TAB
Technical Assistance to Brownfields

KANSAS STATE UNIVERSITY

Brownfields Grant Deep Dives: Day 3

THANK YOU for joining us for this webinar. We will get started in a moment.

ksutab.org

Technical Notes

If you experience technical difficulties with your connection:



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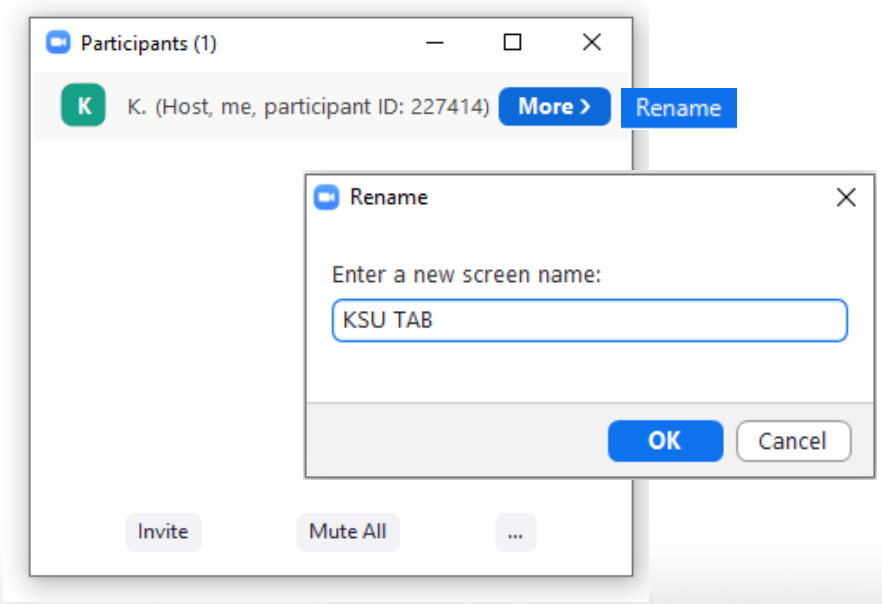
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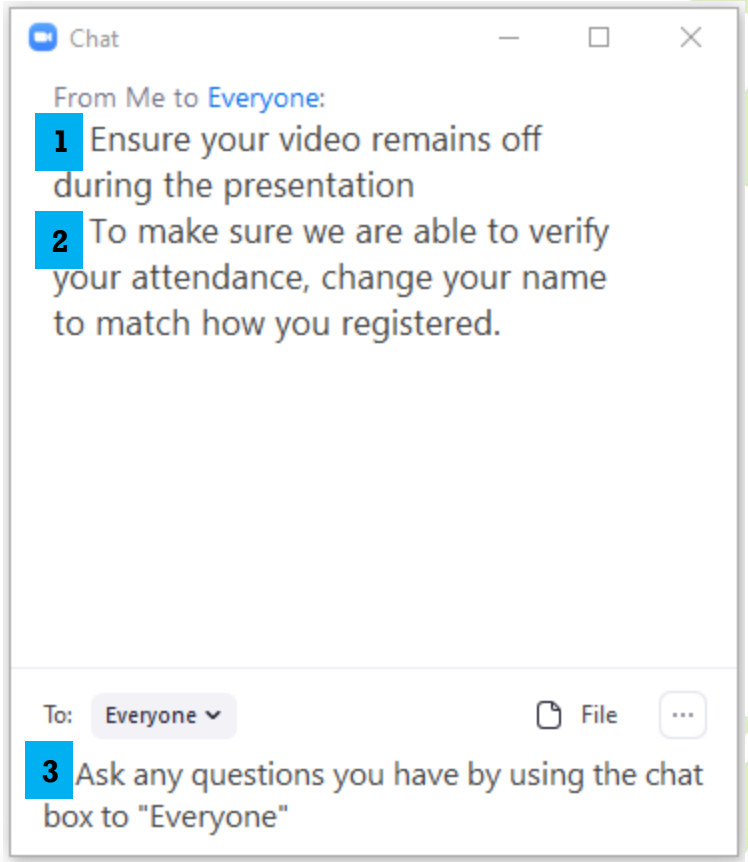


The presentation is being recorded and will be available on the website. The link has also been placed in the chat box.

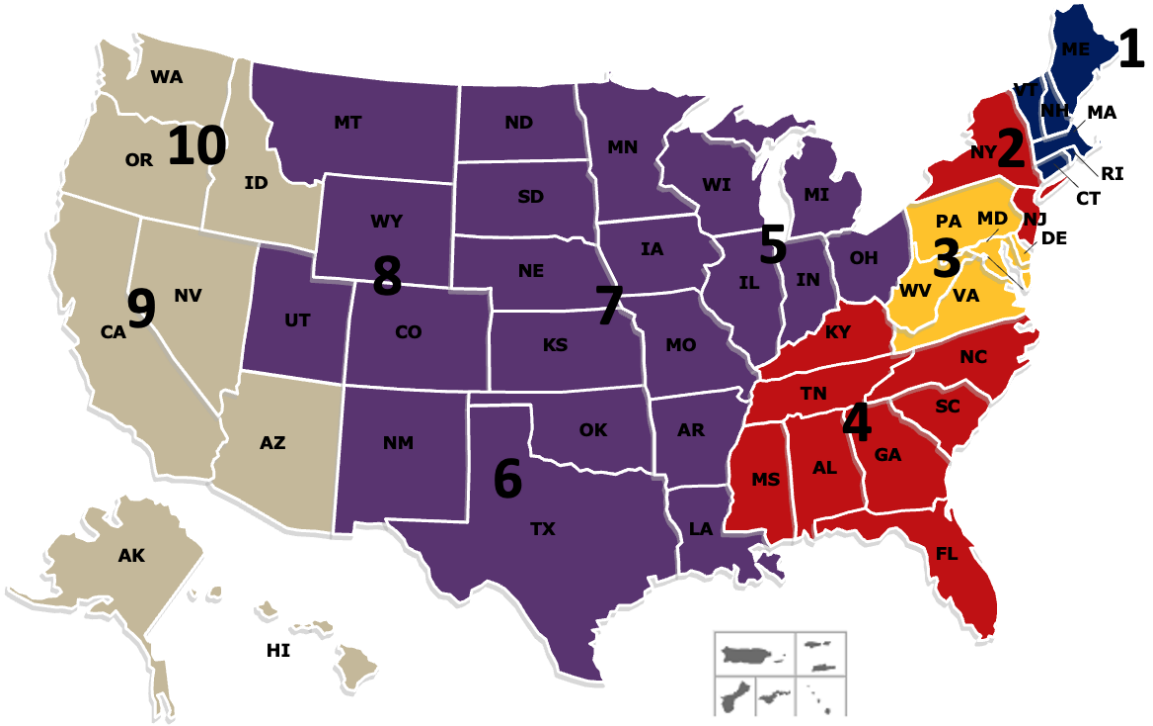
Using Zoom – The Basics







Technical Assistance to Brownfields (TAB)



- A national program funded by U.S. EPA
- Dedicated TAB services provider for each EPA region
- 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 and online resources
- And much, much more…

University of Connecticut – EPA Region 1

New Jersey Institute of Technology (NJIT) – EPA Regions 2 & 4

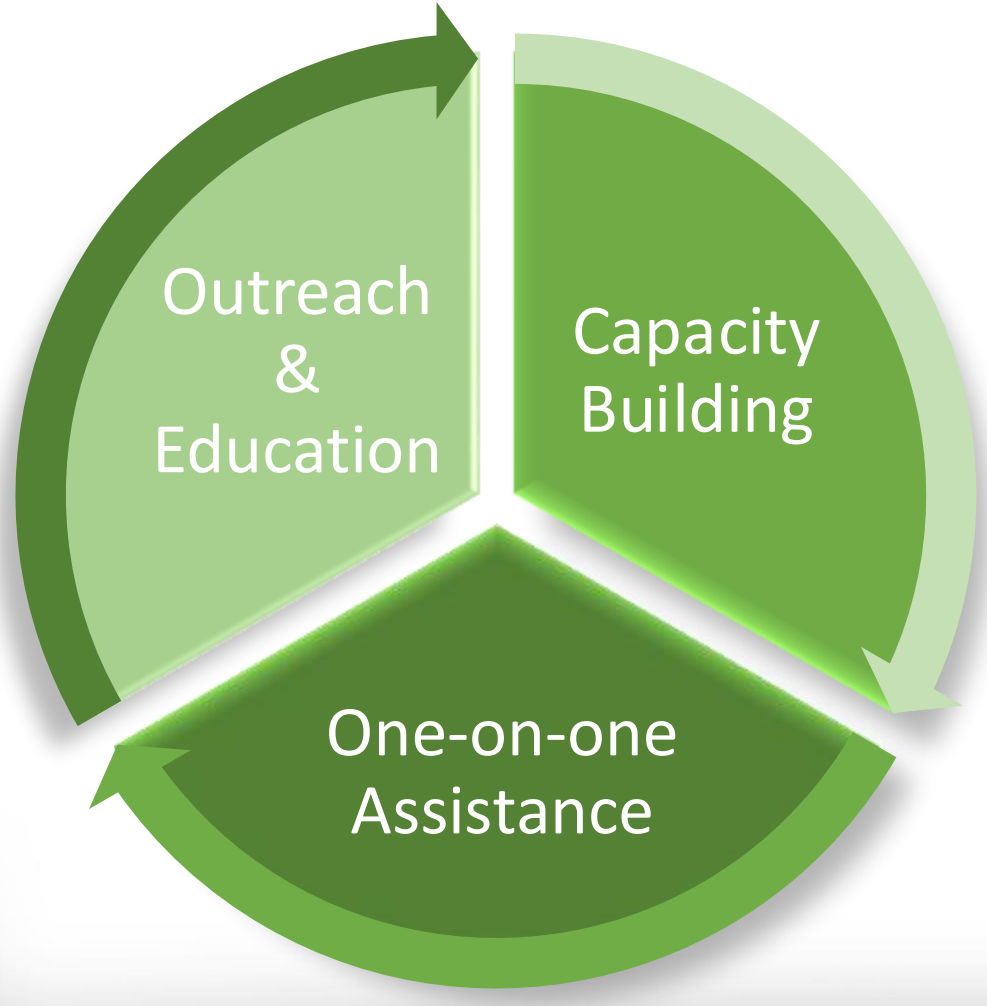
The West Virginia University – EPA Region 3

Kansas State University – EPA Regions 5, 6, 7 & 8

Center for Creative Land Recycling (CCLR) – EPA Regions 9 & 10

KSU – ITEP – ANTHC – Tribal TAB

KSU TAB Resources & Assistance



All services are FREE

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

Three main categories of services

You've Got a Friend

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



We Want to Hear Your Feedback

Please provide feedback on today's event:

1. Click this link
   https://kstate.qualtrics.com/jfe/form/SV_1ZViytBoKGYW5P8

2. Click the link provided in the chat box

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Topic 1: Finding a Match (Cleanup + RLF)

Return of Cost Share Requirement

- Cleanup and RLF grants require a 20% match
- The 20% is calculated from the requested grant amount
- Must be for eligible and allowable costs
- See 2 CFR200.306 for more information

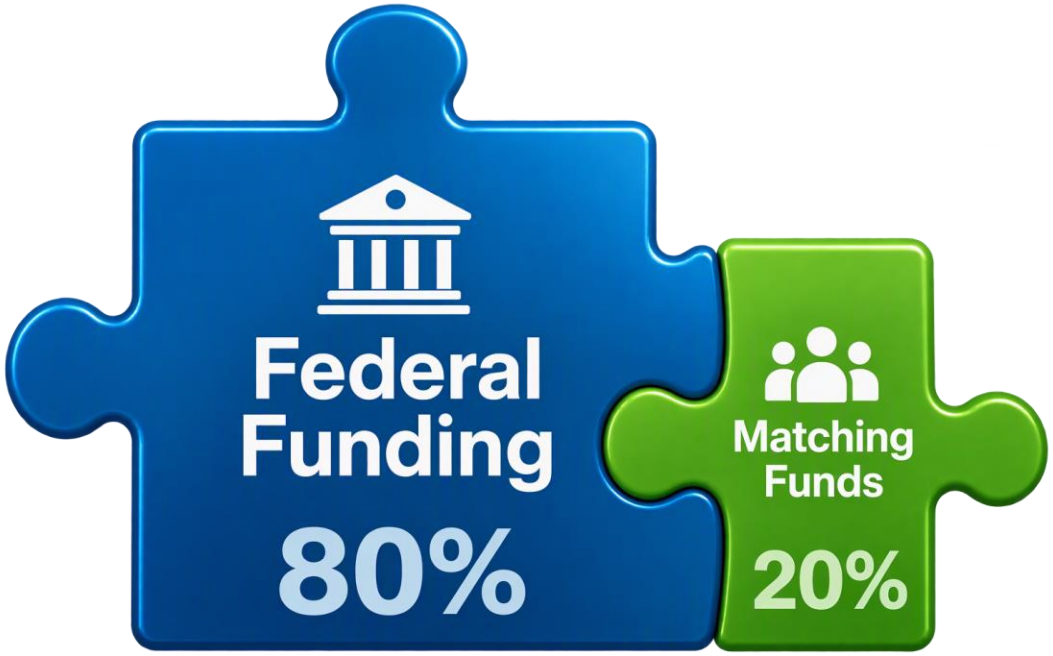


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Cost Share Waiver

"Government entities with populations of 50,000 and less, Tribes, eligible Tribal entities, and nonprofit organizations may petition EPA to waive the cost share requirement if meeting a cost share will place an undue hardship. EPA will consider hardship waiver requests submitted with the application on a case-by-case basis and intends to approve such requests on an extremely limited basis."

If requesting a waiver, follow the process listed in the NOFO.

Make sure you still reflect a cost share or match in your application budget.

Match and Leverage

Show match at 20% and all other eligible and allowable cleanup costs as leveraged funding



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Possible Sources

- Grantee contribution
- State grants and loans
- Local funds
  - General tax levy
  - Capital improvement funds
  - Tax increment financing
  - Grant or loan funds
- Regional and county grants and loans



Possible Sources

- Developer contributions
- Non-profit grants or contributions
- In-kind work or donated services
  - Must be appropriately documented
- CDBG Funds (one exception to non-federal rule)
  - See FY27 FAQs N.2
- Foundations or community group contributions

Remember: the matching funds must be for eligible and allowable expenses

In-Kind Match

- Documentation is critical
  - Ensure that all relevant details, including valuation methodology are documented and retained
  - Tie it to specific components of the grant scope
- May include:
  - Payroll reports, using hourly rates and fringe benefits
  - Invoices and proof of payment
  - Donated labor and services reflected at actual cost
  - Donated supplies or equipment use should be at fair market rate
  - Volunteer labor must be reasonable and not exceed what an employee would be paid for similar work

Work with your organization, partners, and contractors early to establish how documentation will be completed and who will be responsible for reviewing and maintaining.

Not eligible for match

- Other federal funds (unless specifically noted in statute as eligible)
- Work outside of the grant cleanup scope
- Costs incurred prior to award (unless specifically approved as pre-award costs in application)
- Costs already used as match in another federal grant
- Indirect costs in excess of the 5% administrative cap

Stacking Resources

- Often needed, especially for larger cleanups or in smaller communities
- May need to consider based on eligible cost and timing of when activity will be completed
- Begin filling in with source with most restrictions and tie to specific costs
  - Non-EPA funding source may need to be spend quickly once award is made or may not be available until later in the project
  - Some sources may only be available for certain activities

Partners

- Talk with partners early
  - Funding
  - Services
  - Expertise

- Get commitment in writing, if possible
  - Award or commitment letter
  - Memorandum of Understanding

- Let the know timeline and documentation expectations, if awarded



Additional Resources

- CCLR Cost Share Webinar Recording
- FY27 Frequently Asked Questions – Section N (starting page 81)
- Contact KSU TAB to talk through potential match sources
- Regional EPA Agency Contact Person (listed in NOFOs) can answer questions on specific eligibility and matching source questions

We Want to Hear Your Feedback

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Topic 1: Q&A

Topic 2:
Establishing a Budget & Showing Your Work

Budget Basics – All Grants

- The budget is the basis for your workplan, which will guide your work if your grant is awarded
- You may request for pre-award costs to be reimbursed, but these should be included in your grant budget
  - Pre-award costs must be spend after notification of selection and within 90 days of your award (typically October 1), although exceptions can be made
  - **Pre-award costs are incurred at the applicant's risk**
  - Most commonly used to fund travel to the National Brownfields Conference
- 5% administrative cost cap (both direct and indirect)
  - Does **NOT** apply to staff time spent directly managing or implementing the grant (program management)

Budget Basics - Assessment

- You must spend at least 50% of your grant funds on Phase I and Phase II Environmental Site Assessments (ESAs)
- You may receive a slight advantage if you plan to spend more than 30% of your funds on site-specific and area-wide planning (includes economic feasibility, infrastructure analysis, etc.)
- Demolition is not typically an eligible expense
- Cost of assessment activities at a single site may not exceed $200,000, although exceptions can be made up to $350,000 with a waiver



Budget Basics - Cleanup

- Site-specific reuse planning is acceptable; however, it must be tied directly to the cleanup site
- Demolition is not typically an eligible expense
- Cleanup grants *may* be used to replace structurally significant building materials that need to be removed due to contamination (i.e. windows), but may result in a less favorable application. Also subject to approval.



Budget Basics - RLF

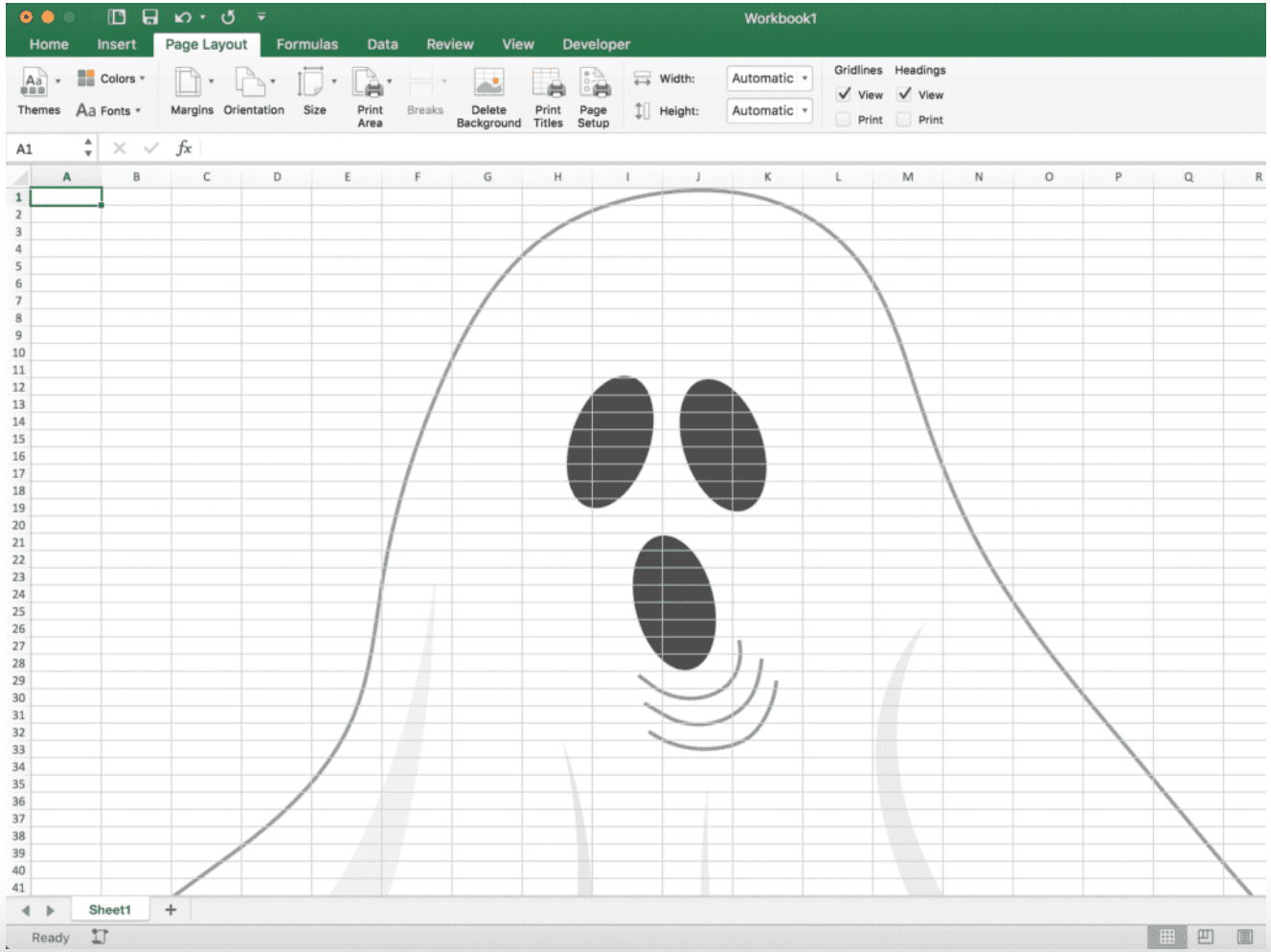
- Site-specific reuse planning is acceptable; however, it must be tied directly to the cleanup site
- 50% of your RLF (including the required match) must be used for loans
  - You may plan to sub-grant the other 50%



Before You Budget…

- Start by defining your tasks!
  - Look to other grant applications for inspiration
  - Should be responsive to the brownfield challenges you describe in your intro
  - Consider who will be performing the task
- For **assessment**, applicants typically include some combination of:
  - Program management/oversight
  - Community engagement
  - Site-specific and/or area-wide planning
  - Phase I and Phase II ESAs (mandatory)
  - Inventory
  - Cleanup Planning
- For **cleanup**, applicants typically include some combination of:
  - Program management/oversight
  - Cleanup planning
  - Cleanup (mandatory)
  - Community outreach
  - Health monitoring
- For **RLF**, applicants typically include some combination of:
  - Program management/oversight
  - Community engagement
  - Program marketing
  - Cleanup planning and/or oversight
  - Loans/Subgrants (mandatory)
  - Fund management

Budget Table



Budget Table & Cost Estimates (Assessment)

Describe how cost estimates for <u>each</u> task were developed per budget category, including direct and indirect administrative costs (if applicable). Present costs per unit where appropriate. *(Note, the total amount of direct and indirect administrative costs cannot exceed 5% of the total EPA-requested funds.)*

For information on best practices for preparing budgets for EPA grant applications, refer to the General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.

Budget Categories		Project Tasks ($)				
		(Task 1)	(Task 2)	(Task 3)	Administrative Costs	**Total**
Direct Costs	Personnel					
	Fringe Benefits					
	Travel[1]					
	Equipment[2]					
	Supplies					
	Contractual					
	Construction[3]					
	Other (include subawards, conference registration fees, and specific participant support costs such as stipends) (specify type) _____					
Total Direct Costs[4]						
Indirect Costs[4]						
Total Budget (Total Direct Costs + Indirect Costs)						

Budget Table (Assessment)

Budget Categories		Project Tasks ($)					
		Program Management	Inventory & Engagement	Environmental Assessments	Reuse Planning	Administrative Costs	**Total**
Direct Costs	Personnel	$5,978	$7,930	$1,220	$2,074	$0	$17,202
	Fringe Benefits	$1,495	$1,983	$305	$519	$0	$4,302
	Travel	$9,600	$0	$0	$0	$0	$9,600
	Equipment	$0	$0	$0	$0	$0	$0
	Supplies	$0	$796	$0	$0	$0	$796
	Contractual	$18,750	$22,350	$238,500	$187,000	$0	$466,600
	Construction	$0	$0	$0	$0	$0	$0
	Other (include subawards, conference registration feeds, and specific participant support costs such as stipends) (specify type)	$1,500	$0	$0	$0	$0	$1,500
Total Direct Costs		$37,323	$33,060	$240,025	$189,593	$0	$500,000
Indirect Costs		$0	$0	$0	$0	$0	$0
Total Budget (total direct costs + indirect costs)		**$37,323**	**$33,060**	**$240,025**	**$189,593**	**$0**	**$500,000**

Show Your Work (Assessment)

Task 1 Program Management: Person
yearly financial reporting, quarterly rep
at $800, 2 nights in hotel at $250/night,
registration at $1,500 ($250 per event p
Task 2 Outreach & Inventory: Personn
$610 (10 hrs); 7 community/educationa
meeting); site inventory management $
outreach brochure/handouts, social me
hours per meeting to include preparati
$150). Supplies: $796 ($300 [300 printou
Task 3 Assessment: Personnel ($61/hr)
Phase I ESAs $4,000 each for a total of $
$180,000.
Task 4 Reuse Planning: Personnel ($61
Fringe: $519 (25% rate). Contractual: 3 A
Assessments $44,000 ($22,000 each [Se
Reuse Vision $35,000 (Senior Planner: 5
Plan $80,000 (Principal Planner: 100hrs
× $125).



Contractual: ACRES database reporting,
conferences for a total of $9,600 (flights
aff × 3 events). Other: Conference

ochure/handouts, social media posts
ration and execution; $610 each
IP $3,000 (20 hrs × $150); BF webpage,
nal meetings $8,400 ($1,200 per mtg.; 8
on ranking tool creation $9,000 (60 hrs ×
each]; pens, markers, paper $196).
ge: $305 (25% rate). Contractual: 13
Ps at $30,000 each for a total of

eview $854 (2 hrs/report; 7 reports).
2,000/meeting); 2 Site Reuse
Support Personnel: 50 hrs × $125]); 1 Site
nnel: 60 hrs × $125); 1 BF Revitalization
hrs × $175; Support Personnel: 100 hrs

Show Your Work (Assessment)

Task 1 Program Management: Personnel ($61/hr): $5,978 (98 hrs). Fringe: $1,495 (25% rate). Contractual: ACRES database reporting, yearly financial reporting, quarterly reporting, $18,750 (125 hrs × $150). Travel: 2 staff attend 3 conferences for a total of $9,600 (flights at $800, 2 nights in hotel at $250/night, incidentals and per diem at $100 per day × 3 days × 2 staff × 3 events). Other: Conference registration at $1,500 ($250 per event per person).

Budget Categories		**Project Tasks ($)**
		Program Management
Direct Costs	Personnel	$5,978
	Fringe Benefits	$1,495
	Travel	$9,600
	Equipment	$0
	Supplies	$0
	Contractual	$18,750
	Construction	$0
	Other	$1,500
Total Direct Costs		$37,323
Indirect Costs		$0
Total Budget (total direct costs + indirect costs)		**$37,323**

Show Your Work (Assessment)

Task 2 Outreach & Inventory: Personnel ($61/hr): CIP $610 (10 hrs); BF webpage, outreach brochure/handouts, social media posts $610 (10 hrs); 7 community/educational meetings $4,270 (10 hrs per meeting to include preparation and execution; $610 each meeting); site inventory management $2,440 (40 hrs). Fringe: $1,983 (25% rate). Contractual: CIP $3,000 (20 hrs × $150); BF webpage, outreach brochure/handouts, social media posts $1,950 (13 hrs × $150); 7 community/educational meetings $8,400 ($1,200 per mtg.; 8 hours per meeting to include preparation and execution × $150); BF site inventory and evaluation ranking tool creation $9,000 (60 hrs × $150). Supplies: $796 ($300 [300 printouts at $1 each]; $300 [3 display board printouts at $100 each]; pens, markers, paper $196).

Budget Categories		**Project Tasks ($)**
		Inventory & Engagement
Direct Costs	Personnel	$7,930
	Fringe Benefits	$1,983
	Travel	$0
	Equipment	$0
	Supplies	$796
	Contractual	$22,350
	Construction	$0
	Other	$0
Total Direct Costs		$33,060
Indirect Costs		$0
Total Budget (total direct costs + indirect costs)		**$33,060**

Show Your Work (Assessment)

Task 3 Assessment: Personnel ($61/hr): Report review $1,220 (1 hr per report; 20 reports). Fringe: $305 (25% rate). Contractual: 13 Phase I ESAs $4,000 each for a total of $52,000; 1 Generic QAPP $6,500; 6 Phase II ESAs with SAPs at $30,000 each for a total of $180,000.

Budget Categories		**Project Tasks ($)**
		Environmental Assessments
Direct Costs	Personnel	$1,220
	Fringe Benefits	$305
	Travel	$0
	Equipment	$0
	Supplies	$0
	Contractual	$238,500
	Construction	$0
	Other	$0
Total Direct Costs		$240,025
Indirect Costs		$0
Total Budget (total direct costs + indirect costs)		**$240,025**

Show Your Work (Assessment)

Task 4 Reuse Planning: Personnel ($61/hr): vision sessions/charettes $1,220 (20 hrs); report review $854 (2 hrs/report; 7 reports). Fringe: $519 (25% rate). Contractual: 3 ABCAs $24,000 ($8,000 each); 2 vision sessions $4,000 ($2,000/meeting); 2 Site Reuse Assessments $44,000 ($22,000 each [Senior Planner: 35 hrs × $200; PM Planner: 50 hrs × $175; Support Personnel: 50 hrs × $125]); 1 Site Reuse Vision $35,000 (Senior Planner: 50 hrs × $200; PM Planner: 100 hrs × $175; Support Personnel: 60 hrs × $125); 1 BF Revitalization Plan $80,000 (Principal Planner: 100hrs × $250; Senior Planner: 125 hrs × $200; PM Planner: 100 hrs × $175; Support Personnel: 100 hrs × $125).

Budget Categories		**Project Tasks ($)**
		Reuse Planning
Direct Costs	Personnel	$2,074
	Fringe Benefits	$519
	Travel	$0
	Equipment	$0
	Supplies	$0
	Contractual	$187,000
	Construction	$0
	Other	$0
Total Direct Costs		$189,593
Indirect Costs		$0
Total Budget (total direct costs + indirect costs)		**$189,593**

Cost Estimates & Budget Table (Cleanup)

Describe how cost estimates for each task were developed per budget category, including the cost share, and direct and indirect administrative costs (if applicable). Present costs per unit where appropriate. *(Note, the total amount of direct and indirect administrative costs cannot exceed 5% of the total award amount (EPA funds plus the recipient cost share).)*

- If you are applying for multiple sites, separate costs for each site.

Cost estimates may come from a Phase II report. For information on best practices for preparing budgets for EPA grant applications, refer to the General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.

Budget Categories		Project Tasks ($)				
		(Task 1)	(Task 2)	(Task 3)	Administrative Costs	Total
Direct Costs	Personnel					
	Fringe Benefits					
	Travel[1]					
	Equipment[2]					
	Supplies					
	Contractual					
	Construction[3]					
	Other (include subawards, conference registration fees, and specific participant support costs such as stipends) (specify type) _____					
Total Direct Costs[4]						
Indirect Costs[4]						
Total Federal Funding (not to exceed $500,000; or $650,000 if requesting waiver of the $500,000)						
Cost share (20% of requested federal funds)[5]						
Total Budget (Total Direct Costs + Indirect Costs + Cost Share)						

Budget Table (Cleanup)

Budget Categories		Project Tasks ($)					
		Outreach and Program Management	Cleanup Planning	Hazardous Material Abatement	Soil Remediation	Administrative Costs	**Total**
Direct Costs	Personnel	$0	$0	$0	$0	$0	$0
	Fringe Benefits	$0	$0	$0	$0	$0	$0
	Travel	$0	$0	$0	$0	$0	$0
	Equipment	$0	$0	$0	$0	$0	$0
	Supplies	$0	$0	$0	$0	$0	$0
	Contractual	$0	$36,000	$25,000	$0	$0	$61,000
	Construction	$0	$0	$0	$439,000	$0	$439,000
	Other (include subawards, conference registration feeds, and specific participant support costs such as stipends) (specify type)	$0	$0	$0	$0	$0	$0
Total Direct Costs		$0	$36,000	$25,000	$439,000	$0	$500,000
Indirect Costs		$0	$0	$0	$0	$0	$0
Total Federal Funding (not to exceed $500,000; or $650,000 if requesting waiver of the $500,000)		$0	$36,000	$25,000	$439,000	$0	$500,000
Cost Share (20% of requested federal funds)		$30,000	$0	$70,000	$0	$0	$100,000
Total Budget (total direct costs + indirect costs)		**$30,000**	**$36,000**	**$95,000**	**$439,000**	**$0**	**$600,000**

Show Your Work (Cleanup)

Hazardous Material Abatement: The estimated total cost of **$95,000** for abatement of hazardous building materials is based on a preliminary cost estimate provided in November 2021 by a local contractor based on the ACM and other hazardous materials identified the 6 buildings to be demolished**. $25,000** of the abatement contractor costs will be funded as **contractual costs** under the EPA grant, and the remaining **$70,000** paid for by MCAR as a portion of the **cost share**.

Budget Categories		**Project Tasks ($)**
		Hazardous Material Abatement
Direct Costs	Personnel	$0
	Fringe Benefits	$0
	Travel	$0
	Equipment	$0
	Supplies	$0
	Contractual	$25,000
	Construction	$0
	Other	$0
Total Direct Costs		$25,000
Indirect Costs		$0
Total Federal Funding (not to exceed $500,000; or $650,000 if requesting waiver of the $500,000)		$25,000
Cost Share (20% of requested federal funds)		$70,000
Total Budget (total direct costs + indirect costs)		**$95,000**

Show Your Work (Cleanup)

Soil Remediation: As detailed for Alternative #7 in the ABCA, soil remediation costs are estimated at $464,065 and include: 1) $15,000 for mobilization and pre-work submittals; 2) $28,800 for excavation/loading of soil by the remedial contractor (8 days @ $3,600/day); 3) $75,367 for hauling of soil to the landfill (8,867 tons @ $8.50/ton); 4) $199,500 for landfilling of soil (8,867 tons @ $22.50/ton); 5) $72,600 for on-site treatment (@ $50/ton) of 1,452 tons of lead-impacted soil prior to disposal; 6) $50,700 in additional grading costs for cap construction in areas where low-level contaminated soil is left in place (50,700 SF @ $1/SF); and 7) $22,098 for QEP oversight, confirmation sampling, and response action completion report preparation. Remedial contractor costs assume payment of prevailing wages under the Davis-Bacon Act. Remedial contractor, landfill disposal, and QEP costs are based on costs incurred by MCAR for similar activities as part of soil remediation for the neighboring VA Wellness Center project completed in 2020. $439,000 of the remedial contractor/QEP costs will be funded as contractual costs under the EPA grant, and the remaining $25,065 paid for by MCAR outside of the grant (as non-matching funds).

Budget Categories		**Project Tasks ($)**
		Soil Remediation
Direct Costs	Personnel	$0
	Fringe Benefits	$0
	Travel	$0
	Equipment	$0
	Supplies	$0
	Contractual	$0
	Construction	$439,000
	Other	$0
Total Direct Costs		$439,000
Indirect Costs		$0
Total Federal Funding (not to exceed $500,000; or $650,000 if requesting waiver of the $500,000)		$439,000
Cost Share (20% of requested federal funds)		$0
Total Budget (total direct costs + indirect costs)		**$439,000**

Budget Tips and Tricks

- ****Make sure you double, triple, and quadruple check your math!****
- EPA is using more scrutiny around the budget task descriptions during review, so your budget and math need to be very clear
- Your state brownfields team may be able to provide support for developing reasonable budget figures
  - Analysis of Brownfield Costs Tool
- You can make changes to your grant budget while developing your workplan, but ideally changes are minimal and must be explained
- After award, you can move up to 10% of your budget around different categories by emailing your project officer
  - More than this requires a formal request and approval.



You've Got a Friend

KSU TAB Support

- Overall grant strategy
- Help developing budget estimates and/or a match strategy
- Review draft grant applications
- Threshold questions should be directed to EPA



Topic 2: Q&A

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Breakout Discussion

Contact

Region 5
Roxanne Anderson
roxanderson@ksu.edu
614-623-3270

Region 6
Scott Nightingale
Scottnight@ksu.edu
785-207-6021

Region 7
Maggie Belanger
Maggiejessie@ksu.edu
785-532-0782

Region 8
Kate Lucas
Katelucas@ksu.edu
817-565-2885

Past & Upcoming Deep Dives

Thursday, October 22, 2026
Topic 1 – Target Areas, Priority Sites, and Geographic Boundaries
Topic 2 - Identifying Project Partners (all grants) and Formalizing Coalition Partners
Wednesday, October 28, 2026
Topic 1 – Basic Cleanup Eligibility and Multi-Site Cleanups
Topic 2 - ABCAs/Coordinating with Your State
****NEW DATE**** **Thursday, November 19, 2026 – 12PM Central (11AM Mountain; 2PM Eastern)**
Topic 1 - Programmatic Capability/Past Performance
Topic 2 - Designing and Marketing an RLF Program

Monday, November 9, 1PM Eastern - EPA Assessment Grant Overview Webinar
Thursday, November 12, 2PM Eastern – EPA RLF and Cleanup Overview Webinar

TAB
Technical Assistance to Brownfields

KANSAS STATE UNIVERSITY

Thank You

For joining us for this webinar. Please get in touch if you have any questions or comments: katelucas@ksu.edu

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