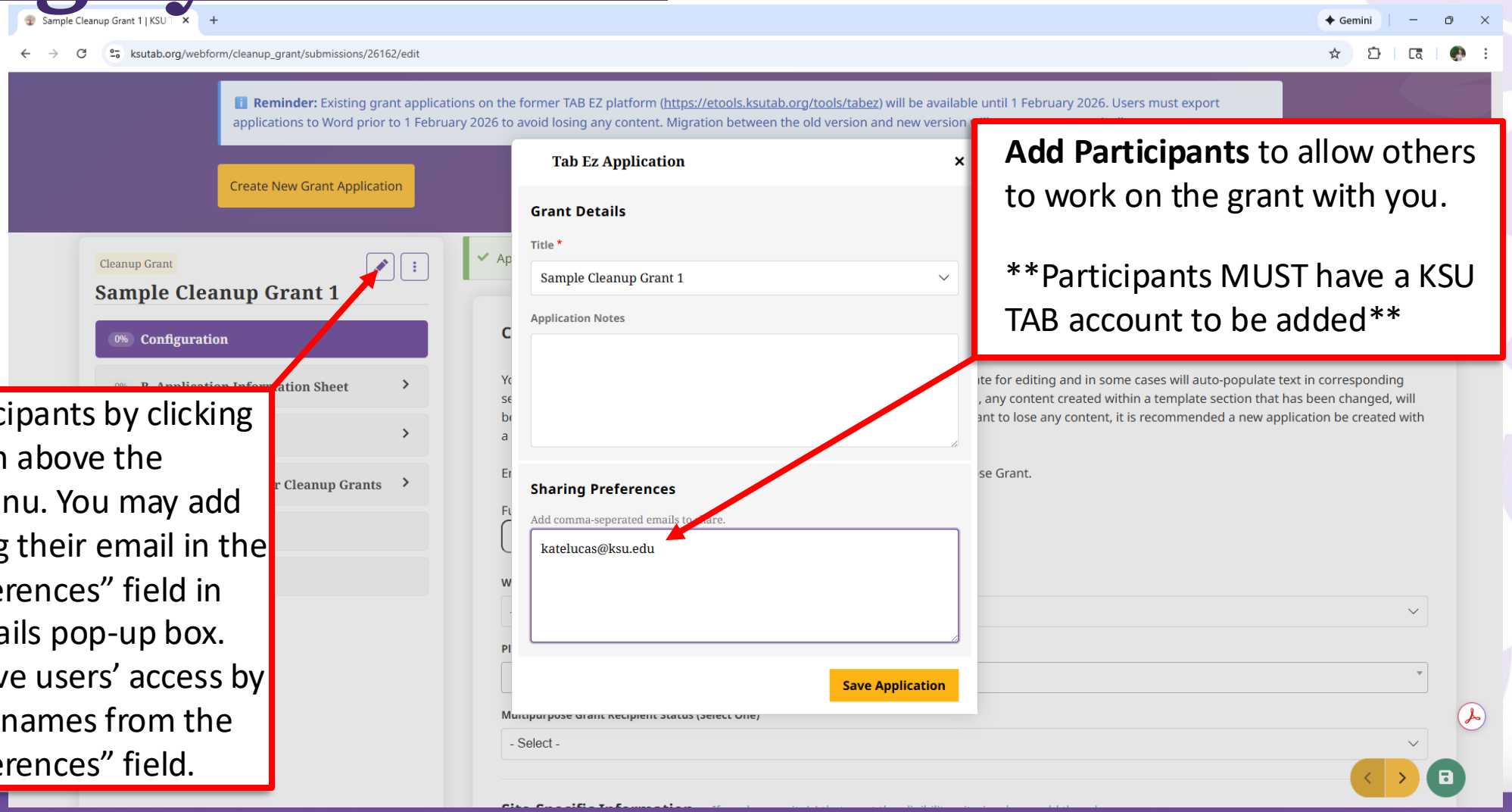
- Narrative Criteria set by EPA for that specific section
- Evaluation Criteria and points to be earned
- Helpful Hints for that specific section

Helpful Hints

By hitting the drop-down arrow on the Helpful Hints button, you will be able to see tips and tricks for completing that section of your grant application



Manage your Team



Add Participants to allow others to work on the grant with you.

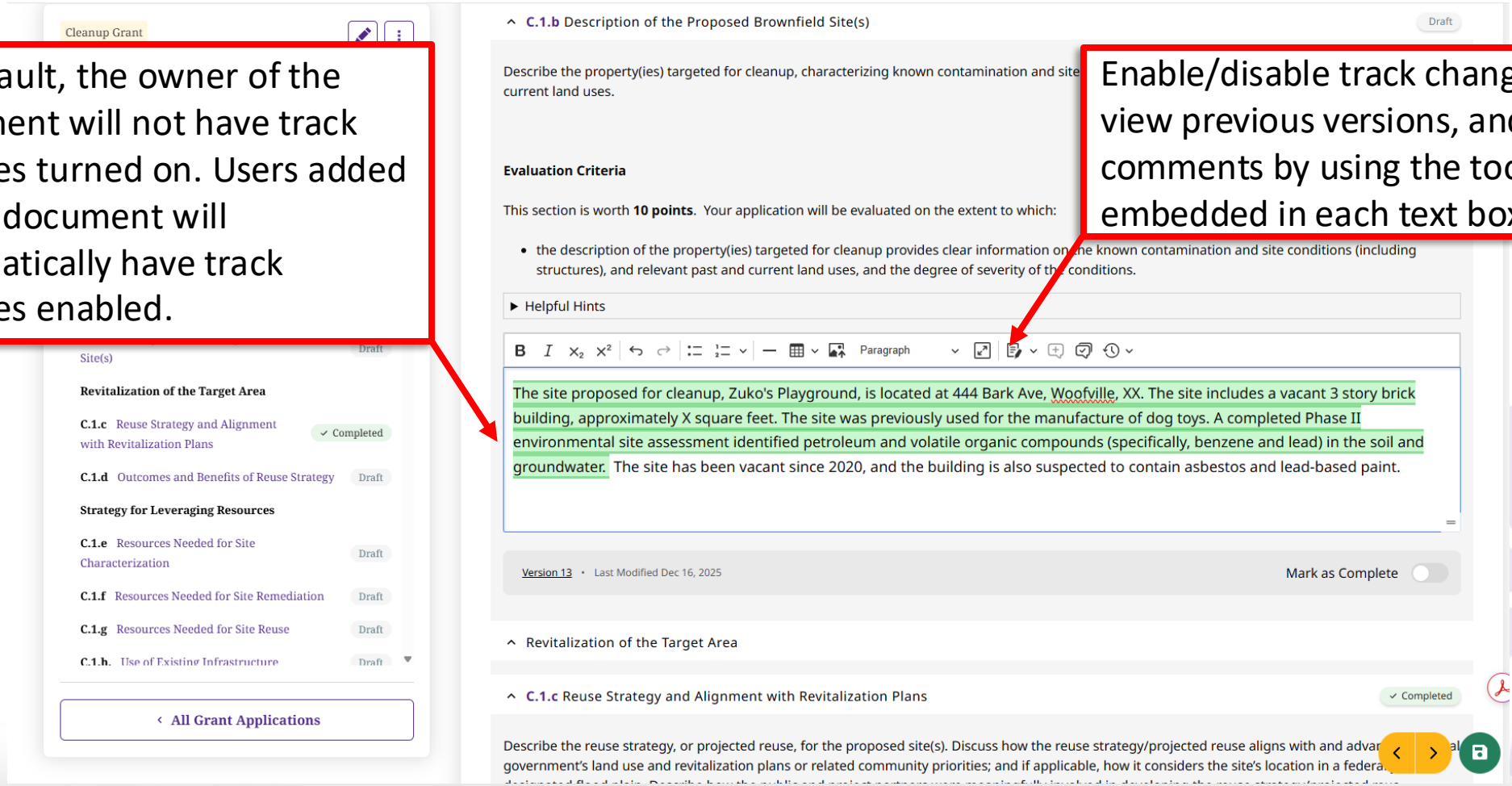
Participants MUST have a KSU TAB account to be added

Manage participants by clicking the pencil icon above the navigation menu. You may add users by listing their email in the "Sharing Preferences" field in the Grant Details pop-up box. You can remove users' access by deleting their names from the "Sharing Preferences" field.

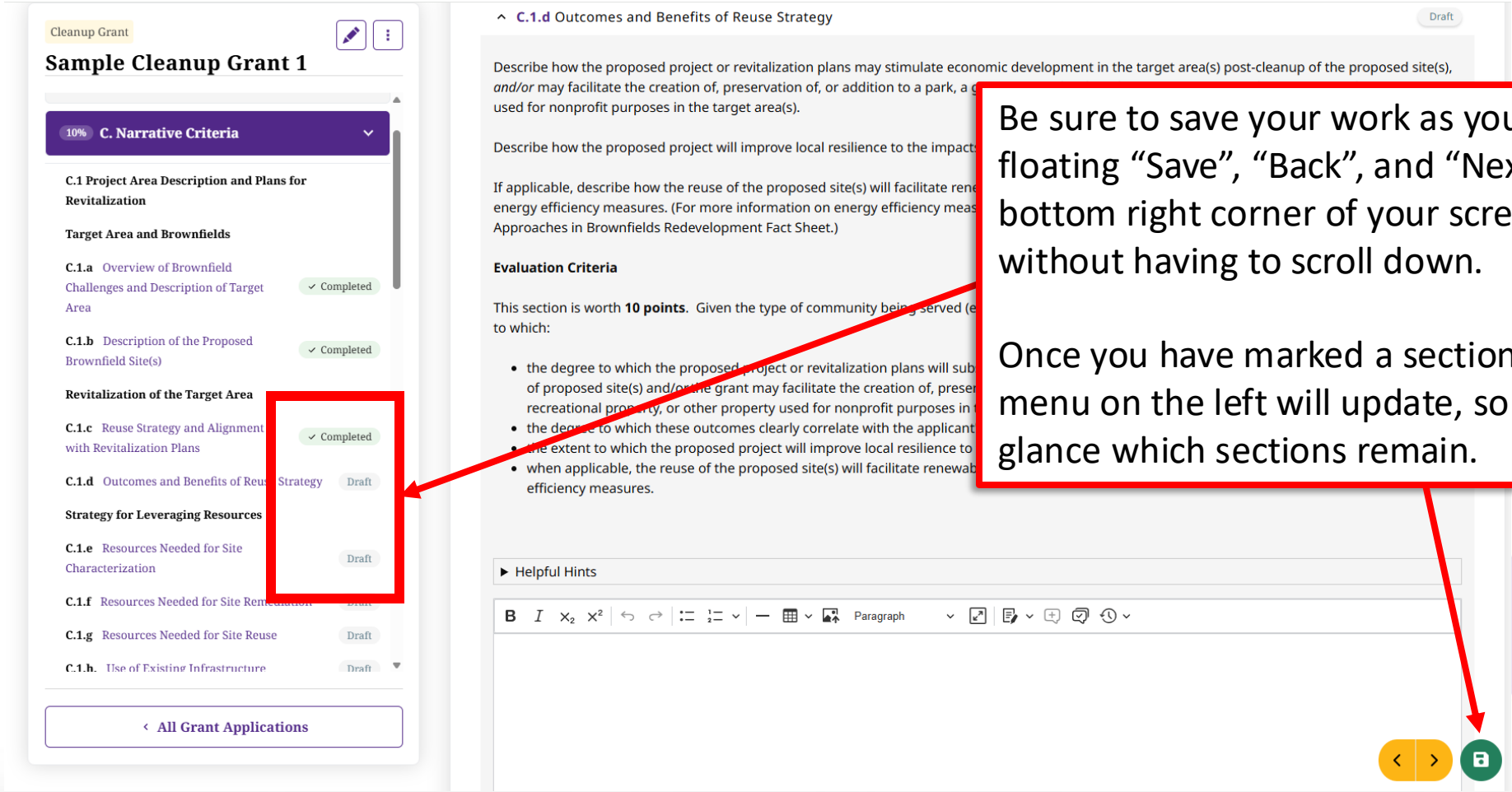
Editing your Grant with Multiple Users

By default, the owner of the document will not have track changes turned on. Users added to the document will automatically have track changes enabled.

Enable/disable track changes, view previous versions, and view comments by using the toolbar embedded in each text box.



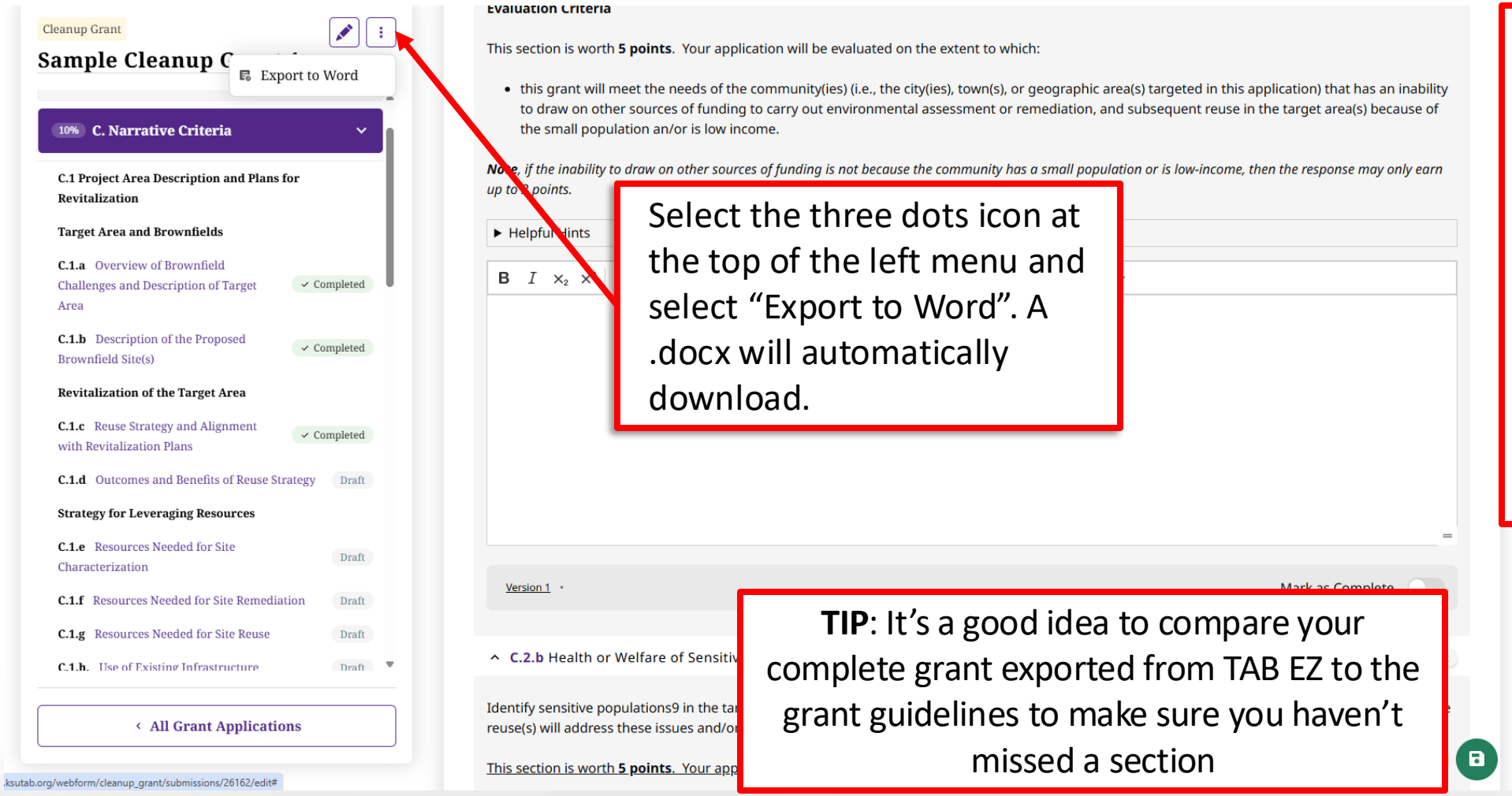
Saving Your Work



Be sure to save your work as you go! You can use the floating “Save”, “Back”, and “Next” buttons on the bottom right corner of your screen to save as you go without having to scroll down.

Once you have marked a section as complete, the menu on the left will update, so you can see at a glance which sections remain.

Exporting to Word

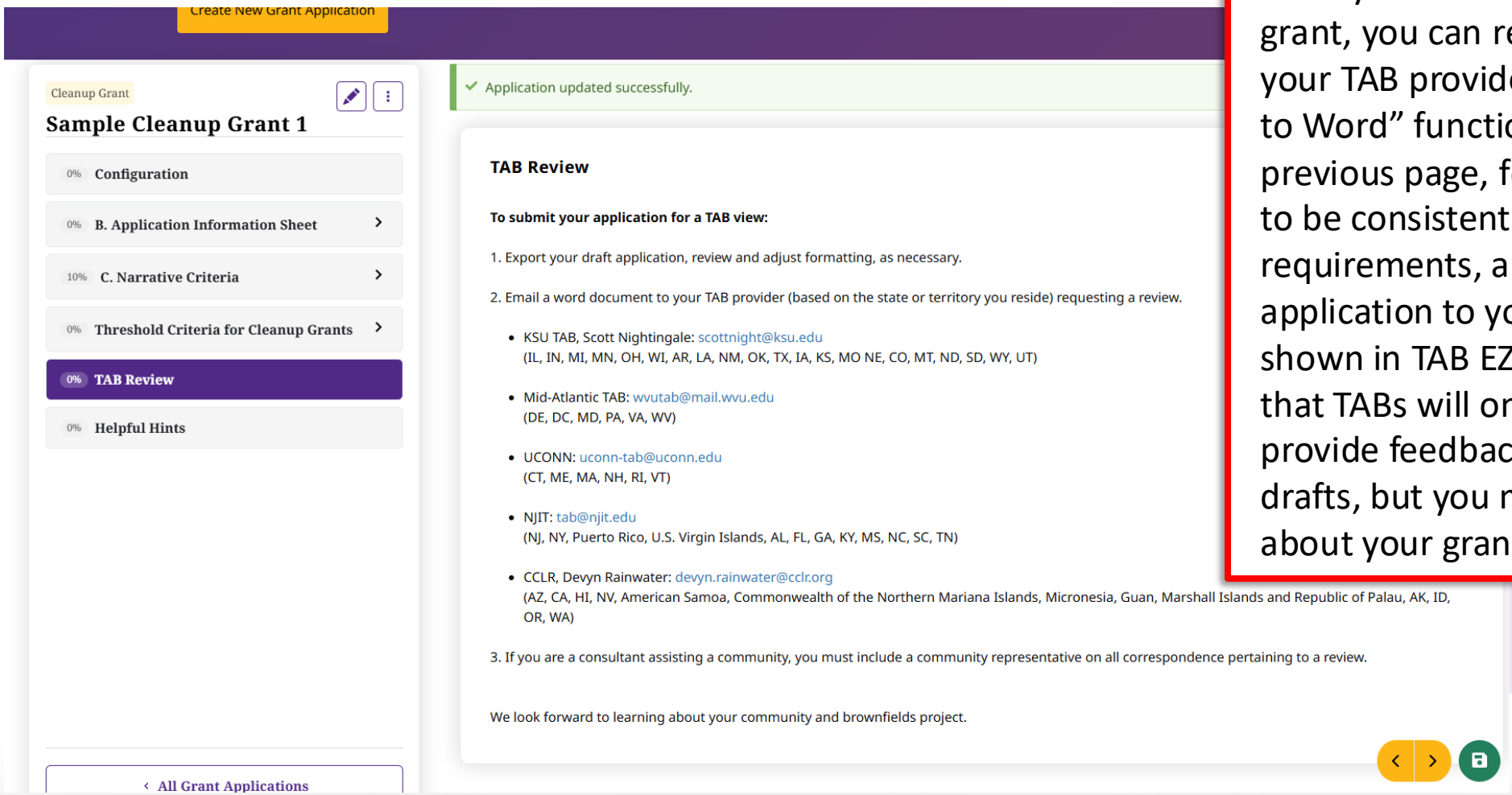


Select the three dots icon at the top of the left menu and select “Export to Word”. A .docx will automatically download.

TIP: It’s a good idea to compare your complete grant exported from TAB EZ to the grant guidelines to make sure you haven’t missed a section

The exported document is a basic word document with no formatting. **You will need to format the document to meet the formatting requirements set by EPA in the guidelines.**

Final Review



Once you have completed your grant, you can request a review from your TAB provider. Use the “Export to Word” function described on the previous page, format the document to be consistent with EPA requirements, and email your draft application to your TAB provider (as shown in TAB EZ) for review. Note that TABs will only review and provide feedback on complete drafts, but you may ask questions about your grant at any time.

TAB Grant Review Contacts

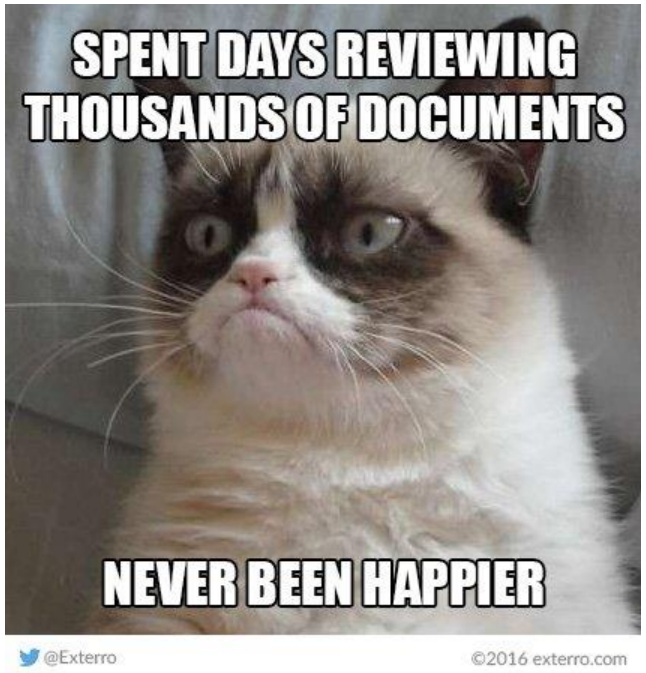
KSU TAB, Scott Nightingale: scottnight@ksu.edu
(IL, IN, MI, MN, OH, WI, AR, LA, NM, OK, TX, IA, KS, MO NE, CO, MT, ND, SD, WY, UT)
Applications accepted through 12pm CT on Friday 23 January

Mid-Atlantic TAB: wvutab@mail.wvu.edu (DE, DC, MD, PA, VA, WV)
Applications accepted through Friday 17 January

UCONN: uconn-tab@uconn.edu (CT, ME, MA, NH, RI, VT)
Submit Applications: https://tab.program.uconn.edu/epa-grant-review-submission/
Applications accepted through Friday 23 January

NJIT: tab@njit.edu
(NJ, NY, Puerto Rico, U.S. Virgin Islands, AL, FL, GA, KY, MS, NC, SC, TN)
Applications accepted through Wednesday 14 January

CCLR: marcreview@cclr.org
(AZ, CA, HI, NV, American Samoa, Commonwealth of the Northern Mariana Islands, Micronesia, Guan, Marshall Islands and Republic of Palau, AK, ID, OR, WA)
Applications accepted through Wednesday 14 January



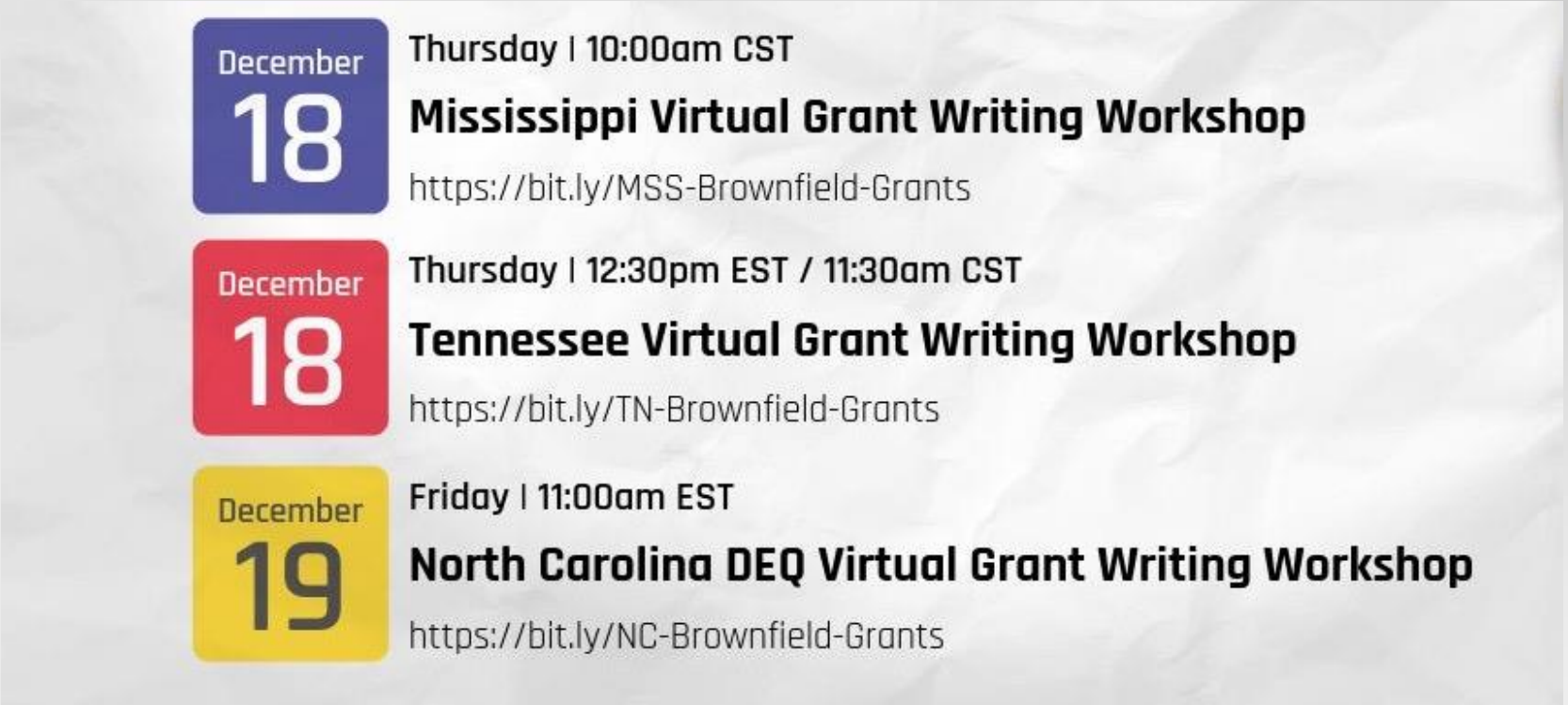
NJIT TAB – EPA Regions 2 and 4

Submit your draft application for a free critique!

Email your draft application in a
Word document
to: tab@njit.edu
no later than January 14, 2026

NJIT
TAB TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES

NJIT TAB – Upcoming Events



Jan 6th 1pm EST Alabama Grant Writing https://bit.ly/AL-Brownfield-Grants

Jan 8th 10am EST EPA Region 2 Brownfields Program FY26 MAC Grants - Tips & Recommendations Virtual Workshop

NJIT TAB TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES

MID-ATLANTIC TAB

HOW WE CAN HELP

- **Grant Consultation**
  - **Schedule a meeting** to walk through the guidelines and talk about sections in detail.
  - Help you find sources for data to beef up your proposal.
  - Clarify questions about sections, attachments, or requirements

- **Grant Templates**
  - Reach out to wvutab@mail.wvu.edu for templates for your narrative, Applicant Information Sheet, Threshold Criteria, and a Budget Worksheet (with formulas to help with the math!)

- **Grant Review**
  - **Submit to wvutab@mail.wvu.edu by January 16** for guaranteed review and return by 1/23/26
  - Drafts received after the deadline will be put in the queue and we'll do our best!

- **Support at Community Meetings**
  - We can join you to provide technical expertise and to answer local questions
  - **Contact us ASAP** to make sure our calendars can align!

MID - ATLANTIC TAB
TECHNICAL ASSISTANCE TO BROWNFIELDS COMMUNITIES

Stay Connected

TAB Hotline: **(304) 293-7002**

Direct Email: **wvutab@mail.wvu.edu**

Sign up for an **individual consultation**

Subscribe to the **TAB Newsletter**

TAB LinkTree:

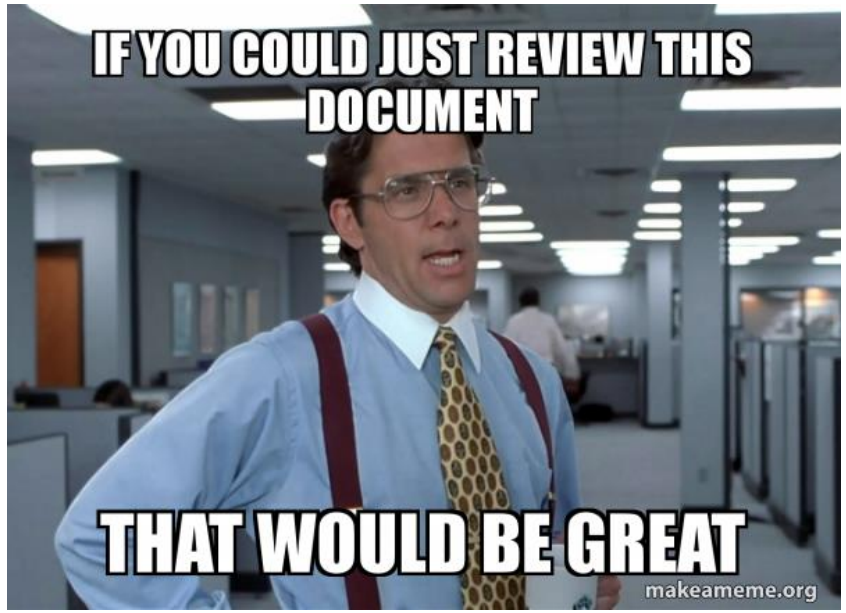
MID - ATLANTIC TAB
TECHNICAL ASSISTANCE TO BROWNFIELDS COMMUNITIES

Other Resources

Brownfields Website | Brownfields Grants | Brownfields Solicitations | Brownfield FAQ | Brownfields & Infrastructure Law | Mid-Atlantic TAB Website

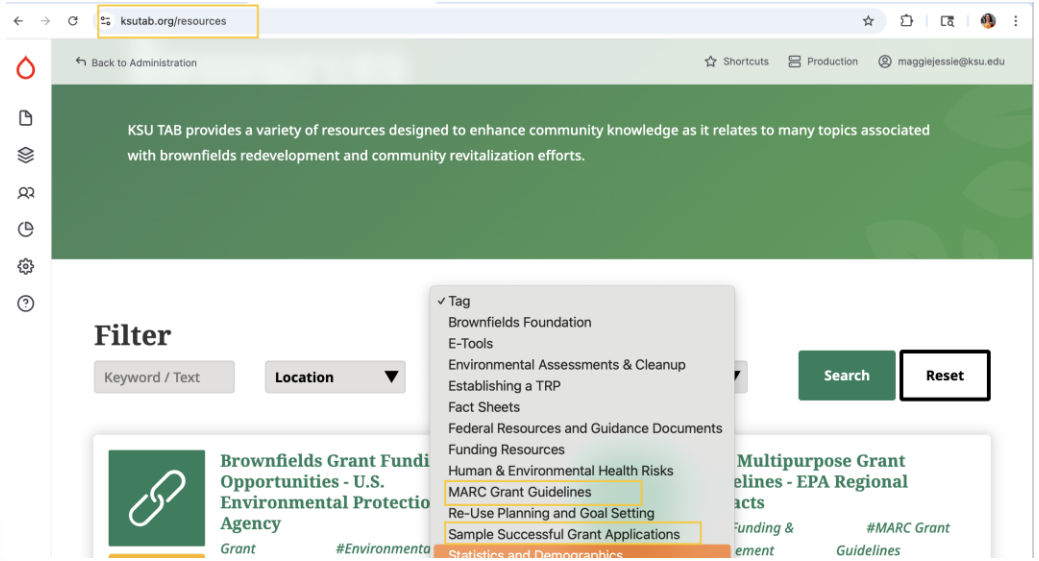
KSU TAB Review Instructions

- Email your draft narrative in Microsoft word (doc/docx) format to your TAB provider (contacts on next slide).
- Include the applicant name, state, and grant type in the file name of your document.
  - e.g. City of Whoville_ST_CWA
- While focus will be on the narrative, review and feedback will also be provided on the Application Information Sheet, Threshold Criteria, and other attachments if provided.
- Consultants assisting communities must include their community contact on all correspondence related to an application review. Reviews will not begin until the applicant is included.



KSU TAB Grant Resources

MAC Grant Resources:
https://www.ksutab.org/resources



Upcoming Events:
https://www.ksutab.org/events

View / Register

Region 6 FY26 Brownfields MAC Grant Application Work Sessions

FRI, DEC 05 2025, 10:30 - 11:45AM
FRI, DEC 12 2025, 10:30 - 11:45AM
FRI, DEC 19 2025, 10:30 - 11:45AM
FRI, JAN 02 2026, 10:30 - 11:45AM
FRI, JAN 09 2026, 10:30 - 11:45AM
FRI, JAN 16 2026, 10:30 - 11:45AM
FRI, JAN 23 2026, 10:30 - 11:45AM

VIRTUAL

Communities in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas -- Please join KSU TAB for weekly Brownfields MAC Grant Application Work Sessions.

View / Register

Region 8 Grant-Writing Office Hours

MON, DEC 08 2025, 10:00 - 12:00PM
THU, DEC 18 2025, 1:00 - 3:00PM
MON, JAN 05 2026, 2:00 - 4:00PM

VIRTUAL

Are you writing an EPA brownfield grant and don't know where to start? Attend one of KSU TAB's Region 8 Grant-Writing Office Hours and ask your questions! These informal meetings will allow you to talk through your grant and get guidance from experts...

View / Register

Region 7 Office Hours - EPA Brownfield Grants

TUE, DEC 09 2025, 1:00 - 3:00PM
TUE, JAN 13 2026, 1:00 - 3:00PM

VIRTUAL

Are you writing an EPA brownfield grant and don't know where to start? Or have you started writing and want to discuss your strategy? Attend one of KSU TAB's Region 7 Grant-Writing Office Hours and ask your questions! These informal meetings will all...

View / Register

Region 5 Office Hours - EPA Brownfield Grants

THU, DEC 11 2025, 1:00 - 3:00PM
THU, JAN 08 2026, 9:00 - 11:00AM

VIRTUAL

Are you writing an EPA brownfield grant and don't know where to start? Or have you started writing and want to discuss your strategy? Attend one of KSU TAB's Region 5 Grant-Writing Office Hours and ask your questions! These informal meetings will all...

CCLR Provides MAC Application Guidance + Review!

- Help you plan out your application narrative approach
- Help you engage stakeholders and partners
- Help you navigate data platforms to tell your story
- Connect you to grantees that have had success in applying for and managing MARC grants
- Provide resources to help you navigate the application process and craft a compelling narrative
- **Provide a thorough review of your application including multiple rounds of edits**

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RECLAIM. CONNECT. TRANSFORM.

Visit CCLR's MAC Homepage to learn more + connect!

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Schedule a Meeting

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Visit our MAC Homepage and Submit a Draft!

We Want to Hear Your Feedback

Please provide feedback on today's event:

1. Click this link
   https://kstate.qualtrics.com/jfe/form/SV_bmypfeRFLcSnesK

2. Click the link provided in the chat box

3. Scan this QR image from your smartphone

TAB Technical Assistance to Brownfields | Kansas State University

Let's Connect!

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

SCAN ME

Thank You

For joining us today. Please get in touch if you have any questions or comments: email address here.

ksutab.org

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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