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Introduction to the Illinois U.S. EPA Brownfields Grant Writing Workshop

THANK YOU for joining us for Day 2 of this virtual workshop. We will get started in a moment.

Technical Notes

If you experience technical difficulties with your connection:



Dial 785.532.0783



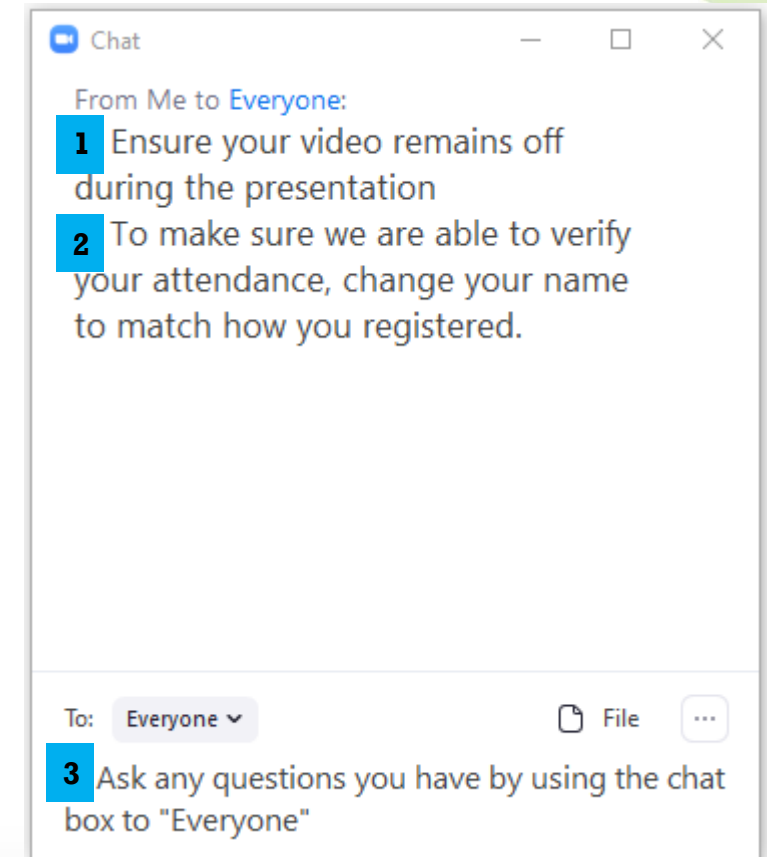
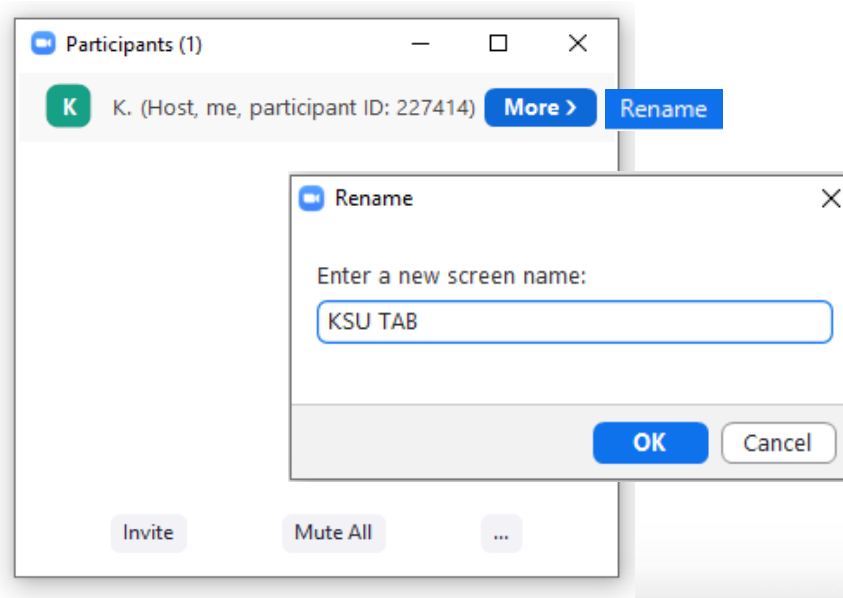
Email chsr@ksu.edu

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



Agenda

Welcome and Introductions

Jacob Fink, *IEPA Brownfields Program Administrator*; Roxanne Anderson, *KSU TAB Regional Director*;

Illinois EPA's Site Remediation Program and Leaking Underground Storage Tank Program overview

Jeron Schultz, *IEPA SRP Section Manager*; Rachel Ingram, *IEPA Leaking UST Section Manager*

Helpful Hints and Resources

Beth Grigsby, *KSU TAB Assistant Director for Region 5*

Panel Presentation – Grant Walk-Through and What to Do/What to Avoid when Preparing a Grant Application-Part 2: Sections 3 and 4 of the Grant Narrative and Presenters:

Roxanne Anderson, *KSU TAB Regional Director*; Amy Yersavich, *KSU TAB Partner*

Other Panel Members: Jacob Fink, *IEPA Brownfields Program*; Rob Wilhelmi, *Site Readiness Coordinator - City of Rockford*; Chris Richmond, *Moving Pillsbury Forward*; Karla Love, *KSU TAB Partner*

Break

Writing a Strong Proposal - Tying it All Together

Amy Yersavich, *KSU TAB Partner*

Group Exercise and Adjourn



TAB
Technical Assistance
to Brownfields

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Panelists



Jacob Fink
Illinois EPA Brownfield
Program Administrator
IEPA



Karla Aufer Love
KSU TAB Partner
(former EPA R5
Project Officer)

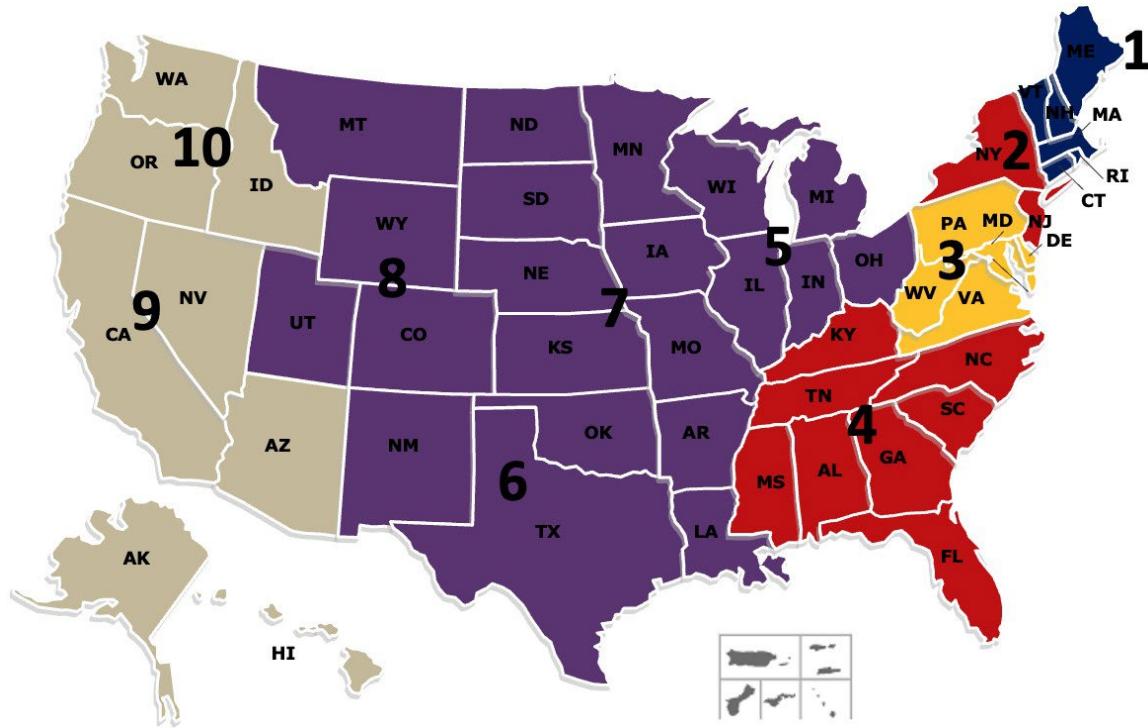


Robert Wilhelmi
Site Readiness
Coordinator
City of Rockford, IL



Chris Richmond
President/Treasurer
Board of Directors
Moving Pillsbury Forward

Technical Assistance to Brownfields (TAB)



What is TAB?

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

Who are the TAB Service Providers?

[University of Connecticut](#) – EPA Region 1

[New Jersey Institute of Technology \(NJIT\)](#) – EPA Regions 2 & 4

[The West Virginia University](#) – 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

We Want to Hear Your Feedback

Please provide feedback on today's event:

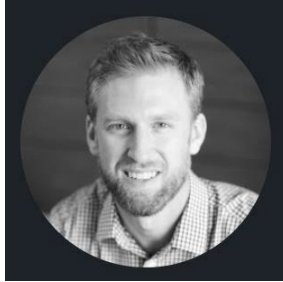
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https://kstate.qualtrics.com/jfe/form/SV_eyUzp3IMh3GTjr8
1. Click the link provided in the chat box
1. Scan this QR image from your smartphone



Illinois EPA Remediation Programs



IEPA Speakers



**Jeron Schults – RPMS
Section Manager**



**Rachel Ingram – Leaking
UST Section Manager**



**Jacob Fink – Brownfield
Program Administrator**

Illinois EPA Brownfield Program

- ▶ Targeted Brownfield Assessments
 - ▶ Available to Non-Profits and Municipalities
 - ▶ No cost
- ▶ Revolving Loan Program (RLF)
 - ▶ Offer 0 % loans to Municipalities and Non-Profits
- ▶ Municipal Brownfield Redevelopment Grant is Coming



GETTING STARTED with Targeted Brownfield Assessments

- ▶ No Cost to the Community or Non-Profit
- ▶ Begins with an Application and Letter:
<https://epa.illinois.gov/content/dam/soi/en/web/epa/topics/forms/and-forms/brownfields/documents/tba-application1.pdf>
- ▶ The Program has recently grown from ~ 6 sites per year to 10 + due to BIL funding and being recently awarded a US EPA CWAGST Brownfield grant
- ▶ Illinois EPA Brownfield program will explain the results and walk you through the process



Two Brownfield Routes

Site Remediation Program

- ▶ **Phase I – Perform an all appropriate Inquires to reduce your CERCLA liability (TBA services)**
- ▶ **Phase II – Investigate environmental concerns found. (TBA services)**
- ▶ **Remedial Action Plan – Come up with an appropriate remediation plan. (SRP and TBA Services)**
- ▶ **Site Cleanup – Pursue funding through competitive US EPA 104K grants, State of Illinois RLF program, and Other Funding Opportunities**

Leaking UST Program

- ▶ **Early Action – Discovery of the tank or conformation of a leak**
- ▶ **Tank /Free Product Removal**
- ▶ **Site Investigation- These occur on an as needed basis.**
- ▶ **Corrective action**
- ▶ **Completion Report**

Modern Sampling Equipment

Geoprobes

▶ 7822DT



▶ 6011DT



Other Equipment

- ▶ Ground Penetrating Radar
- ▶ EM-61 and Mapping
- ▶ XRF
- ▶ PID

OTHER RESOURCES AVAILABLE

- Analytical Services
 - Illinois EPA Lab
 - Contracted Analysis
- Contracting Ability (Backhoe, ground clearing, etc)
- 40 hour OSHA Trained Field Staff
- Seamless integration with the Leaking UST or Site remediation program



APPLICATION FOR TARGETED BROWNFIELD ASSESSMENT

- ▶ Completed by Municipality or Authorized Entity
- ▶ Where do I find the Application
- ▶ Illinois EPA Website: Forms/Land Forms/Brownfield Forms
- ▶ Basic Information Needed
 - ▶ Check boxes to Determine Eligibility
<https://epa.illinois.gov/content/dam/soi/en/web/epa/topics/forms/land-forms/brownfields/documents/tba-application1.pdf>
- ▶ “Real Property”
- ▶ Ownership – Access
- ▶ Past Investigations
- ▶ Property Description
 - ▶ Size
 - ▶ Location
 - ▶ Property Identification Number
 - ▶ Past - Future Land Uses



Two Brownfield Routes

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- ▶ Completion Report

Illinois EPA Site Remediation Program

- ▶ Technical Assistance
- ▶ Site Remediation Program (SRP)
- ▶ Jeron Schultz is the Section Manager



Two Brownfield Routes

Site Remediation Program

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Illinois EPA Revolving Loan Fund (RLF)

- Illinois Brownfield Revolving Loan Fund
- Recently Awarded Supplemental Funding making our total \$4.1 million
- 0% loan rate
- Loan Forgiveness being extended to all applicants up to 50% with this \$4.1 million
- We have extended our RLF program an additional 15 years.
- Adjusting our loan agreement formats.
- RLF Performance
 - We have issued 22 loans
 - Distributed over \$8 million Federal dollars to Illinois communities.



Save Brownfield Questions for the conclusion of Illinois presentation

Jacob Fink

Illinois EPA Brownfield Program Administrator

Bureau of Land/DRM/Office of Site Evaluation

Jacob.fink@illinois.gov



Illinois EPA Site Remediation Program

Jeron Schultz
Manager

Bureau of Land/DRM/Remedial Project Management Section



Illinois EPA Site Remediation Program

Origins:

- ▶ 1970s – United States EPA & Illinois EPA are established
 - ▶ Address waste from Industrial Revolution to present
 - ▶ Typically dumped, burned, buried etc.
 - ▶ Need to manage risks across thousands of abandoned sites
 - ▶ Establish Clean Air Act & Clean Water Act
 - ▶ Focus is on stopping polluters through permitting and enforcement



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 - ▶ Typically dumped, burned, buried etc.
 - ▶ Need to manage risks across thousands of abandoned sites
 - ▶ Establish Clean Air Act & Clean Water Act
 - ▶ Focus is on stopping polluters through permitting and enforcement
- ▶ 1980s – RCRA & CERCLA are established
 - ▶ Focus shifts to regulation and remediation (of the worst sites)
 - ▶ Illinois EPA, Bureau of Land (BOL) organizes remediation sections



Illinois EPA Site Remediation Program

Origins:

- ▶ 1990s – IL expanded cleanup programs incorporated into regulatory landscape
 - ▶ Title XVII of the (IL) Environmental Protection Act
 - ▶ Establishes the Tiered Approach to Corrective Action Objectives (TACO)
 - ▶ 3-Tiered system of risk-based remediation objectives
 - ▶ Establishes the Site Remediation Program (SRP) & outlines requirements
 - ▶ No Further Remediation (NFR) letters
 - ▶ Chain of Title recording requirements
 - ▶ Release of Liability
 - ▶ Environmental Land Use Controls (ELUC)
 - ▶ 35 Ill. Adm. Code 740 – Site Remediation Program
 - ▶ 35 Ill. Adm. Code 742 – Tiered Approach to Corrective Action Objectives



Site Remediation Program

Key Concepts:

- ▶ Risk-based cleanup (TACO)
- ▶ Considers land use
- ▶ Private sector encouragement
- ▶ Review & Evaluation standardized
- ▶ Facilitates Brownfields redevelopment
- ▶ TACO and certain aspects of SRP can be utilized as standards for enforcement
- ▶ Applicants define scope and goals
- ▶ Voluntary to enroll
- ▶ Release from liability under the Act
- ▶ Allows for environmental controls in lieu of traditional remediation
- ▶ Integral part of AAI, prospective purchaser due diligence, lending process etc.
- ▶ NFR letters to memorialize cleanup and runs with the property
- ▶ Applicants pay for Illinois EPA services



Applicability – 35 Ill. Adm. Code 740.105

Exclusions:

- ▶ National Priorities Listed sites
- ▶ Permitted TSDFs
- ▶ Solid/Haz Waste sites subject to RCRA closure requirements
- ▶ Sites subject to UST Laws
- ▶ Sites with federal court orders (including US EPA) requiring cleanup



Site Remediation Program

Enrollment:

- ▶ Complete the Application & Services Agreement ([DRM-1 Form](#))
 - ▶ Agreement is with Remediation Applicant (RA)
 - ▶ Identify site
 - ▶ Identify type of NFR letter requested (Focused vs. Comprehensive)
 - ▶ Anticipated schedule
 - ▶ Identify land use
 - ▶ Agreed to terms:
 - ▶ Conform with the Act/Implementing regulations
 - ▶ Allow for Illinois EPA site visits
 - ▶ Agree to pay for Illinois EPA services
 - ▶ If accepted, Illinois EPA project manager assigned & welcome letter sent to RA



Site Remediation Program

Review & Evaluation:

- ▶ RA will typically hire an environmental consultant
- ▶ Submittal of the four required reports
 - ▶ Site Investigation Report
 - ▶ Remediation Objectives Report
 - ▶ Remediation Action Plan Report
 - ▶ Remediation Action Completion Report
- ▶ Field activities & report preparation must be performed or overseen by LPE or LPG
- ▶ Illinois EPA must approve, approve with conditions, or disapprove
 - ▶ Within 60 days of report being received



Site Remediation Program

No Further Remediation Letter:

- ▶ No Further Remediation Letter issued to Remediation Applicant
- ▶ Describes level of remediation (Focused vs. Comprehensive)
- ▶ Confirms the site does not constitute a threat to human health or the environment
 - ▶ ...for site as depicted in Site Base Map & legal notice
 - ▶ ...when used in accordance with terms of the NFR letter
- ▶ No further action by Illinois EPA (and per MOU, United States EPA)
- ▶ Lists the applicable environmental controls including land use restrictions
- ▶ Site is inspected every 5-years from date of NFR letter issuance
- ▶ Recorded to property chain of title
 - ▶ Required to be within 45 days of issuance
 - ▶ Certified copy sent to Illinois EPA within 30 days of recording



Site Remediation Program

Authority:

- ▶ Illinois Environmental Protection Act, amended in 1995 to add Title XVII
 - ▶ Gave the Agency the authority to propose and implement rules prescribing procedures and standards for administration of this title = 35 IAC 740 Site Remediation Program
- ▶ Illinois EPA & US EPA have Memorandum of Understanding
 - ▶ US EPA acknowledges use of TACO & NFR letters as a release of liability
 - ▶ Enrollment in the SPR typically means no separate CERCLA action

Additional Services:

- ▶ Coordination with Office of Community Relations – communities & municipalities
- ▶ Coordination with Office of Site Evaluation for Targeted Brownfields Assessments
 - ▶ Sampling Collection & Analysis
- ▶ Other activities as requested



Site Remediation Program

Use of Tiered Approach to Corrective Action Objectives:

- ▶ TACO's risk-based objectives can be derived from any combination of the 3 tiers
 - ▶ Tier 1 consists of a series of tables to simply lookup the applicable objective
 - ▶ Tier 2 incorporates site-specific information in hopes of calculating an objective less stringent than those provided in the Tier 1 tables
 - ▶ Tier 3 allows for a wide range of risk-based assessments beyond Tier 1 & Tier 2.
 - ▶ Formal risk assessments, alternative modeling, further use of site-specific inputs, exposure route evaluation and impracticability determinations



Site Remediation Program

Use of Tiered Approach to Corrective Action Objectives:

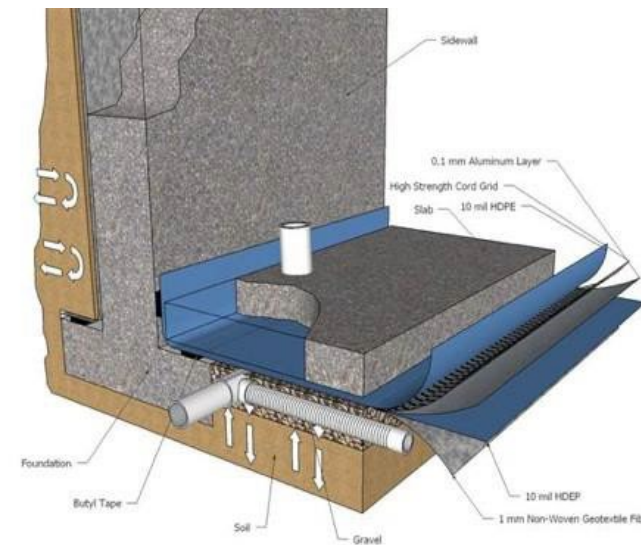
- ▶ TACO evaluates four human exposure routes
 - ▶ Soil Ingestion
 - ▶ Groundwater Ingestion
 - ▶ Outdoor Inhalation
 - ▶ Indoor Inhalation
- ▶ 35 Ill. Adm. Code 742.305 (Speed Bumps)
 - ▶ Lists conditions under which exposure route **cannot** be excluded
- ▶ TACO allows for the use of area background concentrations



Site Remediation Program

TACO beyond remediation objectives:

- ▶ Institutional Controls
 - ▶ Groundwater ordinance
 - ▶ NFR letter (Terms & Conditions of) (Example: Land Use)
 - ▶ Environmental Land Use Control (ELUC)
 - ▶ Highway Authority Agreements
- ▶ Engineering Controls
 - ▶ Barriers
 - ▶ Building Control Technologies
- ▶ Preventative Controls
 - ▶ Safety Plan for Construction Workers consistent with NIOSH & OSHA



Site Remediation Program

Positioning within the Bureau of Land:

- ▶ Division of Land Pollution Control
- ▶ **Division of Remediation Management**



Site Remediation Program

Positioning within the Bureau of Land:

- ▶ Division of Land Pollution Control
- ▶ **Division of Remediation Management**
 - ▶ Federal Sites Remediation Section
 - ▶ Office of Site Evaluation
 - ▶ Leaking UST Section
 - ▶ **Remedial Project Management**



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 - ▶ Office of Site Evaluation
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 - ▶ **Remedial Project Management**
 - ▶ Brownfields assistance
 - ▶ State funded cleanups
 - ▶ Abandoned landfills
 - ▶ DERT Fund technical review



Site Remediation Program

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- ▶ **Division of Remediation Management**
 - ▶ Federal Sites Remediation Section
 - ▶ Office of Site Evaluation
 - ▶ Leaking UST Section
 - ▶ **Remedial Project Management**
 - ▶ Brownfields assistance
 - ▶ State funded cleanups
 - ▶ Abandoned landfills
 - ▶ DERT Fund technical review
- ▶ **Two units of 8-9 project managers**
 - ▶ Units are led by Lead Worker & Unit Manager
 - ▶ Supported by Office Specialist & Office Coordinator



Site Remediation Program

Latest numbers:

► Year	► NFR Letters Issued	► Acres Remediated
2025	140	432
2024	156	422
2023	196	584
2022	162	632
2021	172	800

Save SRP questions for conclusion of Illinois' presentation

Jeron Schultz

Manager

Bureau of Land/DRM/Remedial Project Management Section

jeron.schultz@illinois.gov

SRP List Serve – to receive emails on occasional news and updates related to the SRP

<https://epa.illinois.gov/topics/cleanup-programs/srp.html>



Illinois EPA Leaking Underground Storage Tank Program

Rachel Ingram

Leaking UST Section Manager



Leaking Underground Storage Tank Program

- ▶ Oversees site investigation and corrective action for releases from regulated underground storage tanks to ensure compliance with all state and federal regulations.
- ▶ Administers reimbursement from the UST Fund.
- ▶ Issues No Further Remediation Letters to serve as a record that regulatory requirements have been met and contamination associated with the release has been addressed.
- ▶ Organization of the Leaking UST Section:
 - ▶ 3 technical units of 8-12 project managers.
 - ▶ Each unit has 1-2 lead workers and 1 unit manager.
 - ▶ 1 Claims unit of 8 claims reviewers.
 - ▶ Claims unit has 1 accountant supervisor and a unit manager.
 - ▶ 3 administrative support staff



Illinois Underground Storage Tank Fund

- ▶ Money for the UST Fund comes from a \$0.011 per gallon motor fuel tax and environmental impact fees.
- ▶ Provides reimbursement for investigation and remediation at Leaking UST sites.
 - ▶ Proper planning, documentation, and compliance with regulatory requirements are critical.



Regulatory Statutes

- ▶ Title XVI of the Environmental Protection Act (415 ILCS 5/57)
- ▶ 35 Ill. Adm. Code 734 – Petroleum Underground Storage Tanks
 - ▶ USTs containing petroleum products
 - ▶ Site Investigation and Corrective Action requirements
 - ▶ Reimbursement guidelines and eligible costs
- ▶ 35 Ill. Adm. Code 731 – Underground Storage Tanks
 - ▶ USTs containing regulated non-petroleum hazardous substances
- ▶ 35 Ill. Adm. Code 742 – Tiered Approach to Corrective Action Objectives (TACO)
 - ▶ Provides clean up objectives for each potential route of exposure
 - ▶ Framework for developing site-specific clean up objectives and eliminating exposure pathways
- ▶ 35 Ill. Adm. Code 620 – Groundwater Quality
 - ▶ Groundwater Quality Standards
 - ▶ Groundwater classification



Applicability – 35 Ill. Adm. Code 734

- ▶ USTs containing petroleum for which a release has been reported to IEMA
 - ▶ Fuel (as defined in Section 1.19 of the Motor Fuel Tax Law)
 - ▶ Aviation fuel
 - ▶ Kerosene
 - ▶ Heating oil (non-residential or farm)
 - ▶ Used oil
- ▶ USTs over 110 gallons
- ▶ Owners and operators of heating oil USTs may opt into or out of the Leaking UST Program



UST Fund Eligibility & Deductibles

- ▶ The Office of the State Fire Marshal determines eligibility for the UST Fund and deductibles.
- ▶ What tanks are eligible?
 - ▶ Registered petroleum USTs in service on or after January 1, 1974 for which a release has been confirmed.
 - ▶ USTs **not** classified as a farm or residential heating oil tank.
- ▶ Who is eligible?
 - ▶ Registered UST owners and/or operators for which a release has been confirmed.
 - ▶ Any party who has acquired an ownership interest in a property where the USTs have been removed, and an NFR Letter has not been issued may elect to proceed as “owner” and obtain eligibility for reimbursement from the OSFM.
 - ▶ The UST owner or operator **cannot** be the United States Government.

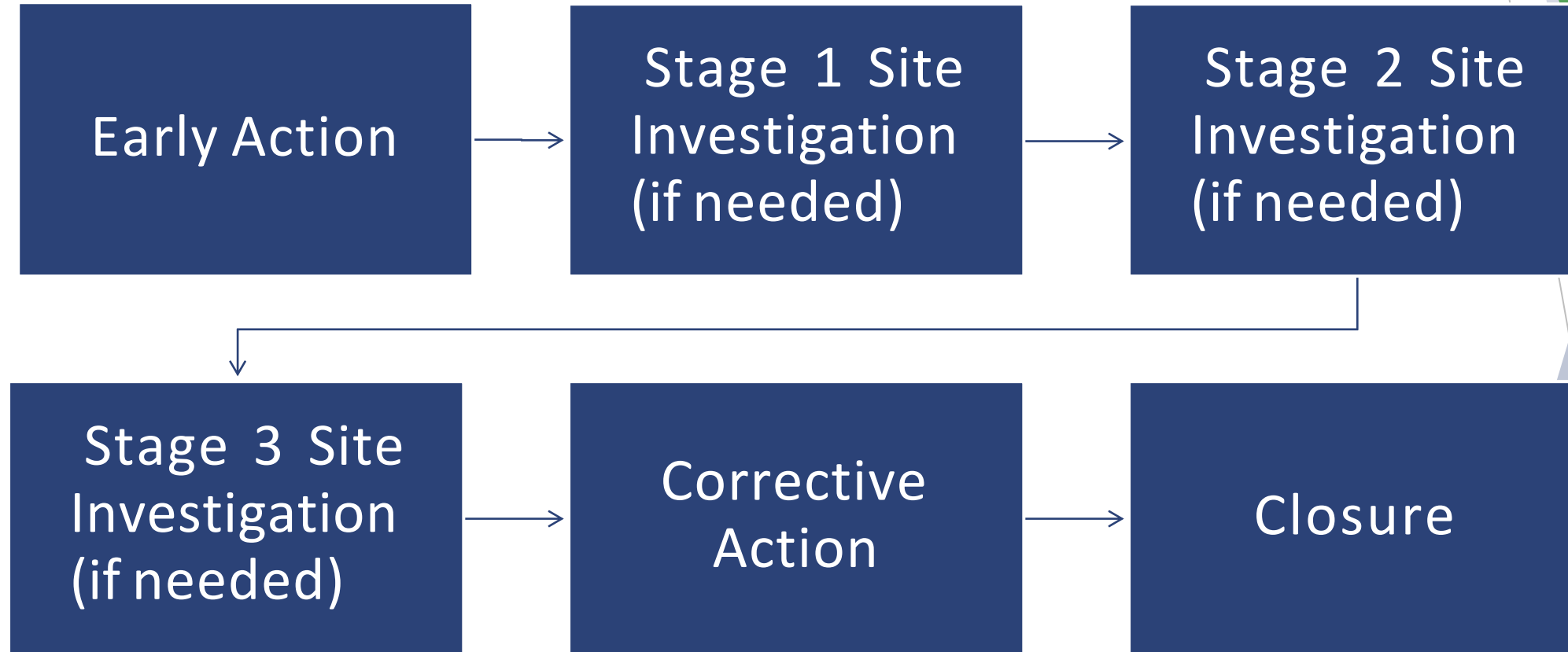


UST Fund Eligibility & Deductibles

- ▶ Deductibles are subtracted from the initial reimbursement payment.
- ▶ The deductible is \$5,000 for a release of petroleum from an underground storage tank reported *on or after June 8, 2010*.
- ▶ Public Act 104-29, signed into law on August 15, 2025, effective January 1, 2026, lowered the deductible to \$10,000 for all releases reported prior June 8, 2010.



Leaking UST Corrective Action Process



Common Causes of Delays at Leaking UST Sites

- ▶ Incomplete Site Investigation Plans
- ▶ Insufficient delineation
- ▶ QA/QC issues with laboratory analysis of samples
- ▶ Budgets lacking documentation/justification, requesting ineligible costs
- ▶ Delays obtaining off-site access
- ▶ Institutional control coordination issues
- ▶ Barriers to Corrective Action
- ▶ Missing documentation for reimbursement claims
- ▶ Unresponsive owner/operator

New Legislation

- ▶ Public Act 104-291
 - ▶ Effective January 1, 2026
 - ▶ Established a \$10,000 deductible for all releases reported prior to June 8, 2010.
- ▶ Public Act 104-0700 – EPA-Orphan UST Cleanup
 - ▶ Effective January 1, 2027
 - ▶ Provides that a municipality or county may, to the same extent as an owner or operator, conduct tank removal, abandonment, site investigation, and corrective action with respect to a petroleum orphan underground storage tank in accordance with the requirements of the Leaking Underground Storage Tank Program, **except that a municipality or county does not have to elect to proceed as an owner** and the costs shall be eligible for payment from the UST Fund **without being subject to a deductible.**
- ▶ Public Act 104-0688– Old Underground Storage Tanks
 - ▶ Effective January 1, 2027
 - ▶ Provides that the UST Fund shall be accessible by owners and operators who intend to remove underground storage tanks installed over 30 years before removal if the eligibility requirements of specified provisions are satisfied.



Questions?

Illinois EPA/Leaking UST Section Help Line – 217/524-3300





TAB
Technical Assistance
to Brownfields

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Helpful Hints and Resources

Beth Grigsby - KSU TAB, Assistant Regional Director

Helpful Hint #1

MAKE SURE YOU MEET THRESHOLD CRITERIA WHETHER YOU AND/OR YOUR PROJECT/SITES ARE ELIGIBLE

ASK EPA IF YOU HAVE QUESTIONS ABOUT YOUR ELIGIBILITY OR THE ELIGIBILITY OF A PROJECT OR SITE.



FY27 Eligibility Chart for Multiple Applications

		In FY27, can I also apply for...?						
I am applying for		Community-Wide Assessment Grants for States and Tribes	Community-Wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	RLF Grant	Non-Lead Member of an RLF Coalition	Cleanup Grant
	Community-Wide Assessment Grants for States and Tribes	N/A	No	No	No	Yes (Choose One Type)		
	Community-Wide Assessment Grant	No	N/A	No	No	Yes (Choose One Type)		
	Assessment Coalition Grant (Lead)	No	No	N/A	No	Yes (Choose One Type)		
	Non-Lead Member of an Assessment Coalition	No	No	No	N/A	No	Yes	No
	RLF Grant	Yes (Choose One Type)			No	N/A	No	No
	Non-Lead Member of an RLF Coalition	Yes (Choose One Type)				No	N/A	Yes
	Cleanup Grant	Yes (Choose One Type)			No	No	Yes	N/A

Note: To read this chart, identify the relevant grant type from the far-left column. Read across the row for eligibility information on the other grant types. For example, I am applying for a *Community-wide Assessment Grant*. In FY27, can I also apply for a *Cleanup Grant*? The green box indicates yes.

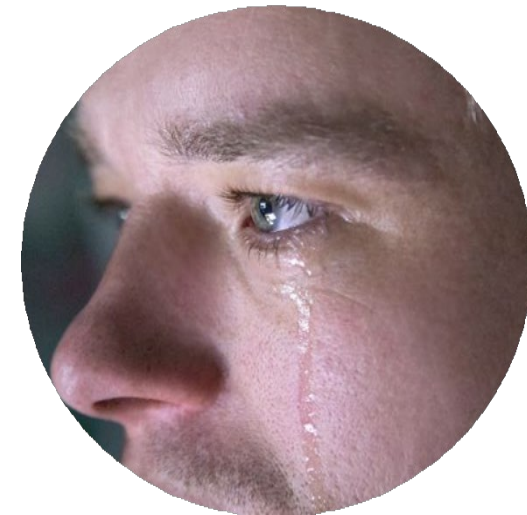
Helpful Hint #2- Specific to Cleanup Grants

Check out the FY26 Brownfields Grant for Threshold Criteria Now!

<https://grants.gov/search-results-detail/360901>

20% of Cleanup Grants Submitted in last year's round *Failed Threshold*

- Applicant did not provide a response to the threshold criteria or information was missing from the response
- Applicant failed to establish Bona Fide Prospective Purchaser liability protection requirements
- Applicant is an ineligible entity type
- Applicant didn't meet community notification requirement
- Applicant didn't own the site
- Applicant missing state/Tribal site characterization letter



All EPA
Brownfield
Grants: You
can ask EPA
questions
about
Threshold
anytime
(even after
guidelines
are
published)!

Helpful Hint #3

Take the Lead in Communicating Your Project's Excitement, Vision and Progress to Your State:

Establish relationships early w/ your State (or Tribal Authority)



States and Tribal Authorities may have great intel about:

Priority Sites-Past enforcement actions, environmental conditions of the site, releases from the site, environmental restrictions (can affect redevelopment) for your priority sites

Your Target Area –

Superfund sites, Regulated sites in the area, Leaking underground storage tanks in the area, State cleanup sites, Sites with environmental restrictions, impaired streams/waters



Helpful Hint #4

Consider your Staff Capacity to Implement the Grant (*performance and financial reporting are allowable programmatic costs that **are not subject** to the 5% administration limitation*)

- Compliance with Cooperative Agreement Terms
- Planning Community Engagement
- Time to Identify and Prioritize Sites
- Site Access Agreements/Discussions with Property Owners
- Oversight of Contractor Activities
- Coordinating Project Planning



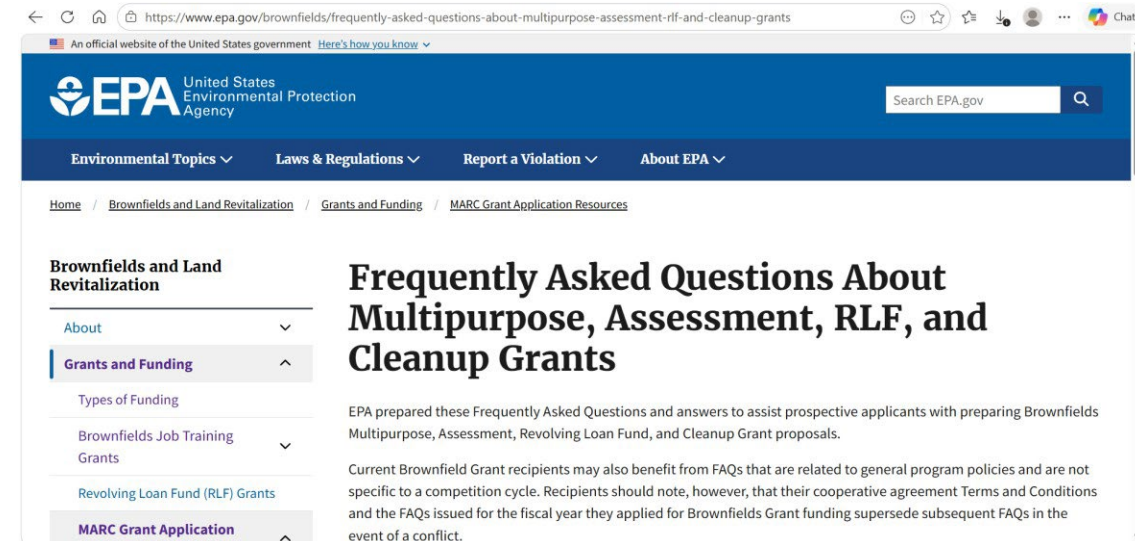
Categories (Direct costs)	Project Tasks 1-4 over 4-year project period				Totals
	Programmatic	Engagement	Assessment	Planning	
Personnel	\$ 00.00	\$ 00.00	\$ 00.00	\$ 00.00	\$ 00.00
Fringe					
Travel	\$10,000				\$10,000
Supplies					
Contractual	\$20,000	\$20,000	\$300,000	\$150,000	\$490,000
Other					
Total direct	\$30,000	\$20,000	\$300,000	\$150,000	\$500,000
Indirect costs					
Total Budget	\$30,000	\$20,000	\$300,000	\$150,000	\$500,000

Helpful Hint #5

Check out the Frequently Asked Questions About Multipurpose, Assessment, RLF, and Cleanup Grants!

Multiple Topics:

- Changes to the Guidelines
- Information on Submitting the Application
- Consultant Services
- Applicant Eligibility
- Use of Grant Funds
- Site Eligibility
- Property Specific Determinations
- Administrative Costs
- Petroleum Brownfield Sites
- FAQs specific to each Grant Type



Frequently Asked Questions (FAQs)*

Your most
valuable
resource for
EPA
Brownfields
Grants...
other than
the
guidelines



A. CHANGES TO THE GUIDELINES

- A. 1. What changes are being implemented in the FY26 Multipurpose, Assessment, Revolving Loan Fund, and Cleanup (MARC) Grant competition season?

C. GENERAL INFORMATION

- C.13 For the purposes of the Community Need criterion for Brownfield Grants, what are examples of health, welfare, environmental, and other demographic information I could provide about my community? *Where do I find demographic information about my community?*

G. USE OF GRANT FUNDS

- G. 11. What grant activities *cannot be paid* for with Brownfield Grant funds?
G. 12. What are other examples of ineligible uses of Brownfield Grant funds?
G. 14. Can I use grant funds for demolition activities?
G. 17. Can grant funds be used to cover stipends for people to attend a community meeting?

J. ASSESSMENT GRANTS

- J. 1. What are examples of eligible tasks and activities under Assessment Grants?
J. 4. Is there a limit on how much Assessment Grant funding can be used at one site?

S. BROWNFIELDS, PUBLIC HEALTH, EXTREME WEATHER, AND NATURAL DISASTERS

- S.6. What potential extreme weather and natural disaster risks can impact a community? Where can I find information about extreme weather and natural disaster risks my community may be facing?

*These categories are from the FY26 FAQs: [Frequently Asked Questions About Multipurpose, Assessment, RLF, and Cleanup Grants | US EPA](#)

BROWNFIELD GRANT RESEARCH LINKS*

Demographic Information

- Census links, Poverty Statistics

Health and Welfare of the Community

- CDC: PLACES – Local Data for Better Health, FBI Crime Data Explorer, Office of Minority Health

Environmental Information for Targeted Area and Priority Sites

- Public Environmental Data Partners – Screening Tool

Community Need and Economic Information

- Distressed Community Index, BLS – Unemployment Statistics

Alignment with Sustainability and Resiliency

- FEMA Resilience Analysis and Planning Tool, US Climate Vulnerability Index

[*TAB EZ | KSU TAB - Technical Assistance to Brownfields](#)

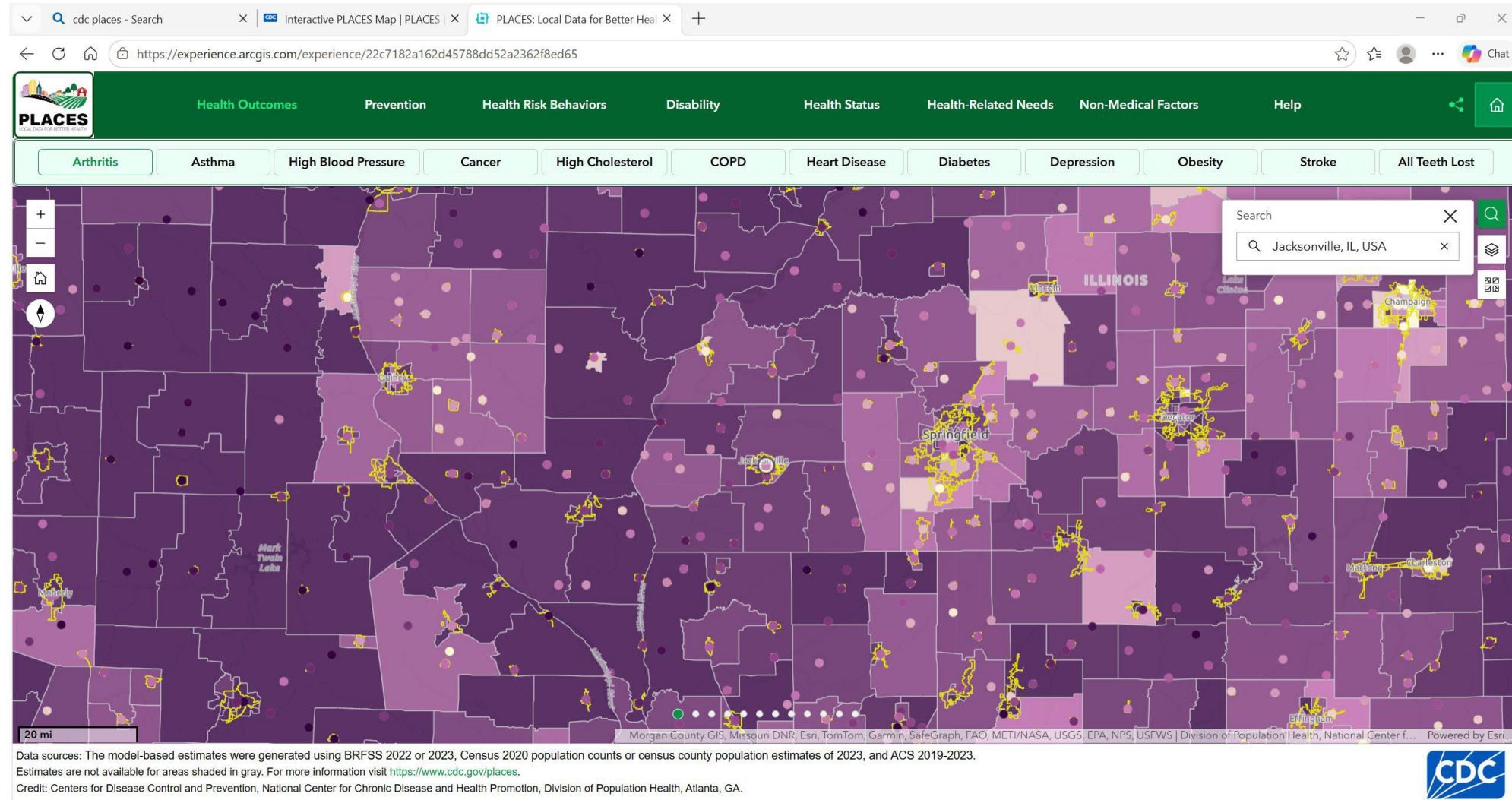
BROWNFIELD GRANT RESEARCH LINKS

HEALTH AND WELFARE OF THE COMMUNITY:

- CDC: PLACES – Local Data for Better Health-
<https://www.cdc.gov/places/index.html>
- Provides interactive maps for model-based estimates of 40 chronic disease and other health-related measures and 9 non-medical factor measures from ACS at county, place, census tract, and ZCTA levels.

BROWNFIELD GRANT RESEARCH LINKS

CDC Places: note Measures in Dark Green Ribbon at the Top

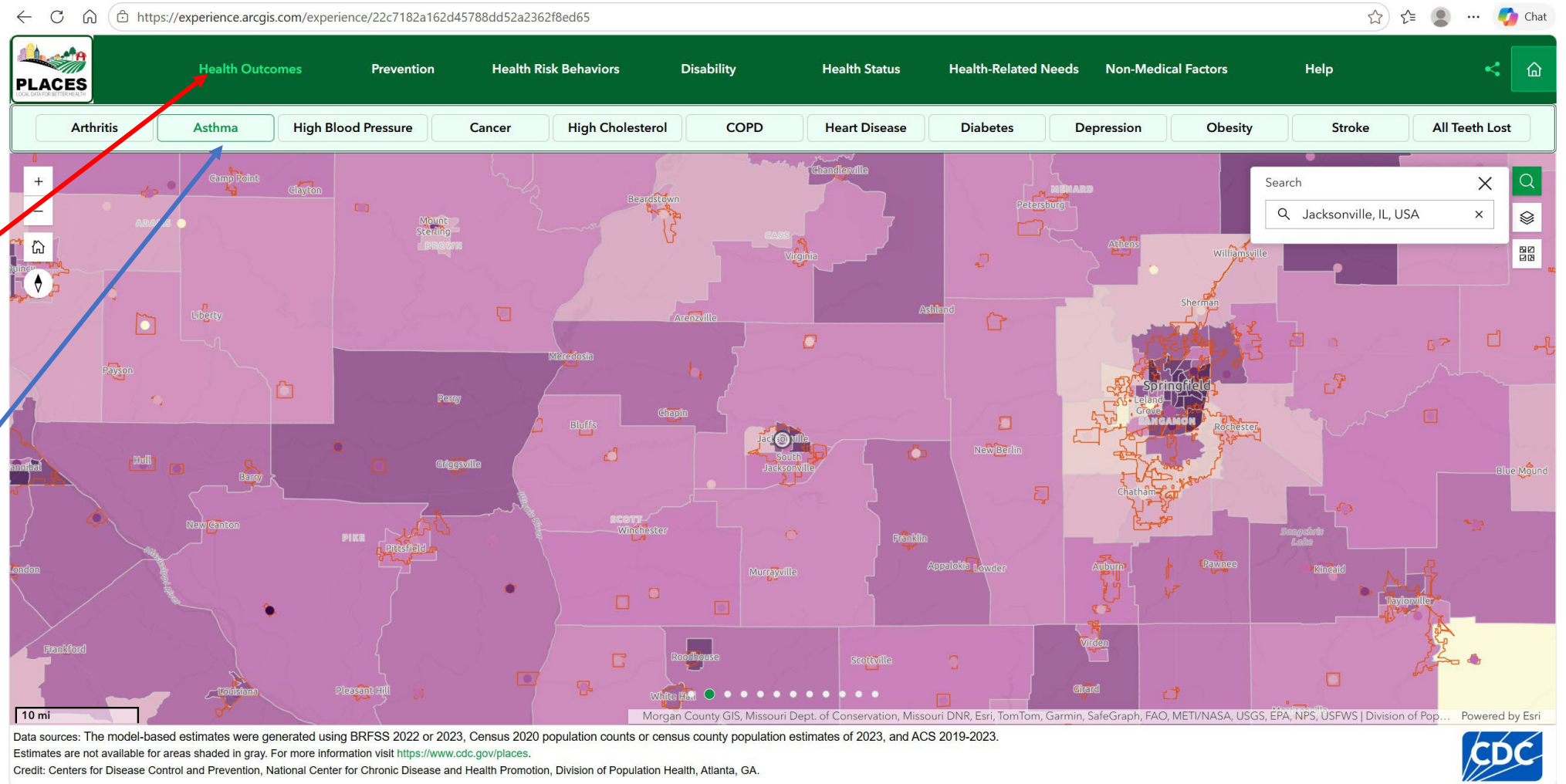


<https://www.cdc.gov/places/index.html>

BROWNFIELD GRANT RESEARCH LINKS: CDC PLACES

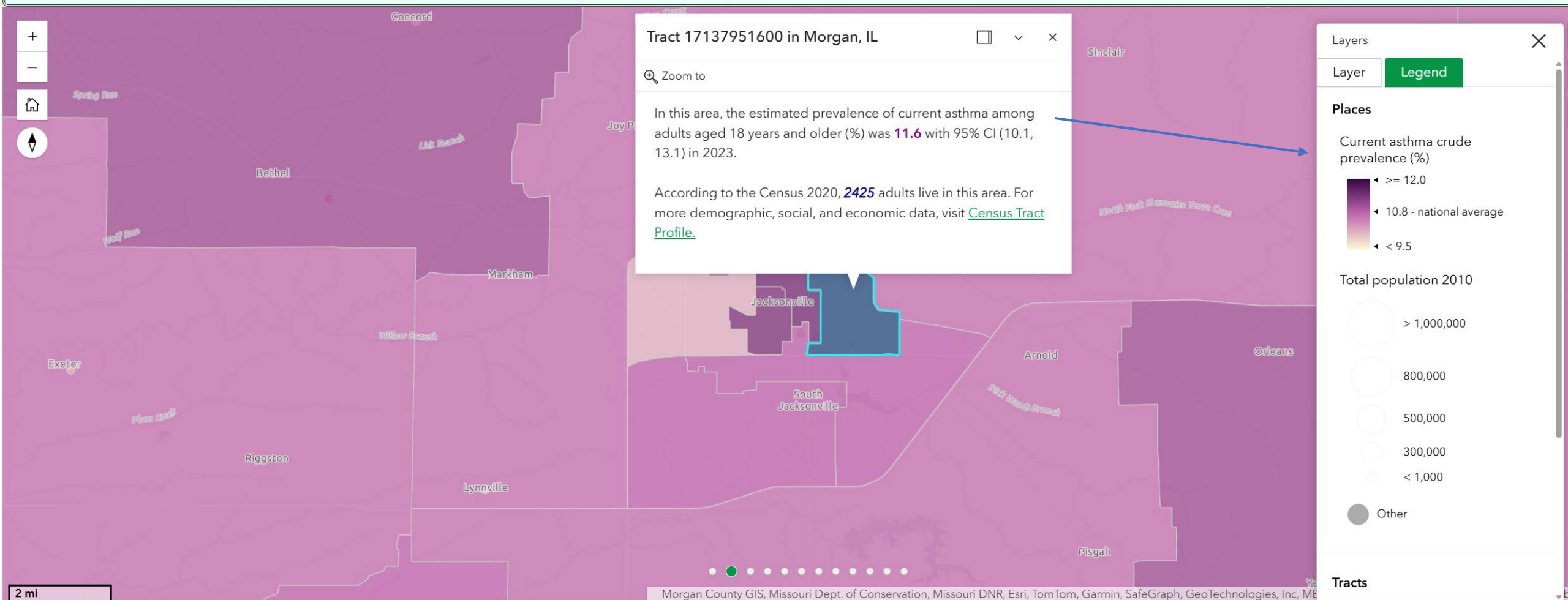
Places note
Measures in
Dark Green
Ribbon at the
Top—I've
selected **Health
Outcomes**

See light green
ribbon: **Asthma**
was chosen



<https://www.cdc.gov/places/index.html>

Go to Interactive Map



Data sources: The model-based estimates were generated using BRFSS 2022 or 2023, Census 2020 population counts or census county population estimates of 2023, and ACS 2019-2023. Estimates are not available for areas shaded in gray. For more information visit <https://www.cdc.gov/places>. Credit: Centers for Disease Control and Prevention, National Center for Chronic Disease and Health Promotion, Division of Population Health, Atlanta, GA.



Behaviors

Disability

Health Status

Health-Related Needs

High Cholesterol

COPD

Heart Disease

Diabetes

Tract 17137951600 in Morgan, IL

Zoom to

In this area, the estimated prevalence of current asthma among adults aged 18 years and older (%) was **11.6** with 95% CI (10.1, 13.1) in 2023.

According to the Census 2020, **2,425** adults live in this area. For more demographic, social, and economic data, visit [Census Tract Profile](#).

Jacksonville

South Jacksonville

Arnold

United States Census Bureau

Search for an area, a topic, or both

AllTablesMapsChartsProfilesPages

Census Tract

Census Tract 9516; Morgan County; Illinois

Census Tract 9516, Morgan County; Illinois is a Census Tract located in Morgan County, Illinois

Share Profile

United States / Morgan County, Illinois / Census Tract 9516, Morgan County; Illinois

Populations and People

Total Population

3,146

2020 Decennial Census

Employment

Employment Rate

55.8%

2024 American Community Survey 5-Year Estimates

Families and Living Arrangements

Total Households

1,215

2024 American Community Survey 5-Year Estimates

Income and Poverty

Median Household Income

\$59,330

2024 American Community Survey 5-Year Estimates

Housing

Total Housing Units

1,592

2024 American Community Survey 5-Year Estimates

Race and Ethnicity

Hispanic or Latino (of any race)

113

2020 Decennial Census

Education

Bachelor's Degree or Higher

7.4%

2024 American Community Survey 5-Year Estimates

Health

Without Health Care Coverage

9.2%

2024 American Community Survey 5-Year Estimates

https://data.census.gov/profile/17137951600?g=1400000US17137951600#housing

United States Census Bureau

Search for an area, a topic, or both

AllTablesMapsChartsProfilesPages

Populations and People

Income and Poverty

Education

Employment

Housing

Health

Families and Living Arrangements

Race and Ethnicity

Housing Units

1,592 ± 196

Total Housing Units in Census Tract 9516; Morgan County; Illinois

15,016 ± 50

Total Housing Units in Morgan County, Illinois

B25002 | 2024 American Community Survey 5-Year Estimates

Housing Occupancy

in Census Tract 9516; Morgan County; Illinois

Share / Embed

Occupied housing units - 1,215

Vacant housing units - 377

02004006008001K1.2K1.4K1.6K

B25002 | 2024 American Community Survey 5-Year Estimates

Show Table

Display Margin of Error

Occupancy Characteristics

1,215 ± 180

Occupied Housing Units in Census Tract 9516; Morgan County; Illinois

13,076 ± 309

Occupied Housing Units in Morgan County, Illinois

B25002 | 2024 American Community Survey 5-Year Estimates

BROWNFIELD GRANT RESEARCH LINKS

ENVIRONMENTAL INFORMATION FOR TARGETED AREA AND PRIORITY SITES:

Public Environmental Data Partners-Screening Tool

<https://pedp-ejscreen.azurewebsites.net/>

- Obtain location-specific data on factors including Environmental Burden Indicators,
- Socioeconomic Indicators, Health Disparities, and Critical Service Gaps.*

This is an unofficial copy of EJScreen hosted by the Public Environmental Data Partners. We recommend using this as a starting point, but then going to the original source of data and citing the original source.



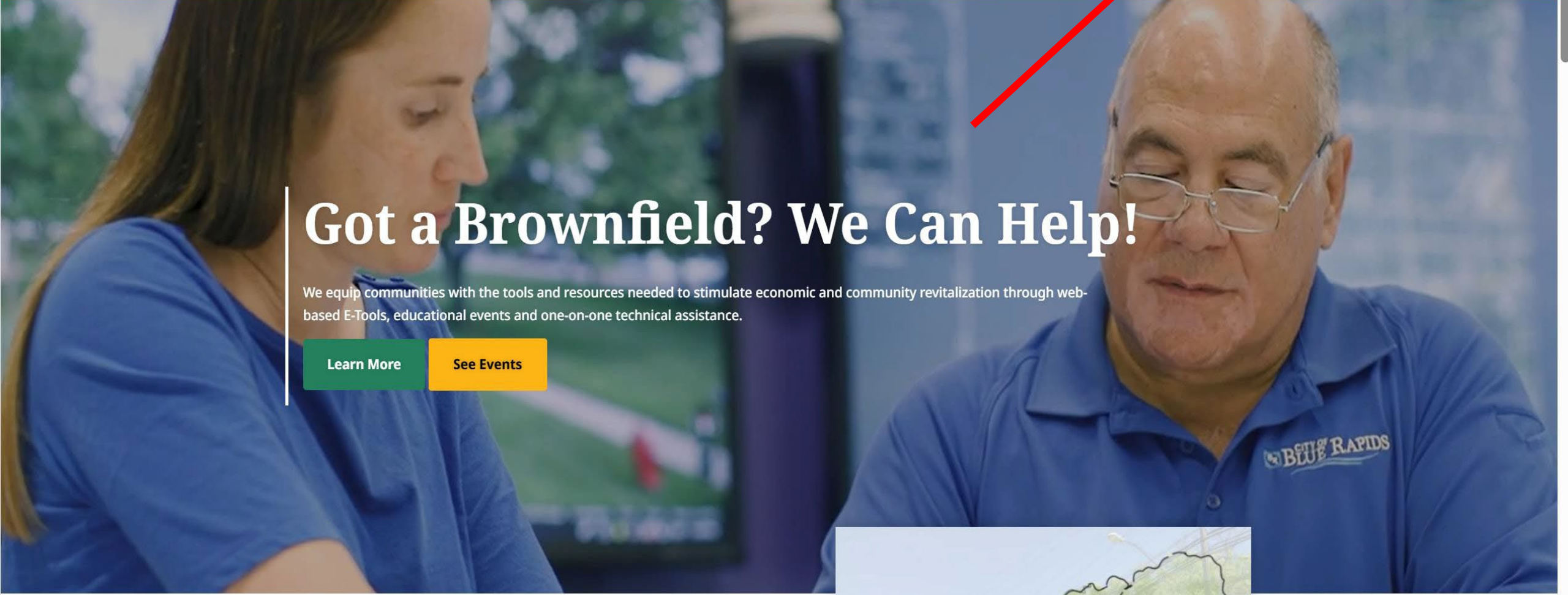
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UNIVERSITY

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

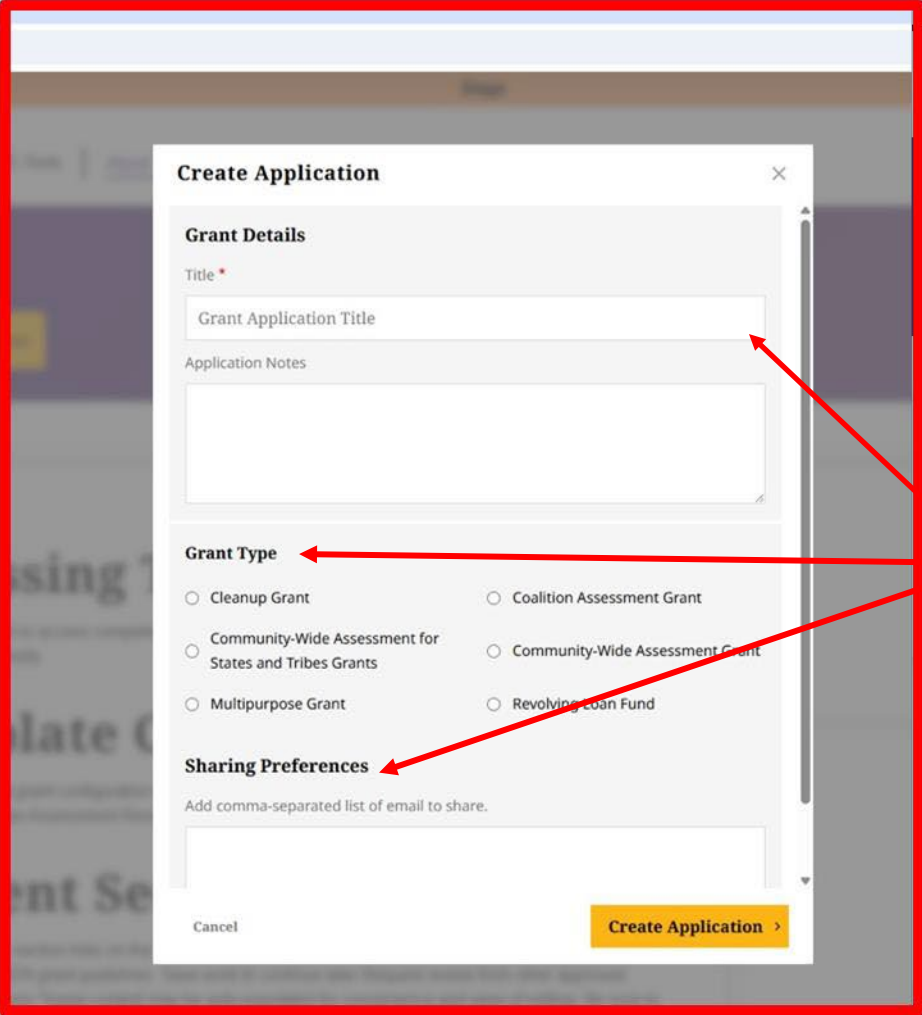
You will be guided through a grant configuration process that generates a template appropriate for your application type: EPA Brownfields Multipurpose Assessment Revolving Loan Fund (RLF) Cleanup (MARC)

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 screenshot shows the TAB EZ interface. On the left, a sidebar contains the TAB logo (Technical Assistance to Brownfields), the text 'Tab EZ', a 'Create New Grant Application' button, and a list of steps: 1. Access, 2. Template, and 3. Content. The main area displays a 'Create Application' pop-up form with a red border. The form has three sections: 'Grant Details' with a 'Title' field (labeled 'Grant Application Title') and an 'Application Notes' text area; 'Grant Type' with six radio button options: Cleanup Grant, Coalition Assessment Grant, Community-Wide Assessment for States and Tribes Grants, Community-Wide Assessment Grant, Multipurpose Grant, and Revolving Loan Fund; and 'Sharing Preferences' with a text field for email addresses. At the bottom of the form are 'Cancel' and 'Create Application' buttons. A red-bordered callout box on the right contains text and three red arrows pointing to the 'Title', 'Grant Type', and 'Sharing Preferences' sections of the form.

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

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

C.1.g Resources Needed for Site Reuse

C.1.h Use of Existing Infrastructure

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.

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

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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/projected reuse aligns with 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 priorities;
- when applicable, the reuse strategy/projected reuse appropriately considers that a site(s) is located in a federally designated flood plain;
- the degree to which the public and project partners had meaningful involvement in developing the reuse strategy/projected reuse.

Helpful Hints

- Clearly describe the reuse strategy or projected reuse for the proposed site(s).
- When applicable, describe how the reuse strategy/projected reuse aligns with local government land use and revitalization plans or related community priorities.
- Address why cleanup of the site(s) makes the most sense for the community.
- Demonstrate how these plans were inclusive of community input.**
- Describe how the community was meaningfully involved in developing the reuse strategy/projected reuse.
- Include any sustainable community revitalization measures being implemented as part of the reuse strategy/projected reuse. See Other Factors Checklist (section V.B. of the Guidelines).
- Indicate whether or not the site is in a federally designated flood plain.

If possible, try to give the reviewer a strong sense that reuse/redevelopment of the site(s) is the best use for the area.

The proposed reuse/redevelopment of the site(s) should address the following:

- Brownfield Challenges and Description of Target Area.
- Please see Section V. Alignment with Sustainability and Resilience.

Grant Data Research | KSU TAB - Technical Assistance to Brownfields

- 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

Cleanup Grant

Sample Cleanup Grant 1

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](#)

C.1.d Outcomes and Benefits of Reuse Strategy

Draft

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 garden, or other property used for nonprofit purposes in the target area(s).

Describe how the proposed project will improve local resilience to the impacts of climate change.

If applicable, describe how the reuse of the proposed site(s) will facilitate renewable energy efficiency measures. (For more information on energy efficiency measures, see the Approaches in Brownfields Redevelopment Fact Sheet.)

Evaluation Criteria

This section is worth **10 points**. Given the type of community being served (e.g., rural, urban, or tribal), describe the extent to which:

- the degree to which the proposed project or revitalization plans will subdivide the proposed site(s) and/or the grant may facilitate the creation of, preservation of, or addition to a park, a garden, or other property used for nonprofit purposes in the target area(s);
- the degree to which these outcomes clearly correlate with the applicant's goals and objectives;
- the extent to which the proposed project will improve local resilience to the impacts of climate change;
- when applicable, the reuse of the proposed site(s) will facilitate renewable energy efficiency measures.

Helpful Hints

B I x₂ x² ↶ ↷ ≡ ≡ — 📅 📌 Paragraph 📷 🔍 🗨️ 🕒

[←](#) [→](#) 📄

Exporting to Word

The screenshot shows the TAB EZ webform interface. On the left, a sidebar menu is visible with the title 'Sample Cleanup Grant'. Under the '10% C. Narrative Criteria' section, there are several sub-items: 'C.1 Project Area Description and Plans for Revitalization', 'C.1.a Overview of Brownfield Challenges and Description of Target Area' (marked 'Completed'), 'C.1.b Description of the Proposed Brownfield Site(s)' (marked 'Completed'), 'C.1.c Reuse Strategy and Alignment with Revitalization Plans' (marked 'Completed'), 'C.1.d Outcomes and Benefits of Reuse Strategy' (marked 'Draft'), 'C.1.e Resources Needed for Site Characterization' (marked 'Draft'), 'C.1.f Resources Needed for Site Remediation' (marked 'Draft'), 'C.1.g Resources Needed for Site Reuse' (marked 'Draft'), and 'C.1.h Use of Existing Infrastructure' (marked 'Draft'). At the bottom of the sidebar is a button labeled 'All Grant Applications'. In the top right of the sidebar, there is a three-dot menu icon. A red arrow points from this icon to a red-bordered box containing the text: 'Select the three dots icon at the top of the left menu and select "Export to Word". A .docx will automatically download.' The main content area shows the 'Evaluation Criteria' section, which states: 'This section is worth 5 points. Your application will be evaluated on the extent to which:'. Below this, there is a bulleted list: '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 follows: '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 note is a 'Helpful Hints' section. At the bottom of the main content area, 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

Version 1

Mark as Complete

C.2.b Health or Welfare of Sensitive Populations

Identify sensitive populations in the target area(s) and describe how the reuse(s) will address these issues and/or concerns.

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

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.

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

Request a review of your FY 27 Grant!*

Want a deep and thorough review of your proposal? KSU TAB can help!

- Reviews are generally completed within 3 business days.
- Requests for review will be accepted up to 7 days prior to grant submittal deadline

** Grant Strategy Sessions are available now for your FY26 Grants, FY 27 Grant Reviews will not begin until after FY 27 Grant Guidelines are issued this Fall! Please contact Roxanne, Beth, or Kristin for strategy sessions!*



Need Additional Help?

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

EPA Region 5

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

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

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





More information? Beth Grigsby - KSU TAB,
Assistant Regional Director, beth27@ksu.edu



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PANEL PRESENTATION- GRANT WALK-THROUGH

Sections 3 and 4 of the Grant Narrative

Roxanne Anderson - KSU TAB, Regional Director
Amy Yersavich, KSU TAB Partner



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to Brownfields

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UNIVERSITY

SECTION 3.

TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

EPA RANKING CRITERIA (POINTS)

Ranking Criteria for EPA Brownfields Grants FY 26 (new guidelines expected in fall 2026)	Community- Wide Assessment	Assessment Coalition	Cleanup
Project Area Description/Plans for Revitalization	40 pts	45 pts	55 pts
Community Need and Community Engagement	35 pts	35 pts	35 pts
Task Description, Cost Estimates, Measuring Success	45 pts	45 pts	55 pts
Programmatic Capability and Past Performance	35 pts	35 pts	30 pts
Total	155 pts	155 pts	175 pts

SECTION 3.

TASK DESCRIPTIONS, COST ESTIMATES & MEASURING PROGRESS

EPA-funded tasks/activities + non-EPA resources, if applicable	WHAT?	Example Tasks: Program Management, Community Outreach, Assessment, Cleanup and Reuse Planning
Anticipated project schedule and milestones	WHEN?	By 2nd quarter, By end of 2 nd year, etc.
Task/Activity Lead	WHO?	Grant Applicant! <i>If the lead is not the applicant, the applicant should explain why the identified entity is appropriate to oversee the activity</i>
Quantified outputs/deliverables	WHAT WILL BE PRODUCED?	20 quarterly reports, ACRES property profiles, community meetings, Phase Is/IIIs, cleanup planning documents, ABCAs

Typical Eligible Tasks

- **Program Management:** : Procuring environmental professional, financial and records management, progress meetings, cooperative agreement oversight, community engagement activities (sometimes its own task)
- **Assessment:** Inventory, site selection, access agreements, Phase I and Phase II investigations, cleanup and reuse planning, coordinated planning around targeted area sites
- **Assessment & MP:** Develop an area-wide plan, conduct market feasibility study, evaluate infrastructure needs
- **Cleanup related:** cleanup and reuse planning, community engagement activities, cleanup oversight, site cleanup, etc.
- **All Grant Types:**
 - Local government applicants may use up to 10% of grant funds for eligible health monitoring activities associated with brownfield sites where at least a Phase II ESA is conducted, and hazardous substance contamination is present. Coordination with the local health agency is required.
 - The applicant's direct and indirect administrative costs may not exceed 5% of EPA-requested funds. Financial and performance reporting are allowable programmatic costs and are not subject to the 5% administrative cost limitation.

Proposed Cleanup Plan (Cleanup Grants Only)

3a. Grant will be evaluated on the degree of the quality and reasonableness of the proposed cleanup plan(s), including the appropriateness of the cleanup methods being considered.

Deficiencies noted in past grant debriefings:

■ Include the details of the cleanup plan; it's not sufficient to *refer* to the ABCA.

Your Narrative must briefly describe:

Contaminated media to be addressed

Proposed cleanup/remediation method(s)

Disposal requirements

To Do Now – Ensure Phase II is complete (additional sampling needed?) and complete the draft ABCA. ***This is a great time to check in with IEPA to confirm the Phase II is complete and check your ABCA.*** Develop reasonable, realistic, locally informed cost estimates and document how the estimates were developed. Use local information when possible. Project ahead to anticipate changes in costs.

Project Implementation

Description of Tasks/Activities and Outputs

FOR EACH TASK, CLEARLY IDENTIFY:

EPA GRANT FUNDS WILL PAY FOR:

What activities are being charged to the EPA grant?

OTHER RESOURCES WILL SUPPORT:

What activities or resources will be contributed by the applicant or other sources?

Deficiencies noted in past grant debriefings:

- ❑ *Poor description of tasks and lack of milestones*
- ❑ *Need more detail on contractual tasks*
- ❑ *Avoid unnecessary or overly fragmented tasks. Group related activities logically.*
- ❑ *Do not duplicate leveraged resources already discussed under Strategy for Leveraging Resources.*

To Do Now – Identify your Tasks, plan the details, adjust as you go.



Description of Tasks/Activities and Outputs

Anticipated Project Schedule

Discuss the anticipated schedule and timing for the EPA-funded activities

Deficiencies noted in past grant debriefings:

- ❑ *Anticipated project schedule is vague. Be specific.*
- ❑ *Not clearly indicating that some tasks, such as reporting, will continue throughout the grant period.*
- ❑ *Anticipated schedule of tasks was not logical. Ex.- RFQ for consultant is to go out at end of 1st quarter, while assessments led by the consultant are already occurring*

To Do Now – Research how long activities take (check in with communities near you that have received EPA BF grants for information, ask experienced env. professionals). Draft your schedule.

Description of Tasks/Activities and Outputs

Example: Anticipated Project Schedule

Task 2 – Environmental Investigation Project Implementation

Prior to requesting EPA eligibility determinations, the City will obtain executed site access agreements from property owners for each priority site selected for investigation. The Qualified Environmental Professional (QEP) will prepare and submit a site eligibility package to EPA for approval. Following EPA eligibility determinations, the QEP will complete **Phase I Environmental Site Assessments (ASTM E1527-21 and All Appropriate Inquiries compliant)** to identify Recognized Environmental Conditions (RECs). Based on Phase I findings, the QEP will prepare a **Quality Assurance Project Plan (QAPP)** and any required **Sampling and Analysis Plans (SAPs)** and **Health and Safety Plans (HASPs)** for EPA approval prior to conducting intrusive investigation activities.

Upon EPA approval of the QAPP, the QEP will complete **Phase II Environmental Site Assessments**, characterize the nature and extent of contamination, and prepare site-specific recommendations to support cleanup planning and future redevelopment. Where appropriate, hazardous building material assessments and Analysis of Brownfield Cleanup Alternatives (ABCAs) will also be completed to advance priority sites toward cleanup and reuse.

Anticipated Schedule

Activity	Schedule
Execute site access agreements	Quarter 1
Submit sites for EPA eligibility determinations	Quarter 1
Procure Qualified Environmental Professional (if needed)	Quarter 1
Complete Phase I ESAs	Quarters 2–6
Prepare and obtain EPA approval of QAPP	Quarters 2–3
Conduct Phase II ESAs	Quarters 3–12
Complete Hazardous Building Material Assessments (as needed)	Throughout assessment activities
Prepare Cleanup Plans/ABCAs	Quarters 8–14
Complete final reports and closeout documentation	Final two quarters of the grant

Description of Tasks/Activities and Outputs

Example: Anticipated Project Schedule

Task/Activity Lead

City will oversee all project activities, contract administration, financial management, and coordination with EPA. The **Qualified Environmental Professional (QEP)** will perform the technical environmental assessment activities, prepare technical reports, and provide recommendations under the direction and oversight of the City.

Expected Outputs

- 12 Site Access Agreements
- EPA Eligibility Determinations for priority sites
- 12 Phase I Environmental Site Assessments
- EPA-approved QAPP
- 8 Phase II Environmental Site Assessments
- 4 Hazardous Building Material Assessments
- 4 Cleanup Plans/ABCAs
- Quarterly Progress Reports
- ACRES Property Profiles and Accomplishment Reporting

Cost Estimates

Describe how cost estimates for each task were developed per budget category. Present costs per unit where appropriate. **DO NOT CHANGE EPA'S BUDGET CATEGORIES**

Personnel | Fringe Benefits | Travel | Equipment | Supplies | Contractual | Construction | Other | Indirect Costs

Deficiencies noted in past grant debriefings:

- ❑ *Unit costs in the wrong area, not in Cost Estimates*
- ❑ *Not breaking down costs per unit. For example- **hours x rate = \$\$***
- ❑ *Include details on how costs are developed for personnel. For example- **personnel cost based on average of all county personnel working on this task***
- ❑ *If you include any supply costs, specifically identify the supplies.*
- ❑ *Brownfields Conference costs must be itemized: airfare, lodging, meals/per diem, and ground transportation under Travel; conference registration fees under Other.*

FY26 now uses the updated Uniform Guidance threshold:

Equipment = \$10,000 or more with a useful life greater than one year, unless the applicant has a lower equipment threshold. Items under \$10,000 are generally Supplies.

Cost Estimates

CONTRACTUAL OR CONSTRUCTION?

Use the “Principal Purpose of the Contract” Test

If 50% or more of the estimated contract cost is for remediation/construction activities, place the contract on the CONSTRUCTION budget line.

CONSTRUCTION

- Excavation/removal of contaminated soil
- Soil treatment
- Concrete caps/barriers
- Asbestos/lead abatement
- Permanent remediation equipment installation
- Site restoration/grading for reuse

CONTRACTUAL

- Architectural/engineering services
- QEP environmental oversight
- Assessment services
- Phase I/Phase II ESAs
- Cleanup planning/ABCA
- Environmental compliance oversight

Cleanup Grants: Construction-related costs must be classified as Construction.

Assessment Grants: Assessment contracts generally remain Contractual, even when they include incidental activities needed to perform assessment work.

Cost Estimates: Assessments

Task 1 – Program Management & Community Engagement

Total Cost: \$32,450

Personnel:

Project Manager – 120 hours × \$48/hour = **\$5,760**

Administrative Assistant – 40 hours × \$28/hour = **\$1,120**

Fringe Benefits:

Calculated at 35% of salaries = **\$2,408**

Travel:

Two staff will attend the National Brownfields Conference.

• Airfare: 2 × \$650 = **\$1,300**

• Hotel: 2 rooms × 4 nights × \$225 = **\$1,800**

• Meals & Per Diem: 2 × 4 days × \$79 = **\$632**

• Ground Transportation = **\$250**

Travel Total: \$3,982

Other:

National Brownfields Conference Registration

2 attendees × \$700 = **\$1,400**

Contractual:

Community outreach assistance

• Public meeting facilitation: 30 hrs × \$150/hr = **\$4,500**

• Translation services = **\$1,000**

• Graphic design & public notices = **\$2,500**

Contractual Total: \$8,000

Supplies:

Meeting materials, printing, display boards = **\$1,200**

Cost estimates were developed using current local salary schedules, recent consultant proposals, previous EPA Brownfields projects completed by the City, and current conference travel estimates.

Task 2 – Environmental Site Investigations

Total Cost: \$417,500

Contractual

Phase I Environmental Site Assessments

• 10 Phase I ESAs × \$4,000 each = **\$40,000**

Phase II Environmental Site Assessments

• 8 Phase II ESAs × \$35,000 average = **\$280,000**

Hazardous Building Material Assessments

• 6 Assessments × \$6,000 = **\$36,000**

Quality Assurance Project Plan (QAPP)

• Lump Sum = **\$12,500**

Sampling & Analysis Plans (SAPs)

• 8 Plans × \$1,500 = **\$12,000**

Cleanup Planning / Analysis of Brownfield Cleanup Alternatives (ABCAs)

• 5 ABCAs × \$7,400 = **\$37,000**

Contractual Total: \$417,500

Estimated costs are based on recent contracts completed by neighboring communities, current consultant cost proposals, prevailing market rates for environmental services within the region, and anticipated site complexity. Actual funds may be reallocated among eligible activities during the project period to address unforeseen environmental conditions while remaining within the approved grant budget.

Plan to Measure & Evaluate Environmental Progress and Results

Discuss your plan and system to track, measure, and evaluate progress in achieving expected project outputs, overall results, and eventual outcomes.

To Do Now – Identify quantifiable outcomes you can use to show progress; relate these back to the Outcomes and Benefits of Reuse Strategy; obtain initial data, if available.

Deficiencies noted in past grant debriefings:

- *Explain how required ACRES reporting will be used to document grant activities, outputs, and progress toward expected results.*
- *Didn't include language about how the grantee will ensure the project stays on schedule*
- *Didn't discuss what will be done if project falls behind schedule*
- *Include outputs but not outcomes (or vice versa)*

OUTPUT = What the grant produces during the project

Example: 10 Phase I ESAs completed

OUTCOME = The result, effect, or consequence of the work

Example: 25 acres made ready for reuse



Measuring Environmental Results

The City will work closely with its EPA Project Officer to develop a detailed work plan and project schedule that identifies **milestones, expected outputs, and anticipated outcomes** for each task. The Project Manager will monitor progress throughout the grant period using **quarterly milestone reviews, contractor progress reports, budget tracking, and the EPA ACRES reporting system.**

Project outputs—including the number of **site access agreements executed, eligibility determinations obtained, Phase I and Phase II Environmental Site Assessments completed, cleanup plans/ABCAs prepared, community engagement activities conducted, and ACRES Property Profiles submitted**—will be tracked against the approved work plan to ensure project activities remain on schedule.

The City will also evaluate project outcomes by monitoring progress toward redevelopment goals, including **acres made ready for reuse, cleanup activities completed, sites advanced toward redevelopment, leveraged public and private investment, jobs created or retained, and new housing or commercial redevelopment opportunities** generated as a result of the project.

The Project Manager will meet regularly with the Qualified Environmental Professional (QEP), project partners, and EPA to **review progress, identify potential delays or challenges, and implement corrective actions when necessary.** If project milestones fall behind schedule, the City will **evaluate the cause, adjust project sequencing or resource allocation, document corrective actions, and communicate significant schedule changes with EPA** to keep the project moving forward.



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SECTION 4.

Programmatic Capability and Past Performance



PROGRAMMATIC CAPABILITY

Ok, now you're near the end, but don't treat this as a downhill slide to the finish!

Treat this as you would a resume, this is the time to shine a positive light on you, your organization and the team who will be involved in managing this grant.

As with a resume, highlight all your credentials and relevant experience (including those of your organization).

You want EPA to know that you and your team have what it takes to make this project a success.

PROGRAMMATIC CAPABILITY

IS YOUR ORGANIZATION CAPABLE OF MANAGING THIS GRANT?

EPA wants to make sure you are set up for success, i.e. you can complete your grant project within the four-year period of performance

4.a. ORGANIZATIONAL CAPACITY

- Demonstrate that your organization has the capacity to carry out the programmatic, administrative and financial requirements to successfully manage the project.

4.b. ORGANIZATIONAL STRUCTURE

- Discuss how your team will be structured to ensure that the requirements of the grant and your project will be completed successfully and within the timeframe of the grant.

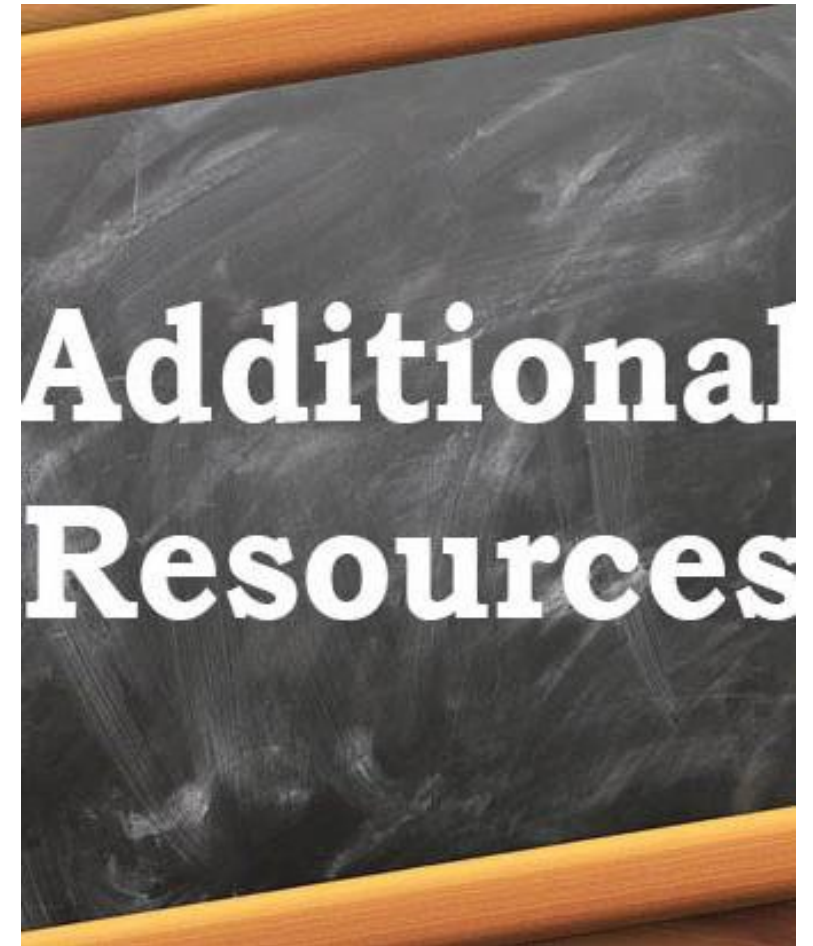
4.c. DESCRIPTION OF KEY STAFF

- Show degree of expertise, qualifications, and experience of key staff. Does the staff's expertise and experience show the ability to successfully manage this brownfield grant?

PROGRAMMATIC CAPABILITY

4.d.Acquiring Additional Resources

- Describe your procurement process for acquiring additional expertise and resources—must be an open competition and comply with federal procurement regulations for competition.
- **Important Note:** If an applicant has selected a contractor or subrecipient without complying with applicable requirements as described in Section 2.B.(4), the response will be evaluated less favorably. *(from FY26 Guidelines for Brownfield Grants)*



ORGANIZATIONAL CAPACITY AND STRUCTURE

Sections 4.a. and 4.b.

- Boone County operates under the legislative body of the Board, which is made up of 12 elected members. The County has the organizational capacity to handle a project through their Administration Department. The Department is composed of five staff, including a dedicated Grants Manager, who are more than capable of managing this brownfield project, as they manage many successful state and federal grant projects for the County.

DESCRIPTION OF KEY STAFF

4.c. The Director of Community Development, **Mr. Steve Gugliotta**, will be the Brownfield Project Director. Mr. Gugliotta has been with the City for over 26 years and has been the Director of Community Development since 2021. He is responsible for overseeing economic development, zoning, historic preservation, public transit, construction inspections, and housing grants. In Mr. Gugliotta's previous roles with the City, he was a Planning Manager, Associate Planner, and Building Inspector. **Mr. Eric Heiden**, Code Compliance Supervisor, will be the Brownfield Project Manager. Mr. Heiden has served in his role as Code Compliance Supervisor for almost three years. In his current role, his responsibilities include grant management, supervision of Construction Inspectors, and buildings and grounds oversight. Mr. Gugliotta and Mr. Heiden will be assisted by **Ms. Jennifer O'Hern**, Director of Finance and City Treasurer, who will serve as the Brownfield Finance Director. Ms. O'Hern has over 16 years of experience in all areas of governmental finance. Ms. O'Hern will be responsible for managing the finances of this grant as well as draw-downs through ASAP.gov.

ACQUIRING ADDITIONAL RESOURCES

- 4.d. Using EPA's "Professional Service" procurement process, in compliance with 2 CFR § 200 and 1500, the City will procure a qualified environmental contractor to assist with technical, outreach and reporting portions of the Brownfield Community-wide Assessment Grant. In addition, if any other contractors are needed to complete the project, the City will ensure compliance with the EPA's "Professional Service" procurement process, including compliance with 2 CFR § 200 and 1500.

PAST PERFORMANCE AND COMPLIANCE WITH GRANT REQUIREMENTS

Past Performance

Discuss meaningful accomplishments (including specific outputs and outcomes) that were achieved under the current/most recent Brownfield or other Federal/Non-Federal grant(s). Your outputs and outcomes should be entered into ACRES



Compliance

Discuss your compliance with workplan(s), schedule(s) and terms and conditions under the current/most recent grant agreement(s), including timely reporting as required by the grant(s).



PAST PERFORMANCE

HAS RECEIVED AN EPA BROWNFIELD GRANT

4.e. Purpose and Accomplishments

The City of Rockford currently has no active US EPA Brownfields Assessment or Cleanup Grants. The City maintains an active RLF Program with a current value of \$8.44 million in available RLFs and Program Income. All grants are managed in a manner consistent with the protocol proposed in this application. In addition to the active grant, Rockford has effectively managed eight prior US EPA Assessment Grants and seven prior Cleanup Grants.

Compliance with Grant Requirements

A total of 20 sites were assessed as part of the City's most recent FY2019 Assessment Grant, with 14 Phase I ESAs, 9 Phase II ESAs, and 2 NFR Letters from the Illinois EPA. The City's capacity to leverage a diverse portfolio of grant funds for successful redevelopment projects has been shown repeatedly by the completion of several successful projects, most notably the \$25.5 million UW Heath Sports Factory and the \$85 million TAPCO/Embassy Suites Riverfront Hotel, each of which used Assessment, Cleanup, and City RLF funding.

PAST PERFORMANCE AND ACCOMPLISHMENTS

HAS NOT RECEIVED AN EPA GRANT BUT HAS RECEIVED OTHER FEDERAL OR NON-FED ASSISTANCE AGREEMENTS

4.f. Purpose and Accomplishments

In June 2022, the City received a \$175,068 grant from the Illinois Department of Commerce and Economic Opportunity under its Local Tourism and Convention Bureau (LTCB) Program. Successfully completed in June 2023, funds from this grant enabled the City's Tourism Bureau to promote the City by using billboards, digital marketing, and social media marketing. A one percent (1%) increase in hotel room nights resulted in an increase of seven percent (7%) in revenue.

Compliance with Grant Requirements

The LTCB Grant was completed in one year and was closed out successfully in compliance, meeting all terms and conditions. The City has a history of compliance with grant work plans, schedules, and terms and conditions and has an excellent history of timely reporting with all awards.

YOU'RE NOT ALONE...



KSU TAB CAN HELP!



YOUR KSU TAB TEAM TO THE RESCUE!

TAB OFFERS FREE EPA GRANT PROPOSAL REVIEWS!



TAB Staff and Partners will review your EPA Assessment (Community-Wide and Coalition), Cleanup Grant and Revolving Loan Fund proposals prior to submittal to EPA.



Take advantage of a second set of eyes!



Get your proposal drafts in early (usually 2 weeks before the EPA proposal due date) to ensure your proposal will be reviewed!





THANK YOU!

PLEASE CONTACT US

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Please provide feedback on today's event:

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Break

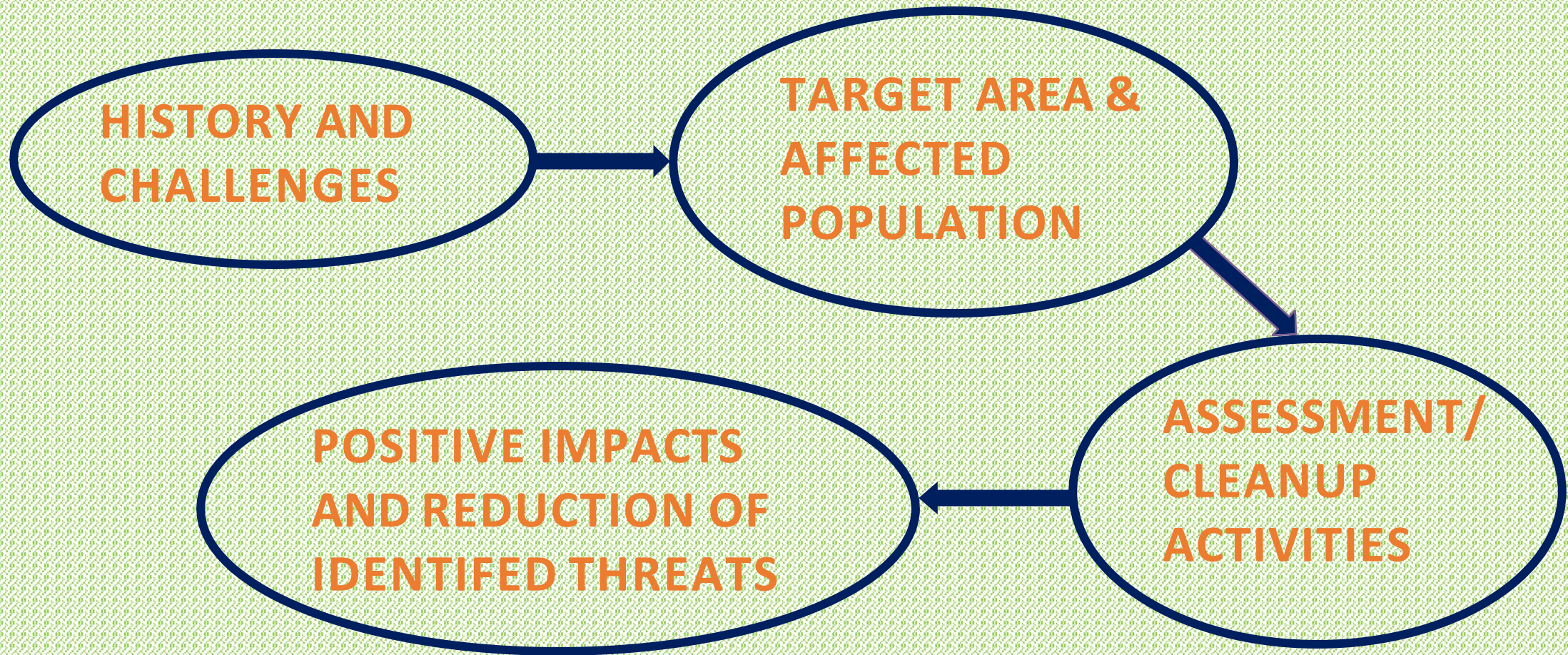


TYING IT ALL TOGETHER: WRITING A SUCCESSFUL GRANT PROPOSAL

- ▶ Amy Yersavich, TAB Partner, KSU TAB
- ▶ amyversavich@gmail.com
- ▶ 614-206-8698



Set the Stage



Economic Renewal Example

Lack of business opportunities, job loss, failed industrial legacy



Health and environmental impacts from poor economy, high unemployment and contamination



Abandoned manufacturing site chosen as priority site



Cleanup and redevelopment of manufacturing site into business incubator will help the economy and improve health and welfare of residents

Common Pitfalls....Avoid These!

- Waiting until Guidelines come out to start writing your grant or planning your grant project
- Selecting too many priority areas (target areas)
- Selecting too many priority brownfields that are unrelated
- Focusing on a priority brownfield where assessment or cleanup doesn't address the impacted populations and health statistics
- Writing too much upfront and not saving room for other areas where points are usually lost (watch out for repetition and too much detail)
- Ignoring Notes in Section V – Evaluation Criteria (Example: *2.a. Note, if the inability to draw on other initial sources of funding is not because the community has a small population or is low-income, then the response may only earn up to 2 of 5 max. points*)
- Non-Cohesive Story
- Incomplete response to Criteria – Read the Guidelines Carefully



DATA RESOURCES: DO YOUR HOMEWORK!

- Check out KSU TAB's "Brownfields Grant Research Links" [Brownfields Grant Research Links Guidance Document](#) which provides weblinks you can access to find environmental demographic, sustainability, community need and health related data for your grant application
- Illinois State Cancer Registry [IL Cancer Registry](#) provides cancer incidence by zip code, race and cancer type along with cancer deaths.
- Illinois Dept. of Health, Health Statistics: [IL Health Stats](#) provides data on infant mortality by county as well as causes of deaths by county.
- Illinois Community Action Agency reports and mapping tools [Community Action Agency Data](#) provide economic, social, education, environmental and health data broken down by state, county and for some information, cities.



DATA RESOURCES: DO YOUR HOMEWORK!

Local Resources

- Transportation and planning departments sometimes have inventory of sidewalk existence, condition, and ADA compliance.
- Parks & Rec should have a park inventory that identifies which neighborhoods are underserved with access to green space
- Local Hospital Reports: Search for Community Health Assessments (CHAs) or Community Health Needs Assessments in your community. These reports identify key health needs and issues through systematic, comprehensive data collection and analysis

KSU TAB Grant Writing Assistance

- Examples of past successful applications
- TAB EZ – online tool to streamline and simplify the grantwriting process
- Review of draft grant applications

In addition to assistance directly related to writing a winning grant, KSU TAB can also provide free services that can help you develop a winning grant project. These services include:

- Strategic planning and redevelopment visioning
- Education and community outreach
- Help with identifying and prioritizing brownfield sites



KSU TAB – Draft Grant Application Review

- Provides review and suggestions
- Draft FY 27 Grant Applications can be submitted after the FY 27 Guidelines are issued
- Schedule in advance
- 3-5 day turnaround
- Extra set of eyes, even if using a consultant
- It's FREE!



Next Steps and Key Milestones

Identify the Funding That's Right for You

U.S. EPA MARC Grant

- Notify your AOR of the intent to apply
- Get familiar with [grants.gov](https://www.epa.gov/grants)
- Ensure UEI identifier and SAM information is accurate
- Identify & Engage Potential Partners
- Read 2025 (FY26) guidelines and review past successful applications



State or Federal TBA

- **Jacob Fink**
jacob.fink@illinois.gov
with IEPA
- **Jesse Casiano**
casiano.jesse@epa.gov
with USEPA

TBA Application:

<https://www.epa.gov/brownfields/r5>

Assessment Grant Funding

- Determine applicant eligibility
 - Coalition Applicants – determine coalition members' eligibility. Identify and build relationships with coalition members, develop a memorandum of agreement (MOA) which outlines roles and responsibilities
- Identify priority brownfield sites and work to secure access or have a plan for obtaining access in place
- Establish a reuse plan or end use for the sites identified
- Engage the public – helps to inform previous 2 bullets



- **Cleanup Grant Funding**

- Determine applicant eligibility
- Determine site eligibility
- Ensure a phase II assessment or equivalent has been completed
- Develop a **solid** reuse plan and reuse funding for the site(s)
- Start drafting a draft Analysis of Brownfield Cleanup Alternatives (ABCA) ABCA example here: [EPA ABCA Example](#)
- Remember this is a 20% Match this year

- **Revolving Loan Grant Funding**

- Determine applicant eligibility
- Begin developing a marketing strategy for your loan program and plans for successful implementation and management of your RLF program



Group Exercise: Part 2 Overview



Grant Writing Workshop Instructions

- Each of you has been assigned to a working group and each group will be put in a separate Zoom “break-out room” along with a facilitator.
- Each working group will review the Narrative/Ranking Criteria for Section 3 from a successful Assessment Grant Proposal. You will have approximately 1 hour to complete the Exercise.
- Assign a lead from your working group who will present during the Report-Out Session. The facilitator will guide you through the exercise and serve as the timekeeper.
- Review the Narrative/Ranking Criteria for Section 3 individually first, then discuss and score as a Working Group (Suggestion: use first 10 minutes for individual review and the remaining time for working group discussion/scoring and preparation for the Report-Out Session)
- When reviewing, carefully consider how well grantee does tying their story together in their narrative



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Grant Writing Workshop: Group Exercise Tools

- Section V, Narrative Review Information— this handout is your primary tool for reviewing the Narrative/Ranking Criteria.
- Section IV of EPA Guidelines— use this when you need to refer to the actual language contained in the EPA Grant Guidelines for the Criteria that must be contained in the Narrative
- FY26 Community Wide Assessment Application from Vandalia, IL

Keep in Mind while reviewing your example Grant Narrative/Ranking Criteria....

- The Narrative should be clearly and concisely written. Factual responses to all ranking criteria and sub-criteria must be provided. Applicant should leave no criterion blank –if the criterion doesn't apply, it should be stated by applicant.
- Did the applicant provide sufficient detail to allow for an evaluation of the merits of the proposal?
- Did they provide data from the Census, EnviroAtlas or other data sources (percentages and percentiles – not generalities!)
- Did they provide a response to all information requested under the criterion?
- Make sure the applicant used the sample format tables in the Guidelines. If they did not, make sure they included all the information in the sample tables in their tables or summaries.
- Consistency throughout the proposal is essential!

Group Exercise: Part 2 Report Out

Roxanne Anderson

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Let's Connect!

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

SCAN
ME!



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Thank You

For joining us for this 2-day virtual workshop. Please get in touch if you have any questions or comments:

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