



TAB
Technical Assistance
to Brownfields

KANSAS STATE
UNIVERSITY

So You Didn't Win the EPA Brownfields Grant: Let's Build Your Comeback Strategy!!

July 9, 2026

Agenda

Welcome, Agenda Overview and Introductions- Beth Grigsby, *KSU TAB Assistant Regional Director*

Take a Step Back, Take a Deep Breath—Do You Need an EPA Brownfields Grant?

Beth Grigsby, *KSU TAB Assistant Regional Director*

EPA Regional Debrief and Insights - Scott Nightingale, *KSU TAB Regional Director*

Going for it Again! Common Grant Pitfalls and How to avoid them!

Kristin Prososki, Leslie Etzel: *KSU TAB Assistant Regional Directors*,
Scott Nightingale, *KSU TAB Regional Director for Region 6*

Q&A and Break

Overview of the EPA Procurement Process -Can You Include Grant writing in your RFQP?

Kristin Prososki, *KSU TAB Assistant Regional Director*

Panel Discussion - Discussion with Daphnea Ryan, Director of Planning, City of Texarkana, TX; **Chad Howell**, Redevelopment Administrator, City of Thornton, CO; **Brian Nyberg**, Community Development Director, Jacksonville, IL; Kate Lucas, *KSU TAB Assistant Regional Director (Moderator)*

TAB Services, E-Tools and Other Resources! Maggie Belanger, *KSU TAB Senior Director & KSU TAB Program Director*

Adjourn

Technical Notes

If you experience technical difficulties with your connection:



Dial 785.532.0783



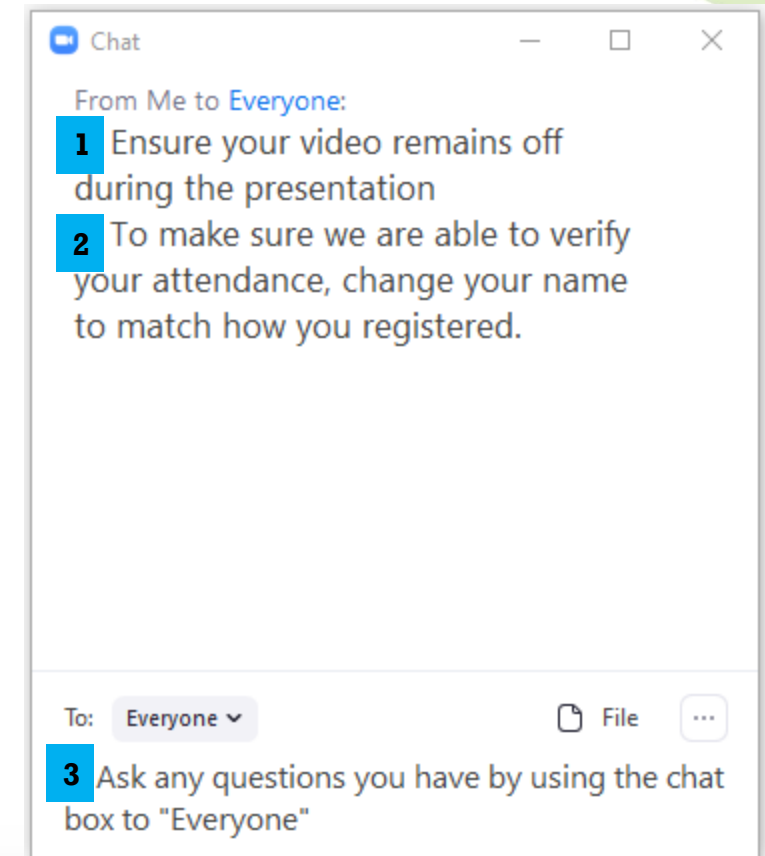
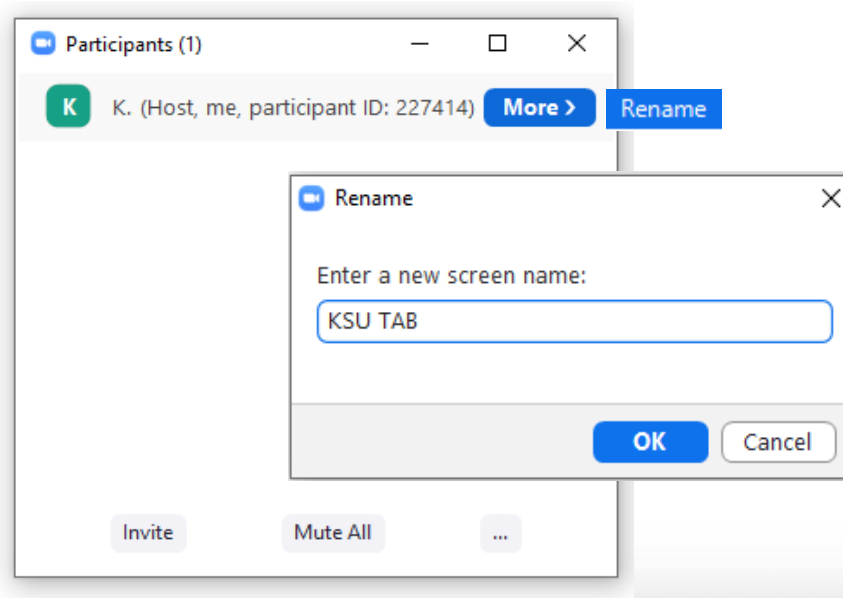
Email chsr@ksu.edu

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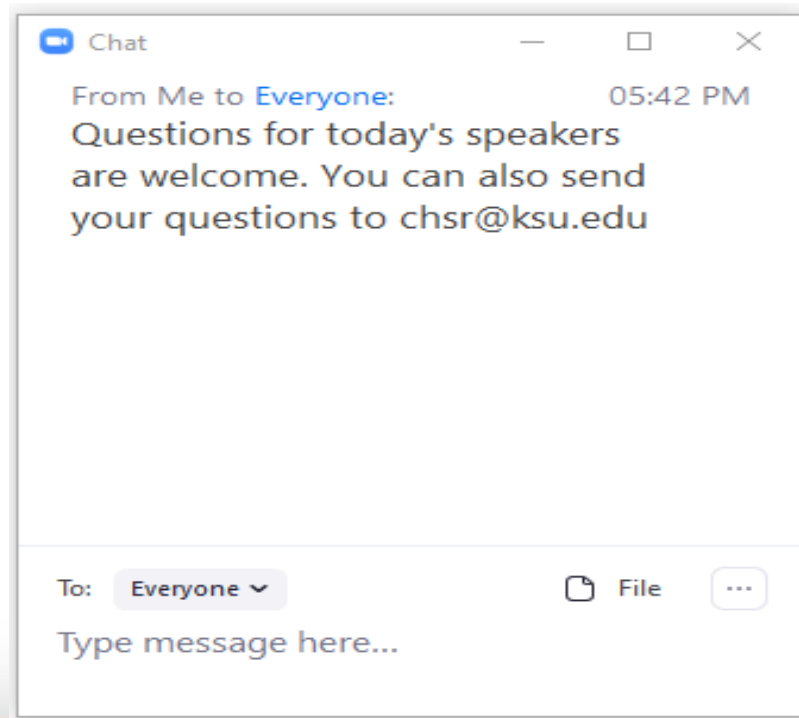
The presentation is being recorded and will be available on the website. The link has also been placed in the chat box.

Using Zoom – The Basics



Questions & Feedback

Submit questions using the chat box.



Providing feedback on today's event.



The link that will be included with the follow up email



[So You Didn't Win the EOA Brownfields Grant-Let's Build Your Comeback Strategy! 07092026](#)



Clicking the link provided in the chat box



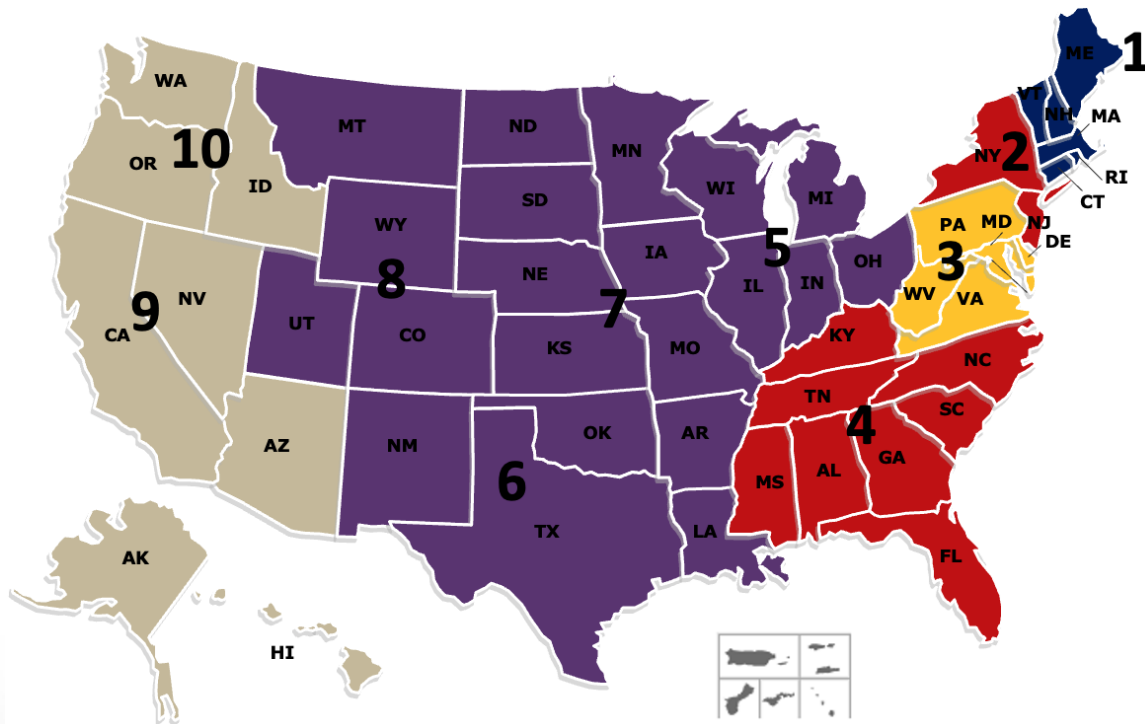
Scanning this QR image from your smartphone

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

KSU – ITEP – ANTHC – Tribal TAB



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Take a Step Back, Take a Deep Breath: Do You Need an EPA Brownfields Grant?

Beth Grigsby
Assistant Regional Director

Re-Think How You Might Tackle Your Brownfields Projects

- What is the scope of my brownfield problem?
- What work is needed? Planning? Assessment? Cleanup? Other?
- Do I have multiple eligible sites or just one?
- Have you discussed this site with the State or Tribal Brownfield Program?
- Have you worked with the staff at your **State's Brownfields Programs/Tribal Environmental Program** and/or participated in their programs?
- How was the Targeted Area(s) selected?
- Is there a land use plan associated with the area?
- Was it driven by your residents and stakeholders?
- Does the timing of the grant work for the needs of the community?
- Where would you get the funds otherwise?



Assessment/Cleanup Activities: How Your State/Tribe Programs May Assist You

- Assessment Programs: Work conducted by the State or Tribal contractor: Phase I, Phase II, Cleanup Planning at No Cost
- Cleanup Programs are offered in Many States/Tribes at No Cost
- Low Interest Loans are offered in Many States
- Provide Comfort Letters, Closure Letters to Prospective Purchasers and Property Owners to Facilitate Redevelopment

Developing a Strong Relationship with Your State/Tribal Brownfields Program helps you in many ways:

- Assists you in understanding regulatory background or contaminant impact of project sites
 - Can brainstorm with you on how to solve potential barriers to redevelopment
 - States are Typically the Clean Up Authority in the Eyes of the EPA
 - Analysis of Brownfields Cleanup Alternatives
- 

EPA Targeted Brownfields Assessment (TBA)

A TBA is a service provided by the EPA at no cost to communities. The TBA may encompass one or more of the following activities:

- An ASTM Phase I, which includes a background and historical investigation and site inspection;
- A Phase II environmental site assessment, including sampling activities to identify types and concentrations of contaminants and the areas of contamination that must be cleaned up;
- Site characterization and additional assessment activities to determine any additional investigation that may be needed, and the establishment of cleanup options and cost estimates based on future uses and redevelopment plans; and
- The development of an Analysis of Brownfields Cleanup Alternatives (ABCA) for a brownfield site that was assessed under the TBA program.
- For more information, Reach out to your Region's contact listed in this link:
<https://www.epa.gov/brownfields/technical-assistance#Targeted>



Other EPA Opportunities for Services: LR TA

- EPA's Land Revitalization Technical Assistance (LR TA) can help a community determine which types of brownfield site reuses are feasible, given local conditions (e.g., economic, infrastructure, social, and environmental site conditions), infrastructure availability, community site design preferences, and funding or financing resources.
- Many brownfields reuse planning activities can be supported through LR TA including:
 - Information gathering on brownfield site and local conditions
 - Conceptual design
 - Understanding implementation resources

EPA Regional Office Contacts for Brownfields and Land Revitalization can be found at <https://www.epa.gov/brownfields/epa-regional-office-contacts-brownfields-and-land-revitalization>



KSU Resources and Assistance

Workshops and Webinars
Brownfields Outreach Designed for Communities and Stakeholders
Presentations
Brightfields Academy by RMI
Resources Database



Brownfield Inventory Tool (Bit)
TAB EZ
Platform for Exploring Environmental Records (PEER)
Community Benefits Calculator
Presentations
RFP/RFQ Templates and Review
EPA Brownfield Grant Reviews

Identify & Prioritize Sites
Strategic Planning and Redevelopment Visioning
Market Analysis, Proformas, Feasibility Studies
Conceptual Renderings
Resource Roadmaps
Technical Report Reviews

KSU TAB Can Fill the Gaps! Our Services are Free of Charge

- Brainstorm with you on your Grant Strategy- what is the path of least resistance to successfully redevelop your site
- Community and Stakeholder Outreach; Assist with Community Engagement Plans
 - Surveys, Outreach Approaches
 - Identify Stakeholders and Partners
- Assist with Community Relations Plan and Public Involvement for Cleanup Activities
- Community Visioning/Renderings for Reuse Scenarios
- Corridor Visioning/Renderings for Reuse Scenarios
- Resource Roadmaps- Funding that supports many aspects associated with your redevelopment project
- Market Impact Analysis, Economic Analysis, Proformas
- Build Your Capacity to Manage Your Brownfields Program with e-tools: [Brownfield Inventory Tool \(Bit\)](https://www.ksutab.org/resource/community-benefits-calculator)
<https://www.ksutab.org/resource/community-benefits-calculator>
- RFP/RFQ Template and Review (*there is a template if you want to secure a grant writer and implement your grant*)
- Assist with reviews/scopes for Brownfields Services RFP/RFQ





Region 5 TAB Directors



Region 6 TAB Directors



Region 7 TAB Directors



Region 8 TAB Directors

You've Got a Friend

**KSU TAB can fill
gaps and help
support overall
project goals.**



EPA Regional Debriefs

Purpose

- Learn from EPA personnel the strengths and weaknesses of your grant application and your project to improve your chances when reapplying.
- This is not a forum to argue. (There is a separate process to dispute EPA's decision.)



EPA Regional Debriefs

Requesting an Application Debriefing

- Requests must be made by **today, July 9**, to:
 - Region 5 – John Jurevis, jurevis.john@epa.gov
 - Region 6 – Althea Foster, foster.althea@epa.gov
 - Region 7 – Bobbie Pennington, pennington.bobbie@epa.gov
 - Region 8 – Joann Jeplawy, jeplawy.joann@epa.gov



EPA Regional Debriefs

Preparing for the Debriefing

- Refamiliarize yourself with the grant application and the grant guidelines, no matter who wrote it.
- Invite colleagues. It's always helpful to have extra people listening and taking notes.
- Ask EPA to clarify the rules: Who can attend? Can you record the meeting? Can you get comments in writing? How long can the debriefing last?



EPA Regional Debriefs

Tips During the Debriefing

- Take notes. Document everything. Having multiple people attend will help.
- Ask questions. Understand EPA Regional staff are limited in what they can offer as part of the debriefing, but don't be shy about asking.
- Get clarification on any issues of uncertainty.





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Going for it again!

Common Grant Pitfalls & How to Avoid Them

Threshold

For all Grants

- Not providing response to all threshold criteria
- Applicant is an ineligible entity type
- No active Unique Entity Identifier at submission
- Did not meet the drawdown requirement

For Cleanup and/or RLF Grants

- Did not own the site
- Did not establish BFPP liability protection requirements
- Missing State/Tribal site characterization letter
- Did not meet community notification requirement



Section 1 – Community Need

Common Mistake	Why It Loses Points	What High-Scoring Applications Do Instead
Target Area is poorly defined	Reviewers cannot determine the area that will benefit from the grant	Define a clear neighborhood, corridor, downtown, or census tract and focus data there
Community story is generic	Reads like it could describe any community	Include local history, specific brownfield sites, redevelopment barriers, and community priorities. Make your community standout – what makes it neat and unique?
Brownfields aren't quantified	The number of brownfield sites and types of suspected contamination aren't mentioned. Shows a lack of work to inventory sites.	Quantify how many brownfield sites are in your target area and/or community as a whole. Describe how you determined the number of brownfield sites



Section 1 – Community Need

Common Mistake	Why It Loses Points	What High-Scoring Applications Do Instead
Too many priority sites	The priority sites and redevelopment potential do not support the community's need description	Selected priority sites clearly demonstrate the same challenges described for the target area as a whole and how their potential redevelopment will be a catalyst for community improvement.
Failing to connect contamination to community problems	Applicants discuss contamination separately from redevelopment barriers	Explain how suspected contamination contributes to disinvestment, blight, job loss, housing shortages, or stalled redevelopment
Little explanation of why EPA funding is needed now	Applicant never explains why local funds aren't sufficient	Describe how their municipal budget is limited, developers have expressed reluctance due to contamination concerns and uncertainty, and why additional funding is not available.



Section 1 – Community Need

Common Mistake	Why It Loses Points	What High-Scoring Applications Do Instead
Poor description of how the grant will positively impact the community and spur further redevelopment	Assumes the reviewer knows how the grant will transform the community	Describes the cascade effect that is created after a site is assessed and/or cleaned up.
Making unsupported statements	Claims like "our downtown is struggling" receive little credit without evidence	Support every major claim with statistics, studies, maps, or local planning documents
Not comparing data	Reviewers cannot tell if conditions are unusually severe	Compare local unemployment, poverty, or vacancy rates to county, state, or national averages
Only using one source of data	One source of data rarely demonstrates brownfield need	Combine Census data with vacancy, tax delinquency, abandoned buildings, code violations, environmental concerns, health data, and local economic trends

Examples of How to Improve

Weak: "The target area is our downtown"

Strong: "The target area consists of approximately 1.8 square miles bounded by..."

Weak: "The downtown contains numerous vacant buildings that discourage investment."

Strong: "The target area contains 27 vacant commercial buildings, representing nearly 18% of the downtown building inventory. Fourteen of these properties are known or suspected brownfields. Commercial vacancy has increased 35% since 2015, resulting in declining tax revenues and reduced private investment despite the area's location along the city's primary commercial corridor."

Weak: "Developers are reluctant to invest."

Strong: "Developers have expressed interest in several downtown properties but have consistently identified unknown environmental conditions, potential cleanup liability, and assessment costs as significant barriers to acquisition and redevelopment."



Examples of How to Improve

Weak: "The target area is our downtown"

Strong:

•**Be Specific:** "The inventory identified 24 priority brownfield sites..."

Weak:

Strong:

•**Quantify Data:** "Vacancy has increased from 11% to 19% since 2015..."

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private

•**Compare Stats:** "The poverty rate is 2.3 times the state average..."

•**Be Outcome-Oriented:** "Assessments will reduce environmental

uncertainty, allowing the City to pursue cleanup funding and attract private investment."

Weak:

Strong:

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Common Pitfalls - Section 2

- Not covering every required aspect of the subsection
- Not explicitly stating if your community is small and/or low income
- Make sure it ties into your story in Section 1
- Data isn't relevant to that particular section
- Data doesn't tie into narrative
- No comparison to county, state, or national averages
- Too reliant on either tables or narrative – balance both
- Community input and engagement – make sure there is meaningful involvement in site selection, cleanup, and reuse
- Outreach – must have follow up too



What To Do Now

- Request a debrief to find out areas of strength and weakness
- Schedule a call with your TAB contact to talk about the debrief results and specific ways to improve your application
 - Talk through specifics of areas for improvement on recent application
 - Considering including your state agency on the call too
- Search for “Helpful Hints”, “Grant Research Links” document and “Successful Grant” at <https://www.ksutab.org/resources> to use as resources for data and examples
 - Begin looking at other relevant data sources that help tell your story and/or show comparisons for your target area vs. county, state, or national data.



What To Do Now

- If you don't currently have relationships and/or meaningful engagement with community-based organizations, community liaisons, and other stakeholders, reach out to begin forming those relationships and start discussing their specific roles now. Do this regardless of whether you plan to reapply for EPA Brownfield funding – there are huge benefits to expanding your brownfield team
- Refine your community involvement plan now, including how you'll respond to community input received



Common Grant Pitfalls – 3) Task Description

Identified Problem: **Lack of Detail**

To Do Now: Outline, in detail, all activities to be funded by the grant. Be specific and inclusive.

Identified Problem: **Lack of Support Tasks**

To Do Now: Create a list of tasks needed for project completion, but which will not be funded by the grant. Confirm the support is available for grant period.



Common Grant Pitfalls – 3) Project Schedule

Identified Problem: **Lack of Detail**

Identified Problem: **Impossible Order of Tasks**

(ex. – assessments before QEP is obtained)

To Do Now: Research how long activities should take and draft a detailed, logical schedule. Being specific shows good planning; modifications later, during implementation, are okay.



Common Grant Pitfalls – 3)

Task/Activity Lead

Identified Problem: **Activities not assigned**

Identified Problem: **Lack of justification for assignments**

To Do Now: Think about the tasks you want to lead as the grantee, those you want the QEP (or others) to lead, and those to share.



Common Grant Pitfalls – 3) Cost Estimates

Identified Problem: **Lack of Detail (labor unit costs, specific supply costs, travel itemizations, etc., all with sources)**

To Do Now: Update costs from the previous application. Use local costs if possible. Although state agencies may be able to provide activity costs (ex. – Phase I Assessments), do not anticipate consultants working for you at the “state contract” rate.



Common Grant Pitfalls – 3) Measuring Progress

Identified Problem: **No system for documentation**

Identified Problem: **Outcomes not measurable**

To Do Now: Consider how you will track progress. Establish the baselines for your outcomes. (ex. – if an outcome of an Assessment Grant is to lead to downtown revitalization, what are the current measurable conditions you will improve? Percentage of buildings in use? Tax revenue generated? How will you show this?)



Common Grant Pitfalls – 4) Program Capability

Identified Problem: **Lack of Detail**

Identified Problem: **Lack of succession plan**

To Do Now: Confirm program staff in the previous application will still have the same roles and responsibilities.



Common Grant Pitfalls

Possible **Project** Improvement Steps

- Change in Priority Sites
- Involve EPA
 - Regional EPA TBAs
 - Land Revitalization TA Projects
- Change/Addition of Community Partners
- Change in Coalition Partners (if applicable)



We Want to Hear Your Feedback

Please provide feedback on today's event:

Click this link:

[So You Didn't Win the EOA Brownfields Grant-
Let's Build Your Comeback Strategy! 07092026](#)

Or, Scan this QR image from your
smartphone



Overview of the EPA Procurement Process

Kristin Prososki
Assistant Regional Director

Internal or Contracted Resources?

Evaluate capacity and internal expertise for grant writing and/or implementation

If contracted assistance is needed:

- Identify the activities that will be done by a contractor vs. internally

Then define the scope:

- Define the tasks, deliverables, and timeline of those components
- Set clear expectations for outcomes and success, including timeline
- Ensure the scope aligns with funding requirements and Tribal/community priorities

Always remember: You are the lead, even if some aspects are contracted out



Request for Qualifications and Proposals (RFQP)

- Fair and open competitive process
- Goal is to have clear, comprehensive documents
- Scope becomes the basis of the RFQP
- Spells out the steps for submitting a proposal, including required content, deadlines and evaluation criteria



RFQPs Do's and Don'ts

- **Don't** accept help putting together the RFQP from a contractor that plans to bid on the project
 - If someone helps with the RFQP together (provides sample language, draft the scope, etc.), then they must be excluded from consideration

INSTEAD

- Connect with the TAB program for RFQP templates:
 - Assessment
 - Cleanup
 - Coalition
 - Revolving Loan Fund
 - With or without grant writing



RFQPs Do's and Don'ts

- **Don't** be overly restrictive, as it may limit competition and make it so that only one consultant/contractor can meet the criteria

INSTEAD

- Seek relevant (but not exact) experience
- Keep the solicitation open for at least 30 days
- Advertise widely



More RFQP Suggestions

- Keep open and transparent communication
 - If you respond to questions, require that they be submitted in writing, with responses posted in writing where all potential responders can see them.
- Consider including the option to extend the contract
- Include any compliance requirements related to the vendor's work
- Set a page limit for the RFQP document
- Talk with other area governments about their experience



Evaluation Criteria

- List the evaluation criteria in the RFQP document
- Use a scoring matrix to evaluate each submission consistently
 - Weighted factors are required
- Have a small internal team evaluate all the proposals received

Potential Criteria

- Experience on similar projects
- Technical expertise
- Cost (EPA recommends at least 25%)
- Proposed work approach



Scoring Matrix Example

Written Proposal Criteria	Points Available	Points Awarded	Comments
Identification of key personnel and experience/capability	20		
Resources and key personnel available to perform work in reasonable time frame	20		
Respondent's approach to successfully complete each scope of services task	10		
Ability to handle multiple projects simultaneous and meet deadlines	10		
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified	15		
Reasonable overall costs/hours/rate schedule	25		
Total Points	100		
Interview Criteria	Points Available	Points Awarded	
Participation from project manager and other key personnel	10		
Presentation specific to applicable scope of work tasks	15		
Responses to questions	25		
Total Points:	50		

Selection

- Document the decision
 - Keep records for the process and how the selection was made
 - If lowest bidder was not selected, document why the decision was made
- Verify contractor eligibility in sam.gov



Procurement Reminder & Resources

- Incorporate your organization's procurement policy
- [EPA's Brownfield Grants: Guidance on Competitively Procuring a Contractor](#)
- [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#)





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Panel Discussion:

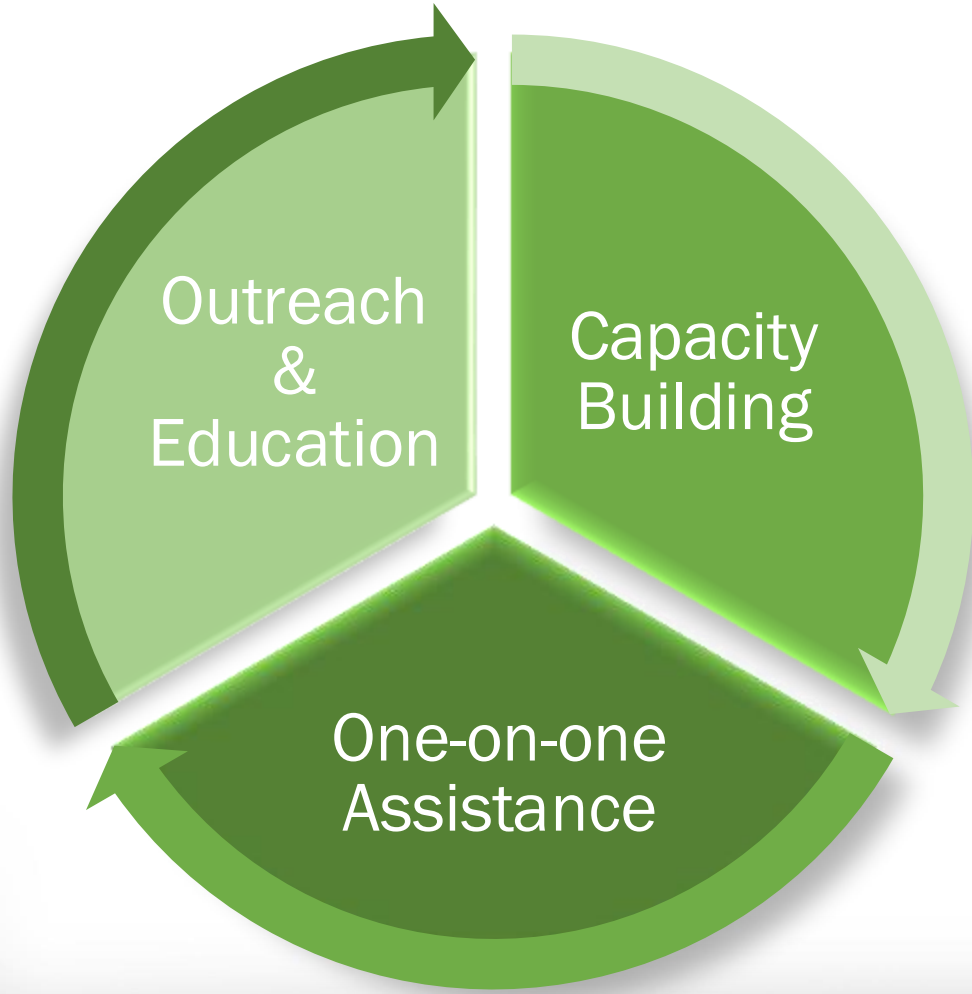
The No That Fuels The Next Yes!

Kate Lucas
Assistant Regional Director

TAB Services, E-Tools and Other Resources!

Maggie Belanger
Program Director

KSU TAB Resources & Assistance



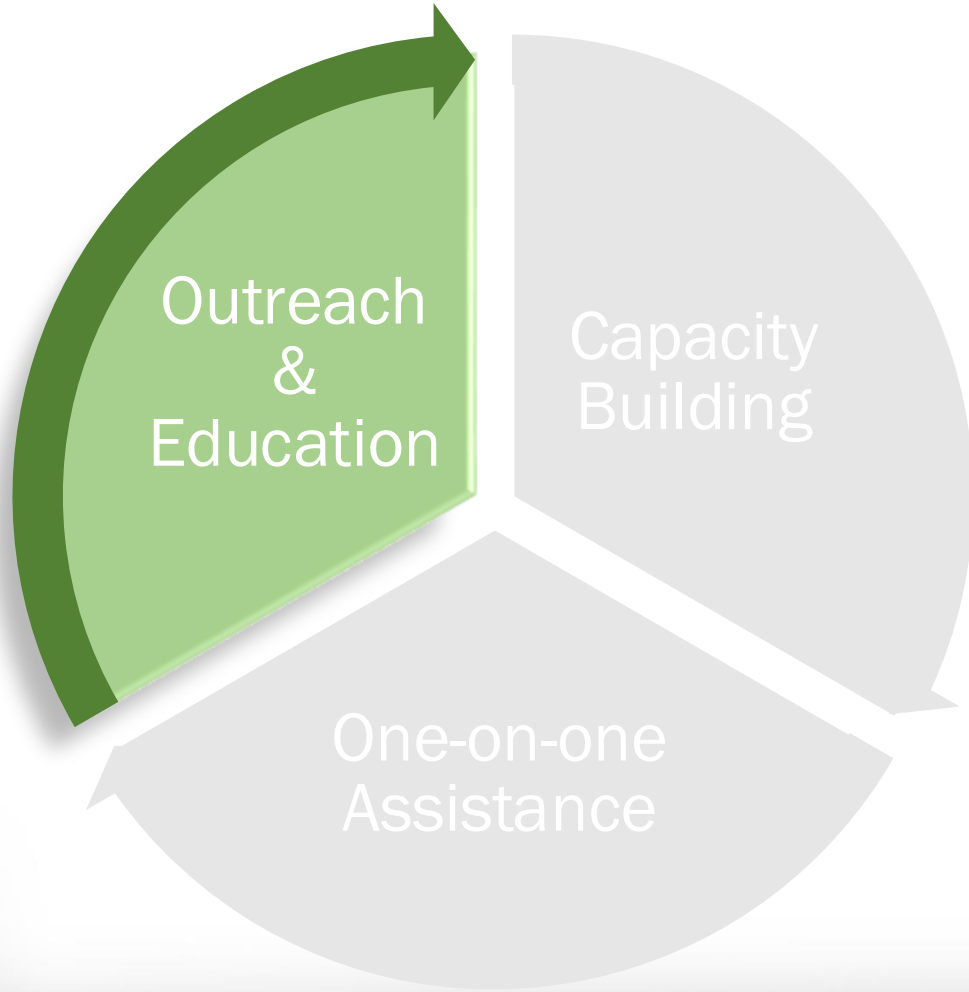
All services are FREE

**Services are provided by:
KSU TAB Staff & as needed,
KSU TAB Partners**

Three main categories of services

Empower communities to realize tangible change through engagement, education, tools and resources.

KSU TAB Resources & Assistance



- Workshops & Webinars
- Presentations
- Partnerships for active transportation and brightfields education opportunities

Resources



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to Brownfields

CITIZENS BRIEF

Sabine E. Martin, PhD., PG. | Debi Morey | August 2021

Brownfields Basics

WHAT IS A BROWNFIELD?

The U.S. Environmental Protection Agency (EPA) defines a brownfield as "...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant" (Public Law 107-118 (H.R. 2869) - "Small Business Liability Relief and Brownfields Revitalization Act," signed into law January 11, 2002). In 2018, the Brownfields Utilization, Investment and Local Development (BUILD) Act (Omnibus H.R. 1625) reauthorized EPA's Brownfields Program, and authorized changes that affect brownfield grants, ownership and liability provisions, and State and Tribal Response Programs. A brownfield typically is underutilized, idled and/or abandoned property.

EXAMPLES OF BROWNFIELDS SITES

A brownfield is a redevelopment project that is often impeded by environmental concerns. Brownfields sites include abandoned factories and other industrial facilities, service stations, oil storage facilities, dry cleaning businesses, hospitals, schools or any other business or facility that dealt with hazardous substances, pollutants or contaminants. Mine-scarred lands, properties impacted by asbestos and/or lead-based paint, and controlled substances can be brownfields as well. It's important to realize that brownfield sites may or may not be contaminated; however, the perception of environmental contamination is often enough to keep these sites from being reused. The fear of contamination and potential liability prevents many prospective purchasers from acquiring and developing brownfield sites. The Brownfields Law was created in large part to provide liability relief for prospective purchasers of potentially contaminated, underutilized, idled and/or abandoned properties and help move these sites into redevelopment.

See the Citizen Brief on Phase 1 Environmental Site Assessments for more information about the liability provisions of the Brownfields Law.

The U.S. Government Accounting Office estimates that there are 400,000 to 600,000 brownfields in the U.S.

WHAT IS THE EPA BROWNFIELDS PROGRAM?

EPA's Brownfields Program started in 1995 with the provision of a small amount of seed money to local governments that launched hundreds of two-year brownfield pilot projects. Today, the program has grown to include numerous competitive grant programs and other sources of technical assistance.

The Brownfields Program encourages collaboration among other federal program resources to support community efforts to prevent, assess, safely clean up and sustainably reuse brownfields. Communities often find funding and technical assistance for brownfields projects from other agencies such as HUD, DOT, EDA and USDA.

TECHNICAL ASSISTANCE

Local communities can obtain technical assistance through the following programs, many of which are provided at no cost.

State and Tribal Response Program Grants (also referred to as 128(a)) provide non-competitive funding on an allocation basis to eligible states and tribes to establish or enhance their State and Tribal Brownfields response programs. These programs use the funding to operate voluntary cleanup programs and provide technical assistance. This funding can also be used to conduct Targeted Brownfield Assessments for

Resources

KSU TAB provides a variety of resources designed to enhance community knowledge as it relates to many topics associated with brownfields redevelopment and community revitalization efforts.

Filter

Tag

E-Tools

Environmental Assessments & Cleanup

Establishing a TRP

Fact Sheets

Federal Resources and Guidance Documents

Human & Environmental Health Risks

MARC Grant Guidelines

Re-Use Planning and Goal Setting

Sample Successful Grant Applications

Statistics and Demographics

What's New with BiT
Grant Funding & Management

Download

Creating a New Program in BiT
Grant Funding & Management

Download

Renewable Energy or Energy-efficient Approaches
EPA FactSheet
Grant Funding & Management

Download

FY25 Helpful Hints RLF Criteria
Grant Funding & Management

Identifying Funding Sources in BiT Tutorial
Grant Funding & Management

Quick Start Guide for New Users
Grant Funding & Management

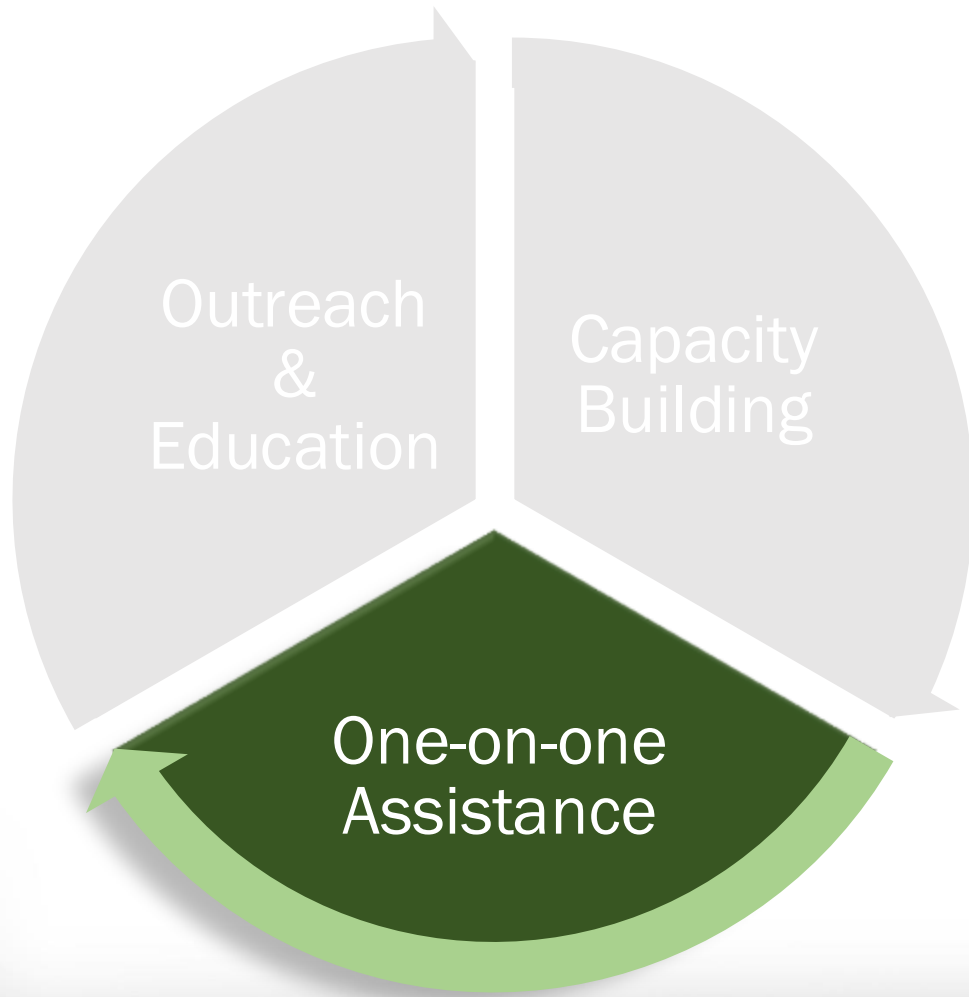
FY24) EXAMPLE Cleanup (Urban Development Authority of Pittsburgh,
Grant Funding & Management
Successful Grant Applications, #MARC Grant Guidelines

Download

FY25 Helpful Hints Cleanup Criteria
Grant Funding & Management

<https://www.ksutab.org/resources>

KSU TAB Resources & Assistance



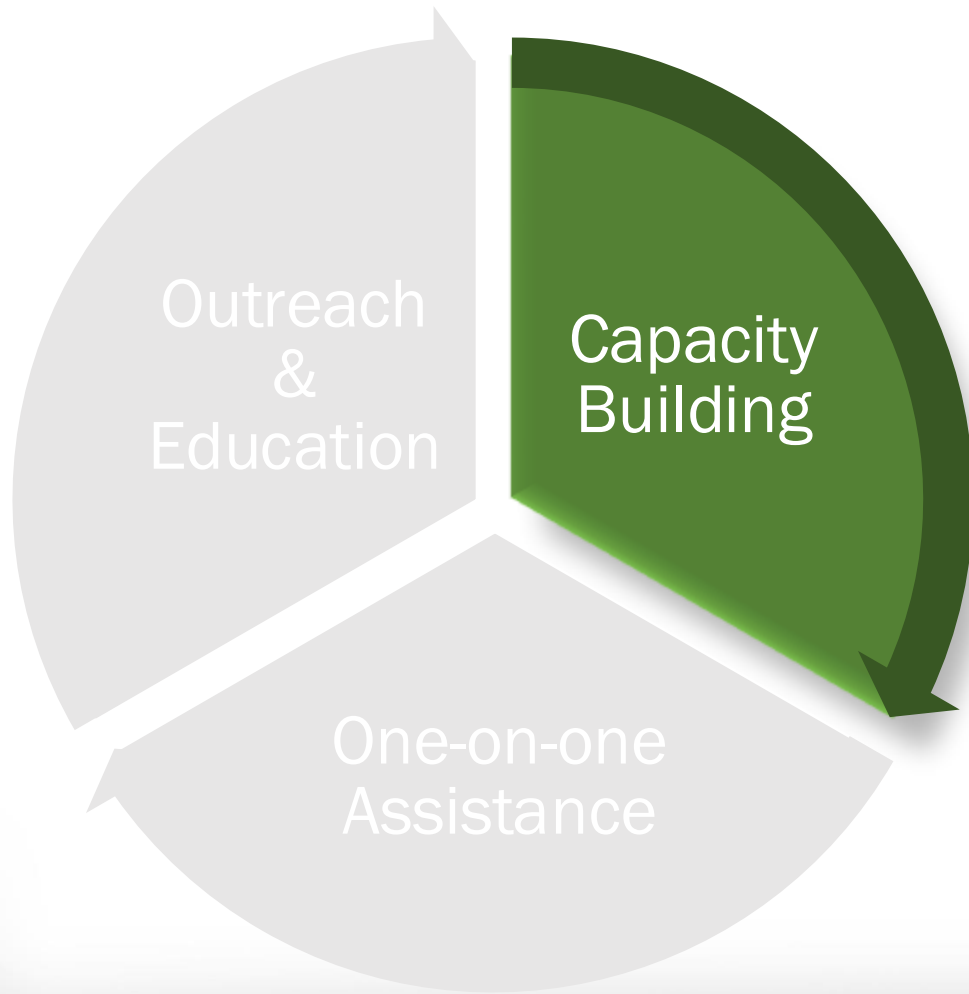
- Identify & Prioritize Sites
- Strategic Planning and Redevelopment Visioning
- Market Analysis, Proformas, & Feasibility Studies
- Conceptual Renderings
- Resource Roadmaps
- Technical Report Reviews
- Help in contractor procurement

KSU TAB Partners & Resources

- Planners
- Developers
- Landscape Architects
- Designers
- Economists
- Scientists, Geologists
- Tribal Brownfields Funding and Resources
- Experts
 - Real Estate Finance
 - Healthfields
 - Clean Energy
 - Solid and Hazardous Waste
 - Infrastructure and Transportation
 - Historic Preservation
 - Housing
 - Environmental Justice and Equity



KSU TAB Resources & Assistance



- [Brownfield Inventory Tool \(Bit\)](#)
- [TAB EZ](#)
- [Platform for Exploring Environmental Records](#)
- [Community Benefits Calculator](#)
- RFP/RFQ Template and Review
- MARC Grant reviews

Brownfields Inventory Tool (BiT)

Structured to mirror the property redevelopment process

- Site Information
 - Site Details - name, address, site type and status, GPS, property ownership
 - Map sites
- Track the property through Assessment, Cleanup, and Redevelopment
 - Activities, inspections, contaminants, impacted media, receptors
- Document & Track Institutional Controls and Complaints
- Manage Funding Sources
- Export data

The screenshot displays the 'Site Setup' form within the BiT web application. The interface includes a top navigation bar with 'Home', 'BIT', 'TAB EZ', and 'PEER' tabs, and a user profile for 'Maggie Belanger'. A left sidebar contains a navigation menu with options like 'Program', 'Site', 'INPUT SITE DATA', 'All Sites Map', 'Site Setup', 'Import Data (Tables)', 'Export Tool', 'Edit Default Menus', 'Manage Participants', 'Nearby Facilities', 'BIT API', 'Manage Funding Sources', 'Site Information', and 'Site Assessment/Reuse Planning'. The main form area is titled 'Site Setup' and contains several sections: 'Site Name*' (Azula Dump Site), 'Site Status' (In Cleanup Phase), 'Site Type' (Dump / Landfill), 'Landowner', an address section (503 1st Street, Saint George, Kansas, 66535), and coordinates (Latitude: 39.195406221577, Longitude: -96.426925497437). A 'Save' button is at the bottom right. On the right side, there is a 'Site Info' panel showing the coordinates and a map, and a 'Funding Activities' panel. Below the map, there are buttons for 'Upload Images' and 'Upload Documents', and a PDF document titled 'DraftFormerWierFurniturePhaseIESA.pdf' is displayed.

Beyond Inventory

Single Repository for Project Management and Planning

Upload Images

Upload Documents



[DurandMI.CommunityVisioningSimplicityBuilding.Report.10112019.pdf](#)



[BFBasics.004.png](#)



[Phase I Site Assessment Document.pdf](#)

Manage Participants

Users may add other registered BiT users as collaborators to a designated program. Program collaborators may be granted Admin, Collaborator, or View Only permissions. An Admin has full access to edit, add, and/or delete data within any section including programs, site data, funding sources, participants, default menus, and can import or export data. A Collaborator can edit, add, and/or delete all site data and site activities but cannot add/delete programs, manage participants, edit default menus, add/edit/delete funding sources, nor import or export data. View Only permission allows other users to view data within a BiT program but are unable to manipulate any of the data. Please be mindful of the permission level granted to ensure it is appropriate for the designated collaborator.

To add a collaborator, type their email, select a permission level, then click Send Invitation. The collaborator will receive an email inviting them to join the BiT program. Collaborators may be added or removed at any time.

Add Users

Email

☐ Admin ☐ Collaborator ☐ View Only

Send Invitation

Program Collaborators

Edit Default Menus

This feature allows users to add or delete new entries from a default list of items shown in each dropdown menu found on different sections of BiT. Additions may be made by selecting a menu from the dropdown list below, clicking the Add Item button, then typing the name of the item to be added. Click Save. To delete an added item, select the appropriate menu from the dropdown and click the X button next to the item.

Note: Default entries cannot be deleted.

The default menus contain many entries needed for reporting in the EPA ACRES database. New values added to the dropdown menus may not be recognized by EPA. Please review all entries on the ACRES Interface and edit accordingly before exporting to ACRES.

Select Menu To Edit:

Add Item

Select...

If it is unknown whether or not a cleanup is necessary, indicate the appropriate reason

Inspection/Regulatory Program

Land Ownership Status

Media Affected

Owner Qualification

Ownership Entity

Receptors / Targets

Reference Point

Funding Distribution

Select a Record

FY22 Community Wide Assessment

New Record

Delete Record

FY22 Community Wide A

Rename Record

Distribution of Funds/Grants to Sites

Search

Filters

Clear

Funded Site	Funded Activity	Cost Share
Test of New Site	Phase I Environmental Assessment	\$3,000.00
Burger King	Phase I Environmental Assessment	\$2,400.00
Burger King	Phase II Environmental Assessment	\$9,999,999.00

Rows per page: 10 1-3 of 3

Complaints

Select a Record

August 2025

August 2025

Rename Record

Complaint Details

Preparer

Date complaint logged

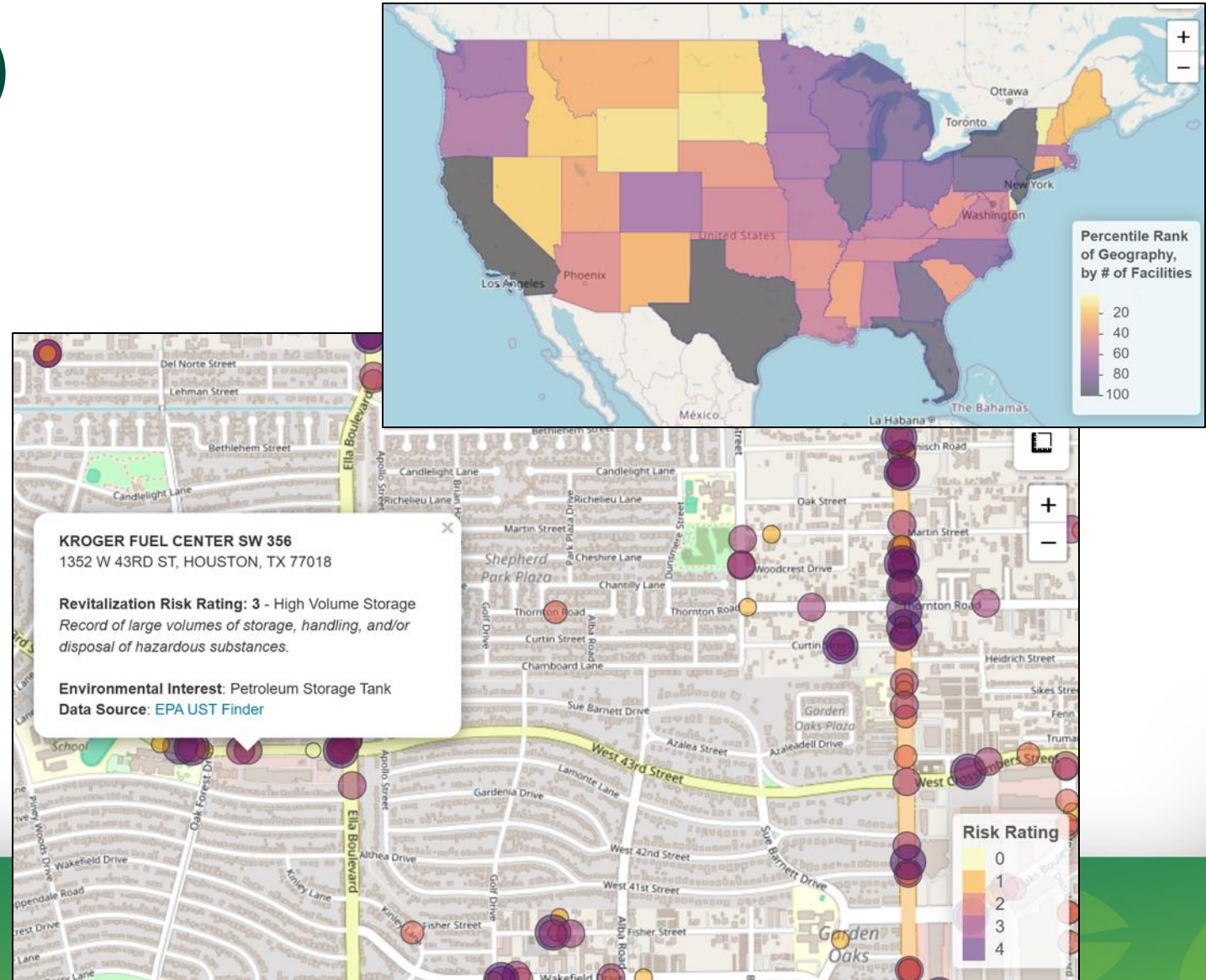
Date of complaint event

Possible violations identified

Complaint Details

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



TAB EZ

Streamlines and simplifies the grant writing process for EPA brownfields multipurpose, assessment, revolving loan fund and cleanup (MARC) grants

Benefits

- Free and user friendly
- Collaborative for multiple users
- Framework follows EPA grant guidelines
- “Helpful Hints” for addressing grant criteria
- Examples of successful proposals
- Password-protected to prevent unauthorized access

Notes:

TAB EZ cannot write a specific and compelling proposal on its own.

TAB EZ is not a substitute for reading the EPA grant guidelines.

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](#)

1 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. Once logged in, click on 'Create New Grant Application' above or 'Get Started Now' below.

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).

3 Content Sections

The TAB EZ framework creates templates following the EPA grant guidelines. Section links on the left-hand side of the template will guide you through each grant section's criteria. Be sure to complete content for each section and save frequently. Some content may be auto-populated for convenience and ease of editing. Be sure to review all sections for accuracy. Refer to the TAB EZ tutorial (quick link on the right) for additional guidance.

Quick Links

[TAB EZ Tutorial \(coming soon\)](#)

[TAB EZ Instructional Video \(coming soon\)](#)

[EPA MARC Grant Guidelines](#)

[EPA MARC Grant FAQs](#)

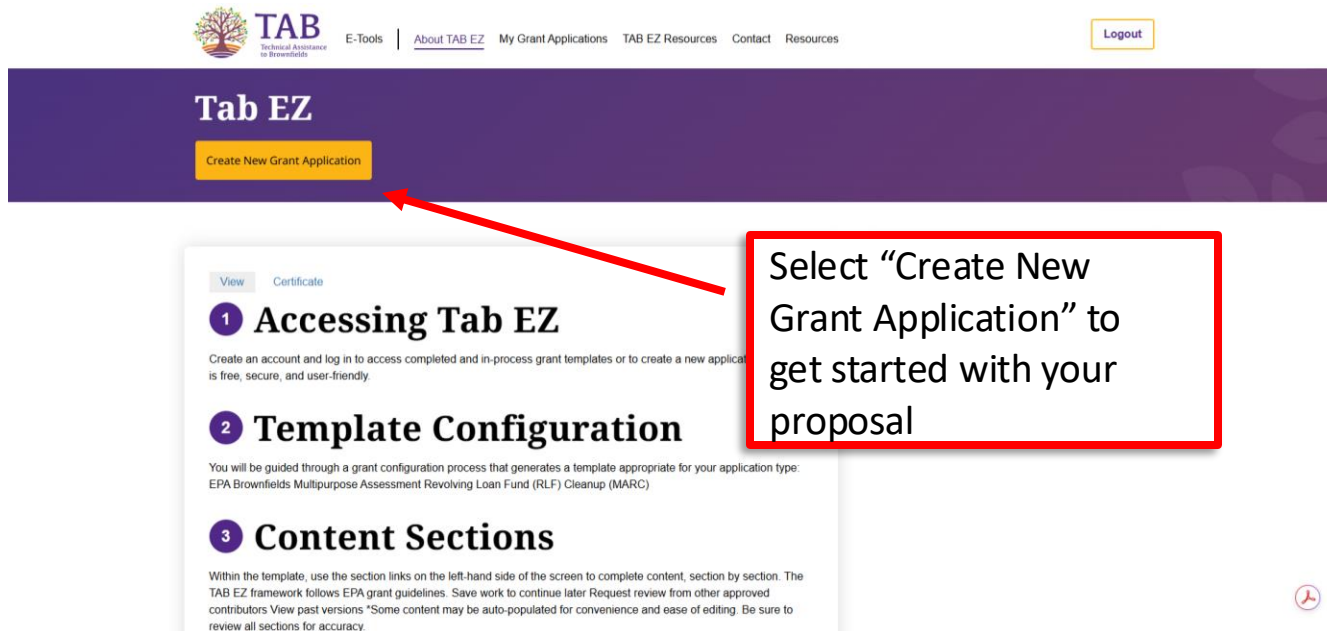
[Grants.gov Submission Checklist](#)

[Brownfields Grant Research Links](#)

[Sample Grant Applications](#)

TAB EZ: Grant Application Template

Configure a grant application template that meets your needs.



The screenshot displays the TAB EZ web application interface. At the top, the header includes the TAB logo (Technical Assistance to Brownfields), navigation links for E-Tools, About TAB EZ, My Grant Applications, TAB EZ Resources, Contact, and Resources, and a Logout button. Below the header is a purple banner with the text "Tab EZ" and a yellow button labeled "Create New Grant Application". A red arrow points from this button to a red-bordered box containing the text: "Select 'Create New Grant Application' to get started with your proposal". Below the banner, the main content area shows a list of steps: 1. Accessing Tab EZ (with subtext: "Create an account and log in to access completed and in-process grant templates or to create a new application. The process is free, secure, and user-friendly."), 2. Template Configuration (with subtext: "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)."), and 3. Content Sections (with subtext: "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 review all sections for accuracy."). A small download icon is visible in the bottom right corner of the content area.

Tab EZ

Create New Grant Application

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

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

2 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).

3 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 review all sections for accuracy.

TAB EZ: Grant Application Template

Configure a grant application template that meets your needs.

The image shows a screenshot of the TAB EZ web application. At the top left is the TAB logo with the text 'Technical Assistance to Brownfields'. Below it is a purple header bar with 'Tab EZ' and a yellow button labeled 'Create New Grant Application'. A red arrow points from this button to the 'Create Application' pop-up form. The pop-up form is titled 'Create Application' and has a close button (X) in the top right corner. It is divided into three sections: 'Grant Details', 'Grant Type', and 'Sharing Preferences'. The 'Grant Details' section has a 'Title' field with a red asterisk and a text input field containing 'Grant Application Title'. Below it is an 'Application Notes' text area. The 'Grant Type' section has six radio button options arranged in two columns: 'Cleanup Grant', 'Coalition Assessment Grant', 'Community-Wide Assessment for States and Tribes Grants', 'Community-Wide Assessment Grant', 'Multipurpose Grant', and 'Revolving Loan Fund'. The 'Sharing Preferences' section has a text input field with the placeholder 'Add comma-separated list of email to share.' and a 'Cancel' button. A yellow button labeled 'Create Application >' is at the bottom right of the form. Three red arrows point from a text box on the right to the 'Title' field, the 'Grant Type' section, and the 'Sharing Preferences' section.

Create Application

Grant Details

Title *

Grant Application Title

Application Notes

Grant Type

☐ Cleanup Grant ☐ Coalition Assessment Grant

☐ Community-Wide Assessment for States and Tribes Grants ☐ Community-Wide Assessment Grant

☐ Multipurpose Grant ☐ Revolving Loan Fund

Sharing Preferences

Add comma-separated list of email to share.

Cancel Create Application >

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"

TAB EZ: Grant Application Template

Reminder: Existing grant applications on the former TAB EZ platform (<https://etools.ksutab.org/tools/tabez>) will be available until 1 February 2026. Users must export applications to Word prior to 1 February 2026 to avoid losing any content. Migration between the old version and new version will not occur automatically

Create New Grant Application

Cleanup Grant

Sample Cleanup Grant 1

0% Configuration

0% B. Application Information Sheet

0% C. Narrative Criteria

0% Threshold Criteria for Cleanup Grants

0% TAB Review

0% Helpful Hints

✓ Application created successfully. You can now fill out the application details.

Configuration

Your selections below will create an appropriate Cleanup Grant application template for editing and in some cases will auto-populate text in corresponding sections. You may change your selections at any time. However, please be advised, any content created within a template section that is deleted or altered will be deleted or altered with only the most recent edits being saved. If you do not want to lose any content, it is recommended a new configuration.

Entities applying for an FY26 Cleanup Grant may not apply for an FY26 Multipurpose Grant.

Funding Amount Requested *

What type of contamination will be addressed with the grant funding?

- None -

Please select one of the eligible entities that describes your organization. *

- Select -

Multipurpose Grant Recipient Status (Select One) *

- Select -

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.

TAB EZ: Grant Application Template

Follow the prompts on the left side

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

- Grant Criteria
- Evaluation Criteria set by EPA for that specific section
- Points to be earned for that section
- Helpful Hints for that specific section (select the dropdown)

Save, Track Progress, & Export

- Save your work as you go
- Mark sections complete
- Export to word for final formatting, polishing and review

The screenshot shows the 'Sample Cleanup Grant 1' interface. At the top, there's a 'Cleanup Grant' label and a '10% C. Narrative Criteria' dropdown menu. Below this, a list of sections is shown with their completion status: 'C.1 Project Area Description and Plans for Revitalization' (Target Area and Brownfields), 'C.1.a Overview of Brownfield Challenges and Description of Target Area' (Completed), 'C.1.b Description of the Proposed Brownfield Site(s)' (Completed), 'Revitalization of the Target Area', 'C.1.c Reuse Strategy and Alignment with Revitalization Plans' (Completed), 'C.1.d Outcomes and Benefits of Reuse Strategy' (Draft), 'Strategy for Leveraging Resources', 'C.1.e Resources Needed for Site Characterization' (Draft), 'C.1.f Resources Needed for Site Remediation' (Draft), 'C.1.g Resources Needed for Site Reuse' (Draft), and 'C.1.h Use of Existing Infrastructure' (Draft). At the bottom, there's a button labeled '< All Grant Applications'.

The screenshot shows the 'C.1.d Outcomes and Benefits of Reuse Strategy' section. It includes a 'Draft' label in the top right corner. The main text area contains two paragraphs: 'Describe how the proposed project or revitalization plans may stimulate economic development in the target area(s) post-cleanup of the proposed site(s), and/or may facilitate the creation of, preservation of, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes in the target area(s).' and 'Describe how the proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.8'. Below this, there's a section titled 'Evaluation Criteria' with a paragraph: 'This section is worth 10 points. Given the type of community being served (e.g. urban, rural, Tribal, etc.) Your application will be evaluated on the extent to which:'. This is followed by a bulleted list of evaluation criteria. At the bottom, there's a 'Helpful Hints' section with a rich text editor containing various formatting options like bold, italic, link, and a list of icons.

Community Benefits Calculator

A tool to begin evaluating if redevelopment benefits to a community are worth the costs & risks.

The Calculator Evaluates or Documents Results of Redevelopment Projects Based On

- Net financial cost or gain to a community
- Alignment with community goals
- Risks that could threaten a project

Prompts the user to gather information and answer questions to as well as whether the project supports current public priorities.

Note: This is a screening-level calculator. Additional, professional advice is needed before making final decisions.

Project Benefits		
Project Monetary Community Benefit Over Life of Project		
Net Present Value (Negative or Positive Value)		
al cash flows for the proposed project. It factors in the community's initial investment and all future c way to see if a project is economically viable. If the PV is positive, there is a financial benefit. If the ns. It is critical to consider non-monetary benefits as well. Even if the present value is zero or below is well worth the cost. Always make sure your evaluation considers risk as well.		
Non Monetary Benefit Score		
0 - 5	6 - 10	11 - 15
Benefit 1		
Benefit 2		
Benefit 3		
Risk Score		
0 - 5	6 - 10	11 - 15
Risk 1		
Risk 2		
Risk 3		

Project Summary	
The proposed project is a [park, retail center, grocery store, industrial building, rec center, pool, office building, build-to-suit office for XYZ company, etc.]. The proposed location is [111 Sunset Court in Anytown, USA]. The site [is, is not] a brownfield. The environmental issues include [none, former dry cleaner, petroleum spill, groundwater contamination, etc.]. The proposed site is approximately[acres, sf]. The project is being proposed by [city, non-profit, developer, owner-user, etc.]. Potential community-funded sources include [land donation, TIF, PILOT, sales tax sharing, CDBG funds, grants, etc...].	
Total Project Cost	\$0.00
Municipality Costs	\$0.00
Time to Completion	0 years
Permanent Jobs Created	0
New Annual Visitors	0
New Annual Retail Sales Volume	\$0.00
New Assessed Property Values	\$0.00
Incremental Sales Tax	0
Incremental Property Tax	\$0.00
Adjacent Assessed Property 5 Year Increase	0.00%
Life of Project	0
Community Risk Score	0
Community Benefit Score	0
Community Economic Benefit	\$ Net Present Value

This tool was developed with the help of KSU TAB Partner, Adaapta.

E-Tools You Tube Channel

Check-It Out TODAY!!

https://www.youtube.com/watch?v=l_JXkkTWpU8&list=PLzN7kYYhidBMGelL2j0vbUpWX4RwxgU7g

TAB EZ: How to Access and Use

https://www.youtube.com/watch?v=OyFZOYp6q_k&list=PLzN7kYYhidBMGelL2j0vbUpWX4RwxgU7g&index=6

BiT

Getting Started with BiT - Administration, Program & Funding Demonstration

<https://www.youtube.com/watch?v=1yYgG1uRzS8&list=PLzN7kYYhidBMGelL2j0vbUpWX4RwxgU7g&index=4>

BiT Tracking Sites and Open Dumps

<https://www.youtube.com/watch?v=MPzQ3Xfeg24&list=PLzN7kYYhidBMGelL2j0vbUpWX4RwxgU7g&index=2>

Using BiT Maps

BiT Import and Export

Community Benefits Calculator

https://www.youtube.com/watch?v=_CQl1mniEy8&list=PLzN7kYYhidBMGelL2j0vbUpWX4RwxgU7g&index=3



Requesting TAB Assistance

- Contact us or Answer a call for....
- We'll set up a meeting to discuss assistance needs
- Review needs and TAB capability
- Agree on a course of action
- Get started





COMING SOON!!

Virtual – *Ohio U.S. EPA Brownfields Grant Writing Workshop*: register at this link [Ohio U.S. EPA Brownfields Grant Writing Workshop | KSU TAB - Technical Assistance to Brownfields](#) July 15th-16th: 9:15 -1:00 ET

Virtual - *From Grant Award to Contract Award: Procurement Best Practices for EPA-Funded Brownfield Projects* –**National TAB Webinar**: [Events | KSU TAB - Technical Assistance to Brownfields](#) July 21st 2:00 – 3:30 CT

In-Person-*Write it Right! Louisiana Brownfield Grantwriting Workshop*: Baton Rouge, LA: July 28th – 29th :9:00 – 5:00 CT **Register**: [Louisiana Brownfield Grant Writing Workshop 2026 Registration | Louisiana Department of Environmental Quality](#)

Virtual – *Mind your Ts & Cs! What You Need to Know about your Terms & Conditions* –**National TAB Webinar**: August 4th 11:00 CT: [Events | KSU TAB - Technical Assistance to Brownfields](#) –will be posted soon!

Virtual – *Illinois U.S. EPA Brownfields Grant Writing Workshop*: [Events | KSU TAB - Technical Assistance to Brownfields](#) September 2nd-3rd: 8:30 – 12:15 CT

Virtual – *Jump Start Your Grant – Navigating SAM.gov and grants.gov.* –**National TAB Webinar**: September 11th - 11:00 CT: [Events | KSU TAB - Technical Assistance to Brownfields](#) –will be posted soon!

In-Person-*Missouri Governors Conference on Economic Development*: Kansas City, Missouri: September 9th-11th: <https://medc.glueup.com/event/68th-annual-governors-conference-on-economic-development-157573/>

In Person-*Brownfields RLF Workshop*: New Orleans, Louisiana: October 6th-7th : <https://forms.icma.org/260535969520867>



Brownfields 2027

MAY 25-28, 2027
SALT LAKE CITY



The National Brownfields Training Conference is the largest event in the nation focused on land revitalization and economic redevelopment.

Registration Opens Fall 2026

For more information, visit gobrownfields.org



 EPA | ICMA



TAB
Technical Assistance
to Brownfields

KANSAS STATE
UNIVERSITY

Final housekeeping



You'll receive a
**certificate of
attendance** via
email



If you joined by **phone**
only email
chsr@ksu.edu with
your full name



The **recording** will be
available within 1 week
on the website



Tell us how we
did in the **survey**

Thank you for participating in today's event.
We look forward to seeing you again tomorrow!

Note: "This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement 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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We Want to Hear Your Feedback

Please provide feedback on today's event:

Click this link:

[So You Didn't Win the Brownfields Grant-Let's Build Your Comeback Strategy! 07092026](#)

Or, Scan this QR image from your smartphone

