

Tutorial for using:

TAB EZ:

E-Tool for EPA Brownfields Grants

Getting Started with TAB EZ



About TAB EZ TAB EZ Resources Contact Resources

Tab EZ

This free online tool helps streamline and simplify the grant writing process when applying for EPA Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup (MARC) grants.

Get Started Now

Accessing Tab EZ

Create an account and log in to access completed and in-process grant templates or to create a new application, TAB EZ is free, secure, and user-friendly,

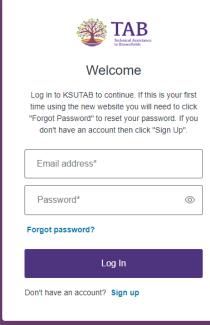
Template Configuration

You will be guided through a grant configuration process that generates a template appropriate for your application type: EPA Brownfields Multipurpose Assessment Revolving Loan Fund (RLF) Cleanup (MARC)

Content Sections

Within the template, use the section links on the left-hand side of the screen to complete content, section by section. The TAB EZ framework follows EPA grant guidelines. Save work to continue later Request review from other approved contributors View past versions *Some content may be auto-populated for convenience and ease of editing. Be sure to

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

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MARC Grant Guidelines, FAQs and Submission Checklist: You can download these documents from the EPA's website or access them here.

2 Template Configuration

You will be guided through a grant configuration process that generates a template appropriate for your application type: EPA Brownfields Multipurpose, Community-wide Assessment, Coalition Assessment, Community-Wide Assessment for States and Tribes, Revolving Loan Fund (RLF), and Cleanup grants (MARC).

Content Sections

The TAB EZ framework creates templates following the EPA grant guidelines. Section links on the left-hand side of the

You do not have to sign in to view Resources

Quick Links

TAB F7

TAB EZ Tutorial (coming soon)

TAB EZ Instructional Video (coming soon)

EPA MARC Grant Guidelines

EPA MARC Grant FAQs

Grants.gov Submission Checklist

Brownfields Grant Research Links

Sample Grant Applications

<u>Brownfields Grant Research</u> <u>Links</u>: 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.

Getting Started with TAB EZ



About TAB EZ My Grant Applications TAB EZ Resources Contact Resources

Logout

Tab EZ

Create New Grant Application

View Certificate

1 Accessing Tab EZ

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2 Template Configuration

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Select "Create New Grant Application" to get started with your proposal



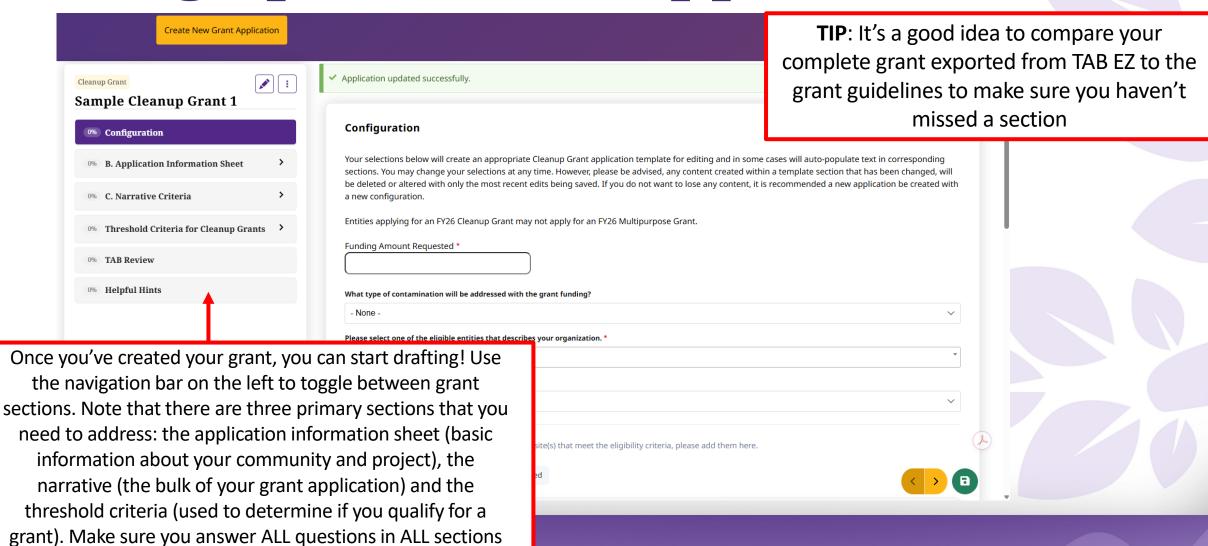
Getting Started with TAB EZ Logout **Create Application** Tab EZ **Grant Details** Create New Grant Ap **Grant Application Title** Application Notes Acc **Grant Type** Cleanup Grant Coalition Assessment Grant Create an account an is free, secure, and us Community-Wide Assessment for Community-Wide Assessment Grant States and Tribes Grants Multipurpose Grant Revolving Loan Fund Ten You'll receive this pop-up. Choose a **Sharing Preferences** You will be guided thro title for your grant and then select EPA Brownfields Multi Add comma-separated list of email to share. the type of grant application you want Con to write. You can also add users to your Cancel **Create Application** application now if you wish. Then hit Within the template,

review all sections for accurac

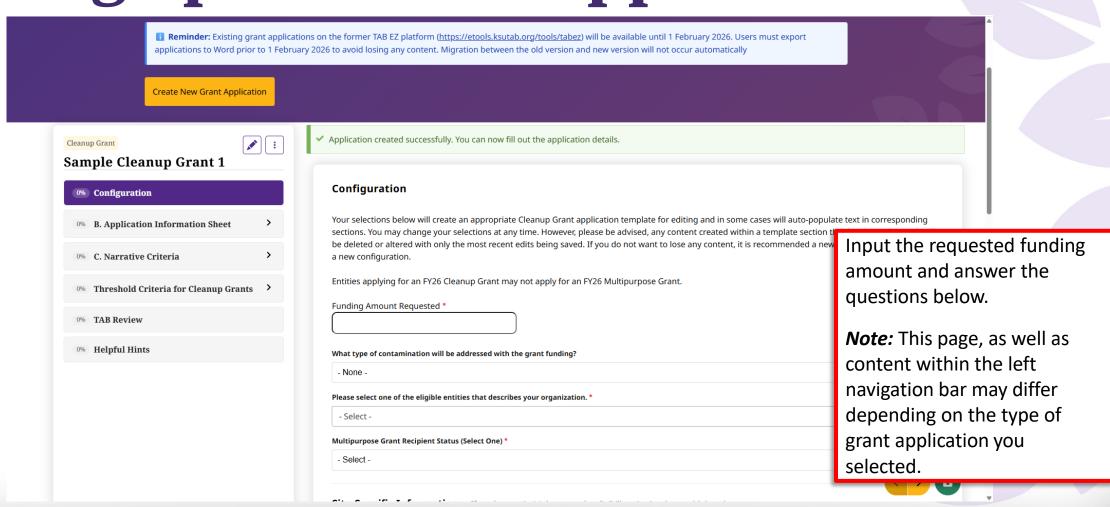
"Create Application"

Setting up the Grant Application

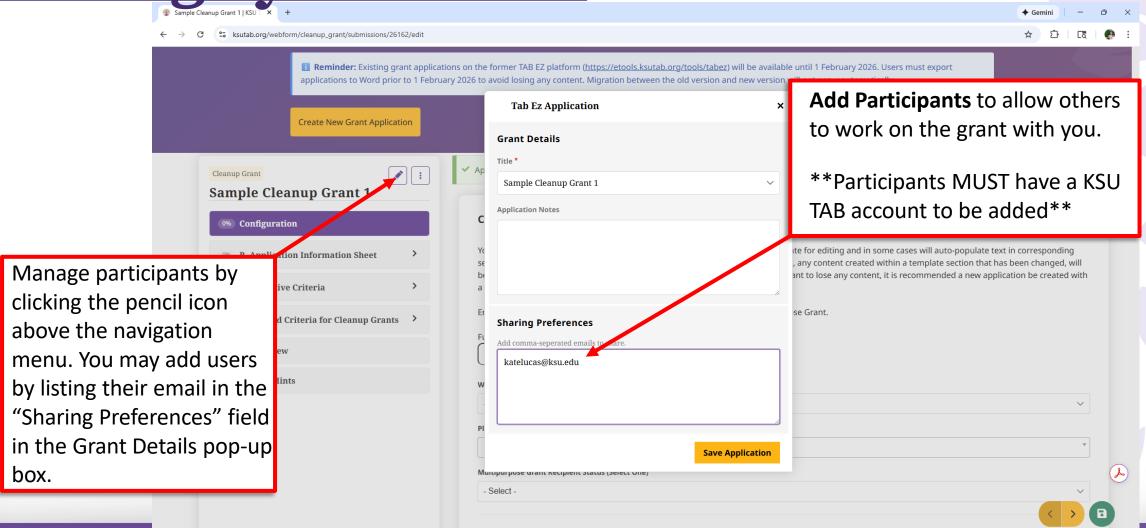
of the grant.



Setting up the Grant Application



Manage your Team



Manage Your Team



Application Configuration

Manage Participants

Grant Content

IV.D. Narrative Information Sheet >

IV.E. Narrative/Ranking Criteria for Community-Wide Assessment Grants •

III.B Threshold Criteria for Community-Wide
Assessment Grants

Export to Word

Total Character Count: 0

This functionality is currently under construction. If collaborative editing is necessary, we recommend exporting your draft grant to Word and sharing with your team via SharePoint or Google Docs.

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

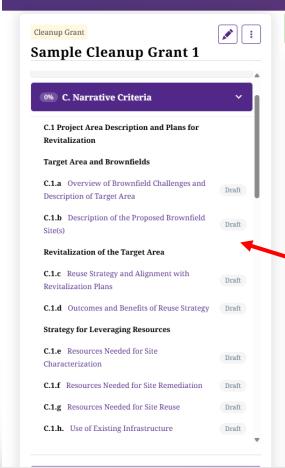
Participants MUST have a KSU TAB account to be added

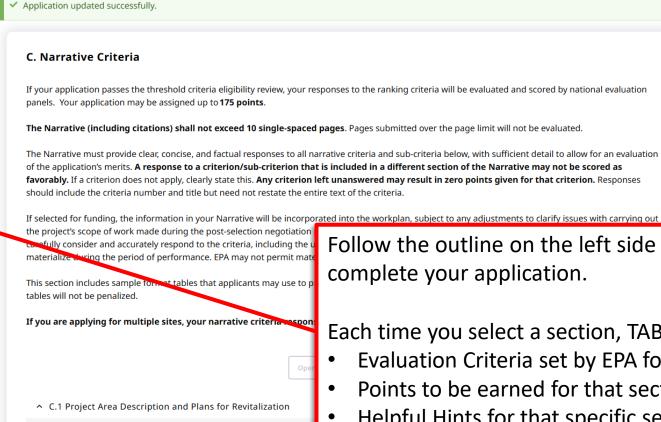
Easily remove participants or manage their ability to make changes without approvals.

Follow the Prompts in the Menu

► Helpful Hints

Create New Grant Application



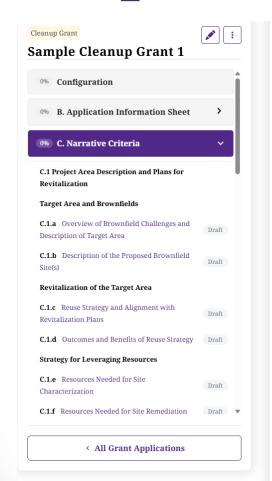


Follow the outline on the left side of the page to complete your application.

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

- Evaluation Criteria set by EPA for that specific section
- Points to be earned for that section
- Helpful Hints for that specific section

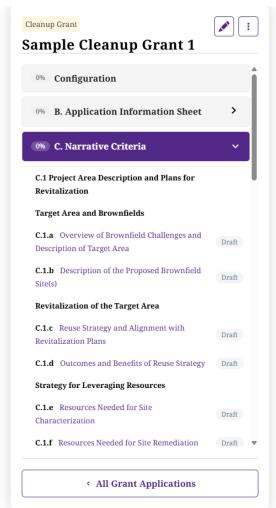
Helpful Hints

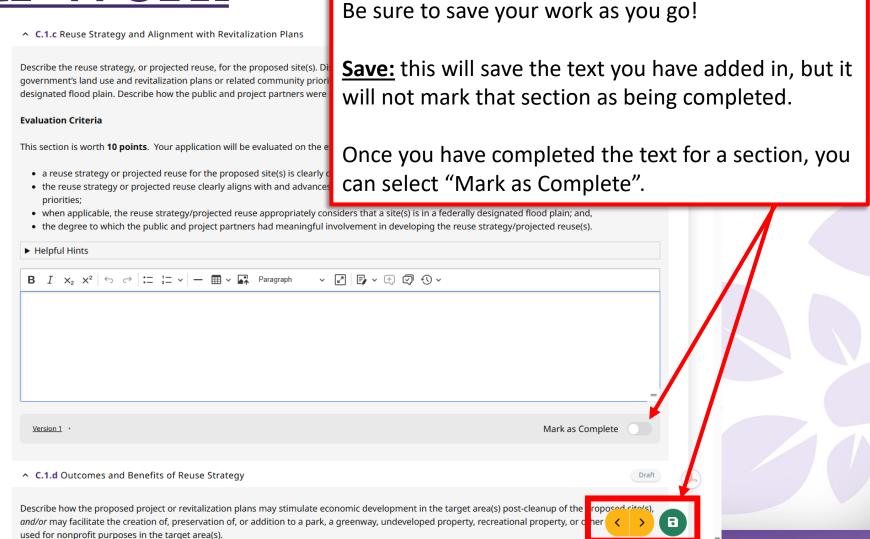


Hints button, you will be able to see tips and tricks for completing that section of your grant ^ C.1.c Reuse Strategy and Alignment with Revitalization Plans application Describe the reuse strategy, or projected reuse, for the proposed site(s). Discuss how the reuse strategy/proj government's land use and revitalization plans or related community priorities; and if applicable, how it could designated flood plain. Describe how the public and project partners were meaningfully involved in developing the reuse strategy/projected reus the reuse strategy or projected reuse clearly aligns with and advances the local government's land use and revitalization plans or related community **Evaluation Criteria** priorities; • when applicable, the reuse strategy/projected reuse appropriately considers that a site(s) is in a federally designated flood plain; and, This section is worth **10 points**. Your application will be evaluated on the extent to which: • the degree to which the public and project partners had meaningful involvement in developing the reuse strategy/projected reuse(s). • a reuse strategy or projected reuse for the proposed site(s) is clearly described; ▼ Helpful Hints · the reuse strategy or projected reuse clearly aligns with and advances the local government Clearly describe the reuse strategy or projected reuse for the proposed site(s). Provide enough detail to show the reviewer that the proposed reuse on the site aligns with local government land use and revitalization plans or community priorities. Include if the plans are specific to the Target when applicable, the reuse strategy/projected reuse appropriately the degree to which the public and project parties had meaningful involvement in devel • Address why cleanup of the site(s) makes the most sense or how critical the site(s) is/are to the overall revitalization plan for the target area. ► Helpful Hints . Demonstrate how these plans were inclusive of community voices and preferences. · Describe how the community was meaningfully involved in the development of master plans, reuse strategy, vision, or other decision-making **B** $I \times_2 \times^2 \hookrightarrow \Rightarrow := := \cdot - \blacksquare \lor \square$ Paragraph ✓ ☑ □ < ⊕ ∅</p> Include any sustainable community revitalization measures considered as part of the reuse strategy and refer to the page number in your Other Factors Checklist (section V.B. of the Guidelines). Indicate whether or not the site is in a federally designated floodplain and justify the reuse strategy/project reuse is an appropriate reuse If possible, try to give the reviewer a strong sense that reuse/redevelopment is likely to happen after the cleanup. The proposed reuse/redevelopment of the site(s) should align with solutions to the challenges presented in Section 4.C.1.a. - Overview of Brownfield Challenges and Description of Target Area. Please see Section V. Alignment with Sustainability and Resiliency in: Grant Data Research | KSU TAB - Technical Assistance to Brownfields Mark as Complete

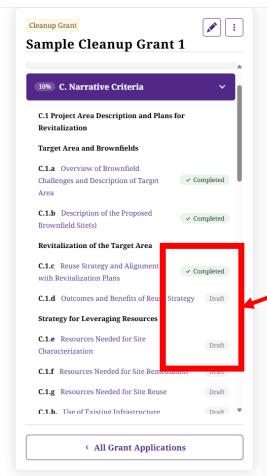
By hitting the drop-down arrow on the Helpful

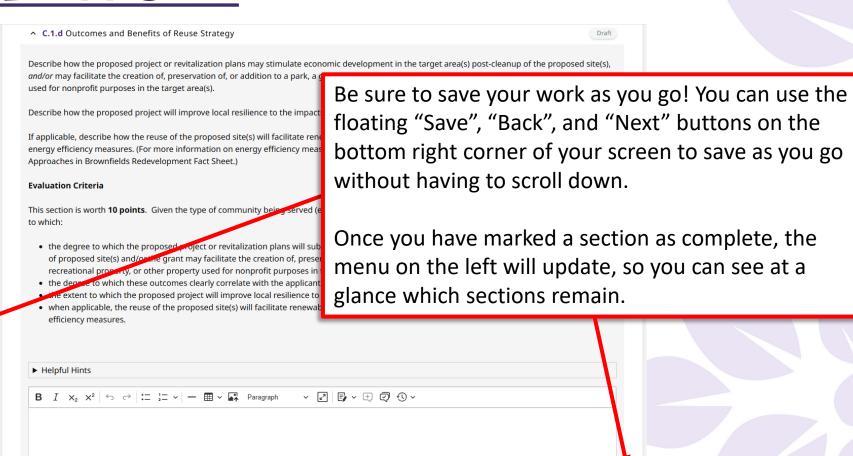
Saving Your Work



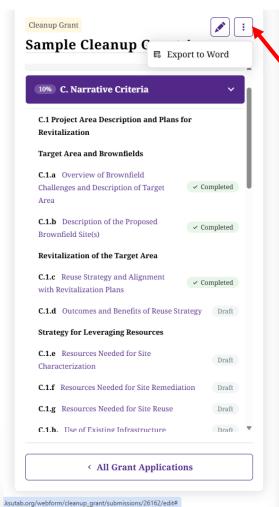


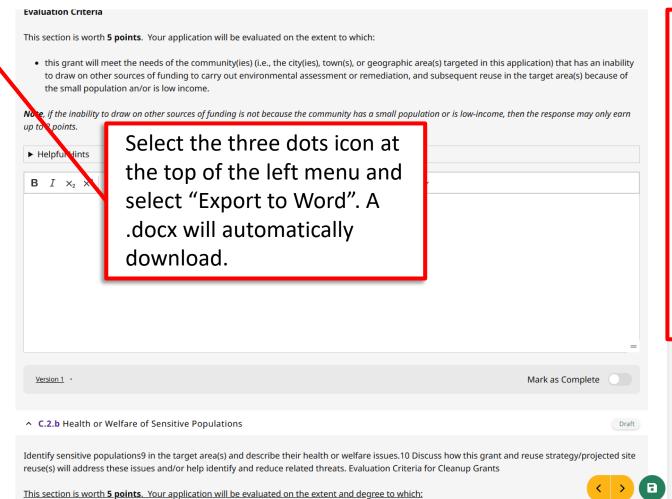
Saving Your Work





Exporting to Word

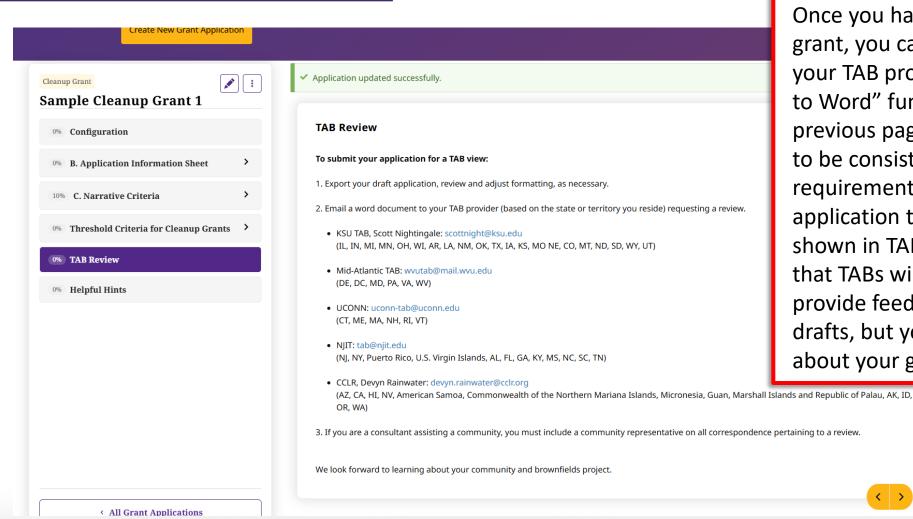




The exported document is a basic word document with no formatting.

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.

Request a review of your Grant!

Want a deep and thorough review of your proposal? KSU TAB can help! You can submit your grant application through the TAB EZ portal, or send it via email as a Word document.

To request a review contact **Scott Nightingale** (scottnight@ksu.edu)

- Reviews are generally completed within 3 business days.
- Requests for review will be accepted until 12:00pm Central Time on Friday,
 January 23rd
- Other TAB providers may have different deadlines and review timelines, so reach out to your local TAB provider if you are located in EPA Regions 1, 2, 3, 4, 9, or 10.

Need Additional Help?

Contact your regional KSU TAB staff for one-on-one assistance

EPA Region 5

Roxanne Anderson, Director in EPA Region 5 | roxanderson@ksu.edu | 614.623.3270

Beth Grigsby, Assistant Director in EPA Region 5 | beth27@ksu.edu | 317.601.3839

Kristin Prososki, Assistant Director in EPA Region 5 & 7 | kp3@ksu.edu | 507.340.5799

EPA Region 6

Scott Nightingale, Director in EPA Region 6 | scottnight@ksu.edu | 785.207.6021 Leslie Etzel, Assistant Director in EPA Region 6 | leslieetzel@ksu.edu | 864.404.5421

EPA Region 7 & 8

Maggie Belanger, Director in EPA Region 7 & 8 | maggiejessie@ksu.edu | 785.230.6825 Jacob Rohter, Assistant Director in EPA Region 7 | <u>irohter@ksu.edu</u> | 573.458.9322 Kate Lucas, Assistant Director in EPA Region 8 | <u>katelucas@ksu.edu</u> | 817.565.2885 Kristin Prososki, Assistant Director in EPA Region 5 & 7 | <u>kp3@ksu.edu</u> | 507.340.5799



Good Luck!