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Pump Up Your Grant Proposal!

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Are You considering an EPA Grant? (They can require a lot of up-front work!)

- With respect to brownfields impacts in your community, do you have a TARGET AREA defined (geographic area, census tract or block, corridor) and a GOOD PROJECT?
- Do you actively work with community-based partners (neighborhood organizations, churches, nonprofits) in the brownfields impacted area?
- Do lack of funds affect quality of life, economic development, real estate development, housing, etc. in your community, particularly your target area? Or is there a history of disinvestment in the community?
- Where would you get the funds otherwise? Could this be a better project for a State or Federal TBA?
- Does the timing of the grant work for the needs of the community? (Apply in late fall and funding isn't made available until early fall the following year)



You Have to Have a GOOD PROJECT in your TARGET AREA order to Develop a Good Grant Application!

- ▶ What is your community lacking that could be obtained by tackling your brownfields? Could it be affordable housing, a medical facility, a park or a new school?
- ▶ What plans does your community have? Do you have a city, district or corridor plan? A park or trails plan?
- ▶ What do the citizens in your target area, corridor, etc. think the area needs?
- ▶ What environmental, economical and health benefits will be realized if your brownfields are revitalized? Examples: Removing contaminants from the soil, ground water, or other environmental media; using existing infrastructure instead of creating new; job creation and/or retention; adding environmental/climate friendly attributes such as permeable pavement or solar panels? Reuse of an existing building?

Section IV.E.NARRATIVE RANKING CRITERIA Where every point counts!

1. Project Area Description & Plans for Revitalization
2. Community Need & Community Engagement
3. Task Descriptions, Cost Estimates, & Measuring Progress
4. Programmatic Capability & Past Performance

****Each Criterion is made up of sub-criteria****

Answer everything! If something doesn't apply, say so! Unanswered criterion could equal Zero Points





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1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

Overview of Brownfield Challenges and Description of Target Areas

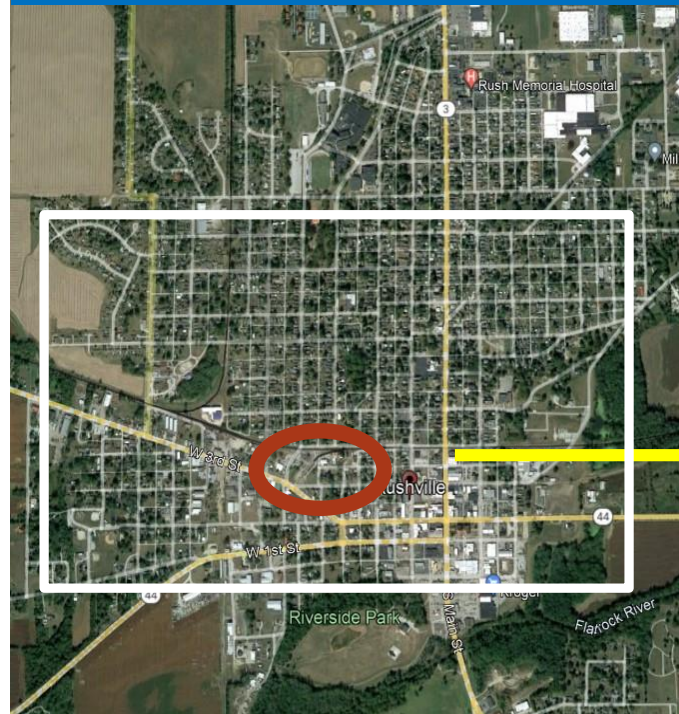
Geographic Boundary(ies)

- Boundary(ies) in which work can be performed (formerly referred to as “jurisdiction”)
- Include discussion of brownfields **challenges/impacts w/in boundary**
- *How will this grant address these challenges!!!!*

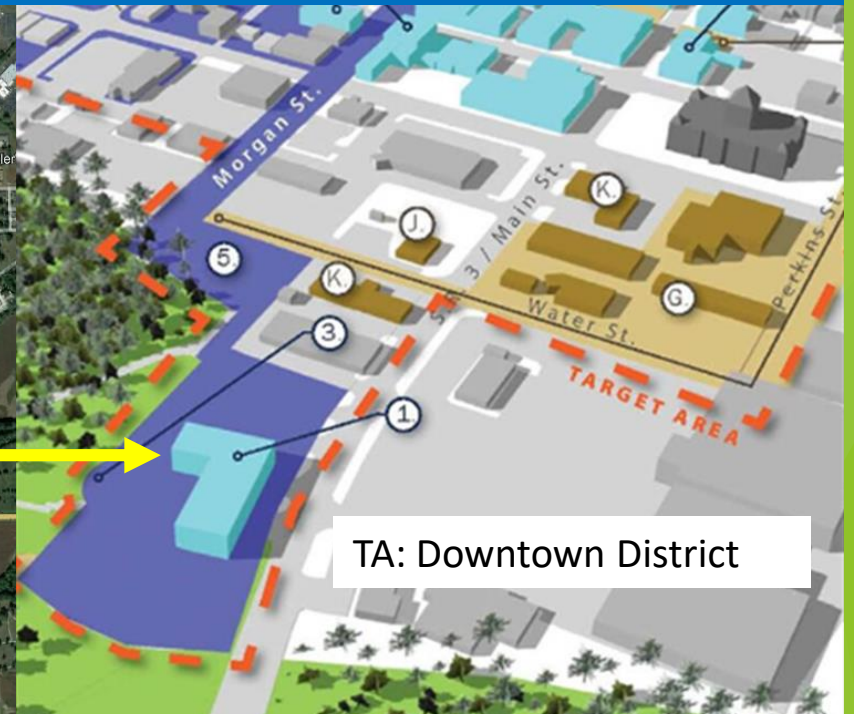
Target Area(s)

- Within the geographic boundary(ies), specific target area(s) need to be identified where you plan to focus grant activities. Target areas can be a neighborhood, a district, an industrial corridor or a census tract.

Geographic Boundary(ies)



Target Area (s)



Use KSU-TAB's July 2023 Information Resources to access Census, EJScreen and other Relevant Data

Information Resources for Brownfields Grantwriters

(July 2023)

Be sure to use the most recent statistics available when preparing your application!

National Resources:

ATSDR ToxGuides™ : <http://www.atsdr.cdc.gov/toxguides/index.asp>

-Quick reference for chemical and physical properties, sources of exposure, routes of exposure, minimal risk levels, children's health, and health effects

Bureau of Economic Analysis : <http://www.bea.gov>

-GDP and personal income data by State, County and Metropolitan Statistical area ; BEARFACTS Fact Sheets (click on "Tools" drop down menu to access this information)

Bureau of Labor Statistics (BLS) - Ohio: <https://www.bls.gov/regions/midwest/ohio.htm>

-Economic Summaries, Labor force statistics, Wage information for major Ohio cities

BLS - Unemployment Statistics: <https://www.bls.gov/sae/>

- Webpage to research local area unemployment statistics and average wages by State and Metropolitan Statistical Area

CEJST (Climate and Economic Justice Screening Tool): <https://screeningtool.geoplatform.gov/en/about#6.49/38.318/-95.066>

This tool has an interactive map and uses datasets that are indicators of burdens in eight categories: climate change, energy, health, housing, legacy pollution, transportation, water and wastewater, and workforce development. The tool uses this information to identify communities that are experiencing these burdens.

Census Bureau - Home: www.census.gov

- **Explore Census Data**: <https://data.census.gov/cedsci/>-primary source to obtain data by state, county, city and census

<https://www.ksutab.org/?ResponseView=TABResourceDownloadView&id=5007>

Details (data, data comparisons) Important!

General,
but not as
good –
needs to
explain
data

The 20-year Kinsman Corridor initiative seeks to “identify brownfield sites for redevelopment to remove blight and take development pressure off undeveloped land.” The City’s Kinsman Downtown Sub-District (Census Tracts 1, 3, and 6, which are all identified as “disadvantaged” by the Climate and Economic Justice Screening Tool and ranked “high” on the Centers for Disease Control and Prevention (CDC)/Agency for Toxic Substances and Disease Registry’s (ATSDR) Social Vulnerability Index) includes garages, former manufacturing plants, a decommissioned coal utility, and other industrial sites.

The Target Area, located in the Kinsman and Union Miles neighborhoods, is **96% Black, and 56% of the residents are low income with the percent below poverty level for these 4 census tracts ranging from 30-45%. The Target Area has an unemployment rate of 20%, four times that of Ohio and the U.S.**³ It spans a 1.8-mile stretch of East 93rd Street, north from Kinsman Avenue ... The Target Area has retained pockets of stable industrial activity, but these businesses’ continued existence is threatened by high crime, dumping, vandalism, and neighboring abandoned buildings. Approximately 50% of the Target Area parcels are vacant. The City intends to reinvigorate this long-neglected area by redeveloping brownfields, mainly along commercial corridors, to attract new businesses and anchor in...

Paints
better
picture
and
compares
the data

Overview of Brownfield Challenges and Description of Target Areas

USE EJ SCREEN DATA, CENSUS DATA, EPA Envirofacts, etc.

- Clearly define target area(s): neighborhood, census tract, corridor, historic district (streets that bound the area, census tract numbers, etc)
- Quantify all *possible* brownfields in this description (#acres, #properties, etc). Do you have a preliminary BF Inventory or draft Inventory?
- Where are your brownfields and what is the condition of neighboring properties (high crime, unsafe properties, or ecologically/environmentally sensitive areas (waterways, wetlands, etc.) –demonstrate the significance of the issue
- Describe locations--Are your sites proximal to residential areas, schools, parks, local businesses, industry
- Check out EJ Indexes, Socioeconomic Indicators such as demographic index to gain understanding of income levels, education, people of color, etc. to gain understanding of who is impacted by brownfields sites
- Are the brownfield challenges/impacts described for the geographic boundary magnified in the target area

*Cleanup grants: Describe the property(ies) targeted for cleanup and known site contamination
Community-Wide (States & Tribes) At least three specific target areas (for a more favorable review, at least one in a metropolitan statistical area and at least one in a non-metropolitan statistical area)*

Reuse should align with challenges presented in Section IV.E.1.a.i, i.e. *Overview of Brownfield Challenges and Description of Target Areas*

Describe reuse strategy or project reuse for the Priority site(s). *Do reuse strategies align with Environmental Justice, climate action, and community resilience?*

How does this reuse strategy align with government's land use and revitalization plans? Identify the Plan. Describe community's involvement with the plan.

EXAMPLE

The proposed reuse plan for the **Former Asbestos Roofing and Sheet Metal Company** site is redevelopment as a **community center**, focusing on **servicing underserved youth**. The redevelopment of the **Former Sealts Dry Cleaning Company** site as **affordable residential housing** addresses one of the City's **primary issues discussed in the Comprehensive Plan**.

A housing study commissioned by the City in 2019 found a significant need for housing stock revitalization, estimating that 1,175 additional units of housing will be needed by 2030. The blight present in lower-income neighborhoods causes residents to search for better housing elsewhere, often with few or no options. The **Former Sealts Dry Cleaning Company** site has the potential to be redeveloped with a significant number of new housing units, located amid an existing and established residential neighborhood.

REVITALIZATION OF
THE TARGET AREA:

REUSE STRATEGY
AND ALIGNMENT
WITH
REVITALIZATION
PLANS

Focus on the Outcomes and Benefits that will take place in the Target Area and benefits underserved populations (as well as community at large)

Upon cleanup, how the proposed project/revitalization stimulates potential economic development and/or facilitates nonprofit purposes in the target area?

When applicable, extent to which reuse of priority site(s) will facilitate renewable energy (wind, solar, geothermal energy) or incorporate energy efficiency measures.

Quantify!!! Energy/Cost benefits to sustainable reuse of buildings or structures: energy/cost benefits to avoiding new construction-mitigating noise, emissions to air, etc. Quantify benefits from **updated infrastructure and sewer and stormwater upgrades.**

Will displacement of residents and/or businesses take place? What is your strategy or policy to be implemented to minimize displacement. **Example strategies: affordable housing or additional commercial leasing close to the target area.**

**REVITALIZATION
OF THE TARGET
AREA: Outcomes
and Benefits of
Reuse Strategy**

Describe your **eligibility** for monetary funding from other resources and extent that grant **will stimulate additional funds** for assessment, remediation or subsequent reuse.

Leveraged funding should be easily identifiable including the source, activity being funded, and amount. It is important to note resources that have been secured, those that are pending, or being applied for. ***Secured funding is reviewed more favorably***

Consider sources of funding you are eligible for: Local, State, Federal; Economic Districts, TIF Districts, Foundations, Local Partners, BCRLF Loans, HUD, EDA and USDA Rural Development; TAB Resources such as Visioning, and Market Studies.

STRATEGY FOR LEVERAGING RESOURCES



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2. Community Need and Community Engagement





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COMMUNITY NEED

- **Community's Need for Funding—Why do you need the \$\$\$.** Include Details!

- Reduced Tax revenues - by how much?
- Small population and/or low income of the community - give statistics
- Are your limited resources prioritized elsewhere? Describe and Quantify:

e.g. The Township's limited budget has been allocated this year to repairs needed due to a tornado that occurred in June 2023 and hiring one more police officer, leaving no extra funds for brownfield assessment.

Example Language

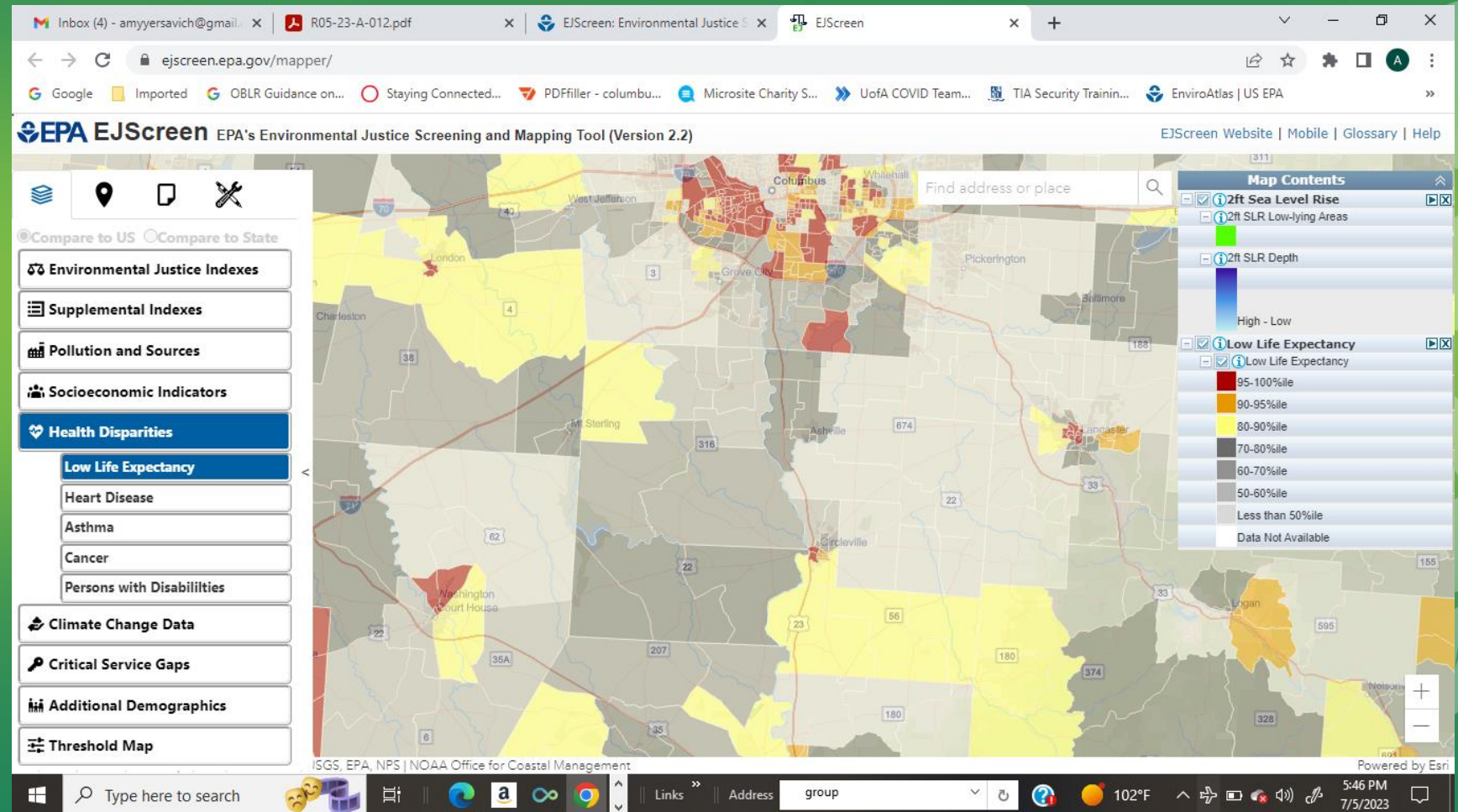
Richton Park does not have the fiscal capacity to pursue a comprehensive approach to address brownfields. **A limited population and subsequent tax base hinder its ability to complete environmental assessment and/or remediation activities that stimulate reuse projects.** The Village's approved FY 2022-23 General Fund operating budget lists only \$11.7 million in total authorized expenditures. **Police and Fire Department expenses alone consume over 56% of this money. Further, recent inflation is taking a larger percentage out of our day to day Village budget due to increased costs of supplies, equipment, gas, etc.**

Community Need : Threats to Sensitive populations - Use EJScreen!

In determining threats to sensitive populations in your community, U.S. EPA encourages applicants to use and include data from their EJScreen Tool to help characterize their target area(s) and the community. The CEJST Tool

<https://toolkit.climate.gov/tool/climate-and-economic-justice-screening-tool>

can also help to locate data in your area.



COMMUNITY NEED: Threats to Sensitive Populations

Tables make it easier for Grant reviewers to quickly compare and contrast your data to get the “big picture”.

Provide and compare your demographic data as well as other data and information (such as per capita income, education deficits).

Note: You can also compare percentiles from EJScreen.

TABLE 1: DEMOGRAPHICS: Census 2019	TA*	Muncie	County	Indiana	US
Population	6,214	68,750	115,020	6.6M	324.7M
%Minority	55.3	16.9	11.6	16.7	27.5
%African American	47.9	11.1	7.0	9.4	12.7
% Individuals below poverty level	40.5	31.0	21.9	13.4	13.4
% < 5 yrs. living below poverty level	76.0	43.1	31.2	17.0	17.4
%Single female below poverty level with own children	59.4	41.6	36.4	28.5	26.5
%African Americans living below poverty level	75.7	40.2	38.3	26.8	22.5
% Unemployment	9.8	7.9	6.6	4.8	5.3
Median Household Income (MHI)	\$23,029	\$33,944	\$43,512	\$56,303	\$62,843
Median Home Value (MHV)	\$50,066	\$73,500	\$93,600	\$141,700	\$217,500

Incorporating Community Input

Describe your plan for involving the affected community during the planning and implementation of your project AND how will you keep them engaged? (Don't forget the possible need for social distancing and/or methods that do not require in-person engagement due to COVID-check when new Guidelines are released this fall)

How have you engaged the public in the past? What were successful approaches and methods? Mention the successes in your narrative and how you will use them for this project.

Describe community-based organizations (partners) and their committed roles in planning and implementing the grant project. Don't forget neighborhood and church groups as they are often your "grass roots"

Lastly, how will you provide effective and appropriate means to communicate the grant project progress as well as solicit and consider community input.



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3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

SECTION 3. TASK DESCRIPTIONS, COST ESTIMATES & MEASURING PROGRESS

Task(s)/Activities	WHAT?	Example Tasks: Program Management, Community Outreach, Assessment, Cleanup and Reuse Planning
Implementation	How?	Develop, procure, manage, execute... (Action Verbs!)
Schedule	When?	By 2nd quarter, By end of 2 nd year, etc.
Lead	Who?	County, City, QEP, Consultant, Project Dir., etc.
Outputs	Metrics?	Executed MOA, 20 quarterly reports, at least four ACRES property profiles, Fund Manager Agreement, Underwriter and Appraisal contracts, CIP, community input, etc.

Typical Eligible Tasks

- **Program Management:** Contractor procurement, EPA reporting, financial and records management, progress meetings,
- **Assessment:** Inventory, site selection, community engagement, Phase I and Phase II assessments, cleanup and reuse planning, coordinated planning around targeted area sites (Community Engagement, Assessments and cleanup/reuse planning are typically separate tasks)
- **Assessment & MP:** Develop an area-wide plan, conduct market feasibility study, evaluate infrastructure needs
- **Cleanup related:** cleanup and reuse planning, community engagement, cleanup oversight, site cleanup, etc.
- **All Grant Types:**
 - Local government applicants may use up to 10% of total grant award for health monitoring
 - Administrative costs may not exceed 5% of the total award amount.

Example

Task 2: Site Inventory

i.	<i>Project Implementation:</i> The City's Brownfield Project Director will work with target-area residents during community meetings to create a site inventory for assessment. Abandoned/underused properties identified by residents... an evaluation ranking tool will be created...
ii.	<i>Anticipated Project Schedule:</i> Community <u>meeting..</u> first quarter to develop preliminary inventory process...ranking process third quarter...continuing throughout the grant project.
iii.	<i>Task/Activity Lead:</i> City: Amber Martin, Workforce and Small Business Development Coordinator.
iv.	<i>Outputs:</i> Evaluation Ranking Tool, Site Inventory List.
v.	<i>Identifying Additional Sites:</i> For this grant project, the City will focus on the target area, which is home to a large, underserved community. In the event all sites within the target area have been addressed, the City will select sites with the same criteria used for target sites: community need, resident input, data verification confirming underserved...

Cost Estimates

Assessment: watch admin. costs!; allocating at least 40-70%* of funds to site-specific work/site-specific cleanup planning will be evaluated more favorably
Community-wide Assess/State & Tribes: cost estimates that are not reasonable or realistic to implement will be evaluated less favorably

- ESTIMATES FOR EACH TASK
- PRESENT COST DETAILS (where appropriate, e.g. \$30.00 for 100 flyers)
- BE SPECIFIC, e.g. \$ in Travel, Supplies; who? what? purpose?
- REALISTIC & IMPLEMENTABLE
- CORRELATION TO TASKS

Budget Categories		Task 1 Community Engagement/ Planning	Task 2 Soil Cleanup / Confirmation	Task 3 Technical Reports / NFA	Task 4 Project Oversight	Total
Direct Costs	Personnel	5,250			8,400	13,650
	Fringe Benefits	2,700			4,320	7,020
	Travel	4,500				4,500
	Equipment					0
	Supplies	1,000				1,000
	Contractual	11,280	799,491	48,544	15,000	874,315
	Other (Ohio EPA Filing Fee)				18,200	18,200
Total Direct Costs		24,730	799,491	48,544	45,920	918,685
Indirect Costs						0
Total Budget		24,730	799,491	48,544	45,920	918,685

Cost Estimates - Example

Task 1 – Outreach & Community Engagement - \$31,550 total – includes costs adjusted for COVID- accommodations. Contractual costs include: 5 Community Education Meetings \$12,750 (\$2,250/meeting, 17 hours x \$150/hour), 5 Community Visioning Meetings \$12,750 (\$2,250/meeting, 17 hours x \$150/hour), and development of Community Outreach Plan and brownfield outreach materials \$6,050 (55 hours x \$110/hour).

Task 3 – Assessments - \$372,100 total – includes Contractual costs: eligibility determinations and 16 ASTM/VAP Phase I ESAs at \$6,000 each for a total of \$96,000; one generic QAPP at \$6,100, and 9 Phase ASTM/VAP Phase II ESAs including HASPs, sampling plans, and SS-QAPPs, as necessary, at \$30,000 each, for a total of \$270,000.

4. Programmatic Capability and Past Performance



PROGRAMMATIC CAPABILITY

IS YOUR ORGANIZATION CAPABLE OF MANAGING THIS GRANT?

Organizational Structure, Capacity and Key Staff

- ▶ Demonstrate that your organization has the capacity to carry out the programmatic, administrative and financial requirements to successfully manage the project.
- ▶ 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.
- ▶ Show degree of expertise, qualifications, and experience of key staff (don't forget to discuss the person who will be managing the financial aspects of the grant)
- ▶ EPA wants to make sure you have all your “ducks in a row” so you can complete your grant project within the period of performance

Acquiring Additional Resources

Describe your procurement process—must be open competition and comply with federal procurement regulations for competition



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 and the team who will be involved in managing this grant.

As with a resume, highlight all your credentials and relevant experience!

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



Past Performance and Accomplishments

Has Not received an EPA grant but has received other Federal or non-Fed Assistance Agreements

Purpose and Accomplishments: The City has successfully managed CDBG and HOME grant funds for decades as a direct recipient of funding from HUD. For several years now, the City has been allocated approximately \$1 million annually in CDBG funds and \$300,000 to \$350,000 annually in HOME funds. The majority of funds are used to implement the City's Property Maintenance, Neighborhood Assistance, Demolition, Street and Curb Repair, Down Payment Assistance, and Housing Repair programs. HUD regularly audits Lima on the use of these funds, and the City is also audited annually by the State of Ohio.

(2) Compliance with Grant Requirements: The City's past grant cooperative agreements were handled properly regarding compliance with grant work plans, schedules, and terms and conditions. During the project periods, no corrective actions were required, and the City maintained compliance with expenditure and reporting requirements. All previous grant awards were fully expended within the agreed upon timeframe. The City completed all grant reporting via the required state forms and sent via email to the granting agency.



Thank You!

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