

From Dirt to Dollars: Writing Winning Grant Applications

Florida Brownfields Association 2025

Annual Brownfields Conference

September 11, 2025

Elise Molleur

Brownfield Redevelopment Specialist
NJIT TAB



In Partnership with

NJIT

TAB TECHNICAL
ASSISTANCE TO
BROWNFIELD
COMMUNITIES

Made possible with funding from the EPA

Agenda

- **TAB – How We Can Help**
- **EPA Grants**
- **Grant Solicitation Cycle**
- **Early Application Tasks**
 - Build Your Grant Team
 - Create Your Vision
 - Write Your Story
 - Set Up Your Application

NJIT TAB EPA REGION 4

NJIT has served as an EPA designated technical assistance provider since 2008

NJIT TAB serves as an independent resources to state, territory, regional, county, tribal, and local government entities, and nonprofits attempting to learn about, identify, assess, cleanup and redevelop brownfields.

Assistance is *free*!



NJIT TAB Brownfields Academy

njit.edu/tab



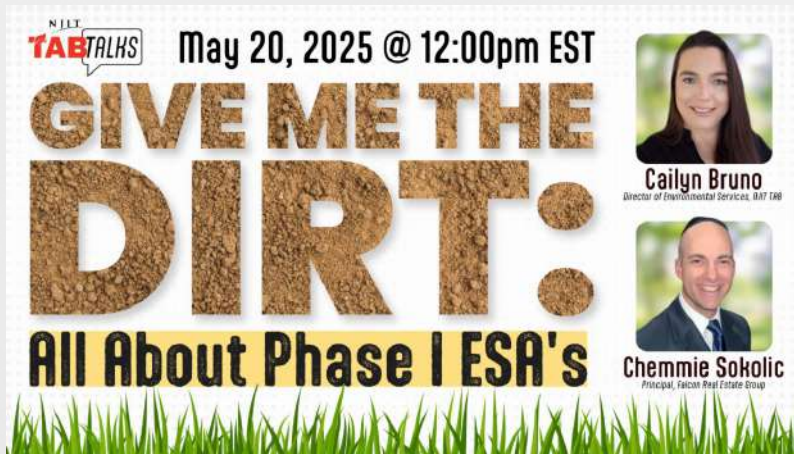
Previously Recorded Webinars
njit.edu/tab/webinars



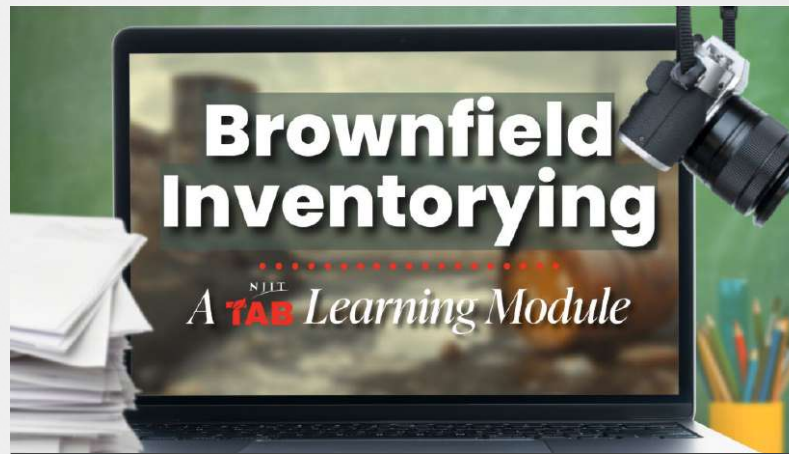
How-To Videos
njit.edu/tab/how-videos



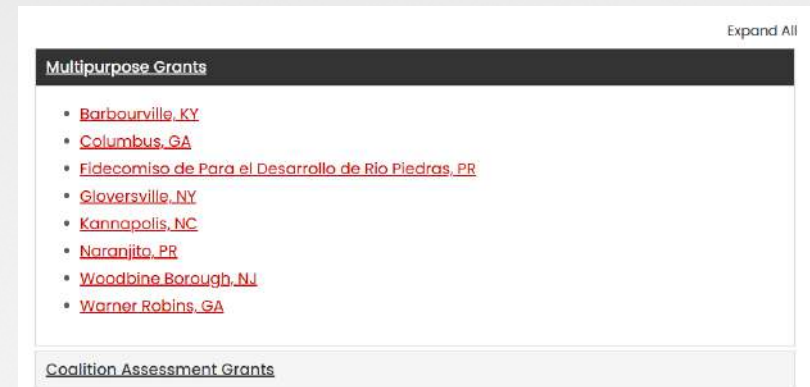
Success Stories
njit.edu/tab/success-stories



Upcoming Events
njit.edu/tab/news-events



Learning Modules
njit.edu/tab/learning-modules




Successful Grant Applications
njit.edu/tab/sample-grant-applications

NJIT TAB Brownfield Community Engagement and Educational Forums



BROWNFIELD BASICS WORKSHOP
Vacant to Vibrant:
A Community Learning Session on Brownfields



January 20, 2025
1:00pm CST | Bishop State Community College
351 North Broad St, Mobile, AL 36604

Hosted by **Rodney T. Clements, Jr.**
PROSPERITY COMMUNITY DEVELOPMENT COUNCIL

with guest speaker **Joe Reiner**
BROWNFIELD REDEVELOPMENT SPECIALIST, NJIT TAB

Register here:
<https://bit.ly/Vacant-to-Vibrant>

NJIT TAB logo and contact information.

Brownfield Basics Workshops: a beginner-friendly introduction to the brownfield redevelopment process.

FUND COMMUNITY REVITALIZATION
GRANT STRATEGIES FOR ABANDONED OR UNDERUSED CONTAMINATED PROPERTIES

Do you have abandoned, idled, or underused industrial and commercial properties that might have potential contamination, also known as brownfields? Have you identified brownfields in your community, but don't have the technical expertise and/or resources to assess, clean up, and redevelop? Then, this workshop is for you!

REGISTER HERE

<https://bit.ly/grant-strategies>

Join us for a workshop on brownfield basics and how to develop competitive EPA Brownfield Program grant applications.



Grant Writing Workshops: getting started on your grant applications; tips and tricks for preparing an EPA brownfields grant application.

SC Department of Health & Environmental Control
and Catawba Regional Council of Governments
NAVIGATING THE BROWNFIELD REDEVELOPMENT PROCESS

South Carolina,
join us for a virtual workshop to learn about:

- The Brownfield Redevelopment Process
- EPA Grants and Program Requirements
- Procuring Consultants and more!

Bring your questions to ask the experts!

July 10th, 2024 10:00am - 12:00pm
with guest speakers



Cailyn Bruno PG, LSRP Director of Environmental Services, NJIT TAB
Elise Molleur Brownfield Redevelopment Specialist, NJIT TAB
Carrie Martin, AICP Environmental Sustainability Planner, NJIT TAB

For questions or assistance, contact:
Tyler Lewis tlewis@catawbacog.org

NJIT TAB logo, Catawba Regional Council of Governments logo, and dhec logo.

REGISTER HERE: 
<https://bit.ly/BrownfieldProcess>

Community Workshops: on brownfield-specific topics.



Conferences: pre-conference workshops, learning labs, panel sessions, office hours

NJIT TAB Brownfield Community Engagement and Educational Forums



CENTRALINA
REGIONAL COUNCIL

Regional Brownfields Summit

Eyesores to Assets:
Transforming Contaminated (or potentially contaminated) Properties into Community Assets

Centralina Regional Council in collaboration with the New Jersey Institute of Technology's Technical Assistance to Brownfield Communities Program will be hosting a day-long immersive brownfield summit that will include:

- ✓ **Brownfield Basics**
- ✓ **EPA and NCDEQ Brownfield Programs Overview**
- ✓ **Centralina's Community-wide Assessment Grant Brownfields Program Overview**
- ✓ **Breaking Brownfields** (an interactive session where communities with brownfield challenges present to a panel of experts for guidance and feedback) and
- ✓ **Brownfield success stories**
- ✓ **Lunch will be provided**
For local government elected officials, managers and staff!

Don't miss this opportunity to learn what brownfields are, what resources (both funding and technical) are available to tackle them and how these eyesores can become community assets!

Tuesday, October 29, 2024
9:00am - 3:00pm

Centralina Regional Council
10735 David Taylor Dr. Suite 250
Charlotte, NC 28262

REGISTER HERE: 
<https://bit.ly/3ZomyA0>

For questions or assistance:
Elise Molleur
(973) 642-7280
elise.molleur@njit.edu

NJIT TAB
TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES
Made possible with funding from USFPA



FLORIDA BROWNFIELDS ASSOCIATION
COMMUNITY DAY

Event Highlights

- Toxic Tour** ◀ Learn the history of Lake Apopka and the effects of pesticides on the local community.
- "Our Movement Starts Here" Documentary** ◀ The documentary tells the story of a rural community fighting the state of North Carolina's plan to construct a toxic landfill.
- Community Spotlight** ◀ Communities provide an overview of brownfield related challenges.
- Community Planning** ◀ Communities devise goals and objectives to enhance engagement and collaboration.
- Resource Roundtable** ◀ Gain insight on how to advance your mission by leveraging resources.

Apopka Community Center
519 S. Central Ave, Apopka, FL 32703

JUNE 24, 2025
12:00 PM - 08:00 PM
&
JUNE 25, 2025
09:00 AM - 03:00 PM

This 1.5-day workshop will focus on updating the plans that communities have in place and are using to resolve their individual environmental issues and to create strategic plans for those who don't yet have them. The idea is that preparing a workable plan to follow will enable communities to see where action is needed and to ensure there is progress in meeting their goals.

REGISTER NOW!

 floridabrownfields.com



Breaking Brownfields: an event where a government entity or nonprofit presents their specific brownfields redevelopment challenge to an audience of private sector representatives and obtains feedback on how to overcome those challenges.

Brownfield Summits: Full day event that may include peer-to-peer sessions, success stories, and sessions on brownfield-related topics relevant to the specific locations, their needs, and their challenges.

NJIT TAB One-on-One Technical Assistance

*Examples of one-on-one Technical Assistance
tailored to fit specific community's needs*

- Answer your brownfield questions
- Develop redevelopment strategy
- Review draft EPA grant applications
- Explain the regulatory programs
- Develop your redevelopment roadmap
- Identify funding sources
- Explain clean-up technologies
- Guidance on developing brownfield inventories
- Create site prioritization processes
- Develop strategies on marketing brownfield sites
- Develop Assets and Needs Studies
- Design and conduct community redevelopment vision workshops

And Much More!

Who is eligible for EPA Brownfield Grants?

- ▶ State
- ▶ County
- ▶ Local
- ▶ Tribal
- ▶ Non-Profits

Are you eligible?

Yes

No

☐
☐

Brownfield Grants

Brownfield Multipurpose Grant

- provides funding to conduct a range of eligible planning, assessment and cleanup activities at one or more brownfield sites in target area(s).

Brownfield Assessment Grant

**Community-Wide Assessment
Assessment Coalition**

- provides funding for brownfields inventories, planning, environmental assessments, and community outreach.

Brownfield Revolving Loan Fund (RLF) Grant

NOT anticipated in FY 2026

- provides funding to capitalize loans that are used to cleanup brownfields.

Brownfield Cleanup Grant

- provide funding to carry out cleanup activities at brownfield sites by the applicant.

Brownfield Job Training Grant

**FY26 Job Training Grants due
Friday, September 26, 2025**

- recruiting, training and placing residents who are unemployed or underemployed, equipping them with the essential skills to secure full-time positions in the environmental sector.

Upcoming Job Training Webinar



EPA Region 4: Explore Job Training Funding Opportunities



September 15, 2025
2:00PM ET

Virtual Session

Join the US EPA Region 4 Brownfield and NJIT TAB (Technical Assistance for Brownfield Communities) teams for a webinar exploring job training (JT) opportunities for your community **ahead of the September 26 submission deadline!**

Key Speakers

- **Olga Perry**, Brownfields Project Officer, U.S. EPA Region 4
- **Jayvion Crawl**, Physical Scientist, U.S. EPA Region 4
- **Mimi Marcus**, Manager, Marketing & Engagement, NJIT Technical Assistance to Brownfield Communities



Register Here:

<https://bit.ly/R4-JT-Grants>



Made possible with funding from the US EPA

EPA Brownfields Grant Solicitation Cycle

For FY25, ARC grant applications are due November 14th, 2024



**Request For
Applications
(RFA)**

Fall
FY25: (9/3/2024)



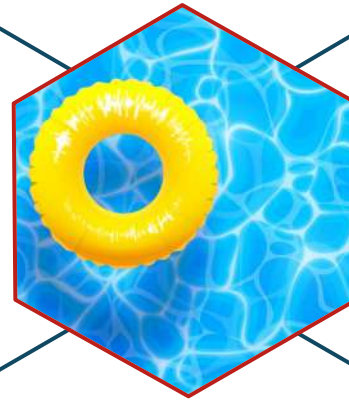
**Grant
Application
Submissions
Are Due**

6 weeks after RFA
FY25: (11/14/2024)



**Successful
Grant
Applicants Are
Announced**

Spring
FY25: (5/16/2025)



**Funding
Becomes
Available**

Late Summer



**Ready, Set,
Redevelop!**

NJIT

FY26 EPA MAC Grant Offerings

Grant Type	Max. Project Period	Max. Amount per Grant	Estimated Awards	Total per Grant Type – Bipartisan Infrastructure Law Funds	Total per Grant Type – Regular Appropriated Funds
Multipurpose	5 years	\$1,000,000	20	\$20,000,000	
Assessment (Community-wide)	4 years	\$500,000	70	\$35,000,000	
Assessment (Coalition)	4 years	\$1,500,000	39		\$58,700,000
Assessment (Community-wide for States and Tribes)	5 years	\$2,000,000	18	\$35,000,000	
Cleanup	4 years	\$500,000	10	\$5,000,000	
Cleanup	4 years	\$4,000,000	26	\$102,000,000	

Why Starting Early is Important

- Only six weeks from RFA to submission date
- Builds a solid planning foundation or continues existing planning efforts
- Provides time to address EPA application emphasis areas
- Allows for more involved technical assistance

A visual representation of all my deadlines coming at me



Narrative Ranking Criteria

I. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

II. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

III. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

IV. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

What should I start NOW to prepare for upcoming grants?

1

BUILD YOUR GRANT TEAM

2

CREATE YOUR VISION

3

WRITE YOUR STORY

4

SET UP YOUR APPLICATION

1. BUILD YOUR GRANT TEAM

Building Partnerships

Strong partnerships can guide community-informed decision making, strengthen funding applications and build capacity to tackle complex brownfield site challenges.

What to consider when identifying partners:

- Who is affected by the project?
- Who can bring effective resources, meaningful feedback, and communication skills to the table?
- Who are the relevant populations that we need to reach? Who are the best partners to reach them?

1. BUILD YOUR GRANT TEAM

Typical Partners & Stakeholders

- Federal, State, Tribal, and Local Governments
- Local and Regional Community Development Agencies
- Real Estate Professionals
- Colleges and Universities
- Banks and Lenders
- Chambers of Commerce/Local Business Owners
- Neighborhood Associations and Other Community Groups
- Non-profit Organizations
- Environmental Consultants

Also go beyond the 'usual suspects':

- faith based organizations
- arts and culture community
- medical community

1. BUILD YOUR GRANT TEAM

Project Roles to Consider

- Project Manager
- Technical Expert
- Financial Manager
- Community Engagement Coordinator
- Legal Expert
- Purchasing Agent

Don't forget to talk with your EPA Project Officer!



1. BUILD YOUR GRANT TEAM

Begin Community Engagement

- Before applying for grants, think about what your community engagement plan will look like and start the outreach process
- Identify and document previous community engagement efforts

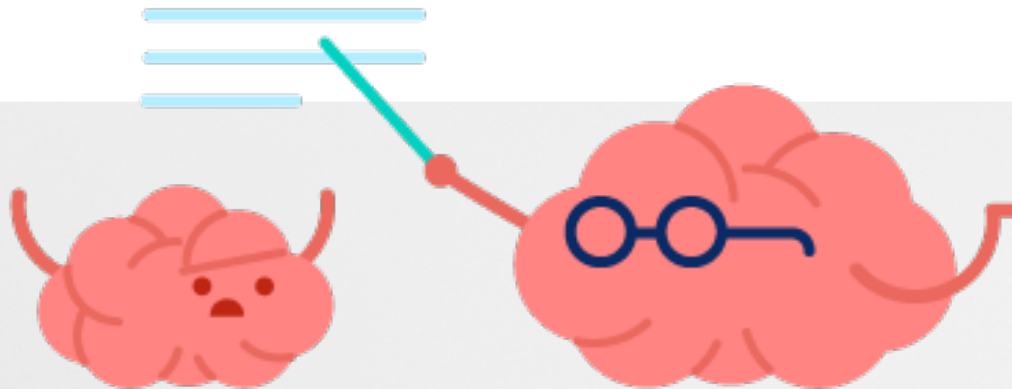


Avoid Common EPA Brownfield Grant Mistakes

Community Engagement Mistakes:

- Applicants make the mistake of going for quantity versus quality of partners.
- Applicants tend to have redundant project roles.

Building your team now will help you select meaningful partners with meaningful roles and reflect this in your grant application!



Avoid Common EPA Brownfield Grant Mistakes

Community Engagement Mistakes:

- Applicants discuss community input as a necessary requirement instead of meaningful.
- Applicants don't discuss how garnered input will be considered in the project.



Starting community engagement now will help you discuss how you will meaningfully engage impacted populations in your project.

Avoid Common EPA Brownfield Grant Mistakes

Programmatic Capability Mistakes

- Applicants don't include an organizational structure and description of how it will function.
- Applicants forget to reference "in accordance with 2 CFR Part 200" or higher procurement standard.

Building your team now allows you to set up your organizational structure and get the experts on board you need (like a purchasing agent) to make sure you "cross your "t"s and dot your "i"s.

2. CREATE YOUR VISION

Identify Your Brownfields

A brownfield inventory is a detailed list or database of brownfield sites within a given area.

Recommended Brownfield Inventory Components:

- Spreadsheet of brownfield properties
 - Basic site attributes
 - Owner
 - Environmental Status
 - Zoning
 - Legal barriers
 - Access
 - Assets (infrastructure, location, etc.)
- Map showing distribution and location of brownfields



Upcoming Inventory & Prioritization Workshop

<https://bit.ly/Reclaiming-Brownfields>

RECLAIMING IDLE SPACES: Identifying & Prioritizing Brownfield Properties

This community workshop explores practical methods for identifying and prioritizing brownfields to spark community revitalization.

Includes an interactive session that covers strategies and publicly-available tools for locating sites with environmental concerns and creating inventories to guide future planning and leverage funding opportunities.

September 12, 2025
10:00am – 12:00pm

University of South Florida,
Oak View Room at Discovery Hall
3720 Spectrum Blvd, Tampa, FL 33612



With guest speakers

Elise Molleur
Brownfield Redevelopment Specialist, NJIT TAB

Carrie Martin, AICP
Environmental Sustainability Planner, NJIT TAB

Dr. Christian Wells
Director, Center for Brownfields Research & Redevelopment,
University of South Florida



Registration and More Info:
<https://bit.ly/Reclaiming-Brownfields>

Made possible with funding from the US EPA

2. CREATE YOUR VISION

Delineate Your Geographic and Target Areas

What is a Geographic Area?

- The area in which you are going to conduct eligible activities with your grant funds.
- An area that suffers from brownfield challenges and impacts.
- Can include your entity's jurisdictional or service area boundaries or a sub-area of those boundaries.
- Tip: Make as big as reasonable.



2. CREATE YOUR VISION

Delineate Your Geographic and Target Areas



What is a Target Area?

- Downtown District
- Community Gateway
- Waterfront Area
- Industrial District
- Corridors

2. CREATE YOUR VISION

Why is it Important to Delineate a Target Area?

- Serves as the foundation for a comprehensive planning approach
- Helps identify priority brownfields
- Helps focus redevelopment scenarios
- Helps leverage funding



2. CREATE YOUR VISION

Gather Information to Select The Best Target Area

Data gathering helps you to:

- Establish community need
- Support project goals
- Inform redevelopment types



2. CREATE YOUR VISION

Information Gathering: Leverage Past Planning Efforts

- Plans to Consider:
 - Target Area Specific Redevelopment Plans
 - Master Plans
 - Zoning
 - Transportation Plans
 - Stakeholder/Community Engagement Findings
- To find information on community and infrastructure improvements, search for capital improvement funds in your municipal budget and any capital improvement plans.



2. CREATE YOUR VISION

Priority Brownfield Sites

- **Definition:** “Does the site meet EPA’s definition of a brownfield?”
- **Eligibility:** “Did you confirm with the EPA Regional Office that your site is eligible?”
- **Location:** “Is the site located within your target area or project emphasis area such as a downtown or gateway?”
- **Existing Inventory:** “Is there an existing Brownfield inventory, and are you drawing your sites from that inventory?”
- **Data:** “Does the data associated with your priority sites highlight your community’s challenges to the greatest extent possible?”
- **Goals:** “Do your priority site(s) have the potential to meet project goals.”

Additional Considerations

- Ownership
- Past site uses
- Contamination
- Structures
- Wetlands
- Floodplain
- Secured site
- Available infrastructure

Avoid Common EPA Brownfield Grant Mistakes

Reuse Strategy Mistakes:

- Applicant doesn't discuss how identified plans specifically pertain to priority brownfield sites or target area.
- Applicant doesn't discuss other plans that are relevant.

Competitive applications will have a project goals and outcomes that align with existing community revitalization efforts. Create your vision now so you can demonstrate that you have plans in place to ensure project success.

Avoid Common EPA Brownfield Grant Mistakes

Leveraging Resources Mistakes:

- Applicant forgets to mention infrastructure that provides access to the site (e.g., roadways, rail, water, mass transit)
- Applicant forgets to mention required infrastructure upgrades.

Learn about community investment (i.e., streetscape improvements, utility upgrades) and existing infrastructure to be leveraged (i.e., water, sewer, gas, electric, transportation, high speed internet) to determine any upgrades that will be required to meet project goals.

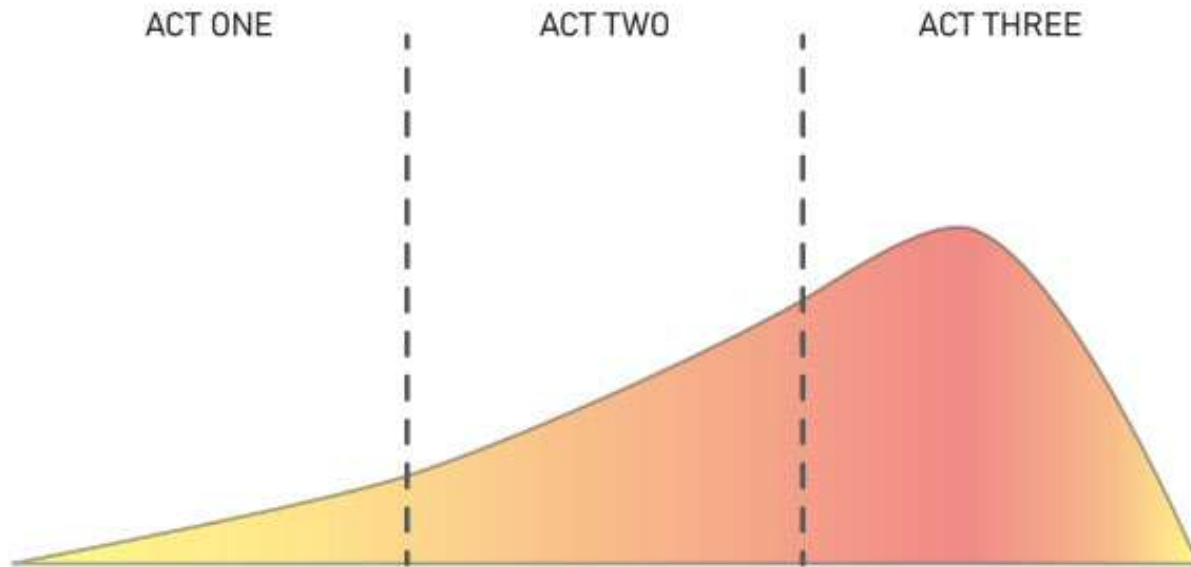
Avoid Common EPA Brownfield Grant Mistakes

Priority Brownfield Site(s) Mistakes:

- Applicant doesn't provide details of priority sites.
- Applicant doesn't select priority brownfield sites that make the best case.
- Applicant lists too many priority sites.
- Applicant doesn't describe how they will identify and prioritize additional sites to expend funding on or who will employ this process.

Competitive applications will demonstrate a comprehensive approach with priority sites that make the best case for your application story and focus on project goals.

3. Write Your Story



Modified from Pauline Clague, *Five Beats Of Indigenous Storytelling*.

Setup

The post-war industrial decline led to factory closures throughout the city. This vacant building stood as a reminder of hard times for 40 years.

Confrontation

Investors perform site assessment and contamination is found. It is cleaned up.

Resolution

The building is adaptively reused for affordable housing.

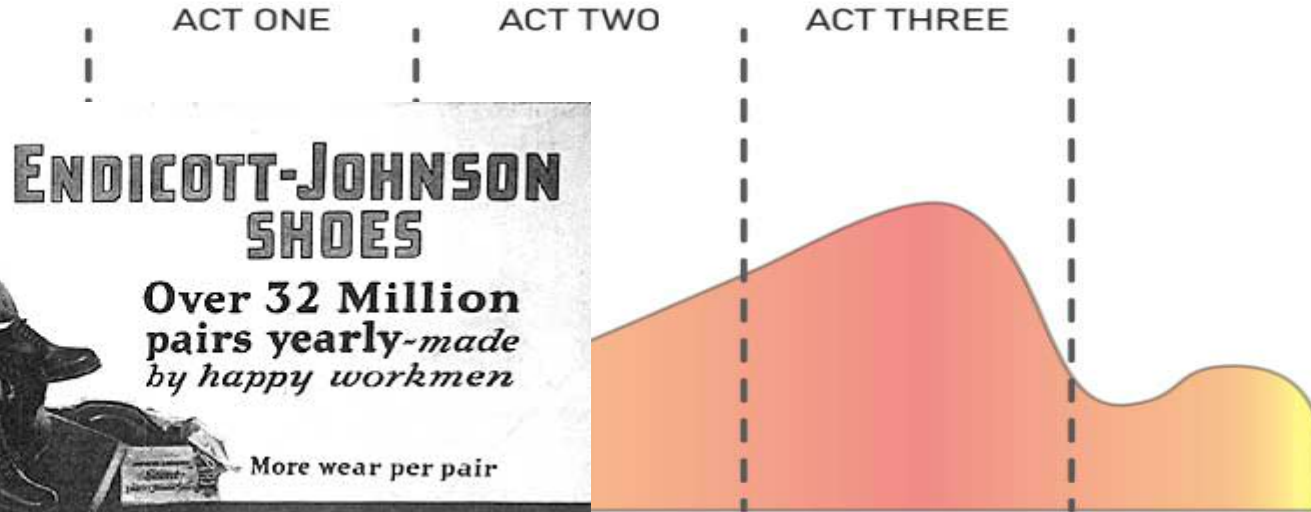


Before



After

Give it context. Once upon a time...



Once Upon a Time... (Setup)

The Endicott-Johnson Corporation was a major employer for the community and were ahead of their time in taking care of their employees. They provided healthcare and recreation.

Introduce Characters

The post-war industrial decline led to factory closures throughout the city. This vacant building stood as a reminder of hard times for 40 years.

Rising Action

Investors perform site assessment and contamination is found. It is cleaned up.

Crisis, Climax, Falling Action

The building is adaptively reused for affordable housing.

Future of Characters and Setting

The development catalyzed interest in the area and fulfills the original legacy by providing nice, affordable housing to the working class.

3. Write Your Story

Typical Data Included in Grant Applications...

Sensitive populations might include:

- Low Income
- Less than High School Education
- Age >65
- Age <5
- Veterans

Threats to sensitive populations might include:

- Crime
- Substance abuse
- Unemployment
- Critical service gaps
- No health insurance

Higher incidence of disease and adverse health conditions:

- Low life expectancy
- Cancer
- Asthma
- Heart disease

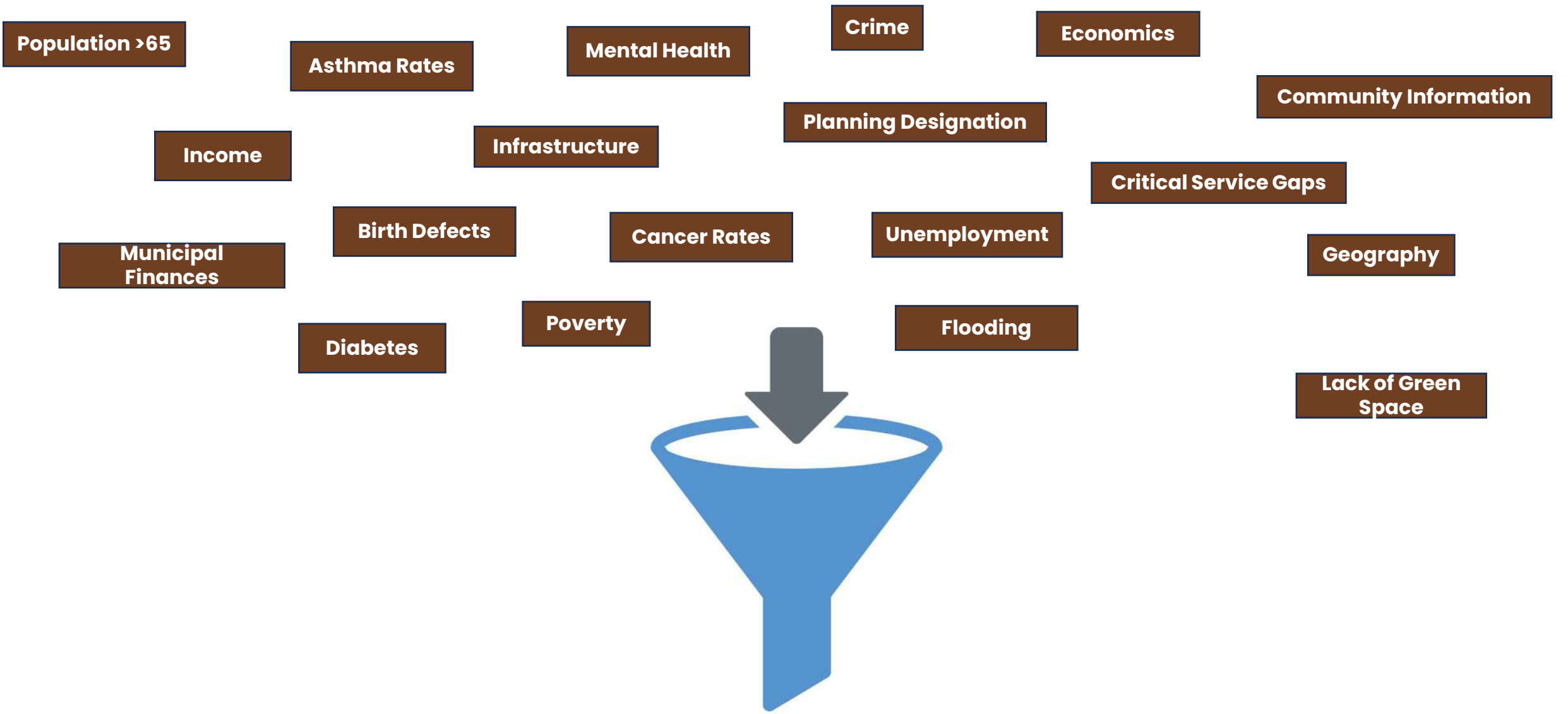
Wait, Where Do I Find This Data?

Where can I find information on population, race, ethnicity, income, and housing in my geographic and target areas?

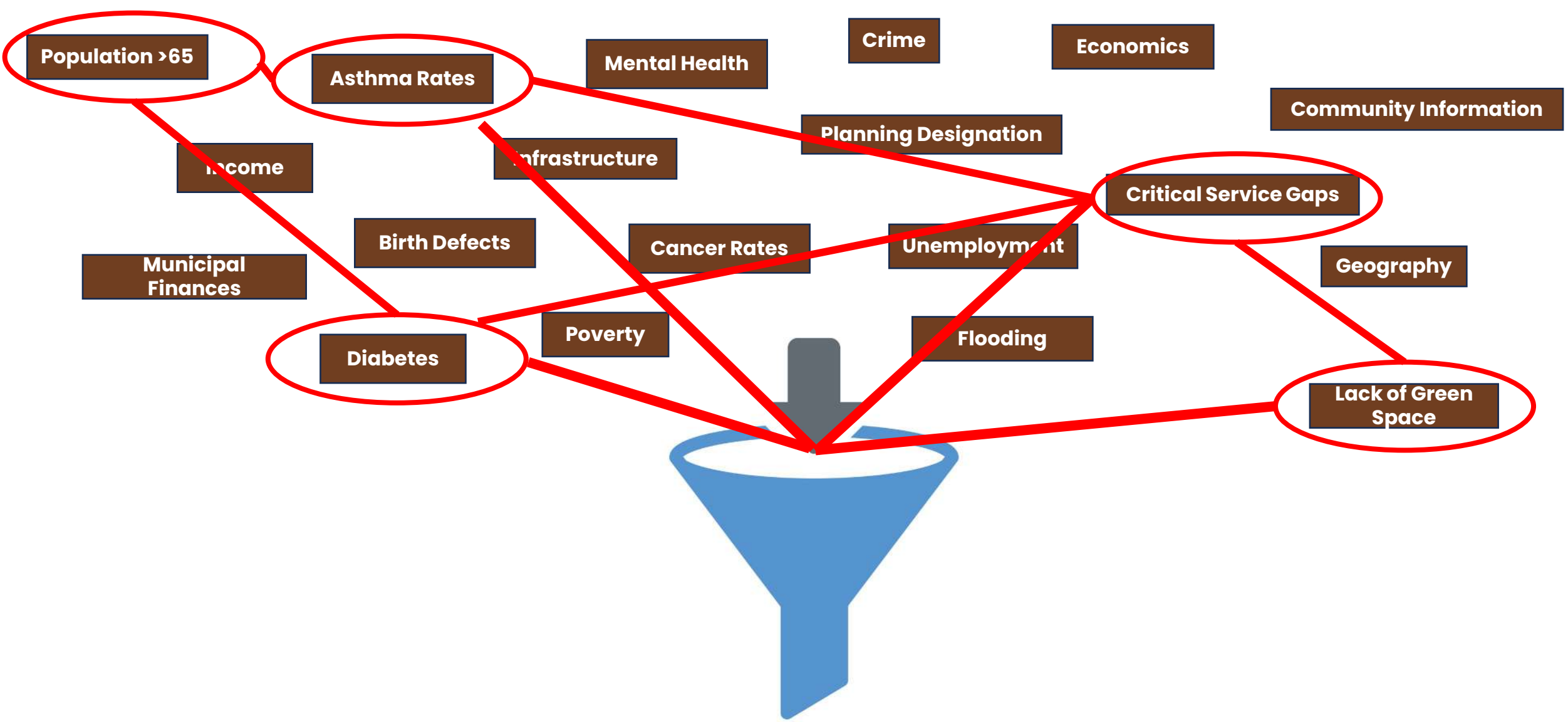
- [U.S. Census Bureau](#)
- [Poverty Statistics \(USDA\)](#)

Where can I find information about public health in my geographic and target areas?

- [EPA Resources on Public Health](#)
- [Centers for Disease Control and Prevention: National Environmental Health Tracking Network](#)
- [County Health Rankings and Roadmaps](#)
- [City Health Dashboard](#)
- [HealthData.gov](#)
- [National Center for Health Statistics, National Vital Statistics System](#)
- [Kaiser Family Foundation](#)
- Local Health Department Data
- Community Health Needs Assessments
- Local Hospitals or Urgent Care Centers



**A cohesive and convincing
story about a community and
their brownfields**



**A cohesive and convincing
story about a community and
their brownfields**



Park



**Tech
Factory**



Daycare

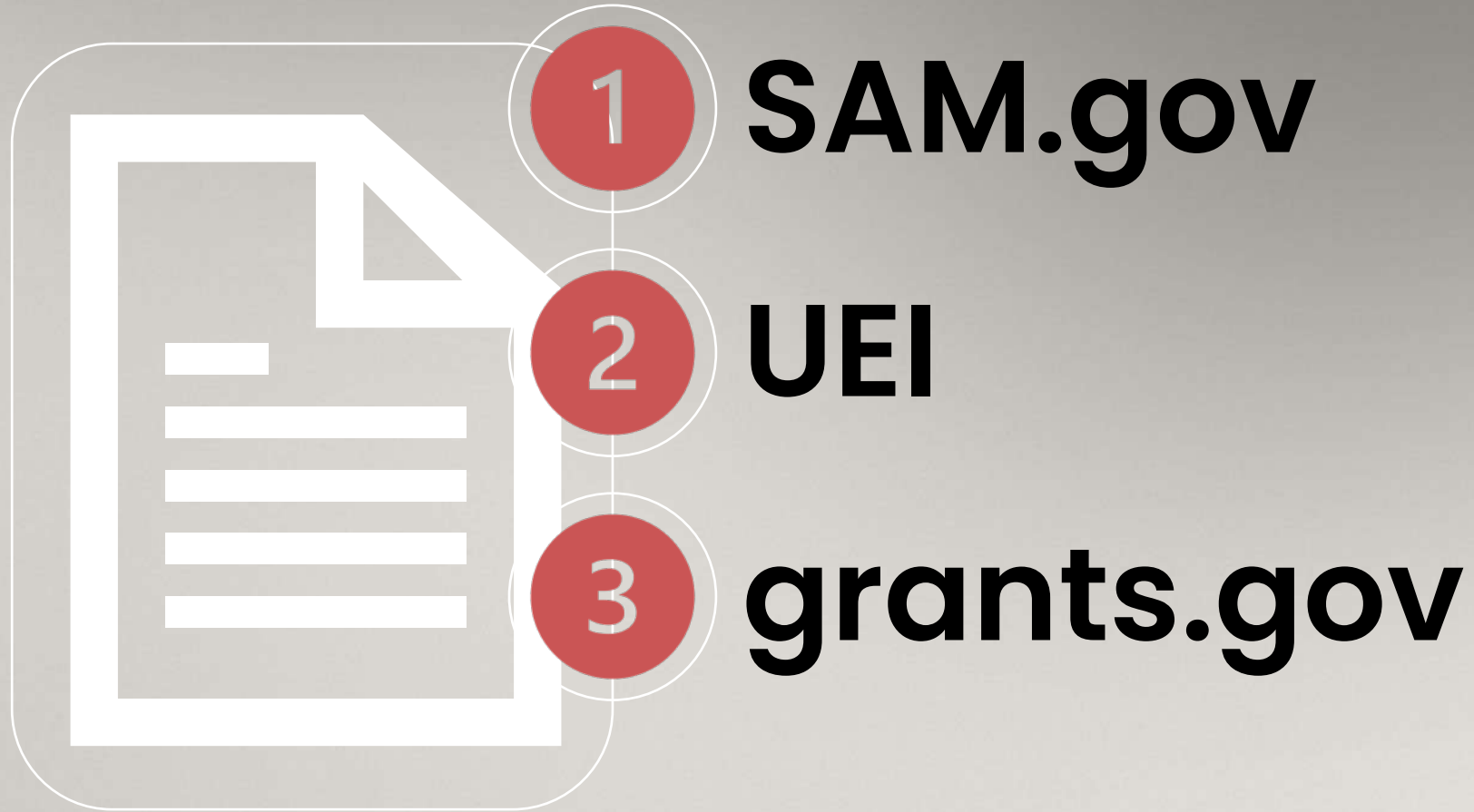


65+ Housing





**Medical
Campus**

4. SET UP YOUR APPLICATION



Requirements to Submit an Application

Requirement	Accept 	Reject 
Active www.sam.gov account through deadline	<ul style="list-style-type: none">The account is active and matches the applying entity's information	<ul style="list-style-type: none">Inactive/expired accountAccount is being updated, but is in "processing" status
Obtain a Unique Entity Identifier (UEI) generated in www.sam.gov	<ul style="list-style-type: none">The same UEI must be used on future applications	<ul style="list-style-type: none">Another organization's/department's UEI is listed on the Standard Form 424
Active www.grants.gov account	<ul style="list-style-type: none">Associated with same, correct UEI number	<ul style="list-style-type: none">Application is not submitted through grants.gov solely due to an incomplete registration/inactive account
Submission by the Authorized Organization Representative (AOR)	<ul style="list-style-type: none">Designed in grants.gov by the E-business POC (listed in sam.gov)Has a grants.gov accountSubmits the application in grants.gov	<ul style="list-style-type: none">Someone other than the designated AOR submits the application

SAM.gov Entity Registration Checklist

Includes:

- ☐ Legal Business Name
- ☐ Organization Start Date
- ☐ Website
- ☐ Address (Need Proof)
- ☐ Criminal/Civil Proceedings
- ☐ NAICS Code
- ☐ Point Of Contact Info

The screenshot shows the SAM.gov website's registration process. At the top is the SAM.gov logo and a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The main heading is 'Get Started with Registration and the Unique Entity ID', followed by the text 'Submitting a registration and getting a Unique Entity ID are FREE.' Below this is a four-step progress bar: 1. About Registration (active), 2. Set up a SAM.gov Account, 3. Prepare Your Data, and 4. Get Started. A detailed view of step 1, 'About Registration', is shown in a modal window. It explains that a registration is required to apply for federal awards as a prime awardee, allowing users to bid on government contracts and apply for federal assistance, with a Unique Entity ID assigned. It provides a link to download the 'Entity Registration Checklist'. It also states that if one does not want to apply directly for awards, a registration is not needed, and only a Unique Entity ID is required. A question 'What does it mean to get only a Unique Entity ID and not register?' is visible at the bottom of the modal. On the right side of the page, there are buttons for 'Entity Info', 'Register Your Entity', 'Renew', and 'Check Status', along with a section for 'Already Registered' which includes instructions on renewing the registration and links for 'Go to your Entity Workspace to update registration', 'Check the status', and 'How do you know if you are registered?'.

SAM.gov

Home Search Data Bank Data Services Help

Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.

- 1** About Registration
- 2 Set up a SAM.gov Account
- 3 Prepare Your Data
- 4 Get Started

1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.

[What does it mean to get only a Unique Entity ID and not register?](#)

Entity Info

Register Your Entity

Unique Entity ID

Register your entity or get started doing business with the government.

Get Started

Renew

Check Status

Already Registered

You must renew your registration every 180 days to keep it active and to your registration a renewal. If you're already registered, you already have a Unique Entity ID.

- [Go to your Entity Workspace to update registration](#)
- [Check the status of your registration](#)
- [How do you know if you are registered?](#)

Registration: Before Grants.gov

System for Award Management (SAM.gov)

- Register with SAM at www.SAM.gov to receive UEI
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- ~7-10 business days (**or more**) to complete SAM registration, including submitting notarized letter to SAM

Your www.grants.gov Application Package

REQUIRED FORMS

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424 A)
3. Preaward Compliance Review Report (EPA Form 4700-4)
4. EPA Key Contacts (Form 5700-54)
5. Project Narrative Attachment Form, as one file (if possible) include:
 - ✓ Narrative Information Sheet
 - ✓ Narrative (responses to ranking criteria)
 - ✓ Required Attachments

OPTIONAL FORMS

1. Grants.gov Lobbying Form – To be submitted by applicants requesting more than \$100,000 of EPA grant funding.
2. Negotiated/Proposed Indirect Cost Rate Agreement – submit using the Project Narrative Attachment Form.

- A workplan is not required at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.
- Sample forms are available on the [MARC Grant Application Resources](#) webpage.





SF-424



SF-424A



Form 5700-54



EPA Form 4700-4

Required Attachments



State/Territory Letter

- Usually from state/territory environmental regulatory entity
- For all grant types
- Cleanup



Cleanup

- Community Notice



- ❖ Read the guidelines and resource materials thoroughly.
- ❖ Follow the guideline outline, don't get creative.
- ❖ Use tables when appropriate.
- ❖ Do not include maps or photos in the application.
- ❖ Don't skip questions because you don't have information or data.
- ❖ Do not add hyperlinks to data or other information.
- ❖ Get one person to edit the application.
- ❖ Get someone who knows nothing about the project to review your application.
- ❖ If you hire a consultant, make sure they tell the story you want told.

What is



NJIT provides free technical assistance to state, regional, county, tribal, and local government entities and nonprofit organizations interested in learning about, identifying, assessing, cleaning up, and redeveloping brownfield sites in EPA Regions 2 & 4.

Contact Us:



tab@njit.edu



(973) 642-4165



www.njit.edu/tab



[company/njit-tab](https://www.linkedin.com/company/njit-tab)

Questions & Answers



Elise Molleur

***Brownfield Redevelopment
Specialist, NJIT TAB***

(973) 642-7280

elise.molleur@njit.edu

