



Welcome to the CLU-IN Internet Seminar

TAB-EZ Updates for FY12 Brownfields Assessment and Cleanup Guidelines

Sponsored by: U.S. EPA Region 5

Delivered: October 25, 2011, 11:00 AM - 12:30 PM, EDT (15:00-16:30 GMT)

October 26, 2011, 2:00 PM - 3:30 PM, EDT (18:00-19:30 GMT)

Instructors:

Sabine E. Martin, Kansas State University, Center for Hazardous Substance Research (smartin1@ksu.edu)

Deborah Orr, U.S. EPA Region 5 (orr.deborah@epa.gov)

Moderator:

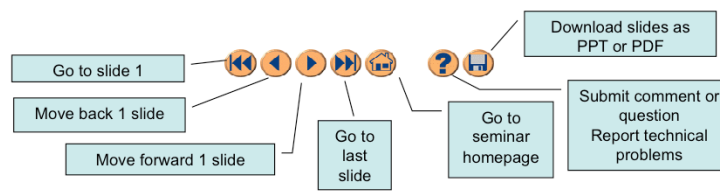
Megan Quinn, U.S. EPA Office of Brownfields and Land Revitalization (quinn.megan@epa.gov)

Visit the Clean Up Information Network online at www.cluin.org

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Housekeeping

- Please mute your phone lines, Do NOT put this call on hold
 - press *6 to mute #6 to unmute your lines at anytime
- Q&A
- Turn off any pop-up blockers
- Move through slides using # links on left or buttons



- This event is being recorded
- Archives accessed for free <http://clu.in.org/live/archive/>

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Although I'm sure that some of you have these rules memorized from previous CLU-IN events, let's run through them quickly for our new participants.

Please mute your phone lines during the seminar to minimize disruption and background noise. If you do not have a mute button, press *6 to mute #6 to unmute your lines at anytime. Also, please do NOT put this call on hold as this may bring delightful, but unwanted background music over the lines and interrupt the seminar.

You should note that throughout the seminar, we will ask for your feedback. You do not need to wait for Q&A breaks to ask questions or provide comments. To submit comments/questions and report technical problems, please use the ? Icon at the top of your screen. You can move forward/backward in the slides by using the single arrow buttons (left moves back 1 slide, right moves advances 1 slide). The double arrowed buttons will take you to 1st and last slides respectively. You may also advance to any slide using the numbered links that appear on the left side of your screen. The button with a house icon will take you back to main seminar page which displays our agenda, speaker information, links to the slides and additional resources. Lastly, the button with a computer disc can be used to download and save today's presentation materials.

With that, please move to slide 3.



FY12 Brownfields Assessment, RLF and Cleanup Grant Guidelines

Megan Quinn
Office of Brownfields & Land Revitalization
US EPA HQ, Washington, DC

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FY12 Changes

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- ❖ Minimal changes to the guidelines in FY12
- ❖ Administrative
 - 15 page limit for narrative proposal
 - No page limit for threshold
- ❖ Language tweaking to reflect program priorities
 - Environmental Justice, timely project completion, standard demographic info

10/24/11
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FY12 Guidelines Changes contd.

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1. Threshold

❖ **Analysis of Brownfields Cleanup Alternatives (ABCA) - new requirement for cleanup applicants**

- FAQ #71 details the type of information required in the ABCA posted at: www.epa.gov/brownfields/applicat.htm

2. Ranking

❖ **Focus on leveraging - new requirement for all applicants**

- Must identify amount and types of secured leveraged resources; may include documentation to receive a more favorable score

❖ **Focus on community plans - new requirement for all applicants**

- describe overall community plan and how this specific project fits into the plan

10/24/11
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FY12 ARC Guidelines Due Date

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- Proposals are due **November 28, 2011**
- Announcement in May 2012
- Read the guidelines and the FAQs carefully!

FAQs at www.epa.gov/brownfields/applicat.htm

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TAB EZ

(www.tabez.org)

Sabine E. Martin, Ph.D., P.G.

Center for Hazardous Substance Research
Kansas State University
October 2011

Technical Assistance to Brownfield (TAB) Communities

- A national program
- Funded by EPA headquarters via grants to 4 different entities
- **Free** to communities
- K-State assists communities in EPA Regions 5 and 7



EPA Regions



TAB Assistance to Communities

- Tailored to specific community needs
- Typically coordinated through the city, tribal or non-profit brownfields project manager
- May include:
 - Help identifying funding sources for revitalization projects
 - Review of EPA and other grant applications
 - Help finding a consulting firm
 - Review of project plans, technical reports
 - Assistance with community outreach/involvement
 - Educational workshops and redevelopment visioning
 - Other assistance, as needed and agreed upon
- Communities accepted on a 'first come' basis
- Depends on staff/funding availability

Special Projects

Web - based software: TAB EZ

www.tabez.org



The screenshot shows the homepage of the TAB EZ website. The header features the TAB EZ logo and navigation links: HOME, GRANT APPLICATIONS, RESOURCES, SEARCH, and HELP. On the right, there are links for Login, Register, and Contact Us / Feedback. The main content area is titled "Home" and "Welcome to TAB EZ". It describes the software as "Technical Assistance to Brownfields communities (TAB) easy brownfields grant application (EZ) software program". The text explains that TAB EZ is a grant writing tool for preparing EPA brownfields grant proposals, currently for assessment and cleanup grants. It lists what TAB EZ can do (provide a framework, strategies, and links) and what it cannot do (write specific requests). A prominent announcement states: "TAB EZ was updated to be consistent with the FY2012 Brownfields grant guidelines. !!!The deadline to submit your FY2012 grant proposal is November 28, 2011!!!". At the bottom, there are two buttons: "GRANT APPLICATIONS HOME" and "TAB EZ TUTORIAL".

TAB EZ

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Technical Assistance to Brownfields communities (TAB) easy brownfields grant application (EZ) software program

TAB EZ is a grant writing tool to be used for preparation of EPA brownfields grant proposals. Currently, TAB EZ only addresses assessment and cleanup grants. RLF grant proposal outlines may be added at a later date.

What TAB EZ can do:
TAB EZ provides a framework for your proposal and provides strategies and links to reduce time in writing the proposal.

What TAB EZ can not do:
TAB EZ can not write a specific and compelling request for Brownfield grant funding for you. It's your proposal and you need to incorporate your ideas and approaches!

Using this tool is not a substitute for reading the grant guidelines!

While we put a lot of information from the guidelines into TAB EZ, there is also information we did not include. Please read the guidelines at <http://www.epa.gov/brownfields/application.htm>. Also, a copy of the guidelines can be found in TAB EZ under "Resources".

Register prior to use
While the use of TAB EZ is free, you must be a registered user to prepare a grant application via TAB EZ. Please register by clicking on "Register" in the upper right hand corner of the TAB EZ window.

TAB EZ was updated to be consistent with the FY2012 Brownfields grant guidelines.
!!!The deadline to submit your FY2012 grant proposal is November 28, 2011!!!

 **GRANT APPLICATIONS HOME**

 **TAB EZ TUTORIAL**

TAB EZ

- Free tool to assist in writing EPA brownfields assessment and cleanup grant applications
- Lots of support and helpful hints

Features and Benefits to Users

- User friendly and can be accessed anytime at the user's own pace
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
- Helpful Hints for every criteria to be addressed

What TAB EZ CAN and Can NOT do

TAB EZ can:

- provide a framework for a community's/entity's proposal
- provides strategies and links to reduce time in writing the proposal

TAB EZ cannot:

- write a specific and compelling proposal for you
It's your proposal!

TAB EZ is NOT a substitute
for reading the grant
guidelines!!!

TAB Contacts

- Dr. Sabine Martin (Program Director)
Blase Leven
785-532-6474
smartin1@k-state.edu
- Blase Leven
913-532-6519
- baleven@ksu.edu

Web site: <http://www.engg.ksu.edu/chsr/outreach>


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[Kansas State University \(KSU\)](#)

Kansas State University provides subject matter expertise, application development and content to the TAB EZ application. KSU is a comprehensive research land-grant institution first serving students and the people of Kansas, and also the nation and the world. Since its founding in 1863, the University has evolved into a modern institution of higher education, committed to quality programs and responsive to a rapidly changing world and the aspirations of an increasingly diverse society. The [Center for Hazardous Substance Research \(CHSR\)](#) at KSU operates the Technical Assistance to Brownfields communities (TAB) program for EPA regions 5 and 7 with grant funding from the United States Environmental Protection Agency (EPA).

[CABEM Technologies](#)

CABEM provides the software development, application development and creative design expertise for TAB EZ. CABEM technologies designs, builds, provides and integrates IT solutions tailored to the needs of each customer with specialization in workflow automation, real time enterprise and custom software systems. Initially founded to help small to medium size businesses, today CABEM is providing solutions to progressive companies of all sizes, academic institutions and the military.

[United States Environmental Protection Agency \(EPA\)](#)

Funding for TAE EZ is provided by EPA through a grant to the KSU CHSR.



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Register prior to use

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TAB EZ was updated to be consistent with the FY2011 brownfields grant guidelines.

!!!The deadline to submit your FY2011 grant proposal is October 15, 2010!!!



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TAB EZ TUTORIAL

Group/Order -- Name of Item -- Product ID

The screenshot shows a web browser window displaying the TAB EZ tutorial page. The browser's address bar shows the URL: <http://www.tabez.org/resourcematernal/TAB%20EZ%20Tutorial%20FY10.p...>. The page title is "TUTORIAL – USE TAB EZ TO WRITE A BROWNFIELDS GRANT PROPOSAL". The main content area features the TAB EZ logo and a "HOME" button. Below the logo, there is a "Welcome to TAB EZ" section with a "Quick Links" sidebar. The sidebar includes links for "Home", "Grant Applications", "Help", "About", "Contact Us", and "Feedback". The main content area also includes a "Grant Applications" section with a "HOME" button and a "TAB EZ TUTORIAL" button. Annotations with arrows point to various elements: "Register to use the proposal writing tools under Grant Applications" points to the "Grant Applications" link in the sidebar; "Navigate to other pages using the top toolbar" points to the top navigation bar; "Use Quick Links to see specific TAB EZ content" points to the "Quick Links" sidebar; and "Click an icon to open Grant Applications Home or the TAB EZ tutorial" points to the "Grant Applications HOME" and "TAB EZ TUTORIAL" buttons.

Annotations:

- Register to use the proposal writing tools under Grant Applications
- Navigate to other pages using the top toolbar
- Use Quick Links to see specific TAB EZ content
- Click an icon to open Grant Applications Home or the TAB EZ tutorial



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Assessment Grants

Funds to inventory, characterize, assess, and conduct cleanup planning and community involvement related to brownfield sites.

Brownfields Law

The Small Business Liability Relief and Brownfields Revitalization Act requires the EPA to publish guidance to assist applicants in preparing proposals for grants to assess and clean up brownfield sites.

Brownfields Program

EPA funding and support provided to states, communities, tribes, and nonprofits to prevent, inventory, assess, clean up, and reuse brownfield sites.

Brownfields site

Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine- or land- contaminated land. Includes all "real property," including residential, as well as commercial and industrial properties.

Cleanup Grants

Funds to carry out cleanup activities at a specific brownfield site owned by the applicant.

Construction & Demolition

An EPA initiative to recycle building materials. Resources and information available at <http://www.epa.gov/CDmaterials/recycle.htm>.

Continuing Obligations

Applicants that own contaminated land should be aware that some CERCLA liability protections require that the site owner meet certain continuing obligations. For example, grantees must comply with land-use restrictions and institutional controls; take reasonable steps with respect to the hazardous substances on the property; cooperate with, assist, and allow access to authorized representatives; and comply with CERCLA information requests and subpoenas and provide legally required notices. For more information on the obligations of owners of contaminated property, see EPA's Common Elements Reference Sheet at <http://www.epa.gov/compliance/resources/policies/cleanup/superfund/common-ehem-ref.pdf>.

Cost share

A contribution of money, labor, material or services that support eligible project activities and originate from a source other than EPA.

Eminent domain

In public law, the right or power to take private property for public use.

Environmental authority

A government agency or office empowered to make decisions regarding environmental policies and protections.

Environmental buffers

Land left in its natural state or revegetated to provide a buffer between human activities and wildlife habitat.

Environmental insurance

Insurance products that allow economic risks associated with brownfields to be quantified. This makes investment decision-making easier for developers and other investors and provides lenders confidence to make loans. Environmental insurance is one tool used in a larger risk management strategy.

Environmental oversight

Usually, the U.S. EPA or the appropriate state agency provides oversight and approval of brownfields cleanup plans.

Greenspace

Areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers.

Hazardous substance



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40 CFR

Title 40 of the Code of Federal Regulations deals with the protection of the environment.

70 FR

Volume 70 of the Federal Register, a published log of rules and regulations issued by the U.S. government before they go into effect. The Federal Register also prints information on the activities of every U.S. government agency.

AAI

Any appropriate inquiry refers to the requirements for assessing the environmental conditions of a property prior to its acquisition.

ABCA

analysis of brownfield cleanup alternatives

ACRES

The Assessment, Cleanup, & Redevelopment Exchange System is an on-line reporting tool. It has features to assist you with data entry, data submission, and tracking both new and historical data related to your grant or subject properties. ACRES tracks your data through each step of the EPA review process and maintains an archive of all data submitted for your later reference.

Acronyms - printable list

A listing of common acronyms found in the EPA Brownfields Assessment and Cleanup Grant Guidelines.

[Link >>>](#)

ACS

American Community Survey

AOR

authorized organization representative

ASTM

The American Society for Testing and Materials is an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.

BFPPs

bona fide prospective purchasers

CERCLA

Comprehensive Environmental Response, Compensation and Liability Act, commonly known as Superfund

CFDA

The Catalog of Federal Domestic Assistance is a listing of all federal programs available to State and local governments (including the District of Columbia), federally-recognized Indian tribal governments, Territories (and possessions) of the U.S., domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.

DUNS

Dun and Bradstreet (D&B) Data Universal Numbering System. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide.

EE/CA

engineering evaluation/cost analysis

EPA

Environmental Protection Agency

ESA


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	Centers for Disease Control and Prevention National vital statistics Link >>>
	Health Data Tool and Statistics State, county and local health data, demographics, and more Link >>>
	Kaiser State Health Facts Individual state profiles and 50 state comparison - health data as well as demographics and economic data Link >>>
	Statistics - Indiana A summary of relevant and accurate statistics regarding demographic, economic and health factors for counties in Indiana. Designed by Ball State University to assist EPA brownfields grant writers. Link >>>
	Statistics - Iowa Iowa State and county census data, 2010 Census: http://quickfacts.census.gov/qfd/states/19000.html Iowa Workforce Data: state, county, city: http://iwin.iwd.state.ia.us/iowa/ArticleReader?itemid=00003935 Iowa Health Data: http://www.statelibraryofiowa.org/datacenter/Publications/healthdatafinder Link >>>
	Statistics - Kansas Census data, county profiles: http://www.ipsr.ku.edu/ksdata/



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2011 Assessment Grant Community-Wide Sample Proposal 1

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Assessment Grant Site-Specific Sample Proposal 1

Assessment Grant Site-Specific Sample Proposal 1

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Cleanup Grant Redacted Sample Proposal 1

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Cleanup Grant Redacted Sample Proposal 2

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Coalition Grant Sample Proposal 1

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Revolving Loan Fund Grant Sample Proposal 1

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Below are directions for finding the TAB EZ tutorial, frequently asked questions (FAQs) about TAB EZ, and FAQs about EPA Brownfields grant applications. Prior to contacting the site administrators for help, please check the information below to see if the answer to your question is available.

Contact Us

For help using TABEZ

FAQs - EPA Brownfields grants

A copy of the FAQs related to application for an EPA Brownfields Grant may be found in the Resources section of TABEZ under both topic headings, "EPA Brownfields Grant Guidelines" and "Relevant Information from US EPA". The FAQs may also be found on the EPA website at this URL: <http://www.epa.gov/brownfields/applicat.htm>.

FAQs - TAB EZ

Here you will find TAB EZ related FAQs.

Tutorial

The tutorial for TABEZ may be opened as a PDF document from the left navigation bar under Quick Links or from the Resources page under Tutorial.


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Frequently Asked Questions

Can lost text be recovered?
 No, not if you didn't save it.

How can I avoid losing the text that I typed into my grant proposal?
 Save your work often by clicking on the save button at the bottom of the page. TAB EZ does not automatically save your work. Before selecting to view another page in TAB EZ, or to open a link outside of the proposal writing area, save your work.

How can I report a problem?
 Please send your comments by using the Contact Us/Feedback feature. We will address all comments. Check "please contact me" if you want a reply from the TAB EZ team.

When I opened a link, the new page was outside of TAB EZ. How do I get back to TAB EZ?
 Please use the back arrow of your browser to return to the previous page in TAB EZ.

Who Designed the TAB EZ Application
 TAB EZ was first developed by Purdue University. The current improved version was designed by Kansas State University and Cabern Technologies, Inc.

Why Must I Register to Use TABEZ?
 You may view TAB EZ content on the Home page, Resources, and Help. You may also use the Search feature to find content within TAB EZ. However, you must register to use the proposal writing feature under Grant Applications. When you register, a space is set up for you to write your proposal and collaborate with your proposal team. Other TAB EZ users cannot see your work, unless you invite specific participants.



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You must be a registered user to use TAB EZ to prepare a grant application. Registration and use of this site is free. To register, fill out the information required below, then read and agree to the terms of use.

First Name
Last Name
Email
Password * Password must be at least 8 characters
Re-Type Password



The words above come from scanned books. By typing them, you can help digitize old texts.

By entering this internet site and using TAB EZ, I agree to these conditions of use. In particular, I understand that:

1. TAB EZ is newly released. There may be errors and omissions, and the software might not always function as intended. Please report any errors that you find.
2. TAB EZ provides information and helps the user write a brownfields assessment or cleanup grant proposal. It does not and cannot write

☐ I have read and agree with the above information

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Welcome to TAB EZ

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TAB EZ is a grant writing tool to be used for preparation of EPA brownfields grant proposals. Currently, TAB EZ only addresses assessment and cleanup grants; RLF grant proposal outlines may be added at a later date.

What TAB EZ can do:

TAB EZ provides a framework for your proposal and provides strategies and links to reduce time in writing the proposal.

What TAB EZ can not do:

TAB EZ can not write a specific and compelling request for Brownfield grant funding for you. It's your proposal and you need to incorporate your ideas and approaches!

Using this tool is not a substitute for reading the grant guidelines!

While we put a lot of information from the guidelines into TAB EZ, there is also information we did not include. Please read the guidelines at <http://www.epa.gov/brownfields/applicat.htm>. Also, a copy of the guidelines can be found in TAB EZ under "Resources".

Register prior to use

While the use of TAB EZ is free, you must be a registered user to prepare a grant application via TAB EZ. Please register by clicking on "Register" in the upper right hand corner of the TAB EZ window.

TAB EZ was updated to be consistent with the FY2012 Brownfields grant guidelines.
!!!The deadline to submit your FY2012 grant proposal is November 28, 2011!!!



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Cleanup Grant Configuration

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Please select the type contamination on the site, hazardous substances, petroleum, or both. Your selection will determine which sections of the proposal outline are available for editing (adding text). Sections that are not required for the type of contamination you choose will be unavailable for editing. At any time, you may select "Application Configuration" under "In This Section" in the left hand green sidebar to change these choices and the configuration of your proposal outline.

Application Management:

Approvals are required for content changes by participants
☐ Yes
☒ No

Application Specific Configuration:

What type of contamination will be addressed with the grant funding?
☐ Hazard Substance
☐ Petroleum
☒ Both

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cleansite

EDIT NAME

Home > Grant Applications > cleansite

Before you submit your proposal(s) for a cleanup grant, please ensure all necessary documents are included in your submittal package. See the **checklist** for cleanup grants. Mailing instructions for your submittal can be found on page 22 of the guidelines.

* Section Requires Approval

Application area/section:	Last Contributor:	Date:	Status:	Char #:
Cleanup, Important Information, READ ME				VIEW
III.C Threshold Criteria for Cleanup Grants				VIEW
III.C.1 Applicant Eligibility				VIEW
III.C.1.a Eligible Entity			● 0	EDIT
III.C.1.b Site Ownership			● 0	EDIT
III.C.2 Letter from the State or Tribal Environmental Authority			● 0	EDIT
III.C.3 Site Eligibility and Property Ownership Eligibility				VIEW
Site Eligibility				VIEW
III.C.3.a Basic Site Information			● 0	EDIT
III.C.3.b Status and History of Contamination at the Site			● 0	EDIT
III.C.3.c Sites Ineligible for Funding			● 0	EDIT
III.C.3.d Sites Requiring a Property-Specific Determination			● 0	EDIT
III.C.3.e Environmental Assessment Required for Cleanup Proposals			● 0	EDIT
Property Ownership Eligibility				VIEW
III.C.3.f CERCLA §107 Liability			● 0	EDIT
III.C.3.g Enforcement Actions			● 0	EDIT
III.C.3.h Information on Liability and Defenses/Protections				VIEW
III.C.3.h.i Information on the Property Acquisition			● 0	EDIT
III.C.3.h.i Timing and/or Contribution Toward Hazardous Substance Disposal			● 0	EDIT

V.B.2.c Programmatic Capability and Past Performance (20 Total Points)	●	0	EDIT
V.B.3 Community Engagement and Partnerships (15 Total Points)			VIEW
V.B.3.a Plan for Involving the Affected Community (5 Points)	●	0	EDIT
V.B.3.b Partnerships (5 Points)	●	0	EDIT
V.B.3.c Key community-based organizations (5 Points)	●	0	EDIT
V.B.4 Project Benefits (20 Total Points)			VIEW
V.B.4.a Welfare and/or Public Health (10 Points)	●	0	EDIT
V.B.4.b Economic Benefits and/or Greenspace (5 Points)			VIEW
V.B.4.b.i Economic Benefits	●	0	EDIT
V.B.4.b.ii Other Non-Economic Benefits	●	0	EDIT
V.B.4.c Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)	●	0	EDIT
IV.C.2 Cleanup Grant Transmittal Letter			VIEW
IV.C.2.a Applicant Identification	●	0	EDIT
IV.C.2.b Applicant DUNS number	●	0	EDIT
IV.C.2.c Funding Requested	●	0	EDIT
IV.C.2.d Location	●	0	EDIT
IV.C.2.e Property Name and complete site address, including zip code	●	0	EDIT
IV.C.2.f Contacts	●	0	EDIT
IV.C.2.g Date Submitted	●	0	EDIT
IV.C.2.h Project Period	●	0	EDIT
IV.C.2.i Population	●	0	EDIT
IV.C.2.j Special Considerations Checklist			VIEW
Hardship Waiver Request	●	0	EDIT
Cleanup Grant Character Count:		0	
Cleanup Grant Transmittal Letter Character Count:		0	
Hardship Waiver Character Count:		0	
Threshold Criteria Character Count:		0	
All			

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TAB EZ was updated to be consistent with the FY2012 Brownfields grant guidelines.
!!!The deadline to submit your FY2012 grant proposal is November 28, 2011!!!



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clean table	Sabine Martin	Sabine Martin	09/01/2009	EDIT DELETE
cleanboth4	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
cleanhaz4	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
cleanpetro4	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecboth3	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecpetro3	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecchaz3	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assesswideboth3	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assesswidehaz3	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assesswidepetro	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assesswidepetro	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecboth	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecchaz1	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecpetro	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
cleanpetro1	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assesswideboth	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assesswidepetro	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assesswidehaz	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecboth	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecpetro2	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecpetro	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
assessspecchaz	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
cleanboth	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
cleanpetro	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE
cleanhaz	Sabine Martin	Sabine Martin	08/26/2009	EDIT DELETE



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cleanboth4

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Before you submit your proposal(s) for a cleanup grant, please ensure all necessary documents are included in your submittal package. See the **checklist** for cleanup grants. Mailing instructions for your submittal can be found on page 20 of the guidelines.

Application area/section:	Last Contributor:	Date:	Status:	Char #	
Cleanup, Important Information, READ ME					VIEW
ILC Threshold Criteria for Cleanup Grants					VIEW
ILC.1 Applicant Eligibility					VIEW
ILC.1.a Eligible Entity	S. Martin	8/27/09		45	EDIT
ILC.1.b Site Ownership	S. Martin	8/27/09		36	EDIT
ILC.2 Letter from the State or Tribal Environmental Authority	S. Martin	8/27/09		64	EDIT
ILC.3 Site Eligibility and Property Ownership Eligibility					VIEW
Site Eligibility					VIEW
ILC.3.a Basic Site Information	S. Martin	8/27/09		45	EDIT
ILC.3.b Status and History of Contamination at the Site	S. Martin	8/27/09		104	EDIT
ILC.3.c Sites Ineligible for Funding	S. Martin	8/27/09		69	EDIT
ILC.3.d Sites Requiring a Property-Specific Determination	S. Martin	8/27/09		76	EDIT
ILC.3.e Environmental Assessment Required for Cleanup Proposals	S. Martin	8/27/09		69	EDIT
Property Ownership Eligibility					VIEW
ILC.3.f CERCLA §107 Liability	S. Martin	8/27/09		60	EDIT
ILC.3.g Enforcement Actions	S. Martin	8/27/09		29	EDIT
ILC.3.h Information on Liability and Defenses/Protections					VIEW
ILC.3.h.i Information on the Property Acquisition	S. Martin	8/27/09		54	EDIT
ILC.3.h.ii Timing and/or Contribution Toward Hazardous Substance Disposal	S. Martin	8/27/09		101	EDIT
ILC.3.h.iii Pre-Purchase Inquiry	S. Martin	8/27/09		55	EDIT
ILC.3.h.iv Post-Acquisition Uses	S. Martin	8/27/09		61	EDIT
ILC.3.h.v Continuing Obligations	S. Martin	8/27/09		26	EDIT
ILC.3.i Petroleum Sites	S. Martin	8/27/09		56	EDIT
ILC.4 Cleanup Authority and Oversight Structure	S. Martin	8/27/09		62	EDIT
ILC.5 Cost Share				0	EDIT

V.B.2.c Programmatic Capability and Past Performance (20 Total Points)			0	EDIT
V.B.3 Community Engagement and Partnerships (15 Total Points)				VIEW
V.B.3.a Plan for Involving the Affected Community (5 Points)			0	EDIT
V.B.3.b Partnerships (5 Points)			0	EDIT
V.B.3.c Key community-based organizations (5 Points)			0	EDIT
V.B.4 Project Benefits (20 Total Points)				VIEW
V.B.4.a Welfare and/or Public Health (10 Points)	S.Martin	10/23/2011	90	EDIT
V.B.4.b Economic Benefits and/or Greenspace (5 Points)				VIEW
V.B.4.b.i Economic Benefits			0	EDIT
V.B.4.b.ii Other Non-Economic Benefits			0	EDIT
V.B.4.c Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)			0	EDIT
IV.C.2 Cleanup Grant Transmittal Letter				VIEW
IV.C.2.a Applicant Identification			0	EDIT
IV.C.2.b Applicant DUNS number			0	EDIT
IV.C.2.c Funding Requested			0	EDIT
IV.C.2.d Location			0	EDIT
IV.C.2.e Property Name and complete site address, including zip code			0	EDIT
IV.C.2.f Contacts			0	EDIT
IV.C.2.g Date Submitted			0	EDIT
IV.C.2.h Project Period			0	EDIT
IV.C.2.i Population			0	EDIT
IV.C.2.j Special Considerations Checklist				VIEW
Hardship Waiver Request			0	EDIT
Cleanup Grant Character Count:			90	
Cleanup Grant Transmittal Letter Character Count:			0	
Hardship Waiver Character Count:			0	
Threshold Criteria Character Count:			117	
All				Export to Word Export to PDF



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Quick Links:

Assessment Grant Configuration

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Please select the type of assessment grant proposal you wish to write, community-wide or site-specific. Also, select the type of contamination you need to address, hazardous substances, petroleum, or both. Your selections will determine which sections of the proposal outline are available for editing (adding text). If you want to apply for a coalition grant, please select the community-wide assessment grant proposal outline.

Sections that are not required for the type of grant and type of contamination you choose will be unavailable for editing. At any time, you may select "Application Configuration" under "In This Section" in the lefthand green sidebar to change these choices and the configuration of your proposal outline.

You are allowed to apply for more than one assessment grant. Open the [Assessment Grant Options Summary Table](#) to view your options.

Applicants exceeding the maximum number of proposals allowable for assessment grants will be contacted by EPA, prior to review of any of the proposals, to determine which proposals the applicant will withdraw from the competition.

Application Management:

Approvals are required for content changes by participants

☐ Yes

☒ No

Application Specific Configuration:

What type of contamination will be addressed with the grant funding?

☒ Hazard Substance

☐ Petroleum

☐ Both

What is the scope of your proposed project?

☒ Community Wide

☐ Site Specific

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mytown

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EDIT NAME

Before you submit your proposal(s) for assessment grants, please ensure all necessary documents are included in your submittal package. See the [checklist](#) for assessment grants. Mailing instructions for your submittal can be found on pages 20 and 21 of the guidelines.

* **Section Requires Approval**

Application area/section:

Last Contributor:

Date:

Status:

Char #:

Assessment, Important Information, READ ME

VIEW

III.C Threshold Criteria for Assessment Grants

VIEW

III.C.1 Applicant Eligibility

0

EDIT

III.C.2 Letter from the State or Tribal Environmental Authority

0

EDIT

III.C.3 Site Eligibility and Property Ownership Eligibility (Site-Specific Proposals Only)

VIEW

Site Eligibility

VIEW

III.C.3.a Basic Site Information

III.C.3.b Status and History of Contamination at the Site

III.C.3.c Sites Ineligible for Funding

III.C.3.d Sites Requiring a Property-Specific Determination

Property Ownership Eligibility

VIEW

III.C.3.e CERCLA §107 Liability

III.C.3.f Enforcement or Other Actions

III.C.3.g Information on Liability and Defenses/Protections Where Applicant Does NOT Own the Site

VIEW

III.C.3.g.i Hazardous Substances

III.C.3.g.ii Relationship with Owner and Owner's Role

III.C.3.g.iii Site Access

III.C.3.h Information on Liability and Defenses/Protections Where Applicant Owns the Site or Will Own the Site During the Performance of the Grant

VIEW

III.C.3.h.i Information on the Property Acquisition

III.C.3.h.ii Timing and/or Contribution Toward Hazardous Substances Disposal

III.C.3.h.iii Pre-Purchase Inquiry

III.C.3.h.iv Post-Acquisition Uses

III.C.3.h.v Continuing Obligations

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First Name:

Last Name:

Email:

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Sabine Martin has invited you to help
write a brownfields grant proposal
using the TAB EZ software at
www.tabez.org.

You have been invited to participate on
the following TAB EZ project: mytown
This project has been added to your
Grant Application list.



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Grant Application Participants		
Name:	Email:	
Sheree Walsh	smw@ksu.edu	Remove

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Application Management:

Approvals are required for content changes by participants
☒ Yes
☐ No

Application Specific Configuration:

What type of contamination will be addressed with the grant funding?
☐ Hazard Substance
☐ Petroleum
☒ Both

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Application Name:	Owner:	Last Contributor:	Date:	
(Pending Approval) assess2013	Sabine Martin	Sabine Martin	10/24/2011	EDIT DELETE
mytown	Sabine Martin	Sabine Martin	10/23/2011	EDIT DELETE
cleansite	Sabine Martin	Sherree Walsh	10/23/2011	EDIT DELETE
assess23	Sabine Martin	Sabine Martin	10/17/2011	EDIT DELETE
clean test	Sabine Martin	Blaise Leven	10/14/2011	EDIT DELETE
assess both	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
assess haz	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
assess petro	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
assess comm wide both	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
clean haz	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
clean petro1	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
clean petro	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
clean 12	Sabine Martin	Sabine Martin	10/10/2011	EDIT DELETE
assess14	Sabine Martin	Sabine Martin	10/07/2011	EDIT DELETE
assess13	Sabine Martin	Sabine Martin	10/07/2011	EDIT DELETE
assess 12	Sabine Martin	Sabine Martin	10/07/2011	EDIT DELETE
test100	Sabine Martin	Sabine Martin	09/20/2011	EDIT DELETE
test60000	Sabine Martin	Sabine Martin	09/20/2011	EDIT DELETE
twitt	Sabine Martin	Sabine Martin	09/16/2011	EDIT DELETE
twitt	Sabine Martin	Sabine Martin	09/16/2011	EDIT DELETE
tgdest89	Sabine Martin	Sabine Martin	04/05/2011	EDIT DELETE
asss 45	Sabine Martin	Sabine Martin	04/05/2011	EDIT DELETE
BF2011	Sabine Martin	Sabine Martin	04/05/2011	EDIT DELETE
Ohio	Sabine Martin	Sabine Martin	01/20/2011	EDIT DELETE
assess test	Sabine Martin	Sabine Martin	10/13/2010	EDIT DELETE

III.C.3.I.VIII Financial Viability of Responsible Parties					
V.B Ranking Criteria for Assessment Grants					VIEW
V.B.1 Community Need (40 total points)					VIEW
V.B.1.a Health, Welfare, and Environment (20 Points)				0	EDIT
V.B.1.b Financial Need (20 total points)				0	EDIT
V.B.2 Project Description and Feasibility of Success (100 total points)					VIEW
V.B.2.a Project Description (20 points)				0	EDIT
V.B.2.b Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources (40 Points)				0	EDIT
V.B.2.c Programmatic Capability and Past Performance (40 Points)				0	EDIT
V.B.3 Community Engagement and Partnerships (30 total points)					VIEW
V.B.3.a Your Plan for Involving the Affected Community (10 Points)*	S.Walsh	10/24/2011		101	EDIT
V.B.3.b Partnerships (10 Points)				0	EDIT
V.B.3.c Key Community-Based Organizations (10 Points)*	S.Walsh	10/24/2011		95	EDIT
V.B.4 Project Benefits (30 total points)					VIEW
V.B.4.a Welfare and/or Public Health (10 Points)				0	EDIT
V.B.4.b Economic Benefits and/or Greenspace (10 Points)				0	EDIT
V.B.4.c Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)				0	EDIT
IV.C.2 Assessment Grant Transmittal Letter					VIEW
IV.C.2.a Applicant Identification				0	EDIT
IV.C.2.b Applicant DUNS number				0	EDIT
IV.C.2.c Funding Requested				0	EDIT
IV.C.2.d Location				0	EDIT
IV.C.2.e For site-specific proposals: Property name and complete site address including zip code				0	EDIT
IV.C.2.f Contacts				0	EDIT
IV.C.2.g Date Submitted				0	EDIT
IV.C.2.h Project Period				0	EDIT
IV.C.2.i Population				0	EDIT
IV.C.2.j Special Considerations Checklist					VIEW
Assessment Grant Character Count:				195	
Assessment Grant Transmittal Letter Character Count:				0	
Threshold Criteria Character Count:				0	
All Export to Word Export to PDF					

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Before you submit your proposal(s) for a cleanup grant, please ensure all necessary documents are included in your submittal package. See the **checklist** for cleanup grants. Mailing instructions for your submittal can be found on page 20 of the guidelines.

Application area/section:	Last Contributor:	Date:	Status:	Char #:
Cleanup, Important Information, READ ME				VIEW
III.C Threshold Criteria for Cleanup Grants				VIEW
III.C.1 Applicant Eligibility				VIEW
III.C.1.a Eligible Entity			● 0	EDIT
III.C.1.b Site Ownership			● 0	EDIT
III.C.2 Letter from the State or Tribal Environmental Authority			● 0	EDIT
III.C.3 Site Eligibility and Property Ownership Eligibility				VIEW
Site Eligibility				VIEW
III.C.3.a Basic Site Information			● 0	EDIT
III.C.3.b Status and History of Contamination at the Site			● 0	EDIT
III.C.3.c Sites Ineligible for Funding			● 0	EDIT
III.C.3.d Sites Requiring a Property-Specific Determination			● 0	EDIT
III.C.3.e Environmental Assessment Required for Cleanup Proposals			● 0	EDIT
Property Ownership Eligibility				VIEW
III.C.3.f CERCLA §107 Liability			● 0	EDIT
III.C.3.g Enforcement Actions			● 0	EDIT
III.C.3.h Information on Liability and Defense/Protection				VIEW
III.C.3.h.i Information on the Property Acquisition			● 0	EDIT
III.C.3.h.ii Timing and/or Contribution Toward Hazardous Substance Disposal			● 0	EDIT
III.C.3.h.iii Pre-Purchase Inquiry			● 0	EDIT
III.C.3.h.iv Post-Acquisition Uses			● 0	EDIT
III.C.3.h.v Continuing Obligations			● 0	EDIT
III.C.3.i Petroleum Sites			● 0	EDIT
III.C.4 Cleanup Authority and Oversight Structure			● 0	EDIT
III.C.5 Cost Share			● 0	EDIT

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Narrative Proposal - General requirements

The narrative proposal includes all applicable responses to threshold criteria (see section III.C. of the guidelines) and responses to all ranking criteria (see section V.B. of the guidelines). The narrative proposal must be clear, concise, and specifically address all of the applicable threshold and ranking criteria. Responses to the criteria must include the criteria number and title (TAB EZ will do this automatically for you) but need not restate the entire text of the criteria. Proposals must provide sufficient detail to allow for an evaluation of the merits of the proposal. Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal.

Make sure you address all required criteria and every component of the respective criteria. If it appears at first that a criterion is not applicable to your project, take a real hard look at your project to make sure there is absolutely nothing that is relevant to this particular criterion. Example: Unless a project involves creation of a park or other greenspace features, applicants often think that the "greenspace" criterion is not applicable to their project. However, most projects have some feature that does apply to greenspace creation/preservation, even if it is "only" the preservation of greenspace because a brownfield is being revitalized, instead of building on a greenfield. If you really cannot find a link between your project and a required criterion, say so and explain why. Provide an answer to every section of the proposal outline.

Aside from providing the required information in your proposal, be sure to link that information to your project. Example: If you quote statistics, be sure to explain why and how the figures are relevant to your project.

Page Limitations, Required Font Size, Attachments:

The narrative proposal shall not exceed 15 single spaced pages. Any pages submitted over the page limit will not be evaluated by EPA. When using TAB EZ, the program will count the characters of each section you write and give you that number under "Character Count" above the text box. On the "Application Outline" screen, you will see the total count for your narrative proposal as well as the individual character count for each section. As a guideline: A 15 page narrative with font size 12 will have between 50,000 and 60,000 characters.

The narrative proposal must be typed, on letter-sized paper, with a standard font size no smaller than 12 point and 1-inch margins. In TAB EZ, the font size is set by default to 12 and you will not be able to change that while working on your section text in TAB EZ.

Only required attachments are allowed by EPA. No other attachments will be considered.

Refer to the sections indicated in the grant outline for detailed instructions on what to include in your proposal.

"Polishing" your Proposal

After you export what you wrote in TAB EZ to a WORD document, make sure you read through your entire proposal and edit where necessary. Especially, you'll need to polish your transmittal letter as TAB EZ will only make sure you provide the required information. It is up to you to write a compelling transmittal letter.

Availability of EPA to answer questions

EPA regional brownfields coordinators will be available to answer eligibility questions and any questions general in nature pertaining to your grant application throughout the competition period. When in doubt, call EPA!

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Before you submit your proposal(s) for a cleanup grant, please ensure all necessary documents are included in your submittal package. See the **checklist** for cleanup grants. Mailing instructions for your submittal can be found on page 20 of the guidelines.

Application area/section	Last Contributor	Date	Status	Char #	
Cleanup, Important Information, READ ME					VIEW
III.C Threshold Criteria for Cleanup Grants					VIEW
III.C.1 Applicant Eligibility					VIEW
III.C.1.a Eligible Entity			●	0	EDIT
III.C.1.b Site Ownership			●	0	EDIT
III.C.2 Letter from the State or Tribal Environmental Authority			●	0	EDIT
III.C.3 Site Eligibility and Property Ownership Eligibility					VIEW
Site Eligibility					VIEW
III.C.3.a Basic Site Information			●	0	EDIT
III.C.3.b Status and History of Contamination at the Site			●	0	EDIT
III.C.3.c Sites Ineligible for Funding			●	0	EDIT
III.C.3.d Sites Requiring a Property-Specific Determination			●	0	EDIT
III.C.3.e Environmental Assessment Required for Cleanup Proposals			●	0	EDIT
Property Ownership Eligibility					VIEW
III.C.3.f CERCLA §107 Liability			●	0	EDIT
III.C.3.g Enforcement Actions			●	0	EDIT
III.C.3.h Information on Liability and Defenses/Protections					VIEW
III.C.3.h.i Information on the Property Acquisition			●	0	EDIT
III.C.3.h.ii Timing and/or Contribution Toward Hazardous Substance Disposal			●	0	EDIT
III.C.3.h.iii Pre-Purchase Inquiry			●	0	EDIT
III.C.3.h.iv Post-Acquisition Uses			●	0	EDIT
III.C.3.h.v Continuing Obligations			●	0	EDIT
III.C.3.i Petroleum Sites			●	0	EDIT
III.C.4 Cleanup Authority and Oversight Structure			●	0	EDIT
III.C.5 Cost Share			●	0	EDIT



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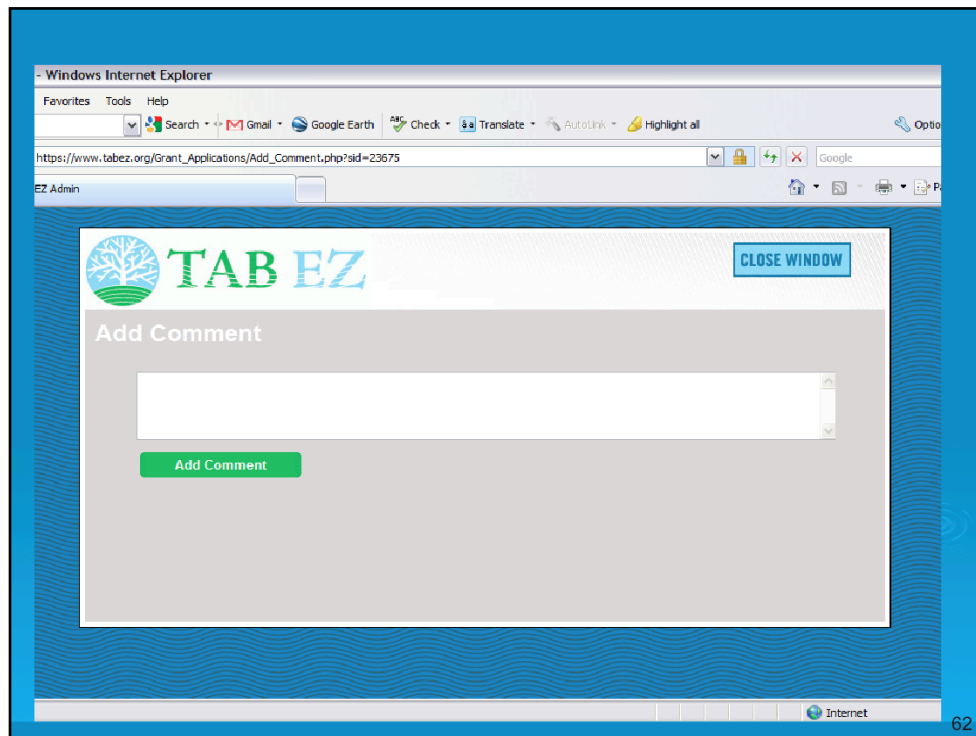
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Edit the content for this section of the application

Section Title:	Eligible Entity
Section Instructions:	Applicants must demonstrate how they are an eligible entity for a cleanup grant. Refer to the description of applicant eligibility in section III A. <i>Who Can Apply?</i> For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (e.g., resolutions, statutes, etc.). If you are a nonprofit organization, you must provide documentation, as an attachment to this proposal, indicating nonprofit status. Failure to do so may render your proposal ineligible for review. HELPFUL HINT
Character Count:	Section Not Started
Comments:	Add Comment
Instructions:	
Character Count:	0 Characters (Including Spaces)
Source  Style Format Font Size	
Status:	Not Finished



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Home > Grant Applications > cleansite > **Edit Eligible Entity**

Edit the content for this section of the application

Section Title: Eligible Entity

Section Instructions: Applicants must demonstrate how they are an eligible entity for a cleanup grant. Refer to the description of applicant eligibility in section III.A. Who Can Apply? For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (e.g., resolutions, statutes, etc.). If you are a nonprofit organization, you must provide documentation, as an attachment to this proposal, indicating nonprofit status. Failure to do so may render your proposal ineligible for review. [HELPFUL HINT](#)

Character Count: Section Not Started

Comments: [Add Comment](#)

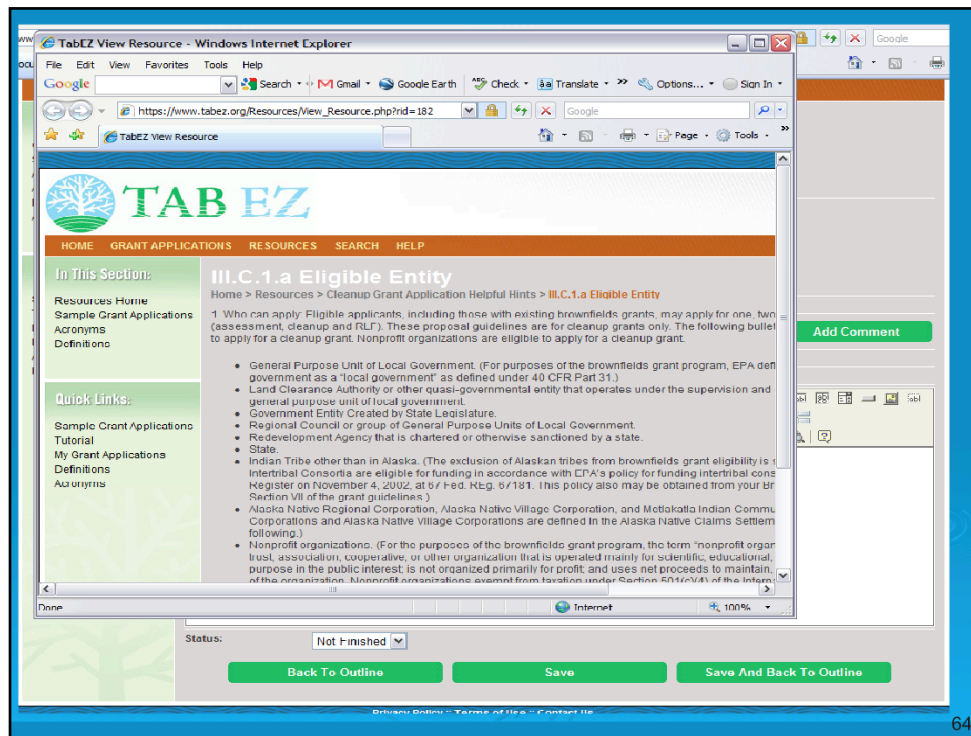
Instructions:

Character Count: 0 Characters (including Spaces)

Source ABC x₂ x⁴ Undo Style Format Font Size

Status: Not Finished

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Before you submit your proposal(s) for a cleanup grant, please ensure all necessary documents are included in your submittal package. See the **checklist** for cleanup grants. Mailing instructions for your submittal can be found on page 20 of the guidelines.

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Cleanup, Important Information, READ ME					VIEW
III.C Threshold Criteria for Cleanup Grants					VIEW
III.C.1 Applicant Eligibility					VIEW
III.C.1.a Eligible Entity			●	0	EDIT
III.C.1.b Site Ownership			●	0	EDIT
III.C.2 Letter from the State or Tribal Environmental Authority			●	0	EDIT
III.C.3 Site Eligibility and Property Ownership Eligibility					VIEW
Site Eligibility					VIEW
III.C.3.a Basic Site Information			●	0	EDIT
III.C.3.b Status and History of Contamination at the Site			●	0	EDIT
III.C.3.c Sites Ineligible for Funding			●	0	EDIT
III.C.3.d Sites Requiring a Property-Specific Determination			●	0	EDIT
III.C.3.e Environmental Assessment Required for Cleanup Proposals			●	0	EDIT
Property Ownership Eligibility					VIEW
III.C.3.f CERCLA §107 Liability			●	0	EDIT
III.C.3.g Enforcement Actions			●	0	EDIT
III.C.3.h Information on Liability and Defenses/Protections					VIEW
III.C.3.h.i Information on the Property Acquisition			●	0	EDIT
III.C.3.h.ii Timing and/or Contribution Toward Hazardous Substance Disposal			●	0	EDIT
III.C.3.h.iii Pre-Purchase Inquiry			●	0	EDIT
III.C.3.h.iv Post-Acquisition Uses			●	0	EDIT
III.C.3.h.v Continuing Obligations			●	0	EDIT
III.C.3.i Petroleum Sites			●	0	EDIT
III.C.4 Cleanup Authority and Oversight Structure			●	0	EDIT
III.C.5 Cost Share			●	0	EDIT


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Edit the content for this section of the application

Section Title:	Continuing Obligations
Section	Continuing Obligations
Instructions:	Describe in detail the specific appropriate care that you exercised (or if you have yet to acquire the property, that you will exercise upon acquiring the property) with respect to hazardous substances found at the site by taking reasonable steps to: • Stop any continuing releases; • Prevent any threatened future release; and • Prevent or limit exposure to any previously released hazardous substance. Please confirm your commitment to: • Comply with all land-use restrictions and institutional controls; • Assist and cooperate with those performing the cleanup and provide access to the property; • Comply with all information requests and administrative subpoenas that have or may be issued in connection with the property; and • Provide all legally required notices.

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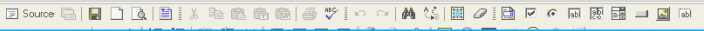
Character Count: Section Not Started

Comments: [Add Comment](#)

Instructions:

Character Count: 0 Characters (Including Spaces)

Source



III.C.3.I.viii Financial Viability of Responsible Parties			0	EDIT
III.C.4 Cleanup Authority and Oversight Structure				VIEW
III.C.4.a Cleanup Oversight			0	EDIT
III.C.4.b Access to Adjacent Properties			0	EDIT
III.C.5 Cost Share			0	EDIT
III.C.6 Community Notification			0	EDIT
V.B. Ranking Criteria for Cleanup Grants				VIEW
V.B.1 Community Need (15 Total Points)				VIEW
V.B.1.a Health, Welfare, and Environment (8 Points)			0	EDIT
V.B.1.b Financial Need (7 Points)			0	EDIT
V.B.2 Project Description and Feasibility of Success (50 Total Points)				VIEW
V.B.2.a Project Description (10 Points)			0	EDIT
V.B.2.b Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources (20 Points)			0	EDIT
V.B.2.c Programmatic Capability and Past Performance (20 Total Points)			0	EDIT
V.B.3 Community Engagement and Partnerships (15 Total Points)				VIEW
V.B.3.a Plan for Involving the Affected Community (5 Points)			0	EDIT
V.B.3.b Partnerships (5 Points)			0	EDIT
V.B.3.c Key community-based organizations (5 Points)			0	EDIT
V.B.4 Project Benefits (20 Total Points)				VIEW
V.B.4.a Welfare and/or Public Health (10 Points)	S.Martin	10/23/2011	90	EDIT
V.B.4.b Economic Benefits and/or Greenspace (5 Points)				VIEW
V.B.4.b.i Economic Benefits			0	EDIT
V.B.4.b.ii Other Non-Economic Benefits			0	EDIT
V.B.4.c Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)			0	EDIT
IV.C.2 Cleanup Grant Transmittal Letter				VIEW
IV.C.2.a Applicant Identification			0	EDIT
IV.C.2.b Applicant DUNS number			0	EDIT
IV.C.2.c Funding Requested			0	EDIT
IV.C.2.d Location			0	EDIT


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Edit cleansite

Home > Grant Applications > cleansite > **Edit Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources (20 Points)**

Edit the content for this section of the application

Section Title:	Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources (20 Points)
Section Instructions:	Here you will create your budget table and write your budget narrative outlining and explaining your project tasks.
Character Count:	Section Not Started

Comments:
Add Comment

Instructions:

V.B.2.b.i Budget Table (10 points)

Use the table format below to identify specific tasks for which EPA funding will be used. Show the costs (by budget category) associated with each task. **Applicants requesting hazardous substance and petroleum funding in the same proposal must provide either two separate budget tables, or two separate line items within one budget table, that shows the planned petroleum and hazardous substance funded activities.** In addition to the budget table, describe each task in detail, including the basis for the estimated cost as well as the projected outputs where possible (e.g., five tank pulls at a cost of \$13,000 per tank for a total of \$65,000). (Refer to Section I.E. of the guidelines for a definition and examples of "outputs.")

Do not include tasks for activities or costs that are ineligible uses of funds under EPA's cleanup grant (e.g., land acquisition, building demolition that is not necessary to cleanup contamination at the site, building or site preparation, or administrative costs, such as indirect costs). Please refer to the Brownfields FAQ at https://www.tabez.org/resource/material/FAQs_EPA_BF_Guidelines.pdf for additional examples of ineligible uses of funds. For questions not covered by the FAQ, contact your Regional Coordinator.

Reminder on additional use of grant funds described in Section I.B of the guidelines: A local government (does not include state or tribal governments) may use up to 10 percent of its grant funds for health monitoring of populations, monitoring and enforcement of institutional control(s), or other related program development and implementation activities.

NOTE: Even if applying via Grants.gov, please use the table format below.

Setting up your Budget Table:

Follow the instructions in the text box below and the sample budget table from the guidelines will come up. Note: You

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New Budget Table

Simply click a cell in the table below to edit it. When you update a cell, the totals in the table will automatically update for you. Use the buttons below the table to add and remove rows and columns.

BUDGET CATEGORIES	PROJECT TASKS						TOTAL
	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	
(programmatic costs only)							
Personnel							0
Fringe Benefits							0
Travel ¹							0
Equipment ²							0
Supplies							0
Contractual ³							0
Other (specify)							0
TOTAL	0	0	0	0	0	0	0
COST SHARE							0

Add Row Add Column Remove Row Remove Column

1. Need to know date related to this reference is as complete as of this report date.

OK Cancel

(Click the "Budget Table" button in the above toolbar (right side, bottom row), then make entries into table. To edit an earlier version that was saved, either click the button or right click on table and select "Budget Table". Remove this message before you submit your grant.)

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your narrative below your own table after importing.

Budget Narrative

Write your budget narrative describing your different tasks in detail in the text box below after you complete the budget table.

HELPFUL HINTS

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Source																													
B															I	U	x_2	x^2	$\frac{1}{2}$	$\frac{1}{3}$	$\frac{1}{4}$	$\frac{1}{5}$	$\frac{1}{6}$	$\frac{1}{7}$	$\frac{1}{8}$	$\frac{1}{9}$	$\frac{1}{10}$	$\frac{1}{11}$	$\frac{1}{12}$
Styles															Format	Font	Size												
Budget Categories															Project Tasks														
(programmatic costs only)															Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total								
Personnel																					0								
Fringe Benefits																	8766				8766								
Travel ¹																600					600								
Equipment ²																		768			768								
Supplies															100				900		1000								
Contractual ³																					0								

Setting up your Budget Table:

Follow the instructions in the text box below and the sample budget table from the guidelines will come up. Note: You will have to scroll down to see all the instructions. Do not forget to save once you entered your data!

Importing your own Budget Table:

Prior to importing your own table, delete the text in the text box below, then paste your own table in. Don't forget to write your narrative below your own table after importing.

Budget Narrative

Write your budget narrative describing your different tasks in detail in the text box below after you complete the budget table.

HELPFUL HINTS

Character Count: 0 Characters (Including Spaces)

Source [Icons]

[B] [I] [U] [e] [x₂] [x²] [List Icons] [Table Icon] [Link Icon] [Image Icon] [Video Icon] [Audio Icon] [Font Color] [Background Color] [Text Color] [Text Background Color] [Text Direction] [Text Size] [Text Style] [Text Weight] [Text Color] [Text Background Color] [Text Direction] [Text Size] [Text Style] [Text Weight]

Style Normal Font Size A B Budget Table ?

* Travel to brownfields-related training conferences is an acceptable use of these grant funds.
 * EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are Generally, equipment is not required for assessment grants.
 * Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.49.

Write **Budget Narrative** here.

Instructions:

V.B.2.b.i) Leveraging (5 points)
 If you determine that additional work (e.g., cleanup) may be required, describe the funding or resources (public and private) you have or will seek to complete the additional work. Describe other sources of funding or resources that you have or are seeking to ensure the successful revitalization of the brownfield site cleaned up with this grant.

HELPFUL HINTS

V.B.2.b Budget for EPA Funding and Leveraging Other Resources (10 Points)	S. Martin	8/31/10	2257	EDIT
V.B.2.c Programmatic Capability and Past Performance (20 Total Points)			0	EDIT
V.B.3 Community Engagement and Partnerships (15 Total Points)				VIEW
V.B.3.a Plan for Involving the Affected Community (5 Points)			0	EDIT
V.B.3.b Partnerships (5 Points)			0	EDIT
V.B.3.c Key community-based organizations (5 Points)			0	EDIT
V.B.4 Project Benefits (30 Total Points)				VIEW
V.B.4.a Welfare and/or Public Health (10 Points)			0	EDIT
V.B.4.b Economic Benefits and/or Greenspace (5 Points)				VIEW
V.B.4.b.i Economic Benefits			0	EDIT
V.B.4.b.ii Other Non-Economic Benefits			0	EDIT
V.B.4.c Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 points)			0	EDIT
V.B.4.d Plan for Tracking and Measuring Progress (5 Points)			0	EDIT
IV.C.2 Cleanup Grant Transmittal Letter				VIEW
IV.C.2.a Applicant Identification			0	EDIT
IV.C.2.b Applicant DUNS number			0	EDIT
IV.C.2.c Funding Requested			0	EDIT
IV.C.2.d Location			0	EDIT
IV.C.2.e Property Name and complete site address, including zip code			0	EDIT
IV.C.2.f Contacts			0	EDIT
IV.C.2.g Date Submitted			0	EDIT
IV.C.2.h Project Period			0	EDIT
IV.C.2.i Population			0	EDIT
Hardship Waiver Request			0	EDIT
Cleanup Grant Character Count:			2257	
Cleanup Grant Transmittal Letter Character Count:			0	
Hardship Waiver Character Count:			0	
All				

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- Start New Application
- Application Outline
- Add Participants
- Manage Participants
- Application Configuration

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[Home](#) > [Grant Applications](#) > [cleansite](#) > **Edit Applicant Identification**

Edit the content for this section of the application

Section Title: Applicant Identification

Section Instructions:	Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA for the proper expenditure of funds.
------------------------------	---

Character Count: Section Not Started

Comments:

Add Comment

Instructions:

Character Count: 0 Characters (Including Spaces)

Status:

Not Finished

[Back To Outline](#)

Save

Save And Back To Outline

Application Name

V.B.1 Community Need (15 total points)			VIEW
V.B.1.a Health, Welfare, and Environment (8 total points)	●	0	EDIT
V.B.1.b Financial Need (7 total points)	●	0	EDIT
V.B.2 Project Description and Feasibility of Success (40 total points)			VIEW
V.B.2.a Project Description (10 total points)	●	0	EDIT
V.B.2.b Budget for EPA Funding and Leveraging Other Resources (10 total points)	●	0	EDIT
V.B.2.c Programmatic Capability (20 points total)			VIEW
V.B.2.c.i Currently or Has Ever Received an EPA Brownfields Grant	●	0	EDIT
V.B.2.c.ii Has Not Received an EPA Brownfields Grant but has received other federal or non-federal assistance agreements	●	0	EDIT
V.B.3 Community Engagement and Partnerships (15 total points)			VIEW
V.B.3.a Plan for Involving the Affected Community (5 points)	●	0	EDIT
V.B.3.b Partnerships (5 points)	●	0	EDIT
V.B.3.c Key community-based organizations (5 points)	●	0	EDIT
V.B.4 Project Benefits (30 points total)			VIEW
V.B.4.a Welfare and/or Public Health (10 points)	●	0	EDIT
V.B.4.b Economic Benefits and/or Greenspace (5 points)			VIEW
V.B.4.b.i Economic Benefits	●	0	EDIT
V.B.4.b.ii Other Non-Economic Benefits	●	0	EDIT
V.B.4.c Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 points)	●	0	EDIT
V.B.4.d Plan for Tracking and Measuring Progress (5 points)	●	0	EDIT
IV.C.2 Cleanup Grant Transmittal Letter			VIEW
IV.C.2.a Applicant Identification	●	0	EDIT
IV.C.2.b Funding Requested	●	0	EDIT
IV.C.2.c Location	●	0	EDIT
IV.C.2.d Property Name and complete site address, including zip code	●	0	EDIT
IV.C.2.e Contacts	●	0	EDIT
IV.C.2.f Date Submitted	●	0	EDIT
Project Period	●	0	EDIT
IV.C.2.h Population	●	0	EDIT
Hardship Waiver Request	●	0	EDIT
Cleanup Grant Character Count:		0	
Cleanup Grant Transmittal Letter Character Count:		0	
Hardship Waiver Character Count:		0	

All

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III.C.3.i.vii Subject to RCRA

Does Not Apply.

III.C.3.i.viii Financial Viability of Responsible Parties

Does Not Apply.

Ranking Criteria for Assessment Grants

V.B.1 Community Need (40 total points)

V.B.1.a Health, Welfare, and Environment (20 Points)

V.B.1.b Financial Need (20 total points)

Format for Demographic Information (Delete this message before you export)

	Target Community/Census Tract	County/City	State	National
Population				308,745,538 ¹
Unemployment				9.6% ²
Poverty Rate				14.3% ³
Percent Minority				26.7% ¹
Per Capita Income				\$ 26,530 ³
Other				

V.B.2 Project Description and Feasibility of Success (100 total points)



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Welcome to TAB EZ

Technical Assistance to Brownfields communities (TAB) easy brownfields grant application (EZ) software program

TAB EZ is a grant writing tool to be used for preparation of EPA brownfields grant proposals. Currently, TAB EZ only addresses assessment and cleanup grants; RLF grant proposal outlines may be added at a later date.

What TAB EZ can do:

TAB EZ provides a framework for your proposal and provides strategies and links to reduce time in writing the proposal.

What TAB EZ can not do:

TAB EZ can not write a specific and compelling request for Brownfield grant funding for you. It's your proposal and you need to incorporate your ideas and approaches!

Using this tool is not a substitute for reading the grant guidelines!

While we put a lot of information from the guidelines into TAB EZ, there is also information we did not include. Please read the guidelines at <http://www.epa.gov/brownfields/applicat.htm>. Also, a copy of the guidelines can be found in TAB EZ under "Resources".

Register prior to use

While the use of TAB EZ is free, you must be a registered user to prepare a grant application via TAB EZ. Please register by clicking on "Register" in the upper right hand corner of the TAB EZ window.

TAB EZ was updated to be consistent with the FY2012 Brownfields grant guidelines.
!!!The deadline to submit your FY2012 grant proposal is November 28, 2011!!!



GRANT APPLICATIONS HOME



TAB EZ TUTORIAL



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Contact

When you contact us for assistance, we will return your call or email as soon as possible to let you know the status of your request. Concerns and questions will be addressed in the order received.

Feedback

We value your feedback. Thank you for taking the time to provide comments about your experience using TABEZ. When providing feedback please let us know what sections of TAB EZ your feedback applies to, ie. particular sections of the assessment or cleanup grant application outline, helpful hints, resources, etc. If there are any problems with the links incorporated in TAB EZ, please let us know exactly which links do not work and where they are located within TAB EZ. The more detailed you can be, the easier and faster it will be for us to address any problems with TABEZ. In addition, if you have any suggestions for enhancements of TAB EZ, please let us know. This is the second release of TAB EZ and your suggestions and comments will be used to schedule improvements.

Feedback Subject

Your Email Address

Your Comments

☐ Please contact me

☐ I'd like to send an anonymous comment

[Submit Feedback](#)

Contact Info

- Dr. Sabine Martin

785-532-6474

smartin1@k-state.edu

Brownfields Funding U. S EPA, Region 5

*Deborah Orr
October 2011*



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Brownfields 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.”



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Targeted Brownfields Assessment (TBA)

- BF legislation authorizes the US EPA to establish a program to perform assessment at properties at no cost to local government and tribes.
- Limited resources distributed on a first-come, first served basis
- The TBA service includes a historical site use search, site visit and soil testing for hazardous substances and an all appropriate inquiry compliant site assessment.
- For more information go to:
http://epa.gov/brownfields/grant_info/tba.htm

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East St. Louis Farmers Market



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Selection Process

- Threshold reviews
- National panels
- EPA will prepare two ranked lists, “new” and “existing or former” applicants. Fifty percent of grants will go to new grantees.*
- Other factors will be considered including balance distribution across regions, focus on assessment, statutory requirement that twenty five percent of funds have to be allocated for petroleum**

*This is subject to change.

**Complete list can be found in Section V.C. Other Factors

Lessons from R5 Unsuccessful Proposal Debriefings in 2010

General Suggestions

- Read the proposal
- Answer all the questions
- Obey the page limitations and think about the reviewer when formatting
- If this is a repeat, tell us what you have accomplished since the last proposal was submitted
- Contact the state early and find out if they have a deadline
- Note: 2011 budget cut by 30% translates to fewer grants

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Lessons from R5 Unsuccessful Proposal Debriefings in 2010

Community Need

- Provide information on all coalition partners even those that do not have target sites identified
- Explain why the coalition fits
- Identify “target sites”. This useful strategy helps the applicant identify contaminants that impact a specific population in a community and set the stage for the visioning required under Project Benefits which should include specific examples for need of financial

Lessons from R5 Unsuccessful Proposal Debriefings in 2010

Community Need cont'd

- Always provide comparative statistics for the demographic information provided.
- Explain or interpret the stats for the reviewer, connect the dots.
- Impacts to be described include health or “social”, environmental and economic. Connect these impacts to contaminants at the sites that might be addressed with BF resources

Lessons from R5 Unsuccessful Proposal Debriefings in 2010

Project Description and Feasibility of Success

- What's your skin in the game? Quantify in-kind support for the work, even if it is not required and identify ties to community (comprehensive) plan
- Document competence at leveraging resources
- Generic info does not help in discussing tracking and measuring success
- Be careful: too much information in the budget can lead to more questions
- If it says "use the table format below", this the is minimum data requirement
- Treat the state program like a black box

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Lessons from R5 Unsuccessful Proposal Debriefings in 2010

Project Description and Feasibility of Success (cont'd)

- If proposing health monitoring make sure local health departments role is outlined in the task description and supported in a letter
- Outline meaningful role for regional planning organization in area-wide planning and don't forget leveraging in this activity
- Funds mentioned in the Past Performance section should be included in leveraging discussion
- Panel reviewers do not score programmatic capability questions in "Project Description and Feasibility of Success" ranking criteria

Lessons from R5 Unsuccessful Proposal Debriefings in 2010

Community Engagement and Partnerships

- Provide specific examples of how meaningful input has been solicited
- Support letter should provide a sketch of organization, what they will contribute to support the project and the letter should be consistent with what is contained in the proposal
- The connection to **job training** and local employment must be made
- Target schools and colleges, churches, labor groups, environmental or cultural interest groups, church groups and neighborhood block clubs

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Lessons Learned from R5 Unsuccessful Proposal Debriefings in 2010

Community Engagement and Partnership (cont'd)

- Be descriptive in how the target population will be engaged and discuss how language or cultural issues will be identified and resolved
- Tell us about tried and true methods that you have developed and give examples
- Health monitoring, if proposed, should be discussed in the community engagement activities
- It helps if you can demonstrate that you have already engaged the target community in this effort
- Any decisions that have already been made should describe how community input was solicited

Lessons Learned from R5 Unsuccessful Proposal Debriefings in 2010

Project Benefits

- If you mentioned a community need, identify what specific metric will be measured for success
- Tie your community vision (how will you reinvent) to the needs identified and the proposed project
- Equitable development and displacement of residents historically affected by brownfields should be discussed
- Provide specific examples on how sustainable redevelopment has been incorporated in policy and practice

Schedule

- Checklist:
<http://www.epa.gov/brownfields/FY12-Assessment-Guideline-Checklist.pdf>
- Request for Proposal – due November 28, 2011
- Spring 2012 – Award Announcements
- Funds likely available by October 1, 2012

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Resources & Feedback

- To view a complete list of resources for this seminar, please visit the [Additional Resources](#)
- Please complete the [Feedback Form](#) to help ensure events like this are offered in the future

U.S. EPA Technology Innovation Program

U.S. EPA Technical Support Project Engineering Forum
Green Remediation: Opening the Door to Field Use Session C (Green Remediation Tools and Examples)
Seminar Feedback Form

We would like to receive your feedback so we can make this seminar more valuable.
Please take a few minutes to fill out this form before leaving the site.

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Last Name:

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Date of Seminar: ☐ December 15, 2009 ☐ December 16, 2009

☐ Please send a copy of my feedback report to my organization.

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