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Issue: 2

Brownfields Bulletin



What Comes After the EPA Grant Announcements?

Congratulations, you have been selected to receive an EPA Brownfields assessment, cleanup and/or revolving loan grant! What do I do next?

You must complete and submit to EPA for approval a Cooperative Agreement Work Plan. Each EPA Region usually holds a workshop for new grantees to explain this process. Generally speaking, first drafts are due by July 1 with final approval by September 30. Your grant funding will be available on October 1.

The Work Plan is typically divided into four sections. Section 1 will include such items as:

- Project name (i.e., Yourtown Redevelopment Project),
- Grant period (i.e., Oct 1, 2008 thru Sept 30, 2011),
- Type of grant (i.e., community wide assessment grant, clean up grant, revolving loan),
- Goal of project (i.e., Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them), and
- Objective of project (short 2-3 paragraphs describing the objectives of the project).

This information can be taken from the grant application.

Section 2 provides a budget narrative of how the funding will be allocated based on tasks. A summary table is required that provides task line item costs for such things as personnel, fringe benefits, training, travel, equipment, supplies, contractual, and other miscellaneous expenses.

Any cost share (cleanup grant) required as part of the grant will also be provided in this section. Grant tasks typically include:

- Work plans (i.e., Phase I ESA Work Plan, Phase II Quality Assurance Project Plan, Cleanup Alternatives),
- Community involvement (i.e., Public meetings, open houses, mailing),
- Site-specific activities (i.e., Phase I & II ESAs, removal actions),
- Enrollment in your state's voluntary cleanup program, and
- Grant implementation (i.e., quarterly, annual, and close out reporting requirements).

Much of this information will also be found in the grant application.

In This Issue

If at First You Don't Succeed

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Stanley Consultants

The Stanley Consultants environmental team includes engineers, environmental scientists, and planners actively engaged in brownfield redevelopment projects across the country. Many brownfield properties offer a higher potential for successful redevelopment due to their location in already developed areas with existing utilities and access to established amenities. Contact Stanley Consultants today to find out how you can be part of these opportunities for growth.



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Section 3 will describe the task activities to be accomplished, the expected time frame for accomplishments (i.e., commitments), the projected results of the activities (i.e., outputs), deliverables (i.e., reports, work plans), the projected environmental improvement (i.e., outcomes), the baseline for measurement (i.e., number of deliverables), and the reporting mechanisms (quarterly, annual, and close out reports). This information is to be presented in a table that will be updated and submitted quarterly.

Section 4 will address Quality Assurance. Will environmental data be collected under this cooperative agreement and does the grant recipient have an approved Quality Assurance Project Plan (QAPP)?

Lastly, several federal forms will need to be completed and submitted as attachments to the Cooperative Agreement. These forms include:

- Application for Federal Assistance (Standard Form 424-part 1),
- Assurance of Non-construction Program (Standard Form 424B),
- Budget Information for Non-construction Program (Standard Form 424A),
- Certification of Lobbying (Standard Form LLL),
- Debarment Certification (EPA Form 5700-49),
- Key Contacts Form (Standard Form 424-part 2),
- Method of Payment (TFS Form 3881),
- Non-profit Certification,
- Preaward Compliance Review Report (EPA Form 4700), and
- Quality Assurance Requirement Form (Standard Form 424-part 3).

If you have questions, you should contact your EPA regional Brownfields coordinator.

If at first you don't succeed, try, try again...

If your community or organization was not successful in securing an EPA Brownfields Grant in this round, this is not the end of the road. There are several things that you can do to improve your chances for your next application and several alternative funding sources you might want to try in the meantime.

Preparing for your next EPA Brownfield Grant application:

1. Ask your EPA Region to debrief you on the scoring of your application. They will be happy to do this. You will find out what areas of your application scored high and need little improvement. You'll also find out where you lost points and need to make changes or strengthen your argument. If you had help preparing your application from a consultant or regional government organization, be sure to include the grant application writer in the debriefing.
2. Before you submit your next application, invite a representative of your EPA Region to your community to tour your brownfields area. Developing a relationship with your regional EPA Project Officers won't hurt your future chances of securing funds and you will get their insights on your redevelopment project.
3. Get your state involved. A letter from your state environmental regulatory agency is a required part of your grant application but if state regulators are personally familiar with and supportive of what you are trying to do in your community, that enthusiasm will come through in their letters of support and possibly in other ways highlighted below.

Alternative funding sources:

1. Many state environmental regulatory agencies have been successful in obtaining EPA Brownfields funding to do Targeted Brownfields Assessments (TBAs). Ask your state agency if they will perform a TBA on one of your high priority properties for redevelopment. This is usually at no cost to the local government.
2. Check with your state environmental regulators about the availability of state brownfields funding.
3. If your redevelopment project encompasses any type of water resources issue, check with your district of the US Army Corps of Engineers about the availability of Planning Assistance to States (PAS) funds. PAS funding can often be used to conduct environmental site assessments. There is a 50% match required for PAS grants.
4. Two types of funding applicable to brownfields are available from the US Department of Housing and Urban Development (HUD). A Section 108 loan can be used to transform small portions of Community Development Block Grants (CDBG) funding into larger sums for physical and economic revitalization projects. HUD Brownfields Economic Development Initiative (BEDI) grants can be used to cover redevelopment costs of Section 108 projects.

Don't get discouraged and let your redevelopment plans stall out. You have options!

If you would like more information on brownfield redevelopment funding opportunities, or grant writing please contact Cynthia Quast, P.E., Brownfields Redevelopment Department Manager at quastcindy@stanleygroup.com or 319.626.5316.



More information on these and other brownfields grant programs is available on the web at www.epa.gov/brownfields.

If you want to see and hear more, attend the 2008 National Brownfields Conference held this year at the Cobo Convention Center in Detroit, MI on May 5 - 7, 2008. We'll see you there!

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