



TAB
Technical Assistance
to Brownfields

KANSAS STATE
UNIVERSITY

You Won the EPA Brownfields Grant: Kickstart Your Project with Confidence!!

July 8, 2026

Agenda

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

Pre-October 1: Simultaneous Early Actions

EPA Grant Workplan - Kristin Prososki, *KSU TAB Assistant Regional Director*

Community Outreach - Leslie Etzel, *KSU TAB Assistant Regional Director*

RFQP and Scope Development - Kristin Prososki, *KSU TAB Assistant Regional Director*

More Early Activities - Scott Nightingale, *KSU TAB Regional Director*

Q&A and Break

Post-October 1: Next Steps

First Things First: Administrative Set Up - Leslie Etzel, *KSU TAB Assistant Regional Director*

Panel Discussion with Emily Benedick (Beloit, KS); Karl Sutton, (Mission West CDP); and Wade Broadhead (Fountain, CO) - Kate Lucas, *KSU TAB Assistant Regional Director*

Grant-Specific Break-Out Sessions – Facilitators: Scott Nightingale, Kristin Prososki, Leslie Etzel, Kate Lucas

Next Steps and More To Come - Beth Grigsby, *KSU TAB Assistant Regional Director*

Adjourn



Technical Notes

If you experience technical difficulties with your connection:



Dial 785.532.0783



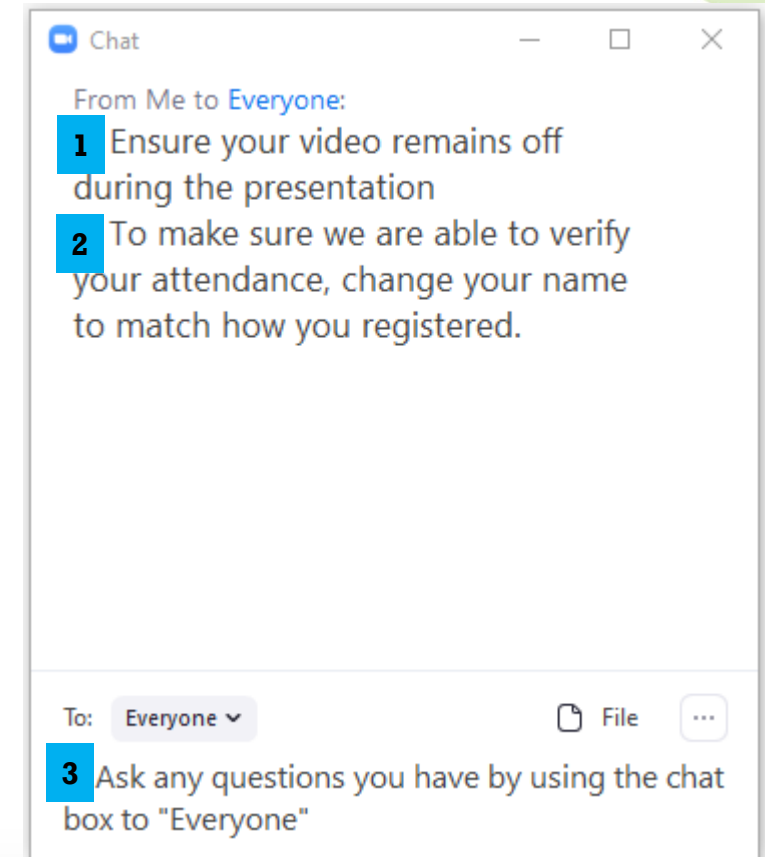
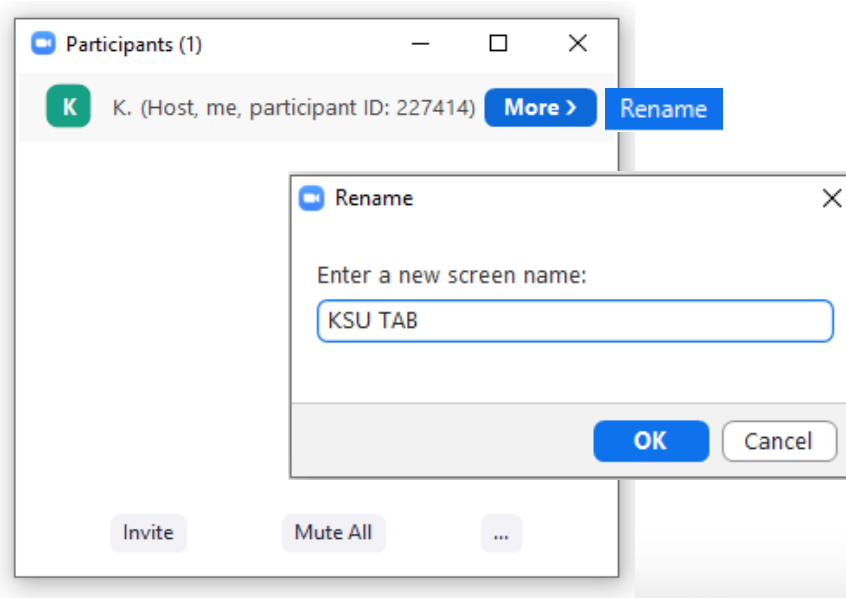
Email chsr@ksu.edu

Additionally, please note:



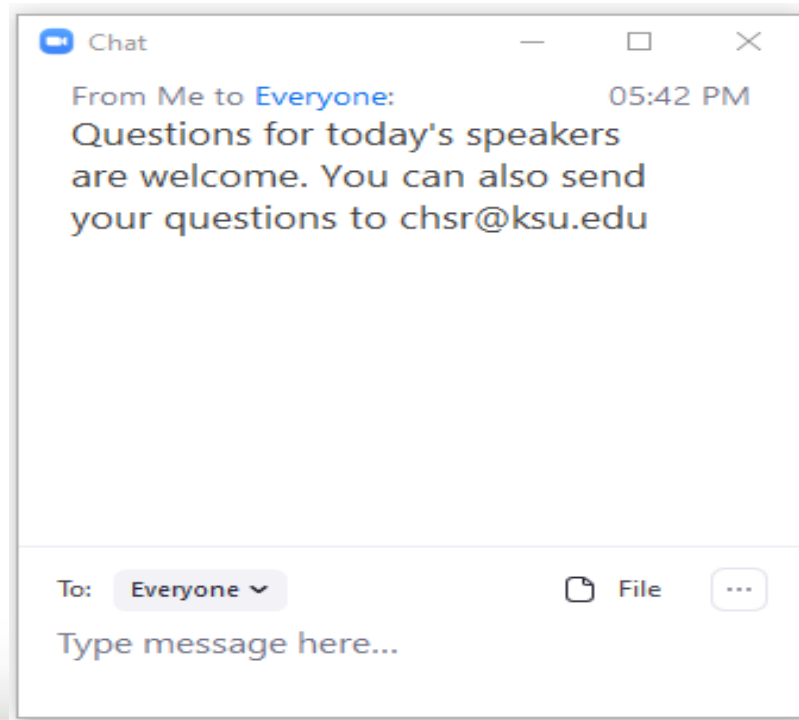
The presentation is being recorded and will be available on the website. The link has also been placed in the chat box.

Using Zoom – The Basics



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



[You Won the Grant-Kickstart Your Project with Confidence! 07082026](#)



Clicking the link provided in the chat box



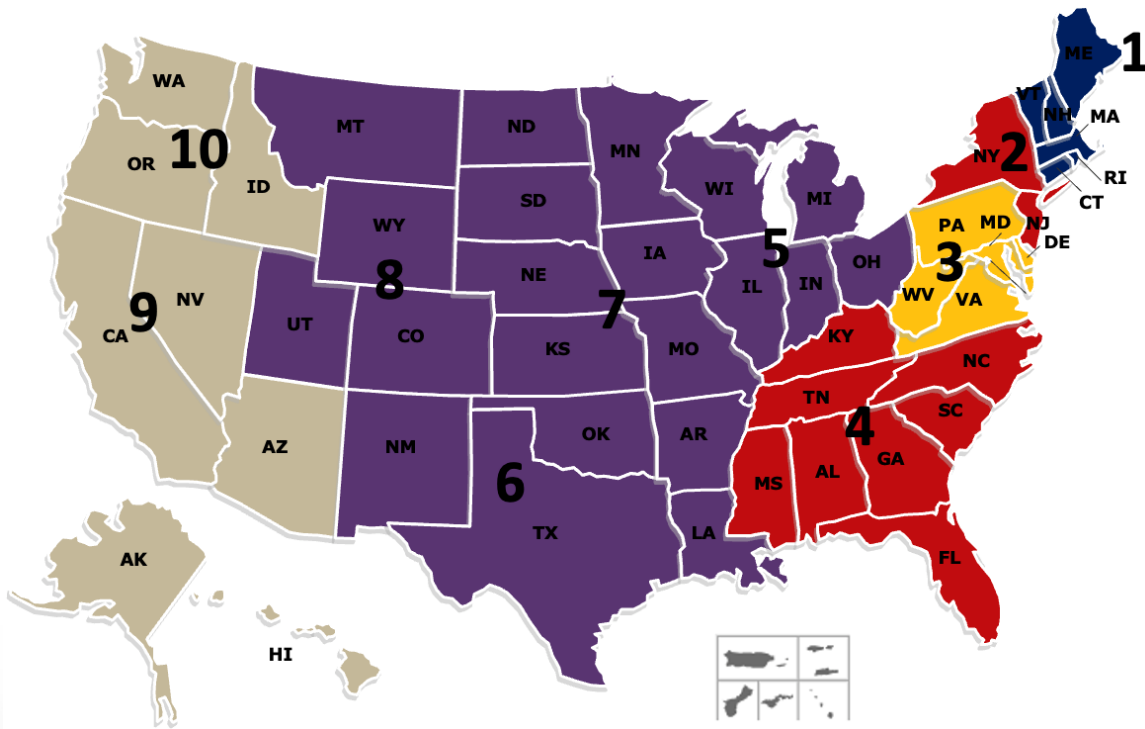
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Technical Assistance to Brownfields (TAB)

- 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

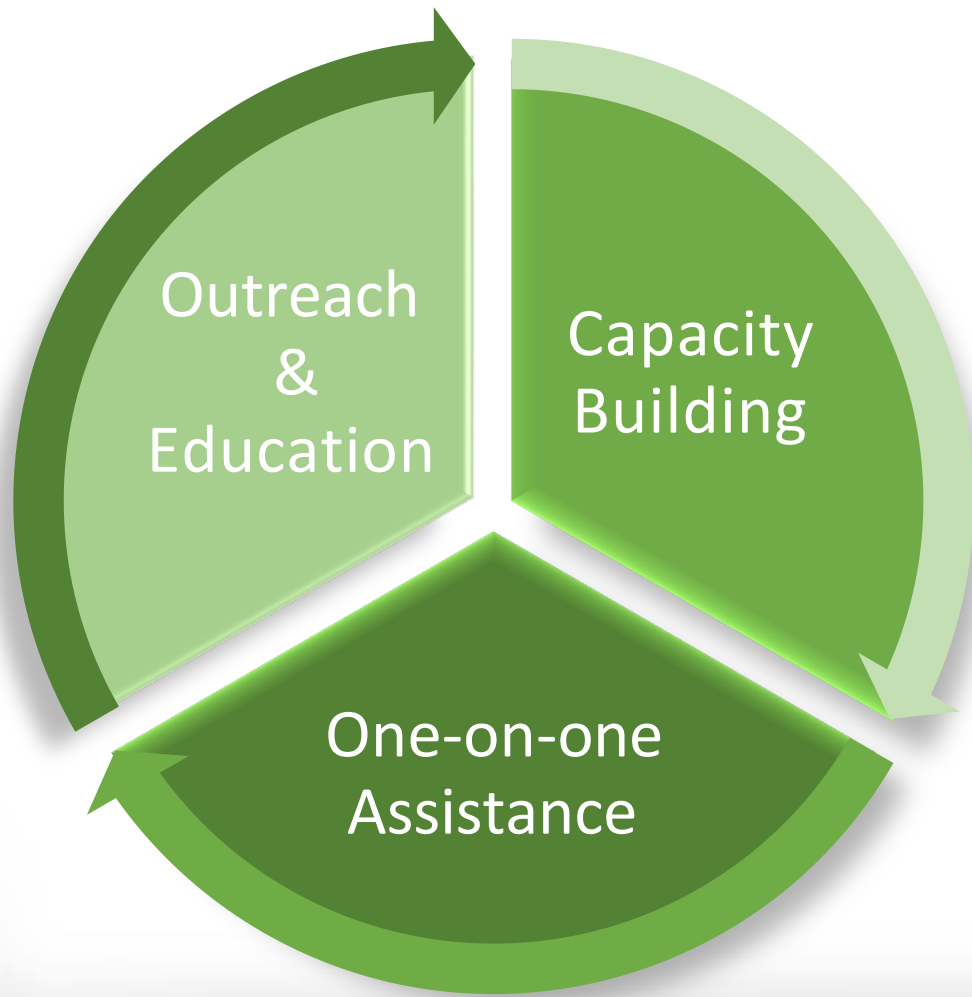
Center for Creative Land Recycling (CCLR)

EPA Regions 9 & 10

KSU – ITEP – ANTHC – Tribal TAB



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.

You've Got a Friend in TAB

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

- Help identifying your community's brownfields
- Strategic planning and reuse visioning
- Solar and Green Energy Strategies
- Economic feasibility and Market Impact/Analysis
- Community outreach and input
- Educational workshops
- Help identify funding sources
- EPA Brownfields Grants-strategy development and application reviews



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

You've Got a Friend

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



EPA Grant Workplan

Kristin Prososki
Assistant Regional Director

Workplan



Critical next step
before Cooperative
Agreement can be
processed



Use language from
your successful
grant application



Work with your
EPA Project Officer



Expect that
questions or
clarifications will
be needed



Time sensitive -
suggest getting
started right away



Workplan Components

(Order and naming may vary)



Grant Information



Introduction/Project Overview/Objective



Management and Coordination



Work to be Performed



Quality Assurance



Pre-Award Costs



Budget



Project Results/Measures of Success

Example: Assessment Workplan Template (EPA Region 1)



Workplan Components

- **Grant Information**

- Contact information, CFDA number, project period, funding amount, etc.

- **Introduction/Project Overview/Objective**

- May include paragraph on authorizing legislation and funding
- Include background and plans for the Target Area
 - Utilize language from Section 1 of your grant application
- Summary of how the funds will be used
 - Example for assessment: # of Phase I ESAs, # of Phase II ESAs, # of Remedial Action Plans, etc.
 - Example for cleanup: # of acres to be cleaned, square footage of buildings to be remediated, etc.

- **Management and Coordination**

- Summary of how the grant will be managed, including key personnel
 - Utilize language from Section 4 of your grant application



Workplan Components

- **Work to be Performed**
 - Tasks
 - Activities
 - Deliverables
 - Completion Date
 - Remediation Goals (for Cleanup or Multipurpose grants)
 - Utilize language from Section 3 of your grant application
- **Quality Assurance**
 - Paragraph discussing Quality Assurance Project Plan (QAPP)
- **Pre-Award Costs**
 - Typically would have been reflected in application budget
 - Need to discuss with your EPA Project Officer before submitting



Workplan Components

- **Budget**
 - Should match your budget in Section 3 of your grant agreement
 - Budget detail may be an attachment
- **Project Results/Measures of Success**
 - Goal and Objective
 - Outputs
 - Outcomes
 - Outputs and Outcomes are sometimes covered within “Tasks” table
 - Anticipated reporting (ACRES, Quarterly Reports, etc.)





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Community Announcement & Engagement

Leslie Etzel
Assistant Regional Director

Spread the Good News!

Let your Stakeholders and Partners know that you received the grant

How this could look for you community:

- Call or email your stakeholders/partners
- Hold a meeting and invite your stakeholders/partners

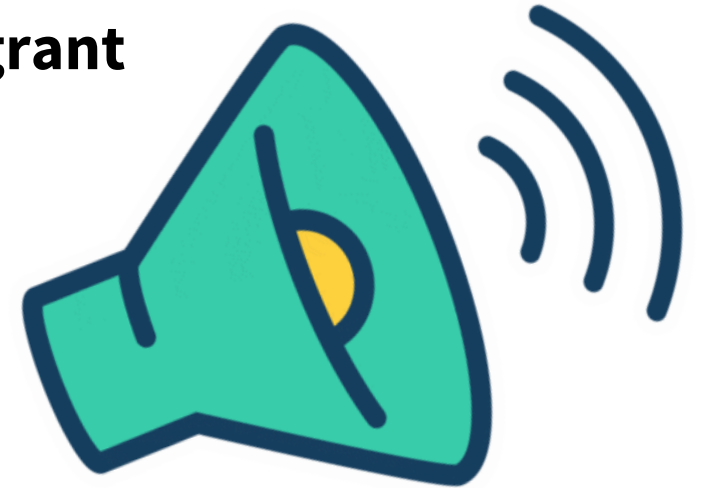
Let the greater community know that you received the grant

How this could look for you community:

- Press release
- Radio/podcast
- Community Bulletin

Hold a kick-off meeting

- KSU TAB is here to help you with this if needed!



Continue Engaging your Community

Make a plan to regularly engage with your stakeholders, partners, and community.

How this could look for your community:

- Administer a questionnaire (paper or online)
- Establish focus groups
 - Interview key constituents and/or stakeholders
- Facilitate public information gathering and planning workshops
- Facilitate one to three-day design charrette/work sessions
- Form action-oriented working groups
- Stakeholder group for transition from planning to implementation



Ways to Encourage Engagement

- Have key stakeholders encourage participation
- Make it easy to attend
 - Accessible venue & meeting time(s)
 - Child care/activities
 - Translation services
- Site visits, if feasible and safe
- Make it interactive
- Give opportunities for input in a variety of ways
- Meet the people where they already are!
 - Farmers markets, community events, etc.



**I imagine our
train depot
becoming**

a wedding hall, a music venue, a farmers market?
**Small
shops**

because,

why?
**I love the
architecture
of
this old bldg.**

Don't Forget Your State Partner!

- Your state's brownfield program is an excellent partner for your work!
- State Programs have a wealth of knowledge and resources to help you implement your grant
- State Programs can also help provide additional funding to get your site across the finish line!

Note that this is as funding is available and other state-specific policies/priorities



RFQP and Scope Development

Kristin Prososki
Assistant Regional Director

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



Define the Scope

- Provide clarity to ensure everyone is on the same page
- Align scope with the desired grant components
- Avoid being too vague with scope language

Key Steps

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



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
 - Multipurpose
 - Coalition
 - RLF Oversight



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
- Have a small internal team evaluate all the proposals received
- Compare and rank proposals based on submissions

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 Reminders & 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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More Early Activities

Scott Nightingale
Regional Director for EPA Region 6

More Pre-October 1 Activities

Verify Project Information

- **Property Information** – Are there relevant changes in Ownership, Access, Condition, Use?
- **Confirm Costs** from the Grant Application are valid.
- Are there any changes in **Grantee Staff and Roles**?
- Verify your **Community Partners** are still ready to be involved.



More Pre-October 1 Activities

Set Up Grant Management

- Establish your system for **Tracking** the **Budget, Activities, Outputs,** and **Reporting.**
- Create a **Repository** for all relevant Grant Documents.
- Finalize **Agreements** with **Sub-Grantees** (if applicable).



More Pre-October 1 Activities

Pre-Award Expenses

- Possible within 90 days prior to October 1
- Must be in the final budget and workplan, so work with your EPA Project Officer for pre-approval.
- Example – travel costs to EPA Regional Conference
- Learn more at G.8. in the FY26 MARC Grant FAQs,
https://www.epa.gov/system/files/documents/2025-11/fy26-faqs_11-20-25.pdf.



More Pre-October 1 Activities

Start Learning Now

- Programmatic Requirements for Brownfield Grants,
<https://www.epa.gov/brownfields/programmatic-requirements-brownfield-grants>
- Online ACRES Training Schedule (next class Jul 14),
<https://www.epa.gov/brownfields/online-acres-training-schedule-brownfields-grantees>



More Pre-October 1 Activities

Involve EPA Early

- Invite your EPA Project Officer to Grant Kickoff or other community meetings.
- If needed, ask for help with your pre-grant paperwork.
- Be persistent.
- Include State Brownfield Program officials, also.



We Want to Hear Your Feedback

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First things First: Administrative Set-Up

Leslie Etzel
Assistant Regional Director

Administrative Set-Up

- 1** **Enroll in ASAP and ACRES**
- 2** **Procure a Qualified Environmental Professional (QEP)**
- 3** **Prepare Quality Assurance (QA) Documents**
- 4** **Continual Grant Work**
 - **Site Specific Work**
 - **Reporting Requirements**

1

Enroll in ASAP and ACRES

ASAP

How your Organization gets Paid

- Assign a point of contact
- Name a Payment Requestor
 - Only the Payment Requestor can draw down funds.
- Watch ASAP Training Materials:
<https://www.youtube.com/watch?v=1wxVY27GKqg>
- ASAP Helpdesk (855) 868-0151

ACRES

Reporting on your Grant Project

- Register with the Cooperative Agreement No. provided by EPA
- Assign at least one staff to enter information into ACRES
- Watch ACRES Training Materials:
<https://www.epa.gov/brownfields/acres-training-tips-and-tools>
- ACRES Helpdesk (703) 284-8212

2

Procure a QEP

- Prep your request for qualifications and proposals (RFQP).
 - KSU TAB has templates for this depending on your grant type
 - KSU TAB also can review and provide comments
- Select your QEP
 - KSU TAB can help you sort through responses to help ensure your pick the best candidate
- Review EPA's Procurement guidelines

Organization Letterhead

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

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

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

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

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

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

Only proposals received no later than **12:00 pm on Month, XX, 2023** will be considered. Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the City will assess each Respondent's qualifications based upon the selection criteria. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top X scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **during the week of Month XX, 2023** with specific date and time to be determined.

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

3

Prepare QA Documents

QMP

An organization-level document that describes policies, procedures, standards and regulations that apply to your organization's quality program.

Pre-October 1st: Due July 22 for EPA R6

Both documents must be submitted to EPA and have received approval from EPA before any site-specific work can begin –

Not all Regions Require QMPs

QAPP

A planning document that describes QA/QC requirements

- QAPPs can be program-wide
 - *Often called a “generic” QAPP*
 - *Which can be used for up to 3-years*
- QAPPs can also be a site-specific
 - *Sometimes interchangeable with a Sampling and Analysis Plan*

4

Continual Grant Work

Site Specific

- Submit Property Eligibility Determination (PED) letters to PO and receive approval.
- Add sites to ACRES.
- Submit Sampling and Analysis Plans (SAP) to PO and receive approval.
- Submit completed ESA reports to PO.
- Add data to ACRES.

Reporting Requirements

- Submit quarterly and annual financial reports.
- Submit annual Minority Business Enterprise (MBE) or Women Business Enterprise (WBE).



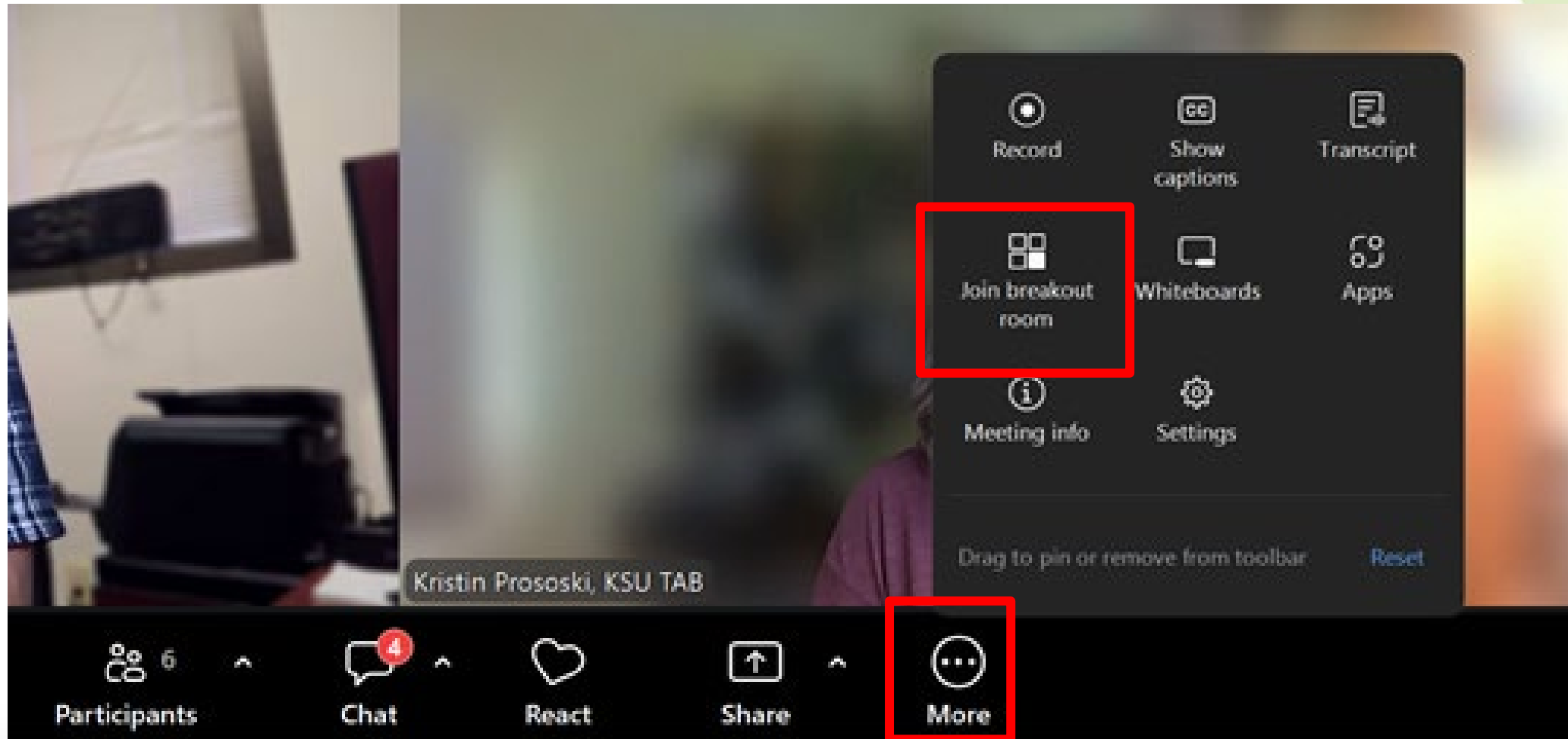
Discussion with Current Grantees

Kate Lucas
Assistant Regional Director

Assessment, Coalition Assessment, Cleanup, Multipurpose Break-out Sessions

Kate Lucas
Assistant Regional Director

Joining a Breakout Room



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COMING SOON!!

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

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 – Jump Start Your Grant – Navigating SAM.gov and grants.gov. –National TAB Webinar: September 1th - 11:00 CT: [Events | KSU TAB - Technical Assistance to Brownfields](#) –will be posted soon!

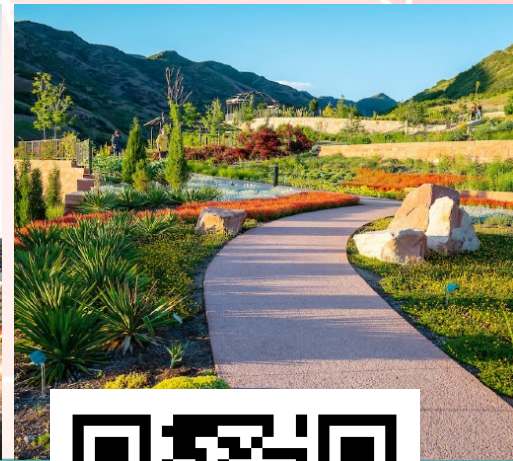
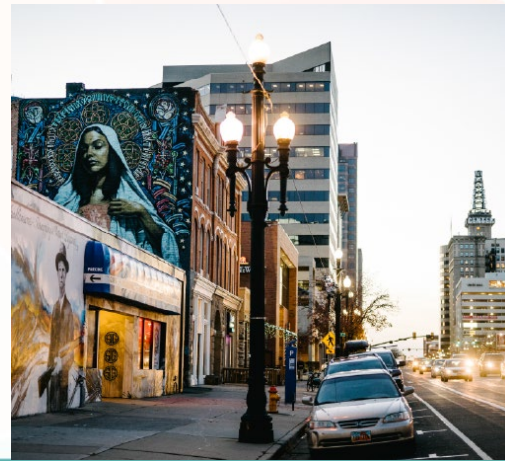
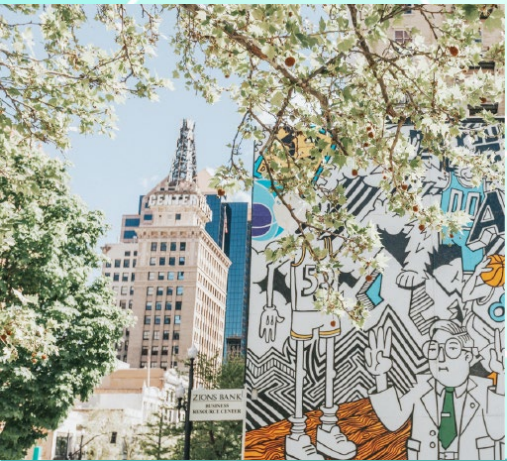
In-Person-Missouri Governors Conference on Economic Development: Kansas City, Missouri: September 9th-11th: <https://medc.glueup.com/event/68th-annual-governors-conference-on-economic-development-157573/>

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



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!

Our KSU TAB Speakers and Webinar Support Staff

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