



TAB
Technical Assistance
to Brownfields

KANSAS STATE
UNIVERSITY

WRITE IT RIGHT!

2026 Louisiana Brownfield Grantwriting Workshop Day 2

July 28-30, 2026

LDEQ Headquarters, Galvez Building, 602 N. 5th Street, Pensacola Room

Housekeeping

- ▶ Bathrooms
- ▶ Smoking Area
- ▶ Silence Cell Phones
- ▶ No recording of the sessions / use of AI summaries
- ▶ Parking validation reminder
- ▶ Short breaks - feel free to get up & stretch when needed
- ▶ Sign in each day
- ▶ Interactive! Please Participate!

EPA Brownfields MARC Grant Scoring

Ranking Criteria for EPA Brownfields Grants – FY26 (FY27 guidelines anticipated in September 2026)	Community- Wide Assessment	Assessment Coalition	Cleanup
Project Area Description and Plans for Revitalization	40 pts	45 pts	55 pts
Community Need and Community Engagement	35 pts	35 pts	35 pts
Task Description, Cost Estimates, and Measuring Progress	45 pts	45 pts	55 pts
Programmatic Capability and Past Performance	35 pts	35 pts	30 pts
Total	155 pts	160 pts	175 pts

Grant Guidelines – Section 2

Community Need and Community Engagement



Sections 2.e. and 2.f.

Project Involvement and Project Roles

Who will be your partners in this project?

What will be their roles?



Sections 2.e. and 2.f.

Project Involvement and Project Roles

The Narrative Criteria indicates “Project involvement may be provided by a broad **variety** of entities, including, but not limited to, community-based organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), community liaisons representing residents directly affected by the project work, property owners, lenders, developers, cities/towns within a regional organization’s target area(s), entities that are a part of a formal partnership agreement (e.g., through an MOA), and the general public.”



Sections 2.e. and 2.f.

Project Involvement and Project Roles

Review Criteria

2.e. – “The degree to which the applicant involves a **variety** of **local** organizations/entities/groups that are relevant to the proposed project.”

2.f. – “The degree to which each identified local organization/entity/group will have a **meaningful** role in the project and the extent to which they will be **involved in decision-making** for site selection, cleanup, and future reuse of the brownfield sites . . .”



Section 2.g.

Incorporating Community Input

How will you share project progress with the local community, and how will you receive and incorporate input from the local community?



Section 2.g.

Incorporating Community Input

Review Criteria

“The extent to which the plan to communicate project progress to the local community, including residents directly affected by the project work, and the involved organizations/entities/groups will be **effective and appropriate**, and offer an alternative to in-person engagement. The extent to which the applicant will **meaningfully solicit, consider, and respond** to community input.”



Section 2.g. Incorporating Community Input

A Few Suggestions:

1. Use existing, regularly scheduled meetings.
2. Consider 2nd languages, if appropriate.
3. Use identified partners to help organize community events.
4. Plan ahead for appropriate actions to community input.



Exercise - Review a Successful Grant Application

Sections 2.e., 2.f., 2.g.

Materials

- Caribou, ME – FY26 Community-Wide Assessment Grant Application
- CWA Guidelines, 6.B. Review Criteria (p.31) – This is your primary review tool.
- CWA Guidelines, 4.C. Narrative Criteria (p.17) – For reference, to check on application instructions.



Exercise - Review a Successful Grant Application

Sections 2.e., 2.f., 2.g.

Instructions

- Individually, read and evaluate the Caribou, ME – FY26 CWA Grant Application, sections 2.e., 2.f., and 2.g. against the Review Criteria in 6.B.
- Be ready to discuss strengths and weaknesses with the room.



Exercise – Write it Right!

Discussion of Ideas for Project Involvement, Project Roles, and Incorporating Community Input

Who are the community partners for your brownfields grant project? What will they do?

How will you incorporate community input?



Break





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Grant Guidelines – Section 3

Task Descriptions, Cost Estimates, and Measuring Progress

EPA Brownfields MARC Grant Scoring

Ranking Criteria for EPA Brownfields Grants – FY26 (FY27 guidelines anticipated in September 2026)	Community- Wide Assessment	Assessment Coalition	Cleanup
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Community Need and Community Engagement	35 pts	35 pts	35 pts
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Programmatic Capability and Past Performance	35 pts	35 pts	30 pts
Total	155 pts	160 pts	175 pts

Narrative Criteria -- Section (3)

Task Descriptions, Cost Estimates, Measuring Progress

- a. Project Implementation
- b. Anticipated Project Schedule
- c. Task/Activity Lead
- d. Outputs
- e. Cost Estimates
- f. Plan to Evaluate Environmental Progress and Results



Section 3.a. - Project Implementation

The Narrative Criteria instructs to “Discuss the proposed EPA-funded tasks/activities under this grant.”

This is it!!



Section 3.a. - Project Implementation

The Narrative Criteria indicates “Typical eligible tasks/activities may include cooperative agreement oversight, procuring a Qualified Environmental Professional, inventory work, community engagement . . . , site selection, securing site access, Phase I and Phase II environmental assessments, cleanup planning at a specific site (including developing an Analysis of Brownfield Cleanup Alternatives), and coordination with the local health agency on health monitoring activities. Planning tasks/activities may include reuse planning, development of an area-wide plan, conducting market feasibility studies, evaluating infrastructure needs, etc.”



Section 3.a. - Project Implementation

Review Criteria

“The degree to which the proposed EPA-funded tasks/activities under this grant are **eligible, specific, and appropriate** to the goals of the project, and the degree to which the response demonstrates **a sound plan to address the priority site(s) in the target area(s).**”

“When applicable, the extent to which the tasks/activities that are needed to support or complement the grant that will be contributed by sources other than the EPA grant (e.g., leveraged resources) will help bring the grant to successful completion.”



Section 3.a. - Project Implementation

Common Pitfalls

- Inadequate explanation of tasks/activities
- Not distinguishing between grant-funded activities vs. activities provided by other means
- Misunderstanding of eligible tasks
- Unclear as to how activities are organized (particularly in applications not using the Sample Format table in the Guidelines)



Section 3.b. Anticipated Project Schedule; 3.c. Task/Activity Lead; 3.d. Outputs

Common Pitfalls

- 3.b. – Lack of detail; not inclusive of all tasks/activities
- 3.b. – Not logical (e.g., assessments before QEP procurement)
- 3.c. – Not recognizing activities led by applicant
- 3.d. – Not inclusive of all funded activities, including quarterly reporting and community events



Section 3.e. – Cost Estimates

Narrative Criteria

“Describe **how** cost estimates for each task were developed per budget category, including direct and **indirect administrative costs** (if applicable). Present costs per unit where appropriate.”



Section 3.e. – Cost Estimates

Review Criteria

“The degree of clarity on how each cost estimate was developed (including direct and/or indirect administrative costs, when applicable) and the extent to which costs per unit are presented in detail. The extent to which each proposed cost estimate is **reasonable, realistic**, and correlated to the proposed project/grant and tasks/activities.”



Section 3.e. – Cost Estimates

A Few Suggestions to Avoid Common Pitfalls:

1. Use the “Sample Format for Budget” provided in the Guidelines.
2. Provide specifics of travel costs (lodging, flights, rental car, etc.).
3. Include unit costs for applicant personnel hours.
4. Be certain the values in the text and the budget table match.
5. Don’t assume EPA reviewers know costs for services in Louisiana.
6. Check your math, many times.



Exercise - Review a Successful Grant Application

Sections 3.a, 3.b., 3.c., 3.d, 3.e.

Materials

- Caribou, ME – FY26 Community-Wide Assessment Grant Application
- CWA Guidelines, 6.B. Review Criteria (p.31) – This is your primary review tool.
- CWA Guidelines, 4.C. Narrative Criteria (p.17) – For reference, to check on application instructions.



Exercise - Review a Successful Grant Application

Sections 3.a, 3.b., 3.c., 3.d, 3.e.

Instructions

- Individually, read and evaluate the Caribou, ME – FY26 CWA Grant Application, sections 3.a. through 3.e, against the Review Criteria in 6.B.
- Be ready to discuss strengths and weaknesses with the room.



Lunch Break



Exercise – Write it Right!

Discussion of Ideas for Project Tasks/Activities and Cost Estimates

What tasks/activities do you want to fund with the brownfield grant project?

Do you have any ideas yet on cost estimates?



SECTION 3F: PLAN TO MEASURE AND EVALUATE ENVIRONMENTAL PROGRESS AND RESULTS

What's your plan for tracking your progress and accomplishments?

- ▶ Narrative Criteria: Discuss your plan and system to track, measure, and evaluate progress in achieving expected project outputs, overall results, and eventual outcomes.
- ▶ Review Criteria: The extent to which the plan and system to track, measure, and evaluate progress in achieving expected project outputs, overall results, and eventual outcomes are reasonable, appropriate, and clearly correlate with information previously presented in the Narrative.

CRITERIA

Outputs

- ▶ Environmental activity, effort, associated work product(s)
- ▶ Measurable during the project period
- ▶ ~~Examples:~~ **List to include:**
 - # of brownfield sites identified in inventories
 - Development of an area-wide plan
 - # of Phase I/ II environmental site assessments
 - # of community meetings held
 - # of Analysis of Brownfields Cleanup Alternatives (ABCA) completed

Outcomes

- ▶ What wonderful things will happen because of the work you'll do under this grant?
- ▶ Environmental, behavioral, health-related, programmatic
- ▶ Not necessarily during the project period
- ▶ ~~Examples:~~ **List to include:**
 - # number of jobs created
 - Funding leveraged
 - # of acres made ready for reuse
 - # of acres of greenspace created
 - Minimized exposure to hazardous substances and petroleum contamination.

► **State that you do this already/ Restate the Criteria**

- *We have a plan and systems in place to track, measure, and evaluate progress in achieving expected project outputs, overall results, and eventual outcomes.*

► **How do you make sure assessments meet regulatory requirements?**

- Do you have a QEP?
- Are you sending sites to LDEQ for regulatory review?

► **What specific program do you use to track projects?**

- Excel
- Google Spreadsheet
- Word
- Some other type of tracking software
- Be specific!

► Report to EPA

- Quarterly reports
- Outreach – detail out outputs (type of events, number of attendees, outcomes)
- Project status
- ACRES!!!! Mention this specifically!!
 - Leverage funding
 - Jobs Created
 - Reuse Outcomes

► Financial Tracking

- Name the specific software you use to track expenses & grant drawdowns

► **Check in Meetings**

- Internal meetings: How often, who attends, what are they meeting about
- With EPA: How often, who attends, what are they meeting about
- With Project Partners: How often, who attends, what are they meeting about

► **Where do your reports go? How can the public access them?**

► **What's your plan if things aren't on track?**

LDEQ Brownfield staff tracks, measures & evaluates progress on project outputs & outcomes from initial interest, to site selection, through assessment, cleanup & reuse.

LDEQ's QEP ensures assessments & cleanup plans meet regulatory requirements & are protective of human health & the environment.

We use Excel to track & measure deliverables/outputs, project milestones, & outcomes such as leveraged funding, jobs created & acres ready for reuse, & enter data into ACRES regularly.

We report to EPA on outreach (type of events, number of attendees, outcomes) & project status.

Our LaGov software system tracks expenses & grant drawdowns.

We hold weekly LDEQ Brownfield Team meetings with key staff to coordinate activities, ensure projects are moving forward, & evaluate progress in achieving project outputs.

We also hold biweekly virtual meetings with project partners to coordinate activities & ensure project progress.

All project deliverables are posted in LDEQ's publicly available online Electronic Database Management System (EDMS).

- ▶ C3 of Northwest Alabama, Inc.
- ▶ Evanston, City of (Illinois)
- ▶ Northern Middlesex Council of Governments
- ▶ Utica, City of
- ▶ Herkimer County Industrial Development Agency
- ▶ Rochester, City of (New York)
- ▶ Wilson, City of
- ▶ Cuyahoga County Land Reutilization Corporation
- ▶ San German, Municipality of
- ▶ Maunabo, Municipality of
- ▶ Pittsylvania County
- ▶ Lewis County Commission

PERFECT SCORES

<https://www.epa.gov/brownfields/fy-2026-multipurpose-assessment-and-cleanup-grant-applications>

Wilson will hold monthly conference calls with the project team (including EPA and NCDEQ) to review project status, budget, and schedule. This will ensure our EPA Project Manager is fully informed, Wilson is meeting their expectations, and provide a means to quickly address any part that may be off schedule. Wilson's Project Manager and/or QEP will measure and report results by entering information into ACRES at the end of each quarter throughout the award term. The Project Manager will review the ACRES entries at each monthly meeting to ensure timely reporting of data and closely monitor the QEP. Our Project Manager will also track workplan timelines in Outlook or other scheduling software to ensure we stay on track. The Advisory Board will utilize GIS products and project management software, such as Monday.com, to measure and evaluate progress and review, discuss, and revise the schedule as needed during semi-annual meetings. Collectively these efforts will ensure that our specific outputs (including those listed in section 3.a.iv) and specific outcomes (including community participation, acres assessed, acres ready for reuse, redevelopment dollars leveraged, and jobs created) are achieved. Wilson will continue to contribute our own resources for programmatic oversight activities, community outreach, and participation in project tasks. Based on experience, we anticipate approximately 400 hours at \$53.25 per hour (\$21,300).

CITY OF WILSON

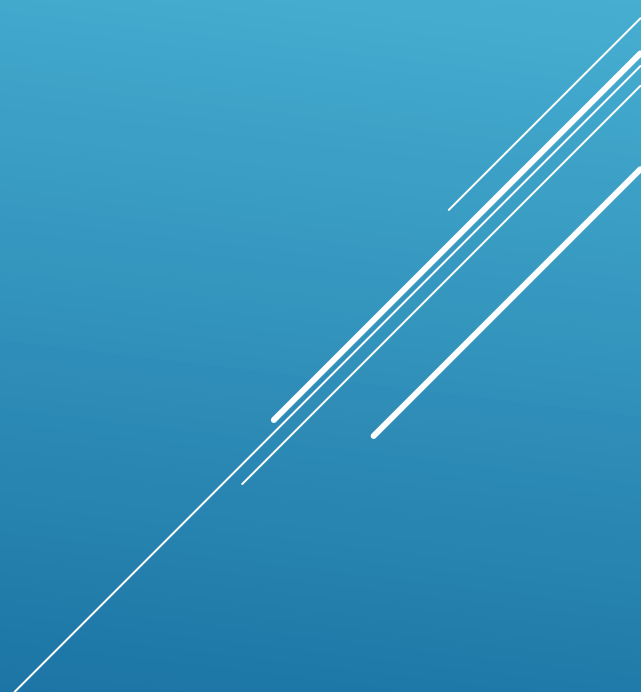
We will track, measure, and evaluate progress through meeting minutes, progress and budget tracking spreadsheets, Quarterly and Annual Financial Reports, quarterly review/analysis of grant performance, ACRES entries, monthly operations review/progress reports, and completion of Work Plan tasks. If planned outputs/outcomes are not achieved or milestones/project schedule outlined in 3.a. are not met, we will create a corrective action plan to identify deficiencies and make appropriate adjustments to achieve the outputs on schedule. We will have the following measurable outcomes: sites/acreage assessed, jobs created/retained, redevelopment complete, number of parcels, acreage readied for greenspace/recreation, and leveraged monies. These and other stats will be included in quarterly reports and ACRES submittals, which will allow the EPA to better evaluate and highlight the grant program's progress/success. At grant closing, Maunabo will provide a final report to the EPA and our residents summarizing project outputs/outcomes. After environmental work is complete, it is in our best interest that redevelopment happens, therefore, close monitoring of subsequent actions will be done diligently. Outputs and outcomes following grant closure will be uploaded to EPA's ACRES for continued monitoring of the program's success.

MAUNABO, PUERTO RICO

- ▶ How do you make sure assessments meet regulatory requirements?
- ▶ What specific program do you use to track projects?
- ▶ What are you Reporting to EPA, how, and how often?
- ▶ What's your Financial Tracking software?
- ▶ What Check in Meetings will you have?
 - Internal meetings: How often, who attends, what are they meeting about
 - With EPA: How often, who attends, what are they meeting about
 - With Project Partners: How often, who attends, what are they meeting about
- ▶ Where do your reports go? How can the public access them?

WHAT'S YOUR PLAN?

- ▶ Try to cover as much as possible in as few words as possible



QUESTIONS?

EPA Brownfields MARC Grant Scoring

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Insight to Programmatic Capability Requirement

Mike Kennedy, EPA Region 6



Programmatic Capabilities?

- Demonstrate that your organization is capable to successfully manage a Brownfields Grant and follow all requirements
- Included in the Narrative of the application/proposal
 - Be mindful of the page limit!
 - This is worth points towards the overall review score!



Programmatic Capability Criteria Pt. 1

a. Organizational Capacity

- Applicant's organizational capacity to oversee grant tasks/activities and carry out and manage the grant's programmatic, administrative, and financial requirements

b. Organizational Structure

- Describe the organizational structure you will utilize to ensure the timely and successful expenditure of funds and completions of the grant's technical, administrative, and financial requirements.

c. Description of Key Staff

- Briefly describe the key staff who will successfully administer the grant, including their roles, expertise, qualifications, and experience

d. Acquiring Additional Resources

- Describe your system(s) and/or procedure(s) to appropriately acquire additional expertise and resources (e.g., contractors or subrecipients) required to complete the project.



Programmatic Capability Criteria Pt. 2

- Past Performance and Accomplishments
 - Three options to choose from given the applicant's past performance
 - *If you have ever received an EPA Brownfields MARC grant*
 - *If you have never received an EPA Brownfields MARC grant but have received other federal or non-federal financial assistance agreements*
 - *If you have never received any type of federal or non-federal financial assistance agreement, or if you have recently received a financial assistance agreement (including a Brownfields Grant) but have not had an opportunity to demonstrate compliance with the award requirements*



Reviewer Recommendations

- Fully and succinctly address each criterion (a – d)
- Be clear in responding to past performance. Better to be transparent than to leave it to the reviewer interpretation





Questions

Answers



Contact Information

Mike Kennedy, 214-665-7125, Kennedy.Michael@epa.gov



Break





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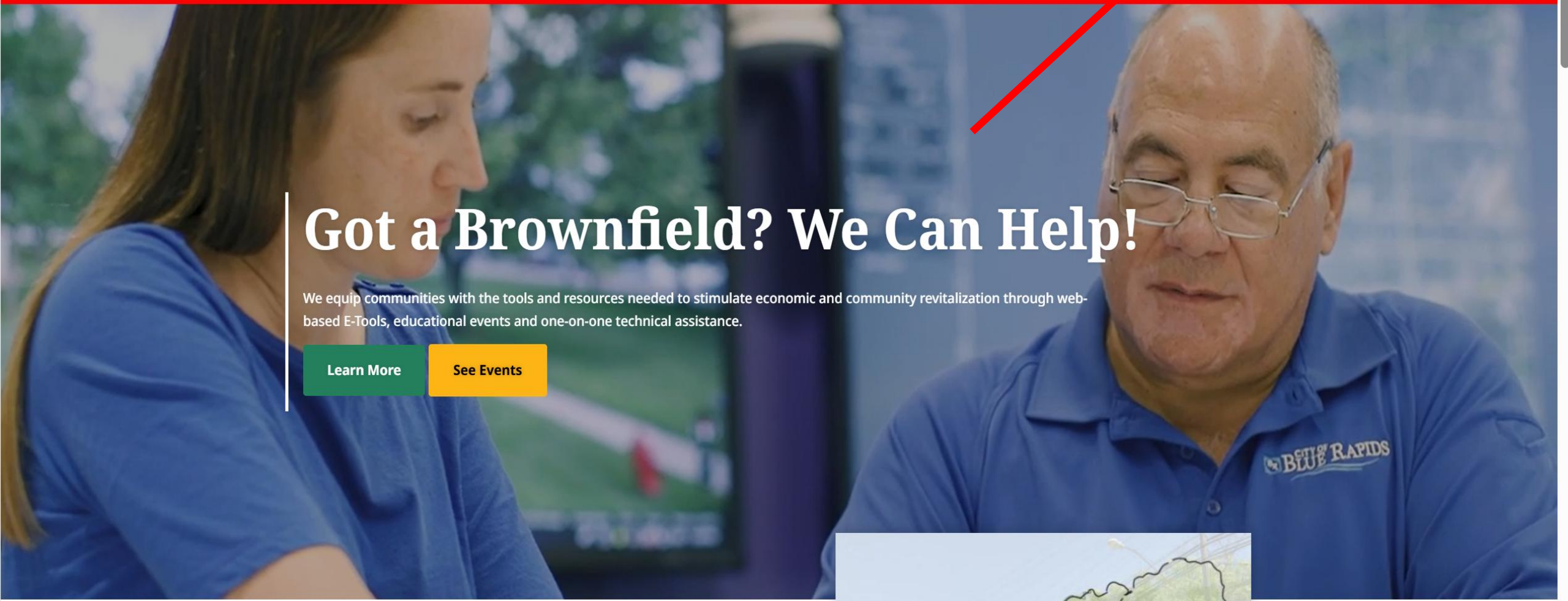
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The TAB EZ E-tool for EPA Brownfields Grants: *Getting Started with the Basics*

Beth Grigsby - KSU TAB, Assistant Regional Director



Production



Got a Brownfield? We Can Help!

We equip communities with the tools and resources needed to stimulate economic and community revitalization through web-based E-Tools, educational events and one-on-one technical assistance.

[Learn More](#) [See Events](#)

TAB EZ

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

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

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

Quick Links to MARC Grant Guidelines, FAQs and Submission Checklist

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](#)

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



E-Tools | [About TAB EZ](#) | [My Grant Applications](#) | [TAB EZ Resources](#) | [Contact](#) | [Resources](#)

[Logout](#)

Tab EZ

Create New Grant Application

[View](#) [Certificate](#)

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.

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.

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

Getting Started with TAB EZ

The image shows a screenshot of the TAB EZ web application. A red rectangular box highlights the 'Create Application' pop-up form. To the right of this box is a red-bordered callout box containing instructions. Red arrows point from the callout box to the 'Grant Application Title' text field, the 'Grant Type' radio button options, and the 'Sharing Preferences' section of the form.

Tab EZ
Create New Grant Application

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"

Setting up the Grant Application

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 updated successfully.

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 has been changed, 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 application be created with 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. *

site(s) that meet the eligibility criteria, please add them here.

< >

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

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 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.

Follow the Prompts in the Menu

Create New Grant Application

Cleanup Grant

Sample Cleanup Grant 1

0% C. Narrative Criteria

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 Draft

C.1.b Description of the Proposed Brownfield Site(s) Draft

Revitalization of the Target Area

C.1.c Reuse Strategy and Alignment with Revitalization Plans Draft

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

C.1.h Use of Existing Infrastructure Draft

Application updated successfully.

C. Narrative Criteria

If your application passes the threshold criteria eligibility review, your responses to the ranking criteria will be evaluated and scored by national evaluation panels. Your application may be assigned up to **175 points**.

The Narrative (including citations) shall not exceed 10 single-spaced pages. Pages submitted over the page limit will not be evaluated.

The Narrative must provide clear, concise, and factual responses to all narrative criteria and sub-criteria below, with sufficient detail to allow for an evaluation of the application's merits. **A response to a criterion/sub-criterion that is included in a different section of the Narrative may not be scored as favorably.** If a criterion does not apply, clearly state this. **Any criterion left unanswered may result in zero points given for that criterion.** Responses should include the criteria number and title but need not restate the entire text of the criteria.

If selected for funding, the information in your Narrative will be incorporated into the workplan, subject to any adjustments to clarify issues with carrying out the project's scope of work made during the post-selection negotiation. Applicants should carefully consider and accurately respond to the criteria, including the use of sample format tables that applicants may use to present data. EPA may not permit materialize during the period of performance.

This section includes sample format tables that applicants may use to present data. Tables will not be penalized.

If you are applying for multiple sites, your narrative criteria responses should be organized by site.

Open

^ C.1 Project Area Description and Plans for Revitalization

► Helpful Hints

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

Cleanup Grant

Sample Cleanup Grant 1

0% Configuration

0% B. Application Information Sheet

0% C. Narrative Criteria

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

C.1.b Description of the Proposed Brownfield Site(s)

Revitalization of the Target Area

C.1.c Reuse Strategy and Alignment with Revitalization Plans

C.1.d Outcomes and Benefits of Reuse Strategy

Strategy for Leveraging Resources

C.1.e Resources Needed for Site Characterization

C.1.f Resources Needed for Site Remediation

< All Grant Applications

C.1.c Reuse Strategy and Alignment with Revitalization Plans

Describe the reuse strategy, or projected reuse, for the proposed site(s). Discuss how the reuse strategy/project aligns with the local government's land use and revitalization plans or related community priorities; and if applicable, how it considers the site's location in a federally designated flood plain. Describe how the public and project partners were meaningfully involved in developing the reuse strategy/projected reuse.

Evaluation Criteria

This section is worth **10 points**. Your application will be evaluated on the extent to which:

- a reuse strategy or projected reuse for the proposed site(s) is clearly described;
- the reuse strategy or projected reuse clearly aligns with and advances the local government's land use and revitalization plans or related community priorities;
- when applicable, the reuse strategy/projected reuse appropriately considers that a site(s) is in a federally designated flood plain; and
- the degree to which the public and project partners had meaningful involvement in developing the reuse strategy/projected reuse(s).

Helpful Hints

Rich text editor interface with a toolbar containing bold (B), italic (I), strikethrough (x₂), subscript (x₂), undo, redo, bulleted list, numbered list, link, unlink, paragraph, heading, image, table, and other formatting options. The editor area is currently empty.

- the reuse strategy or projected reuse clearly aligns with and advances the local government's land use and revitalization plans or related community priorities;
- when applicable, the reuse strategy/projected reuse appropriately considers that a site(s) is in a federally designated flood plain; and
- the degree to which the public and project partners had meaningful involvement in developing the reuse strategy/projected reuse(s).

Helpful Hints

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 Area(s).

- 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.
- **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 efforts.
- 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 option.

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](#)

Saving Your Work

[illegible]

Exporting to Word

The screenshot shows the 'Sample Cleanup Grant' application interface. In the top left corner, there is a menu with an 'Export to Word' option. A red arrow points from this option to a red-bordered box containing instructions. The main content area shows the 'Evaluation Criteria' section, which is worth 5 points. The criteria list includes: 'this grant will meet the needs of the community(ies) (i.e., the city(ies), town(s), or geographic area(s) targeted in this application) that has an inability to draw on other sources of funding to carry out environmental assessment or remediation, and subsequent reuse in the target area(s) because of the small population an/or is low income.' A note states: 'Note, if the inability to draw on other sources of funding is not because the community has a small population or is low-income, then the response may only earn up to 1 points.' Below the criteria, there is a 'Helpful Hints' section and a text input area. At the bottom, there is a 'Version 1' label and a 'Mark as Complete' button.

Cleanup Grant

Sample Cleanup Grant

Export to Word

10% C. Narrative Criteria

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

C.1.h Use of Existing Infrastructure Draft

[All Grant Applications](#)

ksutab.org/webform/cleanup_grant/submissions/26162/edit#

Evaluation Criteria

This section is worth **5 points**. Your application will be evaluated on the extent to which:

- this grant will meet the needs of the community(ies) (i.e., the city(ies), town(s), or geographic area(s) targeted in this application) that has an inability to draw on other sources of funding to carry out environmental assessment or remediation, and subsequent reuse in the target area(s) because of the small population an/or is low income.

Note, if the inability to draw on other sources of funding is not because the community has a small population or is low-income, then the response may only earn up to 1 points.

Helpful Hints

B I X₂ X

Version 1

Mark as Complete

C.2.b Health or Welfare of Sensitive Populations

Identify sensitive populations in the target area(s) will address these issues and/or

This section is worth **5 points**. Your app

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

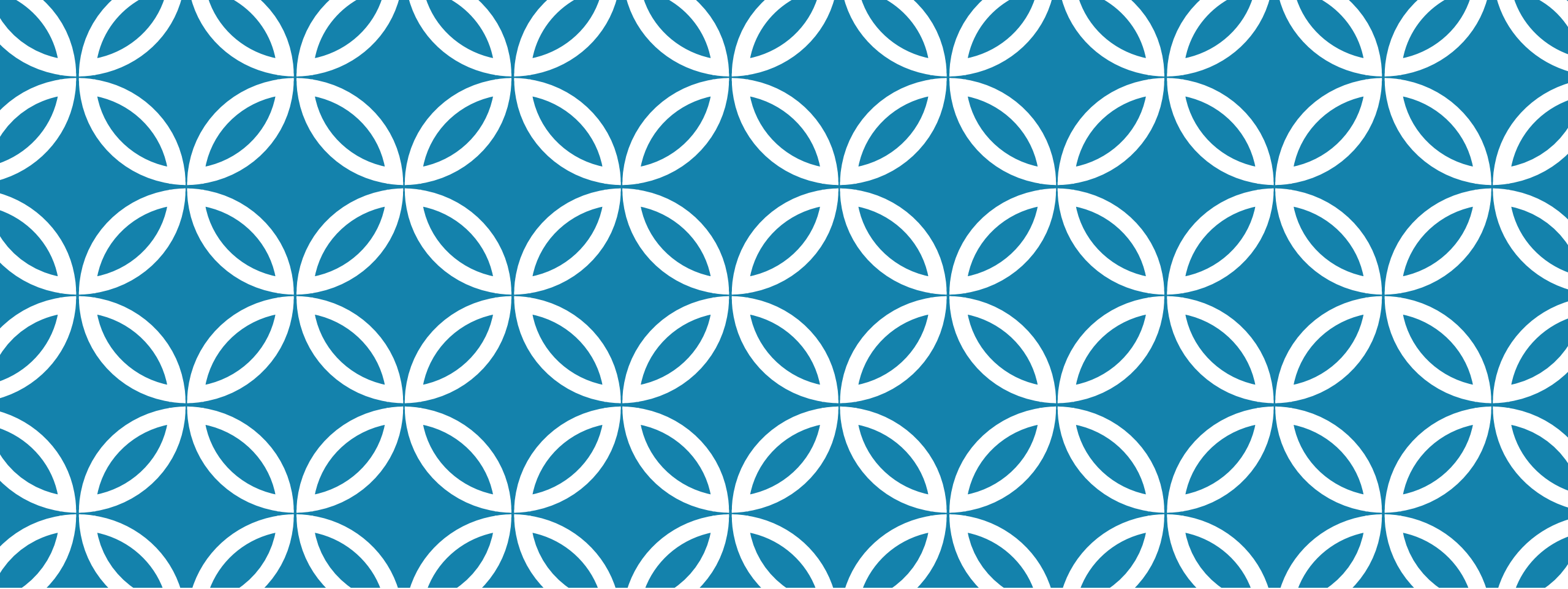
The exported document is a basic word document with no formatting. You will need to format the document to meet the formatting requirements set by EPA in the guidelines.

Request a review of your FY 27 Grant!

Want a deep and thorough review of your draft application? KSU TAB can help once the guidelines are posted!

- Reviews are generally completed within 3 business days.
- Requests for review will be accepted up to 7 days prior to grant submittal deadline.
- Contact Scott Nightingale, scottnight@ksu.edu, to schedule your review.





REBECCA'S GRANTWRITING TIPS

7/24/2026

HOW TO REQUEST A STATE LETTER

The **APPLICANT** emails the following information to Brownfields@LA.gov:

- Who the letter should be addressed to:
 - Name
 - Title
 - Organization
 - Address
- What type of grant you're applying for (Assessment, Coalition, Revolving Loan Fund, or Cleanup)
- The name(s) of your Target Area(s)

Please allow at least 10 working days to receive your letter.

Your email (including who you cc) will go into EDMS

HOW TO REQUEST A STATE LETTER — CLEANUP GRANTS

Additional Information to Submit:

- Name and Address of Site to be Cleaned up
- LDEQ Agency Interest Number (if assigned)
- Whether or not the site will be enrolled into LDEQ's Voluntary Cleanup Program
- What type of contamination will be addressed (sites currently enrolled with LDEQ oversight programs are appropriate)
- Summary of LDEQ's involvement in the site to date (e.g. "investigation completed under LDEQ's Risk Evaluation / Corrective Action Program")
- A statement from the applicant's Environmental Professional that:
 - Based upon the environmental site assessment(s) performed to date, the site(s) has had a sufficient level of site characterization for the remediation work to begin.
 - Additional assessment is needed to sufficiently characterize the site(s) for the remediation work to begin. The request should then affirm that there will be a sufficient level of site characterization from the environmental site assessment performed by June 15, 2026, for the remediation work to begin on the site(s).

A LOT MORE INFORMATION

LIKELY TO CHANGE

START ON THIS AS SOON AS NOFO COMES OUT.

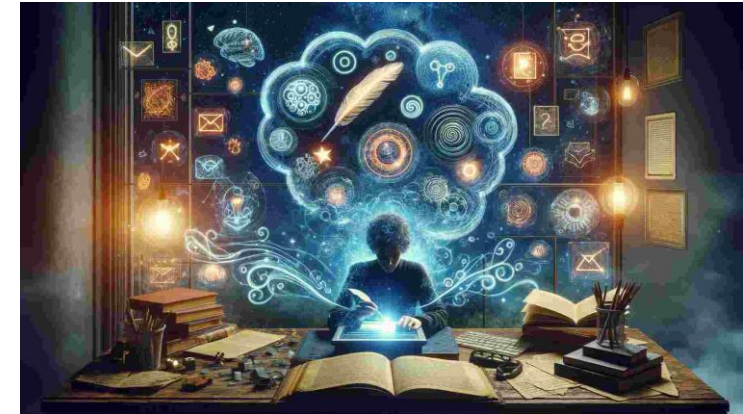
We HIGHLY recommend requesting the letter early.

Allow at least 15 working days to receive your letter.

TIPS FOR A SUCCESSFUL APPLICATION

Make it a Hallmark movie!

- Have the data but also pull their heart strings
- Make it a sob story
- If you get this grant, what's your utopia?



Read both the Narrative Criteria and the Ranking Criteria sections

- Make sure to address everything in BOTH
- If the criteria include the words **“this grant”** your response should include a sentence that says **“this grant will...”** and say how **this grant** will do what it's asking it to do
- Anytime you can restate the criteria in your answer, do it!

TIPS FOR A SUCCESSFUL APPLICATION

Read the Entire NOFO

- What are EPA's priorities?
- Hidden agendas/ criteria

Every Section is Separate

- Some reviewers only score based what's in each section – they won't look in other section for it
- Make sure each section matches up for what EPA is asking for in that specific section

TIPS FOR A SUCCESSFUL APPLICATION

If the grant criteria says address “this OR that” cross it out “~~or~~” and put “AND”

- You don't know what the grant reviewer's priorities are
- You have no recourse if they take points off for not addressing both

You're up against professional grant writers – not technical writers

- Make sure your data is valid but don't go overboard
- Only need one valid source
- EPA reviewers only look at what's in the application

TIPS FOR A SUCCESSFUL APPLICATION

Check all the boxes – but don't waste space overachieving (and then short another area)

- If there's a list in the criteria, make sure all the words in the list appear in your response:
 - “All sites will have access to existing infrastructure” vs: “All sites will have access to existing water, sewer, and electric lines, roads, and broadband.” = 1 point difference
 - Cancer, asthma, ~~or~~**AND** birth defects
 - Sensitive populations are those populations that are likely to experience elevated health risks from pollution, **including** populations based on age (**young children and the elderly**), **pregnant women**, and **serious disease burden** (such as, **high rates of cancer, asthma, chronic respiratory disease, coronary heart disease, low birth weights**, etc.), as well as **low-income populations**.

OTHER FACTORS CHECKLIST

Other factors applicable in Louisiana include:

- Whether the **community** population is 15,000 or less
- Whether the priority site(s) is adjacent to a body of water
- Whether the priority site(s) is in a federally designated flood plain
- Whether reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy
- Whether reuse of the priority site(s) will incorporate energy efficiency measures
- Whether the proposed project will improve local resilience to the impacts of extreme weather events and natural disasters
- *Whether at least 30% of the overall project budget will be spent on eligible reuse/area-wide planning activities for priority site(s) within the target area(s)*

OTHER FACTORS CHECKLIST

Additionally, EPA's Headquarters Selection Official may take the following considerations into account when making final selections:

- Distribution of funds between urban and non-urban areas
- Whether the applicant's jurisdiction/geographic boundary(ies) is located within, or includes, a county experiencing "persistent poverty" where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates
- The distribution of funds among EPA's ten Regions (Region 6 is often on the low side)
- Whether the applicant has not previously been awarded a Brownfield Assessment Grant

OTHER FACTORS CHECKLIST

- Some applications with lower scores were selected based on “Other Factors”
- Try to check off as many as you can
- Think about the Other Factors when choosing Target Area(s) & Priority Sites and defining geographic boundaries

PLAN OUT YOUR TIMELINE

EPA Due Date:	Dec. 11 at 11:59pm ET	NOT THE REAL DATE- JUST AN EXAMPLE
Try to get it submitted by:	Dec. 9	Grants.gov can sense your panic
Submit for Internal review/ approvals on:	Dec. 4	Assumes 4 working days for internal process Who needs to approve it? What's their timeline?
Finalize Grant Application Package by:	Dec. 3	Don't forget about all the other forms!
Latest Date to Submit to KSU TAB:	Nov. 20 *allows for holidays	Allows 8 working days for review and to incorporate comments
Receive revised draft documents from Consultant by:	Nov. 18	
Send back comments to Consultant by:	Nov. 16	
Receive Draft Proposal from Consultant by:	Nov. 10	
EPA Issues NOFO:	Oct. 12	NOT THE REAL DATE- JUST AN EXAMPLE

DEBRIEFS

Request them!

Have someone in the room that's a good note taker

Record the conversation

ADA requires the ability to have closed captioning and for EPA to provide a transcript of the session

- Ask for the transcript if they don't provide written comments

Ask questions!

- How could you get full points next time?
- Go over both Strengths and Weaknesses

DEBRIEFS

Reviewers are going to conflict — you need to make them ALL happy

- You can be right or you can get the grant

EPA can provide the points for each Section but not each subsection

- Someone always FOIAs the scores so you can see where you landed

OUR DEBRIEF COMMENTS

Put 128a funding in the Leveraged Funding Section and in Tasks & Budgets

Lessons:

- We know that we'd be using two different parts of our 128a funding but the reviewer didn't seem familiar with 128a funding (likely the non-EPA reviewer).
- May have lost points in BOTH sections.

Didn't explain how we would identify sites in MSA and non-MSA areas

Lesson:

- You can't win them all. Even EPA didn't know how to respond to this criteria.
- Any new criteria is up for interpretation.

OUR DEBRIEF COMMENTS

Health & Welfare of Sensitive Populations: Not clear on how specific reuse plans and strategies stated earlier would impact the sensitive populations discussed.

Economically Impoverished/Disproportionately Impacted Populations: Not a clear connection made between benefit or reuse to impoverished communities and reuses previously described.

Lessons:

- Read through other winning proposals to see how they related it back to the reuse plans.
- Sometimes you get a reviewer that's looking for something in particular and will keep taking points off if they don't see what they're specifically looking for.

FINAL THOUGHTS

Writing a Brownfield Grant is a Heavy Lift...

....But it is Doable and Winnable!!

And Louisiana has done well in the past.

We have good stories to tell!

Let us know how we can help!



QUESTIONS?