

Getting Grant Ready: A NJIT TAB Grant-Writing Workshop

2026 Florida Brownfields Association Conference
September 17, 2026

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

NJIT TAB Program

- What We Do
- How We Can Help With Grants

The EPA Brownfield Grants

- Eligibility
- Typical solicitation cycle
- FY26 vs. FY27
- Threshold Criteria

How To Apply

- SAM.gov
- Grants.gov
- Required forms

Narrative Tips and Common Mistakes



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

Out With The Old, In With Renew

Utilizing Brownfields for Renewable Energy



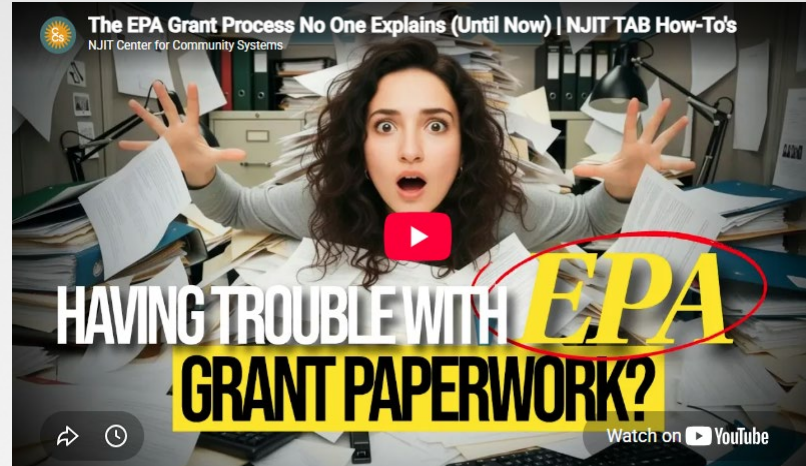
Elise Molleur

Rebekah de la Mora

Neil Alexander

Previously Recorded Webinars

njit.edu/tab/webinars



How-To Videos

njit.edu/tab/how-videos



Success Stories

njit.edu/tab/success-stories

OCTOBER
6-7

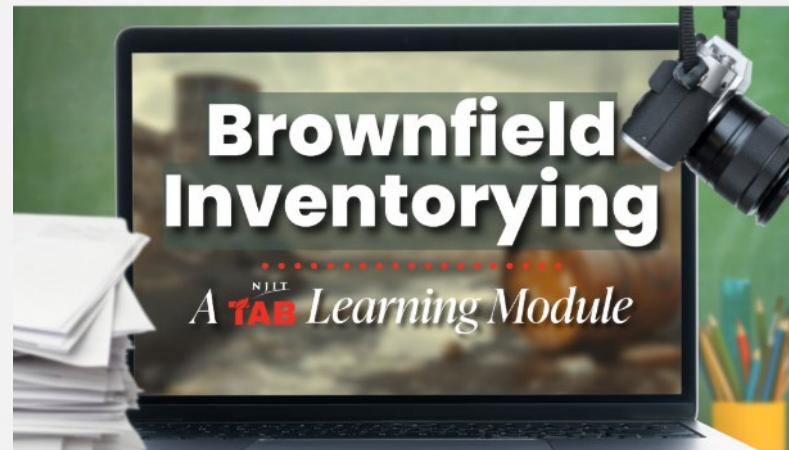
Tuesday - Wednesday | All Day

Grow America's Brownfields RLF Workshop Series: New Orleans

The Intercontinental New Orleans
444 Saint Charles Ave, New Orleans, LA

Upcoming Events

njit.edu/tab/news-events



Learning Modules

njit.edu/tab/learning-modules

Expand All

Multipurpose Grants
• Barbourville, KY • Columbus, GA • Fidecomiso de Para el Desarrollo de Rio Piedras, PR • Gloversville, NY • Kannapolis, NC • Naranjito, PR • Woodbine Borough, NJ • Warner Robins, GA
Coalition Assessment Grants

Successful Grant Applications

njit.edu/tab/sample-grant-applications

NJIT TAB Brownfield Community Engagement and Educational Forums



JANUARY 31, 2025, 10:00AM
Brownfields Workshop:
Blight to Bright

Topics include:
Identifying Brownfields
Funding Opportunities
Success Stories

Elise Molleur
Brownfields Redevelopment Specialist

SIGN UP NOW:

[HTTPS://BIT.LY/TBRPCBROWNFIELDS](https://bit.ly/TBRPCBROWNFIELDS)

Webinar

NJIT TAB IN PARTNERSHIP WITH: **TBRPC**
TAMPA BAY REGIONAL PLANNING COUNCIL

Made possible with funding by US EPA

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

Florida Brownfield Grants Writing Workshop

EPA Grants & Cycles
Narrative Criteria
Eligibility
And more!

Register here:
<https://bit.ly/FL-Brownfield-Grants>

Thursday, December 11th, 2025
Virtual Event
Starts @ 1:00pm EST 12:00pm CST

NJIT TAB

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

NJIT TAB SOUTH FLORIDA CENTER FOR BROWNFIELDS RESEARCH & REDEVELOPMENT

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

Community Workshops: on brownfield-specific topics.

WELCOME!

REDEVELOP + REVITALIZE
SOUTH CAROLINA BROWNFIELDS CONFERENCE

Wednesday, April 29, 2025
9 AM to 4 PM
Laundry, Columbia, South Carolina

Elise Molleur
SPEAKER

SC DEPARTMENT OF ENVIRONMENTAL SERVICES

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

NJIT TAB Brownfield Community Engagement and Educational Forums



NJIT TAB TECHNICAL ASSISTANCE TO BROWNFIELD COMMUNITIES

Do you have a **brownfield redevelopment** project that has run into some challenges?

Then, **Breaking Brownfields** may be just what your project needs to get moving forward again!

- Expert Panel with Technical Assistance:** Engage with a multidisciplinary panel of experts that offer industry-best technical expertise.
- Advice on Challenges:** Helpful advice on overcoming project challenges and meeting goals.
- Interactive Forum:** Opportunity to meet with state, regional, county, local, and tribe governments, as well as non-profits, to present brownfield projects and challenges.
- Redevelopment Support:** Access numerous resources that will lead to successful redevelopments.

Have a project? Scan below:

Want to be Panelist? Scan below:

As the Technical Assistance to Brownfield Communities (TAB) provider for EPA Regions 2 and 4, NJIT can bring this interactive forum to you **FREE** of charge. Just give us a call at (973) 642-7045 or email nimit.marcus@njit.edu.



FLORIDA BROWNFIELDS COMMUNITY WORKSHOP

Sarasota, FL
June 23 & 24, 2026

HOSTED AT USF

Join Us!
Register Today!

<https://bit.ly/2026-FBA-Community-Day>

Florida Brownfields Association | NJIT TAB | CITY OF MIAMI

Questions? Belinda Williams-Collins | belindaka@gmail.com or (386) 295-7314



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!

Best Tip!

Submit your draft application to the team at NJIT TAB for a free, thorough critique.

Email your draft application in a *Word document* to: tab@njit.edu

NJIT

HASB and GPR) 8 LBR/ACM Surveys \$5,000 each = \$40,000 8 Phase III ESAs \$30,000 each = \$240,000

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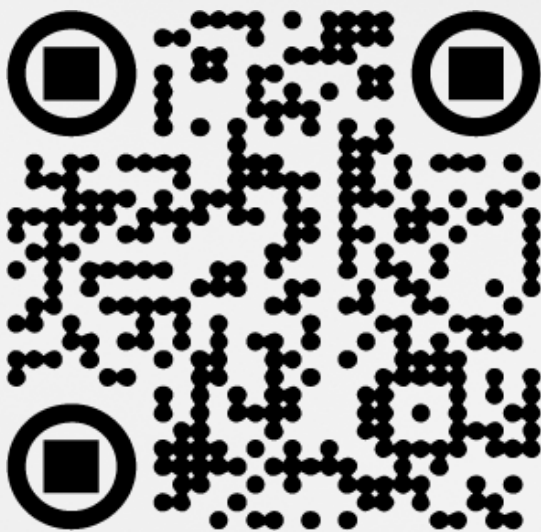
- Molleur, Elise M ...
The costs of a Phase III ESA can vary greatly. The cost is dependent on the property size, and contamination extent. Have you used EPA tools to make this determination?
November 04, 2024 at 10:58 AM
- Molleur, Elise M ...
Should be subsection c.
- Molleur, Elise M ...
Perhaps give an example of each, especially an additional project tracking method besides the required ACRES.
- Molleur, Elise M ...
Good job on including this!
- Molleur, Elise M ...
We recommend discussing how the team and coalition will function/interact here.
- Molleur, Elise M ...
Reference the grants that you listed in 3.b.ii below. Don't need to discuss them in detail here, but should mention [REDACTED] capacity to carry out the

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What is **TAB**

TECHNICAL
ASSISTANCE TO
BROWNFIELD
COMMUNITIES

**Scan the QR Code to
access our website**



**Have any more
questions after today?**

Contact Us

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.



tab@njit.edu



[\(973\) 642-4165](tel:(973)642-4165)



www.njit.edu/tab



<https://www.linkedin.com/company/njit-tab/>



<https://bit.ly/zoom-njit-tab>

What is a Brownfield?

EPA Definition:

“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”

Plant Riverside District, Savannah, GA



Who is eligible for EPA Brownfield Grants?

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



Brownfield Grants

Brownfield Multipurpose Grant

NOT anticipated in FY 2027

- 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

- 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

FY27 Job Training Grants due
Wednesday, September 23, 2026

- 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.

FY27 Brownfield Job-Training Grants

- Applications due September 23, 2026
- NEW: Sample FY27 Brownfield Job Training NOFO Application Format

Narrative Criteria Responses

1. Community Need

a. Community Description

- Identify and describe your target area and explain how/why the targeted area was selected.*
- Provide a description of your community and the degree to which your community is impacted by brownfields and environmental issues. Discuss how these issues negatively impact your target community.*
- Provide demographic data and compare data to the larger local, state, and national demographics. Discuss how your project will benefit communities in the target area.*

	Target Community (e.g., Census Tract)	City/Town/County or Tribal Reservation	Statewide	National
Population:				331,097,593 ¹
Unemployment:				3.7% ²
Poverty Rate:				11.5% ³
Median Household Income:				\$75,149 ⁴
Other: <i>Include other relevant data, including potential environmental or human health harms and risks, in additional rows.</i>				

¹Data are from the 2022 American Community Survey data profile and are available at <https://data.census.gov/table/ACSDP5Y2022.DP05>. ²Data are from the Bureau of Labor Statistics (The Employment Situation – February 2024) and are available at <http://www.bls.gov/news.release/pdf/empst.pdf>.

³Data are from the 2022 American Community survey data profile and are available on data.census.gov at <https://www.census.gov/library/publications/2023/demo/p60-280.html>.

⁴Data are from the 2022 American Community Survey data profile and are available on data.census.gov at <https://data.census.gov/table/ACSST5Y2022.S1901>.

EPA Brownfields Grant Solicitation Cycle



**Notice of Funding
Opportunity (NOFO)**

Fall
FY25: (9/3/2024)
FY26: (11/20/2025)



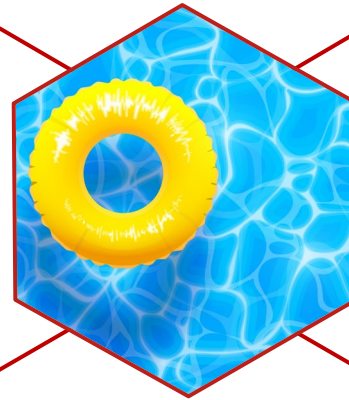
**Grant
Application
Submissions
Are Due**

~60 days after NOFO
FY25: (11/14/2024)
FY26: (1/28/2026)



**Successful Grant
Applicants Are
Announced**

Spring
FY25: (5/16/2025)
FY26: (6/24/2026)



**Funding
Becomes
Available**

Late Summer



**Ready, Set,
Redevelop!**

NJIT

FY26: What Was Offered

Grant Type	Maximum Project Period	Maximum Amount per Grant	Estimated Awards	Total Per Grant Type - Infrastructure Investment and Jobs Act Funds	Total Per Grant Type - Regular Appropriated Funds
Multipurpose	5 years	\$1,000,000	20	\$20,000,000	
Community-wide Assessment	4 years	\$500,000	70	\$35,000,000	
Assessment Coalitions	4 years	\$1,500,000	39		\$58,700,000
Community-wide Assessment Grants for State 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	

FY27: What Is Anticipated

Grant Type	Maximum Project Period	Maximum Amount Per Grant	Estimated Awards	Total Per Grant Type
Community-wide Assessment	4 years	\$500,000	30	\$15,000,000
Assessment Coalitions	4 years	\$1,000,000	13	\$13,000,000
Community-wide Assessment Grant for States and Tribes	5 years	\$1,000,000	12	\$12,000,000
Revolving Loan Fund	5 years	\$1,000,000	10	\$10,000,000
Cleanup	4 years	\$500,000	28	\$14,000,000

FY26: By the Numbers

Grant Type	Number of Applications	Number of Selected Applications	Success Rate
Assessment (Coalition)	83	37	44.6%
Assessment (Community-Wide)	226	76	33.6%
Assessment (CWAGST)	20	17	85%
Cleanup	186	43	23.1%
Multipurpose	43	20	46.5%

Total Number of Applications: 558

Total Number of Selected Applications: 193

Total Applications that Failed the Threshold Criteria: 45

FY26: By the Numbers – FLORIDA

Grant Type	Number of Applications	Number of Selected Applications
Assessment (Coalition)	4	2
Assessment (Community-Wide)	8	1
Assessment (CWAGST)	0	0
Cleanup	1	0
Multipurpose	4	1

Threshold Criteria

Pass or Fail

Questions are found inside the NOFO

Threshold Criteria for Community-Wide Assessment Grants

1. APPLICANT ELIGIBILITY:

(a) Applicant Type: City Government

(b) Eligibility: The City of Rochester is a “general purpose unit of local government” as defined in 2 CFR 200.64 and, therefore, eligible to receive EPA Brownfields Assessment Grant funding.

2. COMMUNITY INVOLVEMENT:

The City of Rochester will ensure that community members and local stakeholders are informed and meaningfully involved throughout the Brownfields Assessment Grant. The City will build on established engagement structures developed through the Inner Loop East and ROC the Riverway initiatives, which have created strong, trusted communication channels within the Target Areas. The table below identified community partners that will be involved and aid in project performance. These partners and their participation in the project are viewed as key to a successful brownfield program, particularly in community outreach and reuse planning. Rochester’s discussions with these partners have all met with strong affirmation of the importance of addressing brownfields. The community partners listed below will identify community priorities on which site selection will be based and solicit input on brownfields that these organizations believe will further their goals and the members of the communities that they serve.

List of Organization/Entities/Groups & Roles			
Name of Entity	Entity's mission	Point of Contact	Role
<i>Inner Loop North Citizen Advisory Committee (ILN CAC)</i>	Existing citizen committee for ILN project that advises the city, amplifies community voices, ensures equitable outcomes.	David Riley David.Riley@cityofrochester.gov	Will serve as the Brownfields Advisory Committee (BAC) to identify and prioritize sites for assessment and participate in cleanup and reuse planning. Members will serve as liaisons between the TA community and City staff.
<i>Charles Settlement House</i>	Community-based organization that assists in the creation of safe, secure and vibrant neighborhoods.	Scott Benjamin Scott.benjamin@shroc.org	Already active in the target area communities, will assist with outreach to inform public on project and participate in reuse planning sessions.
<i>Greentopia</i>	Greentopia creates and sustains urban green space to inspire positive change in individual lives.	Lisa Barron Lisa@greentopia.org	As a key stakeholder in the trail and park developments, will participate in cleanup and reuse planning and outreach.
<i>Rochester Ecology Partners</i>	Connects the public to environmental education.	Chris Widmaier cwidmaier@roceology.org	Committed to creating an urban ecology center adjacent to Priority Site #4 in the CSR TA. Will assist with local community engagement and outreach.

Rochester will continue the public engagement process by ensuring that all stakeholders listed in the table are informed about brownfields and actively engaged in project activities. The City will prepare a written Community Involvement Plan outlining key stakeholders, impacted residents and groups, planned outreach events, communication methods, and engagement frequency. Throughout the four-year grant period, Rochester will hold up to 16 public meetings to share information, gather input on site selection and prioritization, review assessment findings, and discuss cleanup considerations and reuse concepts. Outreach events will be advertised through

FY27 Eligibility Chart for Multiple Applications

I am applying for	In FY27, can I also apply for...?						
	Community-Wide Assessment Grants for States and Tribes	Community-Wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	RLF Grant	Non-Lead Member of an RLF Coalition	Cleanup Grant
Community-Wide Assessment Grants for States and Tribes	N/A	No	No	No	Yes (Choose One Type)		
Community-Wide Assessment Grant	No	N/A	No	No	Yes (Choose One Type)		
Assessment Coalition Grant (Lead)	No	No	N/A	No	Yes (Choose One Type)		
Non-Lead Member of an Assessment Coalition	No	No	No	N/A	No	Yes	No
RLF Grant	Yes (Choose One Type)			No	N/A	No	No
Non-Lead Member of an RLF Coalition	Yes (Choose One Type)				No	N/A	Yes
Cleanup Grant	Yes (Choose One Type)			No	No	Yes	N/A

Note: To read this chart, identify the relevant grant type from the far-left column. Read across the row for eligibility information on the other grant types. For example, I am applying for a *Community-wide Assessment Grant*. In FY27, can I also apply for a *Cleanup Grant*? The green box indicates yes.

FY27 Eligibility Chart for Existing Grant Recipients

My organization currently has		In FY27, can I also apply for...?						
		Community-Wide Assessment Grants for States and Tribes	Community-Wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	RLF Grant	Non-Lead Member of an RLF Coalition	Cleanup Grant
	Multipurpose Grant	Yes	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant
	Community-Wide Assessment Grants for States and Tribes	Must draw down 60% of each CWAGST Grant	Not eligible	Not eligible	Not eligible	Yes	Yes	Yes
	Community-Wide Assessment Grant	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	Yes	Yes
	Assessment Coalition Grant (Lead)	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	Yes	Yes
	Non-Lead Member of an Assessment Coalition	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	RLF Grant	Yes	Yes	Yes	Yes	Not eligible	Not eligible	Yes
	Non-Lead Member of an RLF Coalition	Yes	Yes	Yes	Yes	Not eligible	Not eligible	Yes
	Cleanup Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes, for a site that has not previously received Cleanup Grant funding

Note: Applicants must also meet all threshold eligibility criteria outlined in Section 2 of the guidelines. If you plan to apply for more than one grant type, please refer to the FY27 MARC Grant Eligibility Chart for Multiple Applications to determine which grants are available to you.

New To FY27

- Current grantees: To apply, must have at least 70% of the funds in each current Assessment and Multipurpose cooperative agreements drawn down **AND** disbursed by October 1, 2026
- Assessment Coalitions:
 - Maximum of \$1 million
 - Coalition must include at least one non-lead member that has never been awarded a Brownfields MARC Grant, **or** whose most recent EPA Brownfields MARC Grant period of performance ended in 2015 or earlier
- Assessments limited to \$200,000 per site/grant

New To FY27

- Cost Share of 20% returns for RLF and Cleanup applicants
 - Government entities with populations of 50,000 or fewer, Tribes, eligible Tribal, and nonprofit organizations may request EPA to waive the 20% cost share requirement based on hardship
- Cleanup:
 - Maximum of \$500,000; applicants that plan to only address one site may request a waiver of the limit and request up to \$650,000 (anticipated to be highly competitive)
 - Applicants are no longer required to submit a letter from the State or Tribal Environmental Authority regarding site characterization – this now comes from an Environmental Professional
 - Still need to obtain a letter from the State/Tribal Environmental Authority acknowledging the applicant's intent to apply for Brownfields Grant funding
 - New community notification timing
 - Previous years: publish notice at least **14 days before submitting application** and hold meeting between notice and submission.
 - FY27: publish notice at least **7 days before the meeting**, and hold the meeting at least 7 days before the application deadline.

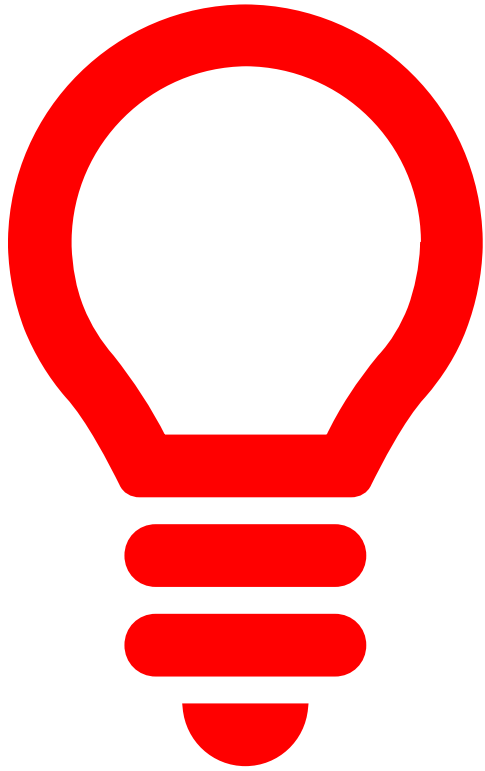
Cost Share: How To Address It

Access the webinar here:
<https://www.cclr.org/events/past>



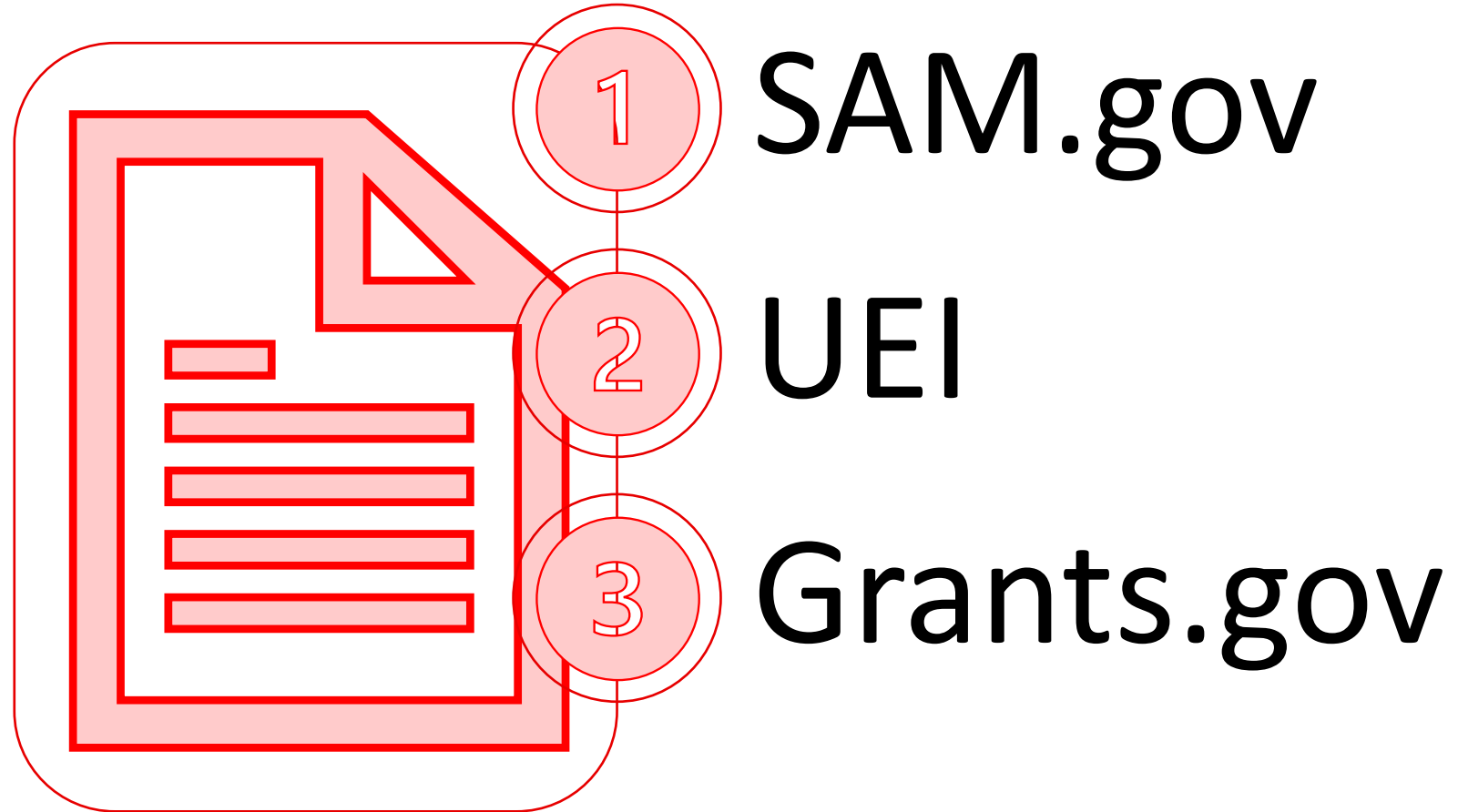
📅 Tuesday, Sep 15, 2026 ⌚ 11:00 a.m. PT

**Webinar: Match Maker:
Demystifying the 20% Cost Share
for Brownfields Grants**



How To Apply

How To Apply



SAM.gov Entity Registration Checklist

Stuff like:

- ✓ Legal business name
- ✓ Organization start date
- ✓ Website
- ✓ Address (need proof)
- ✓ Criminal/civil proceedings
- ✓ NAICS code
- ✓ Point of Contact info

The screenshot displays the SAM.gov homepage with a focus on the registration process. The header includes the SAM.gov logo and navigation links: 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." A progress bar shows four steps: 1. About Registration (active), 2. Set up a SAM.gov Account, 3. Prepare Your Data, and 4. Get Started. The "About Registration" section explains that registration is required for federal awards and provides a link to the "Entity Registration Checklist". It also notes that a Unique Entity ID is assigned during registration. On the right, there are buttons for "Get Started", "Renew Entity", and "Check Entity Status". Below these, a section titled "Already Registered?" provides instructions on renewing the registration every 36 days and links to "Go to your Entity Management Workspace to update or renew your registration", "Check the status of your registration", and "How do you know if you are already registered?".

Entity Information Home

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?](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

Already Registered?

You must renew your registration every 36 days to keep it active. You can make up to your registration anytime or during renewal. If you're already registered, you already have a Unique Entity ID.

- [Go to your Entity Management Workspace to update or renew your registration](#)
- [Check the status of your registration](#)
- [How do you know if you are already 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

Requirements to Submit an Application

Requirement	Accept 	Reject 
Active www.sam.gov account through deadline	The account is active and matches the applying entity's information	- Inactive/expired account - Account is being updated, but is in "processing" status
Obtain a Unique Entity Identifier (UEI) generated in www.sam.gov	The same UEI must be used on future applications	Another organization's/department's UEI is listed on the Standard Form 424
Active www.grants.gov account	Associated with same, correct UEI number	Application is not submitted through grants.gov solely due to an incomplete registration/inactive account
Submission by the Authorized Organization Representative (AOR)	- Designed in grants.gov by the E-business POC (listed in sam.gov) - Has a grants.gov account - Submits the application in grants.gov	Someone other than the designated AOR submits the application

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

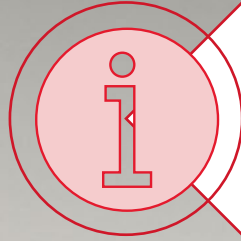
OPTIONAL FORMS

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.

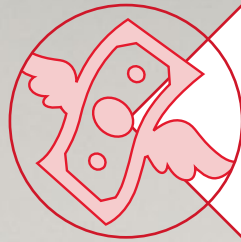
- A workplan is not required at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.
- Sample forms are available on the [MARC Grant Application Resources](#) webpage.



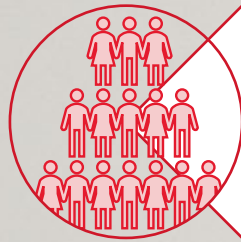
The Required Forms



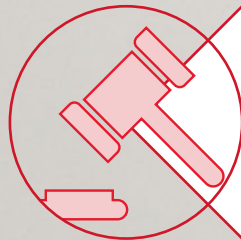
SF-424



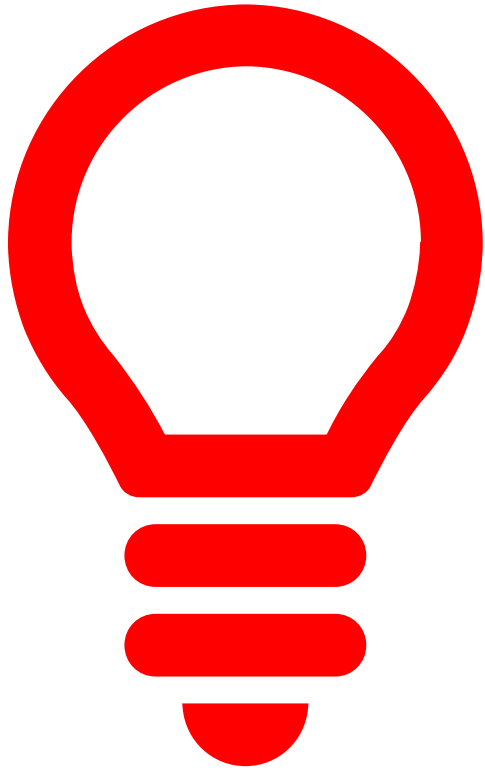
SF-424A



Form 5700-54



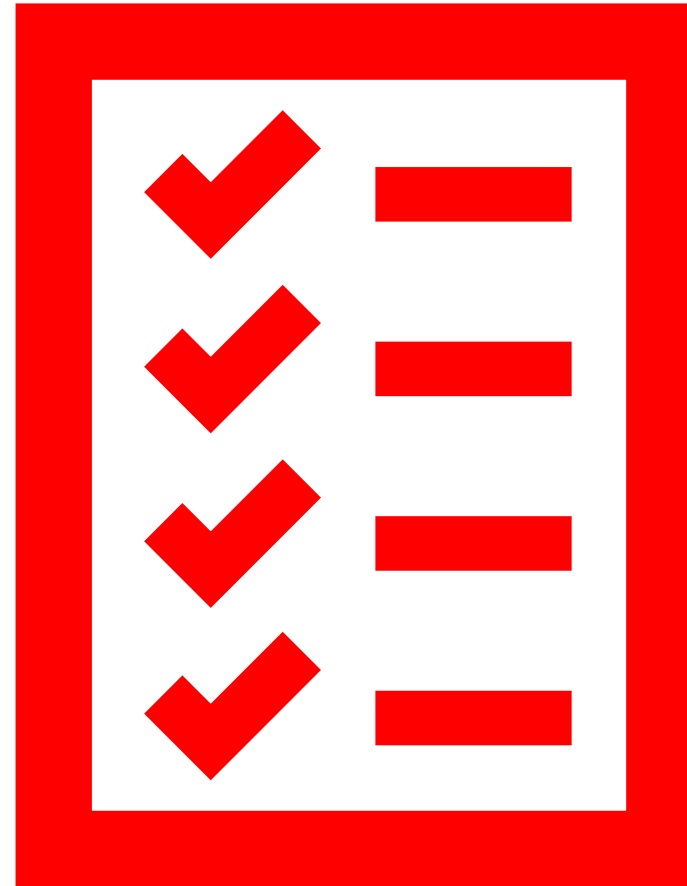
EPA Form 4700-4



Narrative Tips and Common Mistakes

Criterion I

1. Pick a priority site(s) that makes for the best application
2. Be realistic (funding) with the amount of brownfield sites that you suggest
3. Write your narrative for someone that has **no knowledge** of the area
4. When you see "if applicable" but it does not apply to you, state that
5. Clarify/differentiate outputs from outcomes
6. Provide a detailed outline of the leveraged sources and how they will be attained



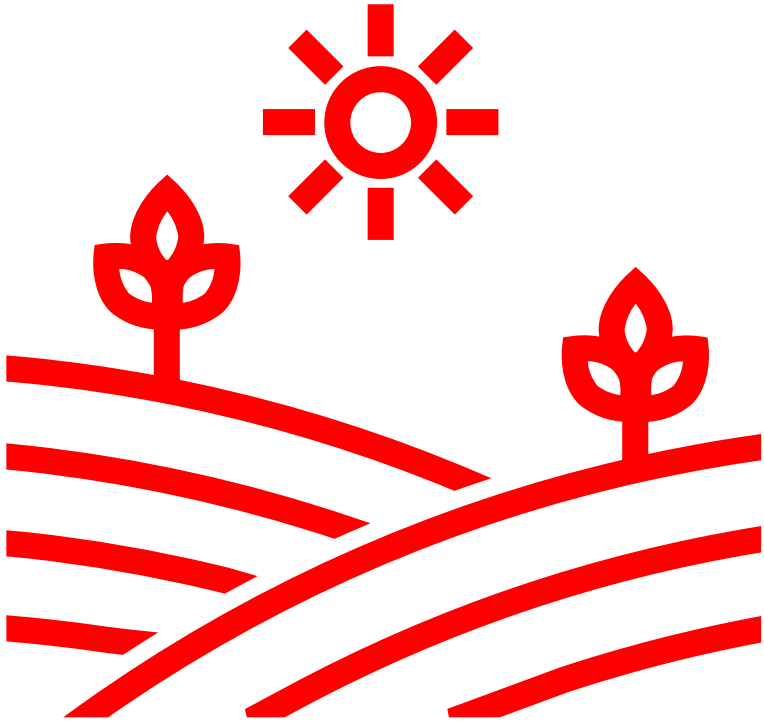
Criterion II

1. Connect the challenges that the stated populations face with the site reuse vision – how is this reuse strategy going to help combat the stated issues?

2. Compare target area statistics with the city, county, state, or national rates

3. Get local data – local utility companies, police or fire department. How well are local services funded?

4. Explain how community input will be incorporated to grant activities





Criterion III

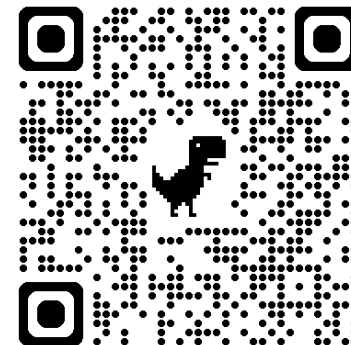
1. Schedule should be realistic and in sequential order
2. Check math!!!
3. Include a project tracking method beyond ACRES
4. Provide a corrective action that will be taken should the project go off track



ABC TOOL

Tip for Criterion III

[Link to tool](#)



ABC: Analysis of Brownfields Costs

Single Variable Multivariable **Geography** About

Assessment/Cleanup Phase:

Phase I

Analyze By:

State

Location of Interest:

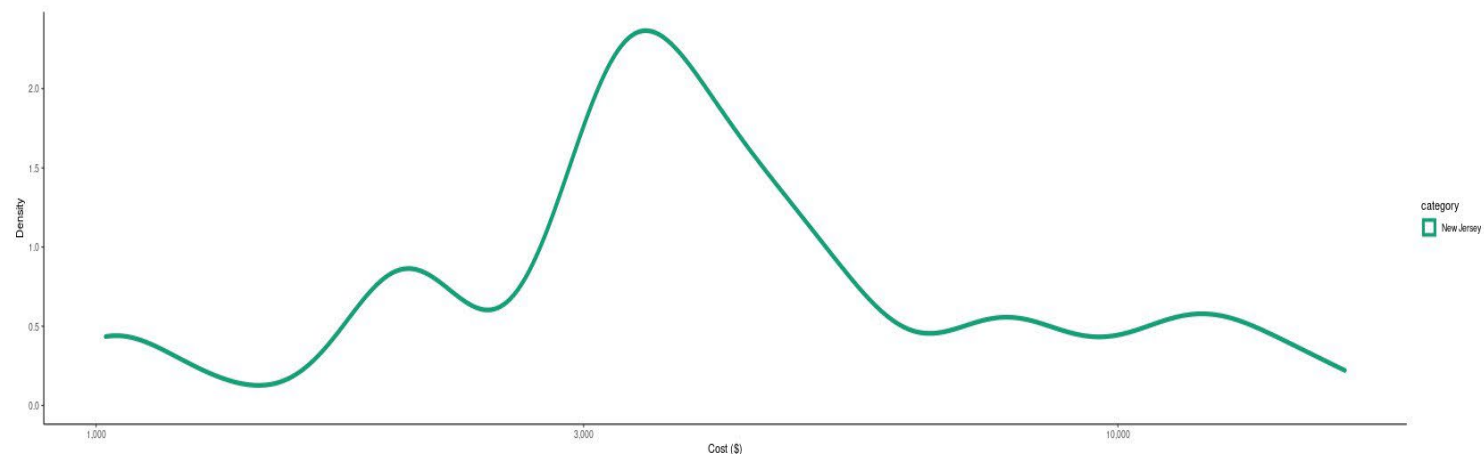
New Jersey

☐ Add similar locations to analysis

States with fewer than 50 sites will not be shown on the national map when analyzing by Phase I

National Map Local Map **Location Summary** Location Sites

Phase I summary statistics for New Jersey



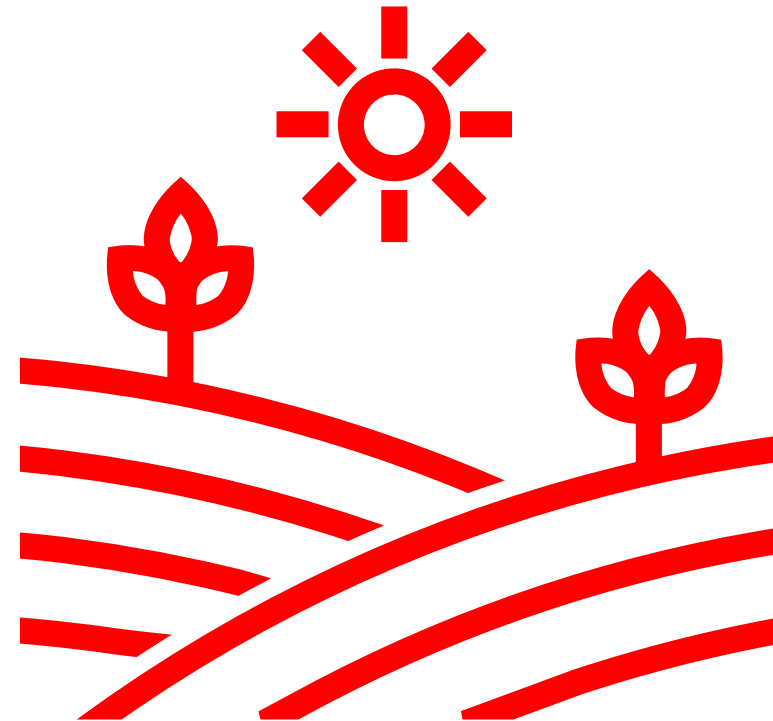
Percentile		New Jersey
10		1989
20		2458
30		3164
40		3288
50		3669
60		4139
70		4649
80		7340
90		10869

DIRECTIONS:

1. LAUNCH TOOL
2. GEOGRAPHY
3. LOCATION SUMMARY

Criterion IV

1. Include a structure and description of how the project will function
2. Reference “in accordance with 2 CFR Part 200” or a higher procurement standard
3. Applicants with no grant experience: elaborate on your team’s capabilities, accomplishments, and compliance





- ❖ Read the guidelines and resource materials thoroughly.
- ❖ Follow the guideline outline, don't get creative.
- ❖ Use tables when appropriate.
- ❖ 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.

Thank You!

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NJIT TAB

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