FY2027

Helpful Hints for EPA Brownfields Community Wide Assessment Grants

TAB Technical Assistance to Brownfields | Kansas State University



Criteria CWA	Helpful Hint (HH)
1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION (40 POINTS) A common pitfall of this section is to write too much upfront in 1.a and lose points in other sections: Be Concise: Start with a brief introduction for the overview that sets the context. Avoid lengthy explanations and plan to expand on the details throughout the grant narrative. This keeps the reader engaged and assists you with a "cohesive" grant narrative. Use Minimal Statistics in this section and compare and contrast data. For example, "City unemployment is 10% compared to county unemployment at 4%." Always provide sources for your statistics	
Target Areas and Brownfields (20 points)	
1.a. Overview of Challenges and Description of Target Area (5 points)	Identify Geographic Boundary • Clearly identify the geographic boundary for this grant (i.e., county boundary, city limit, regional development district boundary, etc.). Your geographic boundary will be larger than your target area(s). • Use known facts about the area to create a general "picture" such as: "a former mining community", a "rural and predominantly farming town"; "a city known for its mostly industrial economy", etc. • Include the area and population size, so the reviewer gets an idea if this is an urban area or small rural community. If the community has less than 15,000 residents, refer to the page number in your Other Factors Checklist. Target Areas: • Clearly identify and describe your target area(s). These areas can be described using census tract numbers, neighborhood, or corridor names, etc.; however, also include narrative to make sure that the reviewers have a clear idea where your target area(s) is/are located within your community. Examples include proximity to residential neighborhoods, downtown districts, a known body of water, major ports, interstate(s), direction from downtown, or major industry. • For each target area, describe where brownfields are situated—for example, in the town center, on the outskirts, near neighborhoods or schools, within historic districts, along reinvestment corridors, or close to sensitive populations. Brownfield Challenges and the Degree to Which They Impact Areas within the target area(s) with the geographic Area: **why do you have these brownfields, why are they a problem, who is affected and how.** • Include background information on any brownfield challenges (e.g., loss of jobs, high unemployment, loss of tax base, etc....) • Reference the number (even estimated number) of brownfields in the target area so the reviewer can see the magnitude of your brownfield problem. • Use only the most relevant statistics—such as population decline, poverty rates, unemployment, job loss, blight, crime, outmigration, and environmental or health concerns—to support your claims. These data points should align with and reinforce the revitalization goals and community need

	narrative you will detail later in Narrative Criteria2.a. Community Need. The information you include here should directly strengthen the case you make in the subsequent sections of your application. • Demonstrate how residents are overburdened when compared to the county, region, or other large areas - see FAQ S.3. in the FY2027 FAQs for potential disproportionate and adverse impacts How can this grant address These Challenges and Impacts? • Discuss relevant facts but tell your story to help the reviewer understand why you really need this grant to make things better for the impacted community • See FAQ Section T. from FY2027 FAQs for Benefits of Brownfields Projects
1.b. Description of Priority Brownfield Site(s) (10 points)	How many brownfield sites are in the *target area* (# sites, size, environmental concern)? • # of sites can also be described as # of acres with estimated number of sites • Include properties like longtime vacant lots, blighted or aging buildings, historic dry cleaners, historic gas stations, former manufacturing sites, etc. • Describe the location of your brownfield(s), e.g., center of town, outskirts, close to or near neighborhoods/schools, densely populated impoverished/minority neighborhoods, etc. • Search your State or Tribal environmental databases for evidence of known releases in the target area. • Contact your State/Tribal Brownfields Authority or review State/Tribal Brownfields for additional information about your target area Clearly identify proposed brownfield sites and describe in detail *why* they are a priority for assessment and subsequent reuse (significant potential for environmental/health/community concerns, unsafe structures/property conditions, good redevelopment potential, etc.) and who determined them to be a priority (did the community have input?). Are sites in the midst of a neighborhood, proximal to schools, parks or are unsafe, unsecured, or attracts crime? • Use addresses, assessor parcel numbers, or tax lot numbers to identify a site. • Include past and current land uses, current site conditions and related environmental issues. • Explain how past activities or uses of the property may have caused, contributed to, or are connected with any contamination that has been identified or is suspected to be present. • Use available environmental reports such as remedial investigations, site characterization, or Phase II Environmental Site Assessment, or your environmental agency, as resources to describe the contamination that you intend to assess with the grant funds. Please see Section III. Environmental Information for Targeted Area and Priority Sites in: *Brownfields Grant Research Links* • Take a look at the Other Factors check list in the guidelines (Section 4.B.(8)) and see if any of those factors apply (i.e. is the site adjacent to or near a body of water or federally designated floodplain, is the site impacted by mine-scarred lands, etc.). Bodies of water can be large or small and might include lakes, rivers, creeks, marshes, wetlands, or

	floodplains. Indicate if any of the priority site(s) are impacted by mine-scarred lands or a coal-fired power plant recently closed - refer to the page number in your Other Factors Checklist.
1.c. Identification and Prioritization of Additional Sites (5 points)	What is your process for identification/prioritization of sites in the geographic area? • If you have not done so already, consider using some of your grant funds to establish a brownfields inventory. You can talk about existing or planned inventory to identify additional sites. • Consider talking about stakeholder outreach – will you have an online form where community members can nominate a site they're aware of? Will you conduct outreach to commercial realtors and brokers? • Will you consider assessing sites that are priorities for other governmental, quasi-governmental or non-profit development groups like land banks, economic development corporations, and/or planning agencies? If so, consider setting up a Brownfields Steering Committee, developing site nomination criteria, and meeting with them on a regular, perhaps quarterly, basis. Criteria used for identification • Prioritization criteria (immediate job creation, removal of contaminants to prevent exposure, motivated developer, location in a designated district, data sources) should be identified and somewhat aligned with criteria for existing targeted brownfield sites.
Revitalization of the Target Area (10 points)	
1.d. Reuse Strategy and Alignment w/ Revitalization Plans (5 points)	Tips for describing a reuse strategy or project reuse for a priority site(s): • See M.7. in the FY2027 FAQs for description of what Reuse Strategies entail. • For example: the area will be developed as a greenbelt with a community garden; or a property will be part of a multi-building affordable housing development, etc. Explain how this reuse aligns with land use plans and how assessment will pave the way for reuse/redevelopment. • The proposed reuse of the site(s) should align with solutions to the challenges presented in Narrative Criteria 1.a., Overview of Brownfield Challenges and Description of Target Areas • Reference to Comprehensive Economic Development Strategy (CEDs), community comprehensive plans, master plans, or similar public documents that indicate reuse and redevelopment in each target area(s) is consistent with a plan. If there is no such formal plan, describe how the project aligns with community priorities and how and when these priorities were established. to these plans are in process. • Describe how the community has been involved with the development of comprehensive or master plans, reuse strategy, vision, or other reuse/revitalization decision-making efforts. • Indicate whether sites are in a federally designated floodplain and justify the reuse strategy/project reuse as an appropriate reuse option which you add more details in Narrative Criteria 1.e. • Refer to Section V. "Alignment with Sustainability and Resiliency" in the *Brownfields Grant Research Links*. Refer to the page number where you

	discuss this in your Other Factors Checklist found in Section 4.B.(8) of the Guidelines. • Discuss what activities you plan to do to create a site-specific or area-wide plan(s) for revitalization as part of the grant. Examples of eligible planning activities for Assessment Grants can be found in G.3 and G.4 in the FY2027 FAQs. Examples of general planning activities are outlined in the Planning Information Sheets. Remember that if you allocate 30% of your budget to planning activities, you may include it in your "Other Factors" checklist, which may help break a tie between two identically scored applications. • If possible, try to give the reviewer a strong sense that reuse/redevelopment is likely to happen after the assessment and subsequent cleanup, if necessary, are completed.
1.e. Outcomes and Benefits of Reuse Strategy (5 points)	Describe how your reuse strategy **will stimulate economic development** in the target area(s) and the community at large (for example: provide affordable housing and jobs, access to food, health care, recreation, etc.). For anticipated reuses that don't center around economic activity (i.e., park space, recreational amenities, municipal facilities, schools, other non-profit purposes, etc.), describe the **desired outcomes and benefits from reuse**, particularly how the proposed projects or revitalization plans will benefit the local population. • If applicable, identify specific regulations, programs, or policies that will provide long-term management and preservation of green space. This may include land use restrictions, zoning, easements, land trusts, and maintenance. If regulations, programs, and/or policies do not yet exist, discuss any efforts or plans to develop these. • If applicable, describe space for not-for-profit, governmental, or charitable organizations, including amount and type of space provided, and how these improve the livability of the community. • Make sure to link the outcomes and benefits of the project(s) with the issues described in Narrative Criteria 1.a. Overview of Brownfields Challenges and Description of Target Areas and Narrative Criteria 2.a. Community Need, to your target communities. • Quantify specific anticipated outcomes and economic improvements, such as an X% increase in tax base, number of jobs this project may create, etc. Specify how many acres of reusable land will be available if all sites get assessed and/or cleaned up. If you cannot be specific, provide a realistic estimate based on reliable resources. • If applicable, describe how the project preserves greenfields, creates or adds to a park, greenway, recreational property or other property used for non-profit purposes. Provide metrics such as X acres of new greenspace in a neighborhood, X number of pocket parks in developed areas, X square miles protected from sprawl, etc. If possible, link the creation of green space to health outcomes and disparities mentioned in Narrative Criteria 1.a and/or 2.b. • When applicable, describe how sensitive populations will benefit. *When applicable*, incorporate how the priority site will facilitate renewable energy or energy efficiency measures:

	• Will building codes require certain energy efficiency measures or standards? Visit EPA's Renewable Energy or Energy-Efficient Approaches in Brownfield Redevelopment Fact Sheet for more information. Check out FY2027 FAQs for "Brownfields, Public Health, Extreme Weather" (Section S) and "Benefits of Brownfields Projects" in Section T for helpful information. • Additional Resources can be found in Section IV. and Section V. in: *Brownfields Grant Research Links*
Strategy for Leveraging Resources (10 points)	
1.f. Resources Needed for Site Reuse (5 points)	Describe your eligibility for other funding (Federal, Public/Private) for your brownfield project(s) • All leveraged funding should be easily identifiable including the source of the funding, activity being funded, and amount. Do not just list random funding received/sought but make sure the reviewer can clearly see how it links to your assessment, cleanup, and redevelopment project. • It is important to note leveraging resources that have been secured in the past, currently secured and those that are pending or being sought (e.g., applied for a grant.) Applications which demonstrate some level of secured funding will be viewed more favorably. • If you have not already secured leveraged funding, demonstrate that you have the ability to leverage funds and describe the ones you are pursuing. Describe possible local, state, federal or regional resources. The more variety, the better. Local commitments are especially important. Think about what your partners, if you have any, can contribute and discuss it here. Discuss how this grant will stimulate the availability of additional funds for completion of assessment or remediation, and subsequent reuse strategy at the priority site(s)
1.g. Use of Existing Infrastructure (5points)	Discuss how this grant promotes the use of existing infrastructure at the priority site(s) and/or within the target area(s): • Infrastructure refers to roads and utilities (sewer, water, electricity, broadband, etc.); transportation (bus, train or air); other energy and telecommunications and even housing and business services needed to support redevelopment. Be as inclusive as possible. • Include information about the reuse of existing infrastructure at the priority site(s) or target area. Indicate if the infrastructure in place (water, sewer, electricity) was built for large capacity industrial or commercial activities and whether you believe it can be used for your proposed reuse. Describe the benefit of using existing infrastructure (e.g.): • Money and energy savings, reuse/recycling of materials, etc. • Avoiding construction noise, dust and traffic associated with building new infrastructure. • If applicable, explain how your project can/will lead to any sustainable reuse of buildings or structures. Explain whether the redevelopment plan includes any new or upgraded infrastructure, and the strategy for securing the funding needed:

	• Consider planning for additional infrastructure (an eligible cost), see the Infrastructure Evaluation (epa.gov) for definition of infrastructure needed during redevelopment. • The benefits of infrastructure upgrades may include: - energy efficient building construction (energy efficient lighting, heating, cooling, building materials) - replacement of lead pipes or updated septic or sewer systems - connections to public drinking water sources for residential developments - traffic and pedestrian safety features - mitigation of vehicle congestion and air pollution - updated lighting, walkways, and trails to promote safety and connectivity throughout the community
2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT (35 POINTS) This section focuses on community needs especially communities within your geographic boundaries and in your target area(s) that cannot secure funding because of small populations and/or low income needs and needs that **tie back to Narrative Criteria 1.a. Overview of Brownfield Challenges and Description of Target Area.**	
Community Need	
2.a. The Community's Need for Funding (5 points)	How will this grant meet the needs of the communities within the *geographic boundary(ies)* that have limited or no sources of funding to carry out assessment/cleanup and reuse activities due to small population and/or low income community: • This section should be consistent with the descriptions written in Narrative Criteria 1.a Overview of Brownfield Challenges and Description of Target Area. • Community is described as the city(ies), towns(s), or geographic area(s) targeted in the application. • Support your statements by highlighting key statistics (population loss over time, poverty, unemployment, job loss). that you have previewed in Narrative Criteria 1.a. • What economic conditions, limited taxes, or other situations limit the funding available for addressing your brownfields sites? Please see C.12 and C.13 in the FY2027 FAQs for additional examples and links to resources for demographic information. Also, please see Sections I. and IV.: "Demographic Information" and "Community Need and Economic Information" in the *Brownfields Grant Research Links* • If applicable, explicitly state your communities need because the community either has a small population (15,000) or low income. Refer to this page number in your Other Factors Checklist if your population is below 15,000. • Why does the community have no other source of funding for the proposed assessment, remediation, or redevelopment activities? • Describe the economic impacts of your brownfields. For example: did prospective employers back out because of environmental unknowns of the property they were looking at? Does the community have to pay for maintenance of the brownfield site(s)? Is there an increase in policing required because of the brownfields? How will this grant address these issues? • Use statistics (with citations) to support your statements about small population, low income or other relevant demographics that show need.

	Include the targeted community as well as the community, as a whole, to describe the economic impacts of your brownfields: • Reviewing sales tax data or assessing valuations of property to identify downward trends that demonstrate that brownfields have been a partial cause of financial impact to the target area and made other funding from taxes unavailable.
2.b. Health or Welfare of Sensitive Population (5 points)	Clearly identify the severity of health and welfare issues for sensitive populations in the *Target Area:* • Sensitive populations include "those populations that are likely to experience elevated health risks from pollution, including populations based on age (young children and the elderly), pregnant women, and serious disease burden (such as, high rates of cancer, asthma, chronic respiratory disease, coronary heart disease, low birth weights, etc.), as well as low-income populations." However, there is no one definition of a sensitive population. See S.6. in the FY2027 FAQs for more information about sensitive populations. • Focus on your census data and describe the adverse impact of brownfields on a subset of the population (consider using census blocks rather than census tracts). • Include demographics on sensitive populations (children, elderly, or people with chronic conditions in the target area. If the sensitive populations statistics do not support your application favorably, focus on those statistics that reflect the sensitive nature of the community (lack of medical services, food desert, veterans' population, etc.). Discuss the proximity of residential areas, hospitals, schools, daycare facilities or elder care and assisted living facilities to brownfield sites. • For smaller communities, use all available information to provide a picture of the impact brownfields have on communities in target areas. Note that the information provided needs to be tied back to Narrative Criteria ***1.a and 2.a.*** Severity of health ***or*** welfare: • Include health effects in the community that are possibly directly or indirectly caused by contaminants present at the brownfield sites in the target area. This can include infant mortality rate, incidence of asthma and cardiovascular diseases, cancer, diabetes, low life expectancy, etc. • Do not forget mental health (depression may be linked to the presence of brownfields). • Is the brownfield site or target area an attraction to crime or unsafe activities or located in an area of high crime – will the project reduce these threats? • Does the threat of crime contribute to health risks? For instance, if crime rates are high, people in the target area may be less likely to go outside and exercise, which contributes to obesity, heart disease, and diabetes. • If you are unsure of the contaminants found at your site(s), you can find more information at env-contaminants-found-often-at-brownfields-2023.pdf (EPA.gov) • Contact your local health department for any statistics that support your discussion. If data is not available at the target area level, explain how the data used (i.e. city or county level data) is representative of the target area. If your community has a Community Action Program (CAP) that serves sensitive and disadvantaged populations, review their Community Needs

	Assessment. Local and Regional Hospitals may also be able to provide a Community Health Needs Assessment for communities. • See C.12. in the FY2027 FAQs for numerous examples of health, welfare, environmental, and other demographic information that may help you provide information about your community, and C.14 provides examples of health and/or welfare issues that may result from extreme weather and natural disasters. • *See Section II. "Health and Welfare" in Brownfields Grant Research Links* How will this grant and reuse strategy or project site reuse address the health/welfare issues and/or reduce threats to the sensitive population: • Describe how the grant funds will address these threats. i.e., if greenspace is created, correlate how it will promote outdoor recreation, exercise, etc. that will improve the health and welfare of these sensitive populations. • Discuss how your project and associated reuse strategy will identify and mitigate human health risks (i.e., via removal of contaminants, prevention of pollution (via zoning, codes, land restrictions, etc.) and prevention of future brownfields through sustainable redevelopment). Can also include the addition of sidewalks or bike lanes that will provide pedestrian safety, better walkability, and transportation alternatives.
2.c. Greater Than Normal Incidence (5 points)	Describe how this grant and reuse strategy/projected site reuse(s) address threats to populations in the ***target area(s)*** with a greater-than-normal incidence of diseases or conditions potentially caused by exposures to contaminated sites: • If cancer, asthma, or birth defects (one or all of these) are not elevated compared to the region, State, U.S., mention this. If other statistics are elevated, such as diabetes, cardiovascular diseases, lower life expectancy, etc.; mention it and make a potential connection with your brownfields. Remember high crime rates can be tied to lack of exercise and associated health disparities. Work with the local or state health department to gather data on incidence of disease and adverse health conditions for your target area(s). Use negative trends or disproportionate percentages to demonstrate negative health impacts in your target area(s). Compare local data to regional, state, and federal statistics. • If applicable, explain why the level of data provided is appropriate. • *Please refer to Section II "Health and Welfare of the Community" in Brownfields Grant Research Links* • Describe how you have and/or will prioritize brownfields that contribute to impacts on residents who are already experiencing greater cumulative public health threats or greater than normal incidence of disease or adverse health conditions. i.e., if a community is potentially impacted by proximity to a power plant or heavily used highway, as well as proximity to brownfields, explain this situation and the urgency for alleviating impacts to their health, such as asthma or heart conditions. Indicate that this grant will allow you to identify and address those issues for those residents impacted. • Describe how the project and reuse strategy may help reduce or mitigate impacts on the health of the target population by assessing contaminants at the site which can lead to cleanup and redevelopment of the site.
2.d. Disaster Preparedness (5 points)	How this project will improve local resilience to extreme weather and natural disasters:

	• Projects may include upgrading stormwater controls to reduce local flooding in the target area, increasing local food production, providing landscaping with trees, or landscaping with climate-appropriate native plants and maximizing green space to minimize urban heat index, etc. • See *Plan for Brownfields Redevelopment Success: Resilient Brownfields Planning* • See Section S "Brownfields, Public Health, Extreme Weather, and Natural Disasters" in the FY2027 FAQs for more information. Please refer to Section II "Health and Welfare of the Community" and Section V. Alignment with Sustainability and Resiliency *in Brownfields Grant Research Links* • See *Brownfield Grants as a Tool for Disaster Planning and Recovery - www.cclr.org* • If you have considered any measures that will improve local resilience to extreme weather events and natural disasters, facilitate the use of renewable energy, or improve energy efficiency as part of the reuse strategy, mention it in this section and include the page number in your Other Factors Checklist.
Community Engagement (15 points) Use the sample format provided in the guidelines or use a format that is legible and includes the information on the table provided in the guidelines. This clearly and concisely provides the information requested by EPA and will facilitate the review for those reviewing your application.	
2.e. Project Involvement (5 points)	Identify a variety of *local* partnerships *relevant* to the project. • Partners should have a key interest, commitment and role in the proposed project. For example, if your projected reuse is on housing then you should have a partner with relevant expertise in housing. • Diversify your partnerships by covering multiple aspects of your project to include at least one community-based organization representing residents directly affected by the work in the target area(s). For example, there may be state organizations, governmental departments, health departments, local organizations and businesses, nonprofit organizations, community groups, etc. *Note: an application that doesn't include at least one relevant community-based organization or community liaison will be evaluated less favorably.* • Sometimes quality is better than quantity when it comes to partnerships. • If your community is small or remote and no local community organizations exist, address this in this section and show how your community is engaged with someone such as your local/County Chamber of Commerce, citizen groups, environmental organizations, schools, etc. who may be considered as an acceptable substitute for community organizations in this unusual situation. • Have your partners review and provide input on your application! EPA may randomly check up on partners to ensure they are fully aware and knowledgeable of their role in the project. • Meet with and discuss your application with your potential partners early. • Include names, if possible, to demonstrate the partners are indeed committed. If your partners are hesitant to provide personal information, such as an email, this information can be claimed as confidential business information (CBI) and will not be part of the final application made available to the public. CBI claims must be asserted at the time the application is submitted (see 4.B.10 in the guidance for more information.

	• ***See E.4, E.5, and E.6 in the*** FY2027 FAQs ***for more information about roles partners may play in the grant process.*** Additional resources include: KSU TAB "Community Engagement Process".pdf and U.S. EPA: Capacity Building Through Effective Meaningful Engagement
2.f. Project Roles (5 points)	Each identified local organization/entity/group should have a *meaningful role* in the project and be involved in **decision-making** for *site selection, cleanup, and future reuse of the brownfield site(s)* Letters of Commitment from your partners are no longer required. • Discuss how each project partner will be engaged and informed • *See FAQs E.4, E.5, E.6 in* FY2027 FAQs *for more information on "local organizations/entities/groups", partner roles, and meaningful involvement.* • Diversify your partnerships by covering multiple aspects of your project to include at least one community-based and/or community liaison representing residents directly affected by the work in the target area(s). Their roles could be direct discussions with residents to provide site selection information, cleanup disruptions in the area, and opinions regarding site reuse. • Aim to include a broad mix of partners—local citizen groups, environmental organizations, developer associations, chambers of commerce, property owners, and public-sector entities involved in brownfield redevelopment such as local health departments, community colleges or universities, economic development agencies, and local or regional environmental/brownfield programs. Each partner can contribute technical expertise aligned with their discipline. • If your community(ies) is small or remote and no local community organizations exist, address this in this section and show how your community is engaged with someone such as your local Chamber of Commerce, citizen groups, environmental organizations, schools, etc. who may be considered as an acceptable substitute for community organizations in this unusual situation.
2.g. Incorporating Community Input (5 points)	Describe the plan to **communicate project progress** to the community, and residents directly affected by the project work. Discuss **how** involved organizations/entities/groups are effective and appropriate for in-person engagement. Some examples of involving the affected/target community include: • In-person meetings may be more successful if held in or proximal to each target area or priority brownfield site. • Discuss how you have intentionally involved the community with regards to the brownfield sites in the target area. Mention all the ways you have engaged them in any of the steps of the redevelopment process. • Holding public meetings where the progress/result of the assessment project is explained, engage the community up front in site selection/prioritization and with re-use planning for the sites and target area. • Indicate if you already have a process or community engagement plan that you've successfully used in your community. Explain how your methods are appropriate for your community; i.e., most of your community members work during the day so you schedule your meeting in the evening when

	more are available to attend; you offer childcare to encourage parents to attend, etc. • Address any language barriers within your targeted community, i.e., provide translation services (meeting invitations, meetings, documents) as needed. If all of your community speaks English, then be sure to mention this so the reviewer doesn't think you've missed this aspect. • Address the needs of sensitive populations - for example, provide ADA accessible meeting space if your targeted community consists of a high percentage of seniors. • Develop a clear, complete and robust community engagement program. *See Section 6 "Community Engagement" in the Brownfields Grant Research Links* • See KSU TAB "Community Engagement Process".pdf and U.S. EPA: Capacity Building Through Effective Meaningful Engagement, Also, socially_distant_engagement_ideas.pdf (epa.gov) is another good resource if needed in your communities. How will you meaningfully solicit, consider, and respond to community input: • ***Just collecting community input is not enough*** – you need to respond to it and use it in a meaningful way. Discuss how you will seek feedback from the community and how those comments will be addressed. EPA places emphasis on community engagement as well as seeking and responding to community input so make sure you address how comments from community members will be addressed to receive maximum points for this section. Do not forget to describe how you incorporated community and partner input into your project. • Public meetings, web sites, social media, newspaper and newsletters are mechanisms you can use to provide updates to the community and ask for feedback/comments. Offer opportunities to provide feedback around the clock (online, email, etc.) to allow people to become familiar with the project and offer comments on their own schedule. • Include frequency of communication and how input will be solicited, considered, and responded to using the various methods described above. • Consider various and alternative methods of reaching and receiving feedback from sensitive populations, such as remote videoconferences, radio, newspapers, street fairs, surveys, etc.
3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS (45 points) List and describe the tasks necessary to complete for your project to be successful. Multiple activities may be grouped under one task. For example, the task "Project Management" may include contractor procurement, reporting, etc. Your task/activities should represent a sound and efficient plan for performing the overall project. Ensure that each task includes information on the task lead, anticipated outputs, estimated cost, and start and end dates. Review previous successful grants Resources | KSU TAB - Technical Assistance to Brownfields to get ideas for how to present information in this table in a succinct way.	
Description of Tasks/Activities and Outputs (25 points)	
3.a.Project Implementation (10 points)	Confirm that the EPA-funded tasks are eligible, clearly defined, and aligned with your project goals—*and* show that you have a solid plan for addressing the *priority* site(s) in the target area(s).

	• See the FY2027 FAQs J.1-5 for the explanation of eligible costs for assessment grants and G.11, G.12 in for more information on ineligible activities and uses of brownfield grant funds. • Be realistic with your tasks and number of outputs. If you know that a priority site requires a complex site investigation to be able to develop an ABCA, then consider that in your budget. • Review previous successful grants Resources | KSU TAB - Technical Assistance to Brownfields to get ideas for how to present information in this table in a succinct way. *If applicable*, define which tasks/activities or services will be provided by subawardee(s) • Subawards may be conveyed to eligible entities, such as nonprofits, local government, etc., and must clearly support the project. For more information see Grants Policy Issuance (GPI) 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients | US EPA *If applicable*, describe the process for setting appropriate stipends for community liaisons, tracking and documenting participant support payments (including receipts), and ensuring these costs don't duplicate support from other Federal, state, Tribal, or local programs. • Indicate the process you will use to determine which entities will receive participant support costs, the reason, and the method of providing assistance. *If applicable*, explain how outside resources (beyond the EPA grant) will support or enhance the project and help ensure the grant is successfully completed. • If a key activity associated with your project is not going to be included in your budget, explain why. For example, if another part of your organization or project partners will be taking care of community involvement activities as an in-kind contribution and is not charging this to the grant, note that. Otherwise, reviewers may wonder how key activities will get accomplished and think you've failed to include key information.
3.b. Anticipated Schedule (5 points)	How to describe achievable milestones: • Describe the anticipated project schedule by months or quarters - not years. For example: "Community engagement activities will begin in the 2nd Quarter of the First Year"." Public meetings providing updates on the cleanup will occur bi-annually in Years 2, 3 and 4." "Procurement of QEP will be completed by the 2nd Quarter of the First Year". • Include a timeline/schedule of milestones demonstrating how you will complete the proposed activities within 4 years. Set realistic milestones. Keep in mind that if you are awarded a grant, the Cooperative Agreement and Workplan that follows will be based on your application. • Include all key activities in your schedule, i.e., procuring a Qualified Environmental Professional, inventory work, site access, community engagement, site selection, Phase Is, Phase IIs, cleanup planning, etc. • Applicants may include pre-award costs incurred up to 90 days before award. Travel expenses for brownfields-related training, such as the National Brownfields Training Conference, are an eligible expense. ***See G.8. and G.9 in*** FY2027 FAQs ***for more on pre-award costs.***

	• Explain any activities that will occur beyond the priority sites, the timing for these, and why they need to occur in order to have a successful project.
3.c. Task/ Activity Lead (5 points)	Identify activity lead(s) and how they are qualified for the roles: • **Task lead should be within the applicants' organization**, providing oversight to contractors or sub-awardees as appropriate. If a lead is not with the applicant's organization, include a justification.
3.d. Outputs (5 points)	Clearly identify and quantify the expected outputs for each task—*and* demonstrate a clear connection to the proposed project. • **Outputs are work products that are measurable** and will be done on a set schedule or by a set date. Refer to Section 3.A.(4) of the guidelines for more information. • Avoid listing outputs that will ultimately be unattainable based on the budget (i.e., high number of Phase I and Phase II ESAs). Keep in mind that if you are awarded a grant, the Cooperative Agreement and Workplan that follows will be based on your application. • If possible, consult with someone knowledgeable about the costs for individual types of environmental tasks such as the cost of a Phase I assessment vs. Phase II assessments. Your State Brownfield or Tribal Authority may assist you with determining costs. • Correlate outputs with project objectives. If you proposed completing 5 Phase IIs, then you should have 5 Phase II reports at the end of the grant. Examples of deliverables can include: -Generic and site-specific quality assurance project plans. -Quarterly progress reports -Annual Financial reports -Phase I and II ESA reports, and supplemental site assessment reports -Cleanup Plans -Area-Wide Redevelopment Plans -Site Closure documents
3.e. Cost Estimates (15 points)	**Budget Table:** • ***Use the budget sample table provided*** in Section 4.C.3 of the guidelines. It will clearly and concisely present your budget in a way that will facilitate review by the EPA reviewer. • Do not change the "Budget Categories" in the table, as these are the standard federal budget categories. If a budget category is not relevant, then leave it blank, but do not delete it. • DO NOT include leveraged funding in the budget table. • It is in the applicant's best interest to include some cost on each budget line. Once a grant is awarded up to 10% of the award amount can be moved between budget lines, ***but*** new categories cannot be added or funded. **Tasks:** • Typical task categories are outlined in 3.a. Please note that Administrative Costs have been added to the Budget Categories Task row. Add additional Tasks in the budget table as necessary but no more than 5 Tasks total if possible. Example: Phase I and Phase II tasks can be bundled into one task: Assessment. • Link the budget amounts to specific tasks/activities that you described in Section 4.C.(3) a. of the guidelines. If you said you were going to procure a contractor to perform the Phase I and II assessments, then make sure the budget table includes those costs (typically under Program Management).

	• **Check/re-check your MATH!** Your budget needs to add up correctly. Cross reference costs outlined in the Budget Table with costs described for each Task for accuracy. **Detailed Cost Narrative:** • Make sure your basis for each cost is straightforward and easy to follow. You will be evaluated on the degree of clarity of how each cost estimate was developed (including direct and/or indirect administrative costs, when applicable) and the extent to which costs per unit are presented in detail. • Cross reference costs outlined in the Budget Table with costs described for each Task for accuracy. • Cost estimates that are included that are not reasonable or realistic to implement the grant will be evaluated less favorably. • Explain and justify equipment and/or supply budget items. If you have "supplies", do not exceed $10,000. Anything over $10,000 is considered "equipment" and will require EPA Project Officer approval. Be specific about equipment less than $10,000; it is categorized as "supplies". Examples include markers, pens, post-it notes, ink for printing, and name tags for public meetings. Note that laptops and tablets that cost less than $10,000 are classified as supplies. Remember to justify the use of the device for use in the field to take pictures and enter data for a brownfields inventory. • Double check that your proposed budget only includes eligible costs. ***See the FY2027 FAQs: J.1-5 for the explanation of eligible costs and G.11, G.12 in for more information on ineligible activities and uses of brownfield grant funds.*** • At least 40% of the budget should be directly associated with Phase I and II environmental site assessments and site-specific cleanup planning. See. M.4 in the FY2027 FAQs for more information about site-specific work. • Be realistic! Do not request unrealistic amounts of money for a task. The reviewer wants to see that you plan to use the funding prudently and efficiently. At the same time, include what you actually think it will cost based on past assessment work in your area. For example, if you live in an area where costs generally run high, explain this and the reason why in your basis of cost statement. **Avoid easy ways to lose points:** • *What's the source of the costs? Provide rationale for the values.* • *Unit costs in the wrong area, not in Cost Estimates* • *Indirect costs were not fully explained.* • *Break down costs per unit. For example- hours x rate = $$* • *Include details on how costs are developed, with rates for personnel.* • *If you include any supply costs, specifically identify the supplies.* • *More information on how to develop cost estimates is included in the Brownfields Grant Research Links Section III.*
3.f. Plan to Measure and Evaluate environmental Progress and Results (5 points)	Describe a reasonable and appropriate system for tracking, measuring, evaluating progress, and how you will implement corrective action measures if issues arise. Describe how outputs, results, and outcomes align with what was described earlier in the Narrative.

	• Outputs are work products that are measurable and will be done on a set schedule or by a set date. Make sure outputs correlate with the proposed project and are likely to be achieved in the 4-year grant period. For example, an output could be "conduct 3 community meetings" or "finalize the ABCA", " , or # of Phase I reports. • Outcomes are results from carrying out the grant; i.e., jobs created, and funding leveraged through the economic reuse of sites; acres made ready for reuse; acres of greenspace created for communities; infrastructure investments leveraged, and the minimized exposure to hazardous substances and petroleum contamination. **Systems to Track:** • Specify personnel and mechanisms, such as project management software or spreadsheets, to track your anticipated project schedule. • Examples of tracking, measuring and evaluating are the use of quarterly and annual reports, progress tracking software, team meetings to evaluate progress and make corrections where necessary, ACRES, etc. • Most outcomes are realized after the grant closes out. If applicable, describe how you will report outcomes after closeout, i.e., send photos of groundbreaking, send progress, and before/after photos and updates. • Mention how you will monitor progress and implement corrective actions as necessary to get back on track. • You may use the KSU TAB Brownfields Inventory Tool (BIT) etools.ksutab.org/tools/bit for tracking progress. *Note: You must be logged into your free ksutab.org account to access BiT.*
4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (35 points)	
Programmatic Capability (20 points)	
4.a. Organizational Capacity (5 points)	Explain how your organization has capacity to oversee grant tasks/activities *and* manage the programmatic, administrative, and financial requirements. • Describe your organization's experience with grants, programs, and tasks of similar scale and function. Provide information that will give the reviewer confidence that your organization has the experience and capacity to manage this grant and oversee grant tasks/activities. • Describe the tools and procedures, i.e., internal audits, management software, etc., that ensure operational and programmatic success.
4.b. Organizational Structure (5 points)	Explain how the organization structure will facilitate timely and successful expenditure of funds *and* complete the grant's technical, administrative, and financial requirement. • Describe your organization's structure and departments' roles that will support management of this grant. For example, highlight existing capacity in key functions (technical, administrative, project management, financial, etc.). Outline past grants/projects of similar scale and purpose that your organization has successfully completed.
4.c. Description of Key Staff (5 points)	Describe key staff's expertise, qualifications and experience to ensure successful *administration* of the grant. • Include information highlighting staff availability, roles, expertise, qualifications and experience. Include assignments to key roles and the expertise / qualifications / experience of assigned staff. Include their education, years of experience, or other similar projects they have worked on and managed. • Communicate how the level of expertise/qualifications/experience of your key staff will result in timely and successful expenditure of funds as you

	complete all technical, administrative and financial requirements of the grant: • At a minimum include the project manager role, technical contact, decision maker(s), procurement expert, etc. Communicate how the level of expertise/qualifications/experience of your key staff will result in timely and successful expenditure of funds as you complete all technical, administrative and financial requirements of the grant. Describe the key aspects of the organizational structure that will help support this grant. For example, if there is a dedicated outreach group that will lead outreach, indicate so. If there is a financial group with procurement expertise that will support fiscal and procurement activities, mention it. If any, describe any administrative or board approval process pertaining to the grant or scope of work. • Discuss contingency plans in case key staff quits or gets sick. Do you have an immediate replacement? If so, who?
4.d. Acquiring Additional Resources (5 points)	If contractors are needed, state that you will follow required competitive Procurement Standards in 2 CFR 200.317-326 when hiring contractors: • ***See Section D. in the*** FY2027 FAQs ***for more information on Consultant Services and Procurement.*** For more information see Brownfields Grants: Guidance on Competitively Procuring a Contractor (epa.gov)
Past Performance and Accomplishments (15 points)	
4.e. Currently Has or Previously Received an EPA Brownfields Grant that Closed in 2016 or Later	
4.e.(1) Accomplishments (5 points)	For recipients of an EPA Brownfield Assessment, Cleanup, Revolving Loan Fund, Multipurpose and/or 128(a) Grant, use the three most recent grant(s)(up to 3), and specify the grant number, grant type, year received and period of performance, and amount of grant: • Highlight the number of sites that were assessed and/or cleaned up. For sites that have been assessed or cleaned up with these grant funds and are now back into productive use, describe their impacts on the surrounding community (jobs created, tax revenue, etc.). • Include specific outputs and outcomes and if this information isn't accurately reflected in ACRES, explain why. • If you are not up to date on ACRES, and/or have no completed ACRES in the past, explain why, and list measures to comply in the future.
4.e.(2) Compliance with Grant Requirements (10 points) EPA is likely to check if your reports were submitted as outlined in the cooperative agreement, and accomplishments were reported and reflected in ACRES.	
Compliance (10 points)	Describe the history of your compliance with the workplan, schedule, and terms and conditions under the current/most recent grant(s): • Indicate if expected results were achieved on a timely basis, and progress had been adequately documented in ACRES and/or quarterly reports. • Explain any deviation(s) from the workplan and schedule, and reporting related to past/current brownfield grants and effectiveness of corrective measures taken. Discuss history of submitting all ACRES, quarterly and annual reports, and explanations for untimely reporting. • If the expected results were not achieved, explain how it was resolved and communicated. • Discuss history of completing and submitting deliverables and explain why targets may not have been met.

	• For open grants, indicate any amount of unspent funds and explain why the funds have not been spent. Identify the issues and how these are being resolved: o If you have remaining funds on any of these grants, then explain why and how those funds are either already committed to ongoing eligible activities or will be expended by the end of the grant. o For closed EPA Brownfield Grants, if there were funds remaining, provide a reasonable explanation as to why they were not expended within the Period of Performance.
	•
4.f. Has Not Directly Received EPA Grant but other Federal funding or Non-Federal financial Assistance Agreements That Closed in 2016 or Later (15 points)	
4.f.(1) Purpose and Accomplishment (5 points)	Do not include federal or non-federal assistance agreements where you were a subawardee or partner. You must have been the recipient of the assistance agreement. • Describe the granting entity, amount, activity funded, years of performance. • Describe the history of managing these grants, i.e., federal, state, local, foundation, etc. and accomplishments of that grant. • Describe the scope, outputs, outcomes, and other measures of success, under those grants. • Describe what was accomplished with the funding including whether the expected results were achieved. • Highlight a grant that has an environmental scope or is similar to an EPA Brownfields grant. EPA wants to have confidence your organization knows how to manage grant dollars and meet project outcomes. Try to avoid falling into 4.g. (below) which results in a neutral score.
4.f.(2) Compliance with Grant Requirements (10 points)	Describe your work plan and schedule, and outputs, and if you complied with the terms and conditions: • Describe the organization's history and progress toward achieving the expected outputs and outcomes within the schedule. • Confirm that accomplishments are reflected in the required reports • Provide a reasonable explanation for not achieving grant objectives and any corrective measures taken to effectively remedy the situation
4.g. No or Limited Financial Assistance Agreements (8 points) Affirm that your organization has never received any type of federal or non-federal assistance agreement If your organization has never received a Federal or Non-Federal Assistance Agreement but you have someone on staff who has managed these types of awards, state that here and refer the reviewer back to Narrative Criteria 4.c. where that person's qualifications should be explained. ***Or,*** Affirm the only financial assistance agreement closed over 10 years ago. If someone on staff has managed these types of awards, state that here and refer the reviewer back to Narrative Criteria 4.c. where that person's qualifications should be explained. ***Or***, Affirm that your community recently received a grant that has not been completed or not enough time has elapsed to conduct reporting or produce outputs or outcomes, explain here, and provide information on the granting agency, amount, purpose, period of performance, and any other relevant information.	

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (41-84066501) to Kansas State University. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.