



# TAB

TECHNICAL ASSISTANCE TO BROWNFIELDS

## TABEZ and BIT: *Free E-Tools to help find Funds and Manage Cutting Edge Brownfields Programs!*

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Technical Assistance to Brownfields  
Program

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Field of Hope Community  
Campus

Vinton, Ohio

**KANSAS STATE**  
**UNIVERSITY.**

# Overview of this Presentation

- The TAB program
- Orientation to E-Tools:
  - Brownfields Inventory Tool (BIT)
  - TAB EZ Grant Writing Tool
- Success Story!



# TAB Assistance to Communities

Guide Local and Tribal governments through the brownfields process, by providing advice on:

## 1. Identifying Sites, Planning & Prioritizing

- Identifying and ***inventorying brownfields (via BIT)***
- Strategic planning, stakeholder input, and economic analysis
- ***Applications for EPA funds (via TAB EZ and proposal reviews)***

## 2. & 3. Investigate and Cleanup

- Finding contractors for environmental assessments and cleanup (if needed)
- Reviewing and explaining technical plans and reports to the community

## 4. Redeveloping Sites

- Finding other funding and partners
- Other services, as needed and agreed upon

# Application Process for TAB Assistance

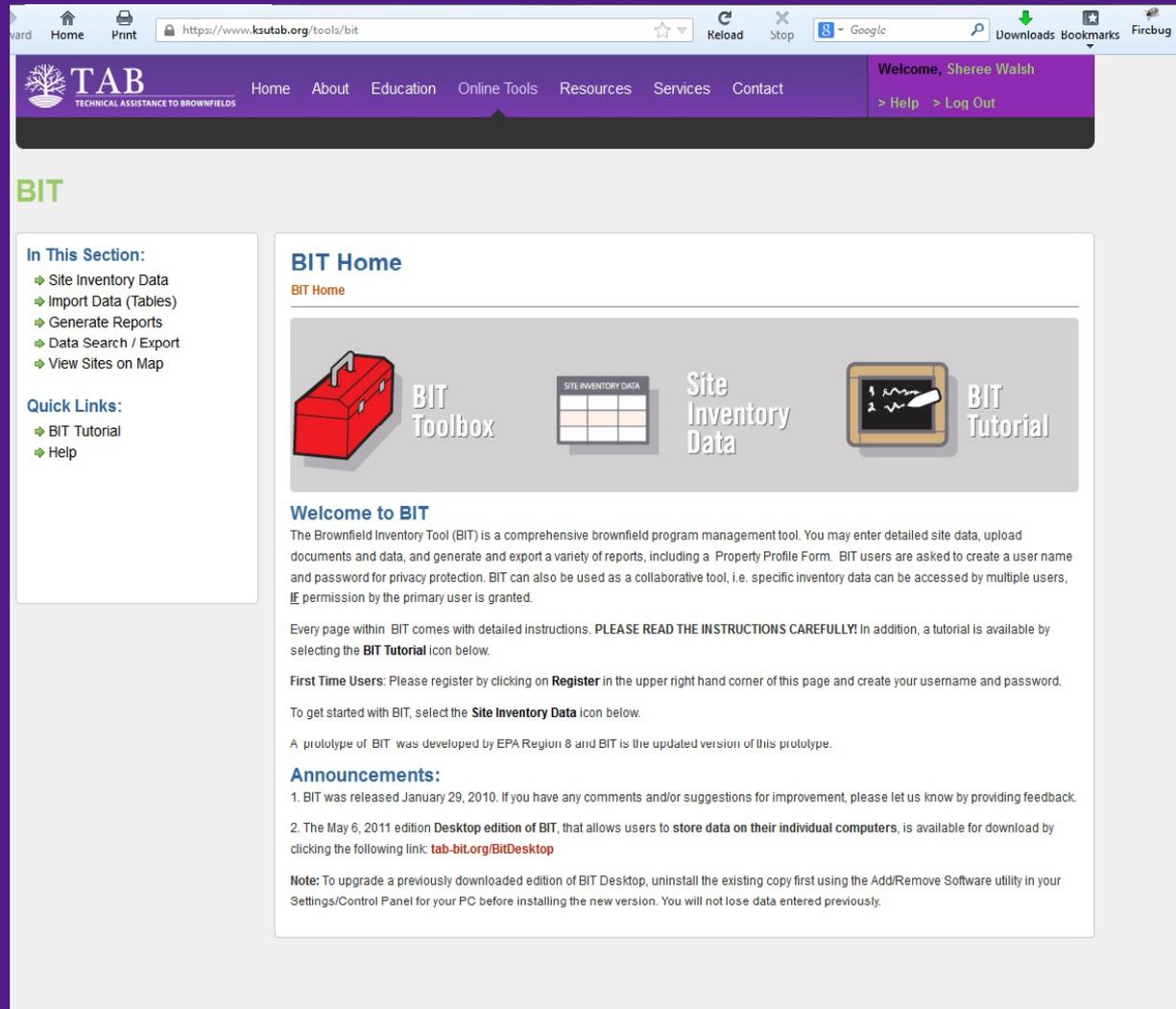
- Contact us
- We'll set up a meeting to discuss assistance needs
- Review needs and TAB capability
- Agree on a course of action
- Get started
- ***For ARC proposal reviews (in Fall):***
  - Please provide 1-2 weeks heads-up you will be sending a draft to TAB for review
  - Reviews take 3-5 days or less
  - Contacts for reviews are in the next-to-last slide

# Brownfields Inventory Tool (BIT)

www.tab-bit.org or  
www.ksutab.org

Stores & Manages  
Site Data:

- Inventory & prioritize sites
- Track assessment, cleanup, and redevelopment progress
- Reporting to ACRES & other Databases



The screenshot shows the BIT website interface. At the top, there is a navigation bar with the TAB logo (Technical Assistance to Brownfields) and links for Home, About, Education, Online Tools, Resources, Services, and Contact. A user is logged in as Sheree Walsh, with links for Help and Log Out. The main content area is titled "BIT" and features a sidebar with "In This Section" (Site Inventory Data, Import Data (Tables), Generate Reports, Data Search / Export, View Sites on Map) and "Quick Links" (BIT Tutorial, Help). The main content area includes a "BIT Home" section with a "BIT Home" link, a "BIT Toolbox" icon, a "Site Inventory Data" icon, and a "BIT Tutorial" icon. Below this is a "Welcome to BIT" section with a detailed introduction to the tool, instructions for new users, and a list of "Announcements" regarding the tool's release and updates.

**BIT**

**In This Section:**

- ◆ Site Inventory Data
- ◆ Import Data (Tables)
- ◆ Generate Reports
- ◆ Data Search / Export
- ◆ View Sites on Map

**Quick Links:**

- ◆ BIT Tutorial
- ◆ Help

**BIT Home**

**BIT Home**

**BIT Toolbox**

**Site Inventory Data**

**BIT Tutorial**

**Welcome to BIT**

The Brownfield Inventory Tool (BIT) is a comprehensive brownfield program management tool. You may enter detailed site data, upload documents and data, and generate and export a variety of reports, including a Property Profile Form. BIT users are asked to create a user name and password for privacy protection. BIT can also be used as a collaborative tool, i.e. specific inventory data can be accessed by multiple users, if permission by the primary user is granted.

Every page within BIT comes with detailed instructions. **PLEASE READ THE INSTRUCTIONS CAREFULLY!** In addition, a tutorial is available by selecting the **BIT Tutorial** icon below.

**First Time Users:** Please register by clicking on **Register** in the upper right hand corner of this page and create your username and password.

To get started with BIT, select the **Site Inventory Data** icon below.

A prototype of BIT was developed by EPA Region 8 and BIT is the updated version of this prototype.

**Announcements:**

1. BIT was released January 29, 2010. If you have any comments and/or suggestions for improvement, please let us know by providing feedback.
2. The May 6, 2011 edition **Desktop edition of BIT**, that allows users to **store data on their individual computers**, is available for download by clicking the following link: [tab-bit.org/BitDesktop](http://tab-bit.org/BitDesktop)

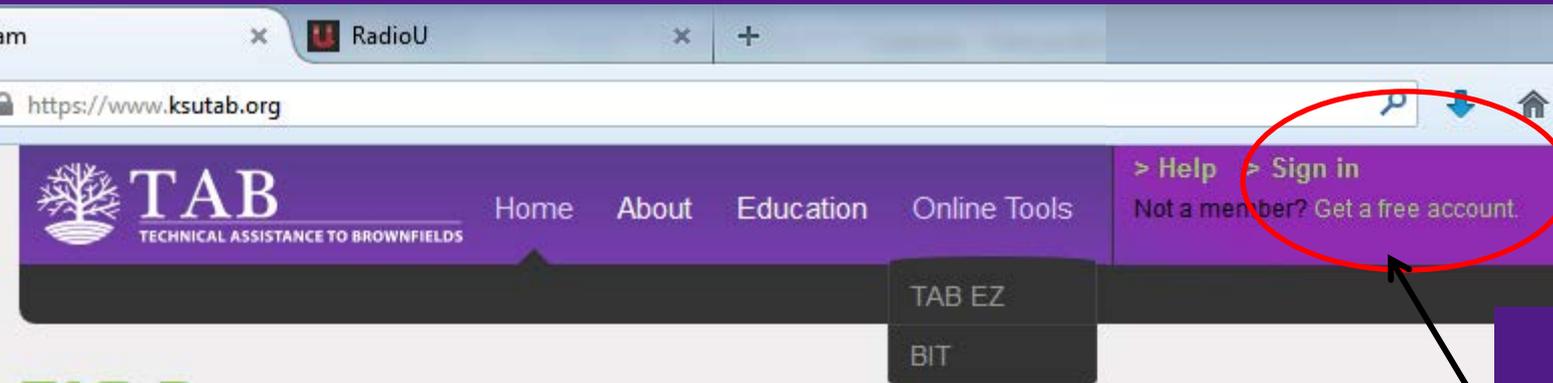
**Note:** To upgrade a previously downloaded edition of BIT Desktop, uninstall the existing copy first using the Add/Remove Software utility in your Settings/Control Panel for your PC before installing the new version. You will not lose data entered previously.



# Why Use BIT?

- **User friendly** and can be accessed any time; **for internal day-to-day use**
- Your site data in BIT is **NOT available to public**
- User name/password – **PRIVACY PROTECTION**
- Primary user can give access to **collaborators**
- User can **export or use some** data for use on public websites, such as
  - Brownfield Listings, OppSites or other site marketing websites
  - EPA ACRES site, only for sites assessed or cleaned up with EPA-funds

Find BIT : [www.ksutab.org](http://www.ksutab.org)



Register (first time users: 'Get a free account') or Sign In with a current user id and password

## TAB Program

TAB provides free technical assistance with brownfields redevelopment efforts



**Free Expertise in  
Planning,  
Environmental,  
Economic,  
Community  
Involvement, &  
other Topics**

# Register to Set Up an Account

**TAB**  
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education Online Tools Resources Services Contact

> Help > Sign in  
Not a member? Get a free account.

## Register For a TAB Account Today

TAB Program > Register

\*First Name

\*Last Name

\*Email Address

\*Password

\*Re-Enter Password

\*Security Question

\*Security Answer

\*State

\*Organization

### Benefits of a TAB Account

- Updates of latest news
- Access to TAB tools
- Access to TAB Events

## TAB Sign In

Enter your account information to login

Log in with an existing account  
[Forgot Password?](#)

Email:

Password:

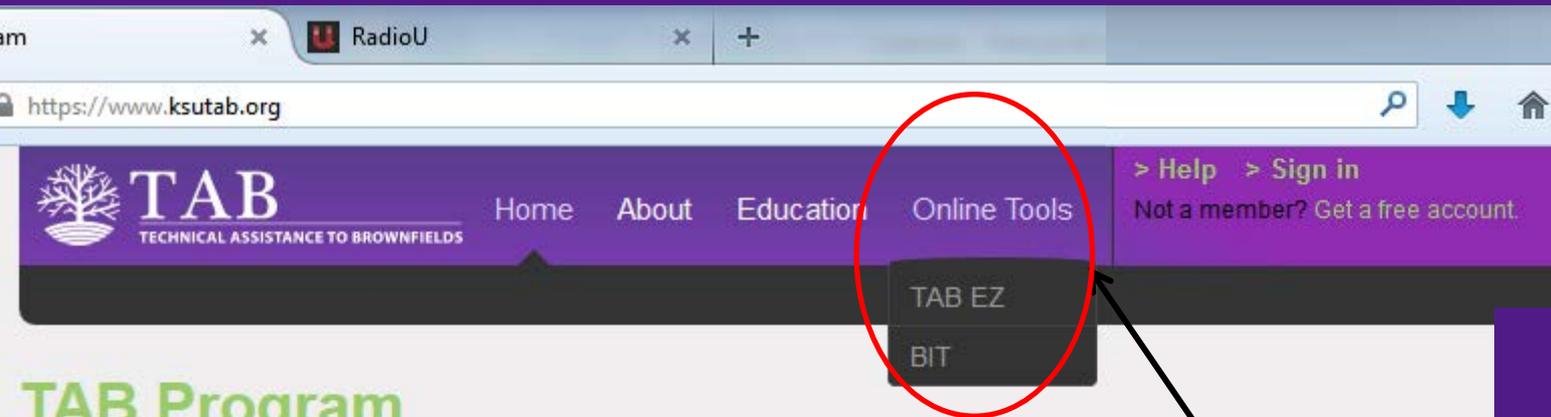
Need an account?

Find TAB EZ at:  
[www.ksutab.org](http://www.ksutab.org)

Register (first time users)  
or Sign In to use  
TAB EZ.

If you have a  
current TAB EZ ID  
and password, they  
will work here.

Find BIT : [www.ksutab.org](http://www.ksutab.org)



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**Free Expertise in  
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Economic,  
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Involvement, &  
other Topics**

**Click on Online  
Tools, then click  
on BIT**

# Common Uses of BIT

## Example Programs:

Northglenn CO Inventory

(items below are hypothetical)

Northglenn Urban Renewal Authority

Northglenn Code Enforcement CO Regional Planning Organization

## Example Sites in Program

(ways to name sites):

Garland Center

(items below are hypothetical)

NG 1

NG 2 - 2145 E Scott

NG 3 - Miller Gardeners

NG 3 - Oscar Heights

Choose a Program

Create A Program

Remove Program

Choose a Site

## Program Features

Funding Su

Search/Export Data  
Marketing Websites  
City Websites  
GIS Systems  
Etc.

## Import Data into BIT from:

EPA ACRES

Cleanups in My Community

Other databases

Site Featur

Site Data

Site Admin Info

Documents

Remove Site

Import Data (Table)

Rename Site

# UMU - Towaoc Homes:

# Funding Summary Page

BIT Home > Bit Toolbox > Site Inventory Data > Funding Summary

**Instructions:** Items marked in dark blue are not required Property Profile Form fields and are optional.

Click here for more helpful hints.

1) Enter Name of Funding

2) Click "New Grant" button

Select a Grant

- City
- City
- County
- DOT 5-09
- EPA Assessment 5-10
- EPA Cleanup 7-10

New Grant Name

Rename Grant

Add information about Program funding.

Read instructions for help.

**Strong Suggestion:** Name grant records by source and date of award

**Always** save changes before leaving screen

3) Enter Data

Fund / Grant Recipient Name **UMountain Unlimited**

Fund / Grant Number 988741

Fund Amount 903000

EPA Program Code **BF**

Start Date 10/01/2003

End Date 09/30/2007

Source of Funding US EPA - Section 128(a)

If EPA, Funding Type Both

Grant Closed

Name

Susanna Fujino

Entity Providing Funding

EPA

Street Address/P.O. Box

City

State

Please Select

Zip Code

Phone

Save Changes

Cancel

# BIT (Brownfields Inventory Tool)

Structure Mirrors the Brownfields Redevelopment Process

- Site Information
- Assessment & Sampling
- Cleanup
- Institutional/Engineering Controls
- Redevelopment

The screenshot displays the BIT web interface for a site named 'Marriott'. The interface is organized into several sections:

- Marriott: Site Information**: This section includes a sidebar with navigation options like 'BIT Home', 'Inst', and 'Click'. The main content area shows 'Marriott: Site Assessment' with a breadcrumb trail: 'BIT Home > Bit Toolbox > Site Inventory Data > Site Data > Site Assessment'. Below this are tabs for 'Assessment Reports', 'Contamination Info', 'Cultural/Historical Information', and 'Comments'. A 'Contaminants' dropdown menu is visible, and a table lists 'Selected Contaminants' with columns for the contaminant name, 'REC' (checked), and 'Found' (checkboxes). The table includes entries for 'Petroleum / Petroleum Products', 'Asbestos', 'Lead', 'Other (desc', and 'Other Metal'.
- Marriott: Institutional Controls**: This section has a breadcrumb trail: 'BIT Home > Bit Toolbox > Site Inventory Data > Site Data > Institutional Controls'. It features tabs for 'Institutional Controls' and 'Engineering Controls'. Below the tabs is a 'Categories' dropdown menu and a table for 'Selected Categories' with entries for 'Informational Devices' and 'Enforcement / Permit Tools' (highlighted in black). A comment field for 'Enforcement / Permit Tools Comment' is at the bottom.
- Site Information Form**: A sidebar on the left contains fields for 'Site Det', 'Site Na', 'Site Sta', 'Site Typ', 'ACRES', 'Street Address/P.O. Box', 'City', 'State', and 'Zip Code'.

The footer of the page includes the URL 'www.cityx.org'.

# BIT (Brownfields Inventory Tool)

- Store everything in one place
  - Photos
  - Reports
- Generate Maps
- Report progress to ACRES if you get an EPA grant!

**Marriott: Complaints**  
BIT Home > Bit Toolbox > Site Inventory Data

**Instructions:** Items marked in red. [Click here](#) for more helpful hints.

Select a Record  
Default ▾

**New Record** New Record

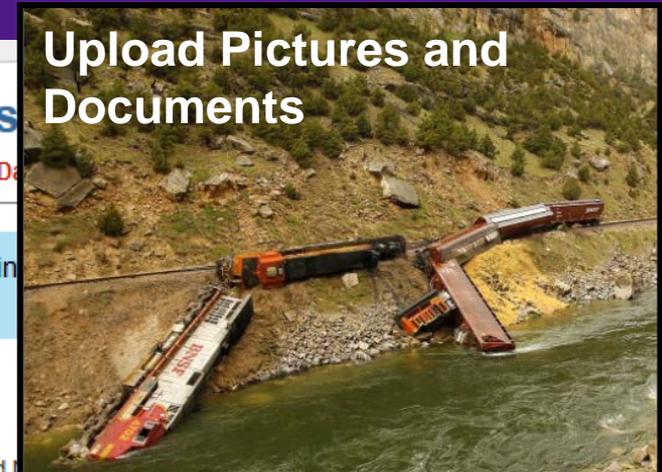
Complaint Details Associated Events

Inspection Record

Enforcement Record

\*Please refer to the View/Upload Documents

**Save Changes** **Cancel**



# BIT (Brownfields Inventory Tool)

- Search/Export data for:
  - Summary & analysis of brownfields in area
  - Prioritizing sites for assessment, cleanup, and redevelopment
  - Import into GIS or other databases
  - Import into city or tribal web sites
- Document progress with this in EPA Proposals!

The screenshot displays the BIT interface. At the top, there's a navigation bar with 'BIT Home > Bit Toolbox > Site Inv...'. Below this, a table lists site information:

Site Name	Site Status	Street Address/P.O. Box (Address)
Plant B Site	In Assessment	5100 Upper Metro Place
Plant C Site	In Assessment	Lower Metro Place
Plant F Site	In Assessment	Lower Metro Place

Below the table, there's a 'Data Search / Export' section. It includes a dropdown menu for 'Dublin OH BF Program', a 'Site Information' dropdown, and several search criteria with dropdown menus and 'Match Exact' options:

- Site Status: In Assessment
- Current Zoning: Industrial
- Redevelopment/Reuse: Rail (Other Improvements) - Yes
- Access Roads: Paved
- Gas (Utilities Present): Yes
- Electric (Utilities Present): Yes
- Sanitary (Sewer): Yes

Buttons for 'Add a New Search Field', 'Remove Category', 'Add a New Category', 'Search', and 'Blank Template' are visible at the bottom.

# Relates to Step 1 of Brownfields Process

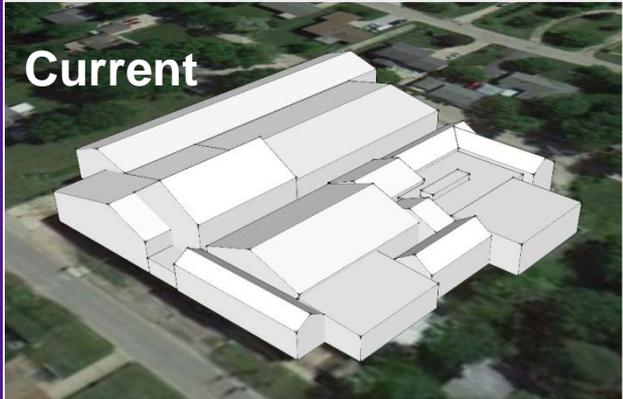
- Identify & Score Properties for Ease of Redevelopment

- Ownership
- Site Use
- Land Characteristics
- Community Characteristics
- Redevelopment Incentives
- Infrastructure Amenities
- Environmental Conditions
- Building Characteristics



- How can these sites meet your redevelopment needs?

# Step 1 (Continued) Redevelopment Planning



**Current**

Redevelopment Options – based on Community Needs



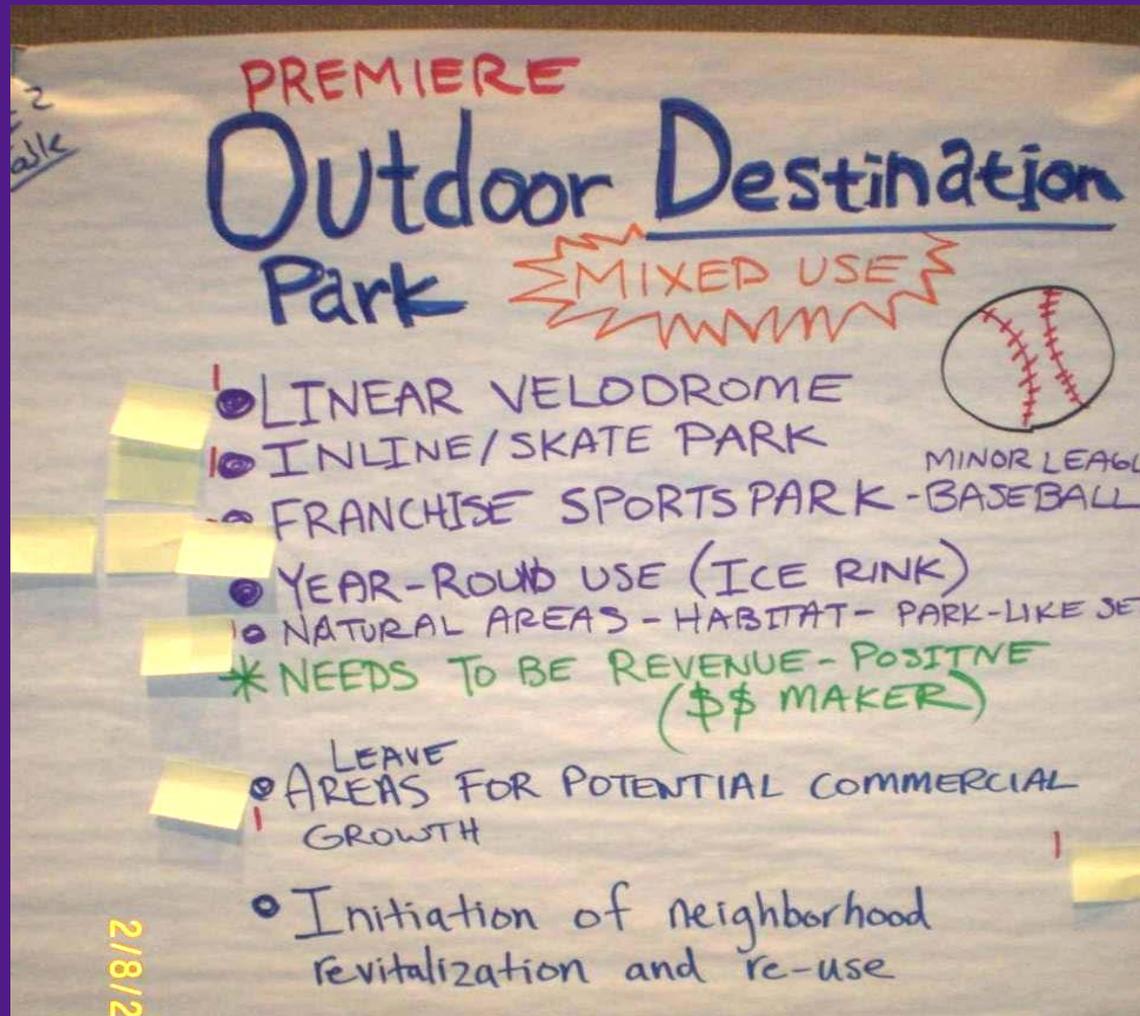
**Full Demo for Greenspace or New Residential**



**Partial Demo for Community/ Business or Multi-family Housing**



# Step 1 (Continued): Preliminary Planning Doesn't Need to be Fancy . . .



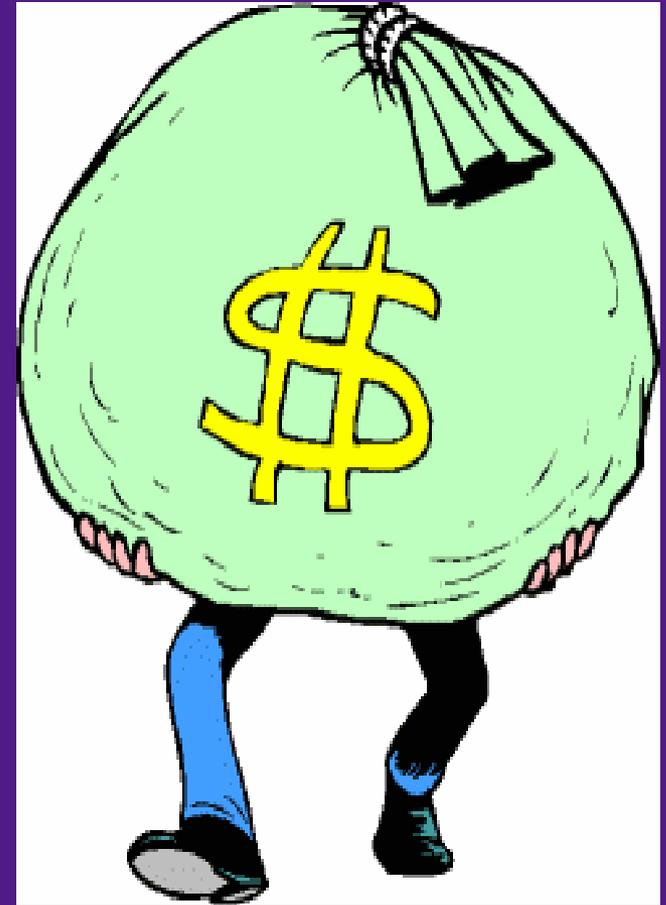
# Step 1 (Continued)

- Combine Redevelopment Needs with Ease of Redevelopment to Prioritize Sites
  - Matrix to Match Sites with Needs (0=poor match, 1=fair match, 2 = good match)

	Need 1 Living Wage Jobs	Need 2 Green Space	Need 3 Retail Space
Site A –Easiest to Redevelop	1	0	2
Site B – Easiest to Redevelop	1	2	0
Site C – Harder to Redevelop	1	1	0
Site D – Hardest to Redevelop	0	0	1

# Now you are Ready to Apply for Funding and Resources!

- Planning & Phase I / II Site Assessments
  - Free TBAs (Targeted Brownfields Assessments) by State and US EPA
  - ***EPA Area-wide Planning and EPA Assessment Grants***
- Cleanup, if necessary
  - State Trust and ***EPA Revolving Loan Funds & EPA Cleanup Grants***
- Redevelopment (Construction, etc.)
  - EDA, USDA, DOT, HUD, State Dep't of Commerce, etc.
- Free Technical Assistance
  - TAB, State, Other Programs



# FY2016 EPA Brownfields Grants

## Assessment Grants

- Inventory, characterize, **assess**, and conduct planning (including cleanup planning) and community involvement
- **\$200,000-\$600,000**

## RLF Grants

- Capitalize program for **cleanup** loans and subgrants
- Up to **\$600,000**

## Cleanup Grants

- **Cleanup** activities at a specific brownfield site owned by the applicant
- **Up to \$200,000 per site**
- Up to 3 per grantee

## Area-wide Planning Grants

- **\$200,000**

# Use TAB EZ Grant Writing Tool for EPA Assessment & Cleanup Proposals!



TAB EZ

BIT

## TABEZ

### In This Section:

- Grant Applications Home
- Start New Application

### Quick Links:

- Sample Grant Applications
- Tutorial
- Definitions
- Acronyms

## Grant Applications Home

Please Read!

Home > Grant Applications Home

### My Grant Applications

Application Name:	Owner:	Last Contributor:	Date:		
Example1-Assessment	S W	S W	08/27/2010	EDIT	DELETE
Example2-Cleanup	S W	S W	08/26/2010	EDIT	DELETE
Example3-Cleanup-pet	S W	S W	08/24/2009	EDIT	DELETE



START A  
NEW GRANT  
APPLICATION



HOW DO I  
START A GRANT  
APPLICATION?



SAMPLE  
GRANT  
APPLICATIONS

# TAB EZ Grant Writing Tool - Provides Template for Assessment & Cleanup Grants

The screenshot displays the TAB EZ Grant Writing Tool interface. At the top, there is a navigation bar with the TAB logo (Technical Assistance to Brownfields) and links for Home, About, Education, Online Tools, Resources, Services, and Contact. A user greeting 'Welcome, Sheree Walsh-two' and links for '> Help' and '> Log Out' are also present.

The main content area is titled 'TABEZ' and features a sidebar on the left with 'In This Section:' and 'Quick Links:' menus. The main content area displays 'Example1-Assessment' with an 'EDIT NAME' link. Below the title, there is a breadcrumb trail: 'Home > Grant Applications > Example1-Assessment'.

The main text area contains a paragraph: '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.'

A warning message states: '\* Section Requires Approval'.

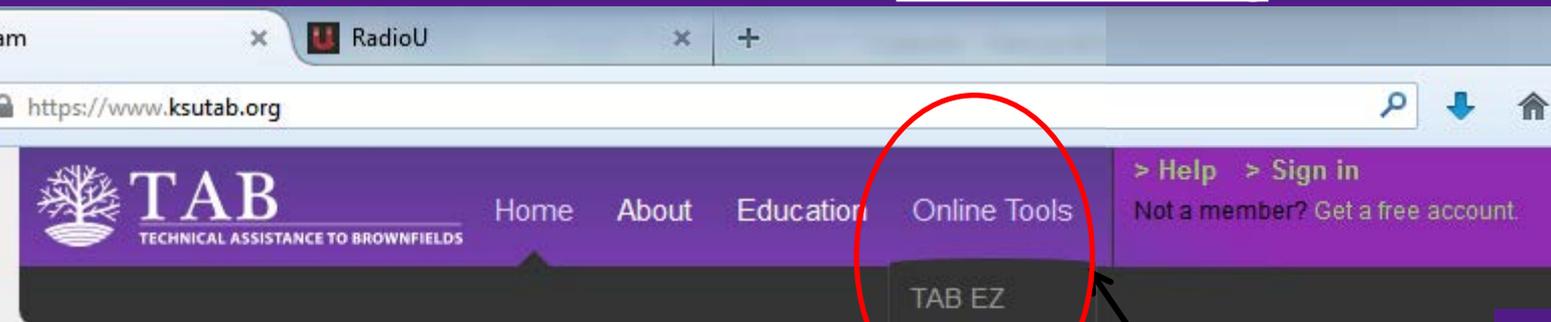
Below the warning is a table with the following columns: Application area/section, Last Contributor, Date, Status, and Char #.

Application area/section:	Last Contributor:	Date:	Status:	Char #:
Assessment, important information, READ ME				<a href="#">VIEW</a>
III.C Threshold Criteria for Assessment Grants				<a href="#">VIEW</a>
III.C.1 Applicant Eligibility	S.W	09/25/2013	●	37 <a href="#">EDIT</a>
III.C.2 Letter from the State or Tribal Environmental Authority			●	0 <a href="#">EDIT</a>
III.C.3 Site Eligibility and Property Ownership Eligibility (Site-Specific Proposals Only)				<a href="#">VIEW</a>
Site Eligibility				<a href="#">VIEW</a>
III.C.3.a Basic Site Information			●	0 <a href="#">EDIT</a>
III.C.3.b Status and History of Contamination at the Site			●	0 <a href="#">EDIT</a>
III.C.3.c Sites Ineligible for Funding			●	0 <a href="#">EDIT</a>
III.C.3.d Sites Requiring a Property-Specific Determination			●	0 <a href="#">EDIT</a>
Property Ownership Eligibility				<a href="#">VIEW</a>
III.C.3.e CERCLA §107 Liability			●	0 <a href="#">EDIT</a>
III.C.3.f Enforcement or Other Actions			●	0 <a href="#">EDIT</a>
III.C.3.g Information on Liability and Defenses/Protections Where Applicant Does NOT Own the Site			●	0 <a href="#">EDIT</a>

# TAB EZ Features and Benefits to Users

- **User friendly** and can be accessed anytime at the user's own pace
- User name/password – **PRIVACY PROTECTION**
- Primary user can give access to **collaborators**
- **Helpful Hints** for every AC criteria to be addressed
- Integrates Brownfield education with **online support**: definitions, proposal guidelines, pertinent federal/state web links, and past successful proposals

Find TAB EZ at: [www.ksutab.org](http://www.ksutab.org)



## TAB Program

TAB provides free technical assistance with brownfields redevelopment efforts



**Free Expertise in  
Planning,  
Environmental,  
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other Topics**

**Click on Online  
Tools, then click  
on TAB EZ**

# Grant Applications Home

**TAB**  
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education Online Tools Resources Services Contact

Welcome, Sheree Walsh  
> Help > Log Out

## TABEZ

**In This Section:**

- Grant Applications Home
- Start New Application

**Quick Links:**

- Sample Grant Applications
- Tutorial
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints
- Statistics/Census Information

### Grant Applications Home

Home > Grant Applications Home

Please Read!

Application Name:	Owner:	Last Contributor:	Date:		
Assessment XYZ	Sheree Walsh	Sheree Walsh	12/09/2013	EDIT	DELETE
a b cw 20131209	Sheree Walsh	Sheree Walsh	12/09/2013	EDIT	DELETE
A B SS 20131209	Sheree Walsh	Sheree Walsh	12/09/2013	EDIT	DELETE
Cleanup Both	Sheree Walsh	Sheree Walsh	12/06/2013	EDIT	DELETE
c 20131203 both	Sheree Walsh	Sheree Walsh	12/03/2013	EDIT	DELETE
Oklahoma and Texas Workshops	Blase Leven	Blase Leven	07/22/2013	EDIT	REMOVE
cleanup11-2012	Sheree Walsh	Sheree Walsh	11/26/2012	EDIT	DELETE
test9	Sheree Walsh	Sheree Walsh	08/18/2008	EDIT	DELETE

**START A NEW GRANT APPLICATION**

**HOW DO I START A GRANT APPLICATION?**

**SAMPLE GRANT APPLICATIONS**

After starting a new grant application (proposal), and/or being invited to participate in writing others proposals, your Grant Applications page may look like this. You will see a list of all the grants that you “own” or are a “participant” on.

Click on the **Please Read** button for important information about TAB EZ, application due dates, etc.

Use Quick Links to see helpful TAB EZ content

# Grant Applications Home

The screenshot shows the 'Grant Applications Home' page. At the top, there is a navigation bar with the TAB logo (Technical Assistance to Brownfields) and links for Home, About, Education, Online Tools, Resources, Services, and Contact. A user greeting 'Welcome, Sheree Walsh' and links for Help and Log Out are also present.

The main content area is titled 'Grant Applications Home' and includes a 'Please Read!' button. Below this is a table titled 'My Grant Applications' with columns for Application Name, Owner, Last Contributor, Date, and actions (EDIT, DELETE). The table lists several applications, including 'Assessment XYZ', 'a b cw 20131209', 'A B SS 20131209', 'Cleanup Both', 'c 20131203 both', 'Oklahoma and Texas Workshops', 'cleanup11-2012', and 'test9'. The 'Oklahoma and Texas Workshops' application is owned by Blase Leven, while all others are owned by Sheree Walsh.

On the left side, there are two sections: 'In This Section:' with links for 'Grant Applications Home' and 'Start New Application'; and 'Quick Links:' with links for 'Sample Grant Applications', 'Tutorial', 'Definitions', 'Acronyms', 'All Assessment Helpful Hints', 'All Cleanup Helpful Hints', and 'Statistics/Census Information'.

At the bottom, there are three call-to-action buttons: 'START A NEW GRANT APPLICATION' (with a pencil icon), 'HOW DO I START A GRANT APPLICATION?' (with a question mark icon), and 'SAMPLE GRANT APPLICATIONS' (with a document icon labeled 'SAMPLE').

Annotations with blue arrows point to the 'Start New Application' link in the 'In This Section:' area, the 'EDIT' button in the table, and the 'START A NEW GRANT APPLICATION' button.

Click on **Edit** to open an existing application.

Click on the link or icon to **start a new grant application**.

# Configure Grant Application

**TAB**  
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education Online Tools Resources Services Contact

## TABEZ

**In This Section:**

- Grant Applications Home
- Start New Application

**Quick Links:**

- Sample Grant Applications
- Tutorial
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints
- Statistics/Census Information

### Start New Grant Application

Home > Grant Applications > Start New Grant Application

Application Type:

Application Name:

**Save And Continue**

## Start New Grant Application

Use the drop-down menu to choose to write an assessment grant proposal or a cleanup grant proposal.

Write a simple name for your proposal.

Click on **save and continue**.

# Configure Application (Continued)

## Assessment Grant Configuration

[Home](#) > [Grant Applications](#) > [FY13 Assessment 2](#) > [Application Configuration](#)

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

Apply

Select whether your approval is needed before text changes by participants you invite to the project are accepted.

Choose the type of contamination affecting the site.

For assessment grant proposals, choose "Community Wide" or "Site Specific".

# Application Outline

## 10-30-15 Assessment test

[EDIT NAME](#)

[Home](#) > [Grant Applications](#) > [10-30-15 Assessment test](#)

Before you submit your proposal(s) for assessment grants, please ensure all necessary documents are included in your submittal package as specified on pages 26-29 in the [guidelines](#). See also the [checklist](#) and [expanded checklist](#) for assessment grants. All proposals are required to be submitted via [Grants.gov](#).

### \* Section Requires Approval

Application area/section:	Last Contributor:	Date:	Status:	Char #:	
Assessment, important information, READ ME					<a href="#">VIEW</a>
III.C Threshold Criteria for Assessment Grants					<a href="#">VIEW</a>
III.C.1 Applicant Eligibility			●	0	<a href="#">EDIT</a>
III.C.2 Letter from the State or Tribal Environmental Authority			●	0	<a href="#">EDIT</a>
III.C.3 Community Involvement			●	0	<a href="#">EDIT</a>
III.C.4 Site Eligibility and Property Ownership Eligibility (Site-Specific Proposals Only)					<a href="#">VIEW</a>
Site Eligibility					<a href="#">VIEW</a>
III.C.4.a Basic Site Information					
III.C.4.b Status and History of Contamination at the Site					
III.C.4.c Sites Ineligible for Funding					
III.C.4.d Sites Requiring a Property-Specific Determination					
Property Ownership Eligibility - Hazardous Substance Sites					<a href="#">VIEW</a>
III.C.4.e CERCLA §107 Liability					

This is the main page for writing a proposal and transmittal letter

Open the **checklist** to see what items in addition to the transmittal letter and proposal narrative are required

Click on “**view**” to see important information about major sections. These are not sections where you will write text.

Click on “**edit**” for any section to start writing your proposal

# Adding a Participant

If you wish to allow one or more people to assist with writing your grant proposal, select **Add Participants**.

You may remove a participant from your proposal by selecting **Manage Participants**.

The screenshot shows the TABEZ website interface. At the top, there is a navigation menu with links for Home, About, Education, Online Tools, Resources, Services, and Contact. A user greeting 'Welcome, TK Boguski' and links for Help and Log Out are visible in the top right. The main content area is titled 'TABEZ' and features a sidebar on the left with two sections: 'In This Section' and 'Quick Links'. The 'In This Section' list includes: Grant Applications Home, Start New Application, Application Outline, Add Participants, Manage Participants, and Application Configuration. The 'Quick Links' list includes: Sample Applications, Tutorial, Application Outline, Definitions, Acronyms, All Assessment Helpful Hints, and All Cleanup Helpful Hints. The main content area has a heading 'Add Participants' and a breadcrumb trail: Home > Grant Applications > FY13 Assessment 2 > Add Participant. Below this, there are two sections: 'Invite a Registered Member' with an email input field and a 'Send Request' button, and 'Invite an Unregistered User' with first name, last name, and email input fields, and a 'Send Request' button.

# Application Outline (Continued)

V.B.3.b Partnerships (10 Points)			0	EDIT
V.B.3.c Key Community-Based Organizations (10 Points)			0	EDIT
V.B.4 Project Benefits (30 total points)				VIEW
V.B.4.a Welfare and/or Public Health (10 Points)	T.Boguski	10/24/2013	40	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)	T.Boguski	10/24/2013	78	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	T.Boguski	10/24/2013	47	EDIT
IV.C.2.g Date Submitted	T.Boguski	10/24/2013	21	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 Ranking Criteria Character Count:			118	
Assessment Grant Transmittal Letter Character Count:			68	
Assessment Grant Threshold Criteria Character Count:			0	

All

The status indicator is **red** (not started), **yellow** (in progress), or **green** (marked as completed by you).

**Name** of last person to edit that section.

Most recent **Date** that section was edited and saved.

The character count allows you to estimate the number of pages you have completed. Remember, there is a 15 page limit for the narrative proposal and a 2 page limit for the transmittal letter. There are about 50,000 to 60,000 characters in 15 pages (3300 to 3900 characters per page).

# Writing Proposal Text

**Edit Assessment XYZ**  
Home > Grant Applications > Assessment XYZ > Edit Applicant Eligibility

Edit the content for this section of the application

**Section Title:** Applicant Eligibility

**Section**

**Instructions:** Please note that applicants who received an Assessment grant from EPA in Fiscal Year 2013 (FY13) are not eligible to apply under this competition. If the applicant was a member of a coalition that was awarded a grant in FY13, that applicant is not eligible to apply under this assessment competition.

Applicants must demonstrate that they are an eligible entity for an assessment grant. Refer to the description of applicant eligibility in Section III.A. of the guidelines *Who Can Apply?*. For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (e.g., resolutions, statutes, etc.).

**HELPFUL HINTS**

Coalitions applying for assessment grants must document how all coalition members are eligible entities. All coalition members must submit a letter to the grant applicant (lead coalition member) in which they agree to be part of the coalition. Attach these letters to this proposal.

**Character Count:** Section Not Started

**Comments:** [Add Comment](#)

**Instructions:** Follow the section instructions above.

**Character Count:** 0 Characters (Including Spaces)

**Rich Text Editor:** Type the text for this section HERE

[View Revisions](#)

**Status:** Not Finished

[Back To Outline](#) [Save](#) [Save And Back To Outline](#)

When you select to **Edit** any section of the assessment or cleanup grant proposal from the outline, a page like this opens.

There are instructions from the proposal guidelines, **HELPFUL HINTS**, and a place for you to write the text for that section.

To paste text in, copy from MSWord doc, click the “Paste from Word” button & follow directions (use Cntl/V to paste text in)

Works best in Chrome & Firefox browsers (NOT Explorer!)

# Writing Proposal Text (Continued)

**Edit Assessment XYZ**  
Home > Grant Applications > Assessment XYZ > **Edit Applicant Eligibility**

Edit the content for this section of the application

**Section Title:** Applicant Eligibility

**Section Instructions:** Please note that applicants who received an Assessment grant from EPA in Fiscal Year 2013 (FY13) are not eligible to apply under this competition. If the applicant was a member of a coalition that was awarded a grant in FY13, that applicant is not eligible to apply under this assessment competition.

Applicants must demonstrate that they are an eligible entity for an assessment grant. Refer to the description of applicant eligibility in Section III.A. of the guidelines *Who Can Apply?* For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (e.g., resolutions, statutes, etc.).

**HELPFUL HINTS**

Coalitions applying for assessment grants must document how all coalition members are eligible entities. All coalition members must submit a letter to the grant applicant (lead coalition member) in which they agree to be part of the coalition. Attach these letters to this proposal.

**Character Count:** Section Not Started

**Comments:** [Add Comment](#)

**Instructions:** Follow the section instructions above.

**Character Count:** 0 Characters (Including Spaces)

Rich text editor toolbar and text area: Type the text for this section HERE

[View Revisions](#)

**Status:** Not Finished

[Back To Outline](#) [Save](#) [Save And Back To Outline](#)

The **character count** for this section is here. Remember, there are about 3300-3900 characters per page.

You may use the green **Comment** button to add comments for others on your proposal team to read.

**Save** your work periodically so as not to inadvertently lose it. You may also save and return to the proposal outline, or go back to the outline without saving by clicking on the appropriate green button.

Finished with this section? Mark it as completed

## New Budget Table

# TAB EZ ALSO HAS REQUIRED TABLES

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
-------------------	---------------

(programmatic costs on

Personnel

Fringe Benefits

Travel <sup>1</sup>

Equipment <sup>2</sup>

Supplies

Contractual

Other (specify) \_\_\_\_\_

**TOTAL**

Add Row

Add Column

<sup>1</sup> Travel to brownfields-relat

<sup>2</sup> EPA defines equipment as it required for assessment gra

Source | Save | Undo | Redo | Bold | Italic | Underline | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Decrease Indent | Increase Indent | Link | Unlink | Table | Table of Contents | Spell Check | Help

Styles | Format | Font | Size | Color | Background Color | Budget Table

## Demographics Information Table

Sample Format for Demographic Information - supplement as appropriate (Delete this message before you export)

	Targeted Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population				311,536,594 <sup>1</sup>
Unemployment				5.3% <sup>2</sup>
Poverty Rate				11.3% <sup>1</sup>
Percent Minority				36.7% <sup>1</sup>
Median Household Income				\$53,046 <sup>1</sup>
Other				

# Export for Finalization & Submittal

IV.C.2.d Location	●	0	EDIT
IV.C.2.e For site-specific proposals site address	●	0	EDIT
IV.C.2.f Contacts			VIEW
IV.C.2.f.i Project Director	●	0	EDIT
IV.C.2.f.ii Chief Executive/Highest Ranking Elected Official	●	0	EDIT
IV.C.2.g Date Submitted	●	0	EDIT
IV.C.2.h Project Period	●	0	EDIT
IV.C.2.i Population			VIEW
IV.C.2.i.i General Population	●	0	EDIT
IV.C.2.i.ii Population of Target Area	●	0	EDIT
IV.C.2.j Other Factors Checklist			VIEW
Assessment Grant Ranking Criteria Character Count:		0	
Assessment Grant Transmittal Letter Character Count:		0	
Assessment Grant Threshold Criteria Character Count:		38	

All

Note: Exporting to PDF may take a few minutes. If you are experiencing any difficulty with exporting your application, please contact either Terrie Boguski at 913-780-3328 or by email at [tboguski@ksu.edu](mailto:tboguski@ksu.edu) or Sheree Walsh at 785-532-6519 or by email at [chsr@ksu.edu](mailto:chsr@ksu.edu) for assistance.

Select to export **all** text, the proposal narrative only, or the transmittal letter only

Export as a **Word document** to finish final editing and formatting.

# Resources

The screenshot shows the KSU TAB website's Resources page. The navigation menu includes Home, About, Education, Online Tools, Resources, Services, and Contact. The Resources dropdown menu is open, highlighting TAB EZ. The main content area features a search bar and a list of resources. The search bar is currently empty. The list of resources includes:

Title	Info	Download
2015 Assessment Grant EPA Guidelines	<a href="#">i</a>	<a href="#">Download</a>
2015 Cleanup Grant EPA Guidelines	<a href="#">i</a>	<a href="#">Download</a>
2015 EPA Brownfield Program Contacts	<a href="#">i</a>	<a href="#">Download</a>
2015 FAQs EPA BF Guidelines	<a href="#">i</a>	<a href="#">Download</a>
2015 FAQs EPA BF Guidelines Applicant Eligibility	<a href="#">i</a>	<a href="#">Download</a>
2015 Summary of Changes EPA Guidelines	<a href="#">i</a>	<a href="#">Download</a>
FY15 Assessment Grant Appendix 1 Eligible Sites	<a href="#">i</a>	<a href="#">Download</a>
FY15 Assessment Grant Appendix 1.3.2 Petroleum Sites	<a href="#">i</a>	<a href="#">Download</a>
FY15 Assessment Grant Appendix 1.5	<a href="#">i</a>	<a href="#">Download</a>
FY15 Assessment Grant Appendix 2 Grants.gov Submission Instructions	<a href="#">i</a>	<a href="#">Download</a>

Find **TAB EZ** resources under the **Resources** tab.

Search for documents using key words (e.g., “FY16,” “checklist,” “FAQ,” “statistics,” etc.)

Select **TAB EZ Resources** and clear the search box to see all TAB EZ Resources.

You will be able to access relevant documents from the grant application templates.

# Resources – Helpful Hints

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Resources - Technical Assistan...". The address bar shows the URL "https://www.ksutab.org/resources/AssessmentGrantHelpfulHints". The browser's search bar contains "Google". The website header features the TAB logo (Technical Assistance to Brownfields) and a navigation menu with links for Home, About, Education, Online Tools, Resources, Services, and Contact. A user greeting "Welcome, Blaise Leven" is visible in the top right corner, along with links for Help and Log Out.

## FY15 Assessment Grant Application Helpful Hints

TAB Program > Resources > FY15 Assessment Grant Application Helpful Hints

### III.C.1 Applicant Eligibility

**From Assessment Grant Guidelines: Section III.A Who Can Apply?**

The following information indicates which entities are eligible to apply for an assessment grant. **Nonprofit organizations are NOT eligible to apply for an assessment grant.**

**Please note that applicants who received an Assessment grant from EPA in Fiscal Year 2014 (FY14) ARE eligible to apply under this competition.**

- General Purpose Unit of Local Government. (For purposes of the brownfields grant program, EPA defines general purpose unit of local government as a "local government" as defined under 40 CFR Part 31.)
- Land Clearance Authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government.
- Government Entity Created by State Legislature
- Regional Council or group of General Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state
- State
- Indian Tribe other than in Alaska. (The exclusion of Alaskan tribes from brownfields grant eligibility is statutory at CERCLA §104(k)(1). Intertribal Consortia, comprised of eligible Indian Tribes, are eligible for funding in accordance with EPA's policy for funding intertribal consortia published in the Federal Register on November 4, 2002 at 67 Fed. Reg. 67181. This policy also may be obtained from your [Regional Brownfields Contact](#) listed in Section VII of the guidelines.)
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations and Alaska Native Village Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following.)

Remember: Communities can apply on behalf of privately held sites, BUT private property owners cannot apply directly for grant funds.

For more information, please refer to [EPA Brownfields Guidelines FAQs](#).

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

- Provide a current letter from the State or Tribal environmental authority acknowledging that you plan to conduct or oversee assessment activities and plan to apply for grant funds.
- The letter must be current. Do not submit a letter from previous years, even if your project goals did not change.
- Contact your State or Tribal environmental authority early – do not wait until the last minute to get this letter!
- If applying for multiple types of grants, you need to submit only one letter acknowledging the relevant grant activities. However, this letter MUST be attached to every

# Tutorial

**TAB**  
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education Online Tools Resources Services Contact

Welcome, Sheree Walsh  
> Help > Log Out

## TABEZ

**In This Section:**

- Grant Applications Home
- Start New Application

**Quick Links:**

- Sample Grant Applications
- Tutorial
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints
- Statistics/Census Information

### Grant Applications Home

Home > **Grant Applications Home** Please Read!

#### My Grant Applications

Application Name:	Owner:	Last Contributor:	Date:
Assessment XYZ	Sheree Walsh	Sheree Walsh	12/01/12
a b cw 20131209	Sheree Walsh	Sheree Walsh	12/01/12
A B SS 20131209	Sheree Walsh	Sheree Walsh	12/01/12
Cleanup Both	Sheree Walsh	Sheree Walsh	12/01/12
c 20131203 both	Sheree Walsh	Sheree Walsh	12/01/12
Oklahoma and Texas Workshops	Blaise Leven	Blaise Leven	07/20/12
cleanup11-2012	Sheree Walsh	Sheree Walsh	11/20/12
test9	Sheree Walsh	Sheree Walsh	08/20/12

**START A NEW GRANT APPLICATION** **HOW DO I START A GRANT APPLICATION?** **SAMPLE GRANT APPLICATION**

**TAB**  
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education Online Tools Resources Services Contact

Welcome, Sheree Walsh  
> Help > Log Out

## Resources

TAB Program > Resources

KSU TAB provides a variety of resources that are useful to people who are cleaning up and redeveloping brownfields. Most materials used for KSU TAB workshops, webinars, online courses and presentations can be downloaded from Resources. Select ALL in the diagram below to see all documents and videos in the KSU TAB Resource library. To narrow your search, select a topic from the list of topics below.

**Search Resources**

tutorial

- All
- Sample Grant Proposals 2013
- Greener Cleanup for Brownfields
- EPA Brownfields Grant Writing Workshops
- General Resources Category
- Citizen Briefs
- BIT Resources
- TABEZ Resources**

**Title** **Info** **Download**

TABEZ Tutorial (updated Nov 2013) **Download**

Showing 1 to 1 of 1 entries

Show 25 entries

**KANSAS STATE UNIVERSITY**

How to find the TAB EZ tutorial

# Scored Sections of Proposals

(200 Points for Assessment in last round)

- Community Need (50 pts)
- Project Description and Feasibility of Success (50 pts)
- Community Engagement and Partnerships (35 pts)
- Project Benefits (25 pts)
- Programmatic Capability and Past Performance (40 pts)

# Scored Sections of Proposals

(105 Points for Cleanup in last round)

- Community Need (20 pts)
- Project Description and Feasibility of Success (30 pts)
- Community Engagement and Partnerships (15 pts)
- Project Benefits (20 pts)
- Programmatic Capability and Past Performance (20 pts)

# Proposal Writing Tips

- Address Threshold Criteria ASAP
  - Contact EPA Regional staff regarding eligibility for site-specific assessment & cleanup applications
- Document Up-front Progress:
  - Identifying brownfields, and possible ties to health, social, environmental and economic needs
    - This relates the Community Needs Section
  - Redevelopment goals, assessment, cleanup progress to address needs
    - This relates to the Project Description Section
  - Partnerships & community engagement
- Look at Sample Proposals and Statistics and Demographics, and Draft your Proposal in TAB EZ, and ask TAB to Review your Proposal!

# TAB Contacts

For Free Technical Assistance:

Blase Leven (TAB Program Coordinator)

785-532-0780

baleven@ksu.edu

Beth Grigsby (TAB Contact for Ohio)

317-876-0200

grigsby@sme-usa.com



**TAB**

TECHNICAL ASSISTANCE TO BROWNFIELDS

**KANSAS STATE**  
**UNIVERSITY**

Web site: <http://www.ksutab.org>

# Ohio Brownfield Conference

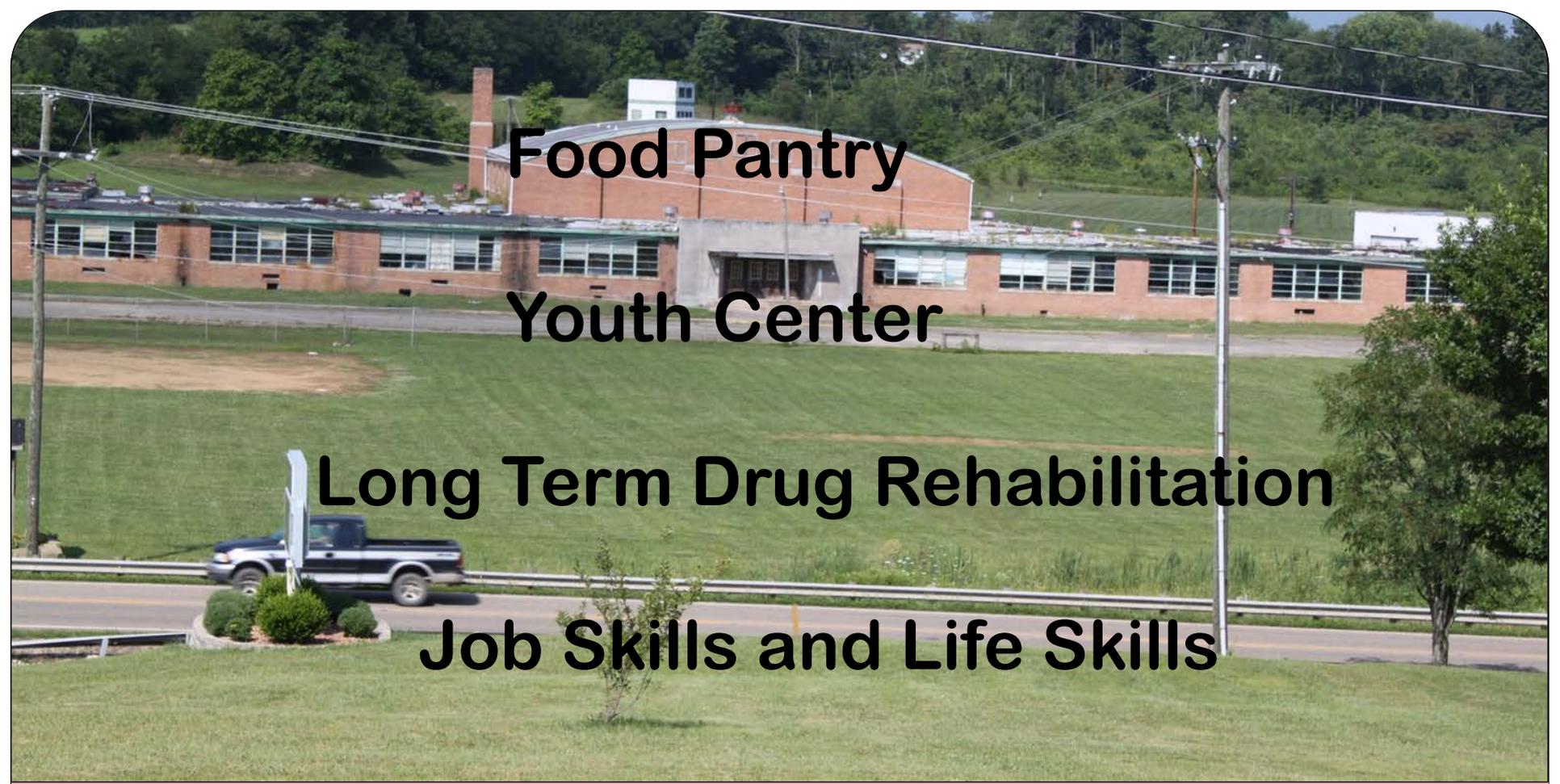
April 7, 2016

Columbus, Ohio

Kevin Dennis

Field of Hope Community  
Campus





**Food Pantry**

**Youth Center**

**Long Term Drug Rehabilitation**

**Job Skills and Life Skills**

---

**Vision**

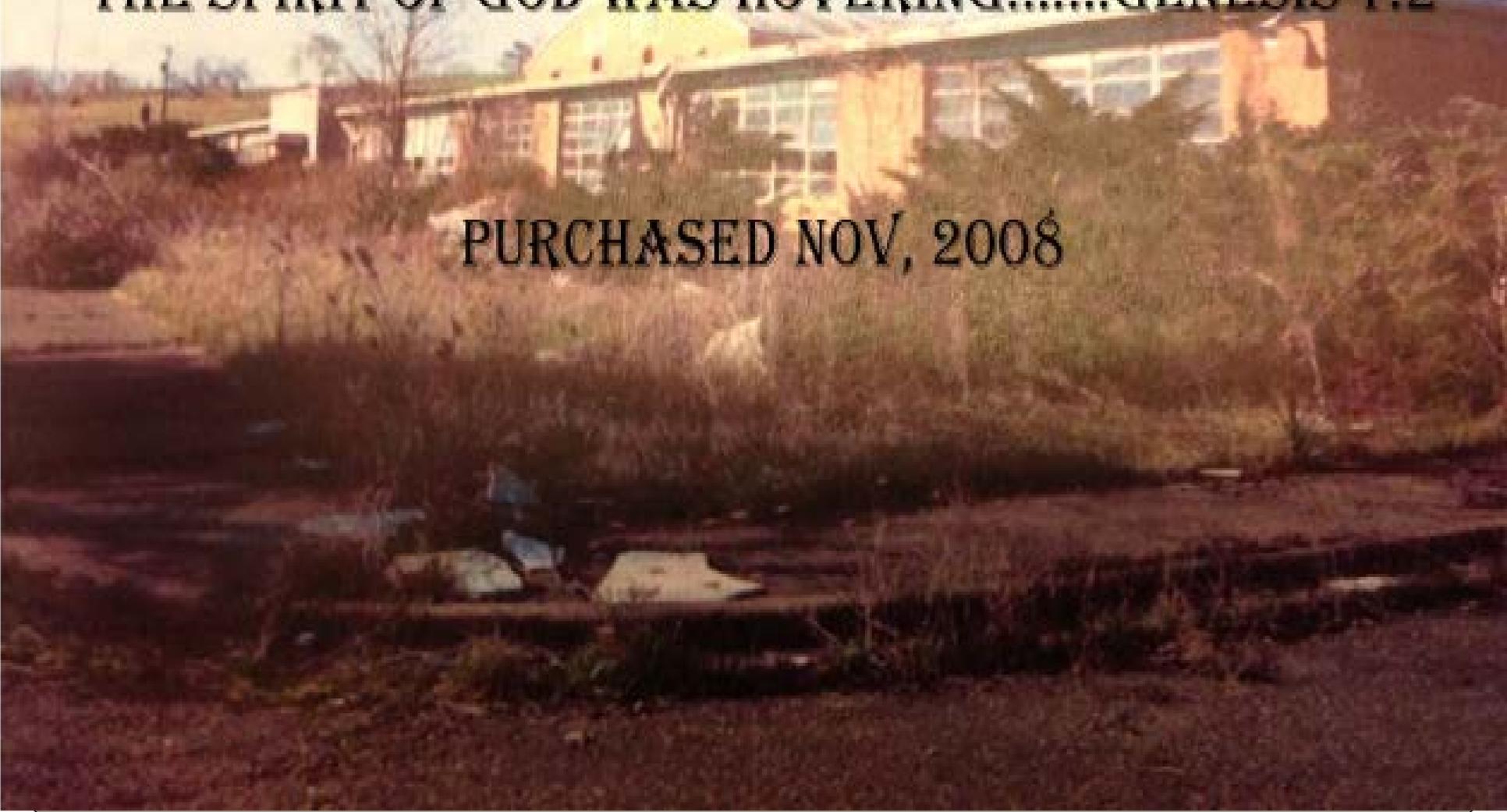
# Passion

I  
Believe



NOW THE EARTH WAS FORMLESS AND EMPTY,  
DARKNESS WAS OVER THE SURFACE OF THE DEEP, AND  
THE SPIRIT OF GOD WAS HOVERING.....GENESIS 1:2

PURCHASED NOV, 2008





**WHAT A BLOOMIN MESS!!**



## Work with OEPA Folks

- Do assessments
- Take their suggestions seriously!
- Watch the Guard Frog

# Use TabEz

- **Vinton Baptist Church**
- **EDIT NAME**
- **Home > Grant Applications > Vinton Baptist Church**
- 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
- **III.C** Threshold Criteria for Cleanup Grants
- **III.C.1** Applicant Eligibility
- **III.C.1.a** Eligible Entity **T.Still** 11/23/2011275

# Federal Regs? No Fear!

- Title 40: Protection of Environment

[Browse Next](#)

- **PART 30—UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS**
- Section Contents

## [Subpart A—General](#)

[§ 30.1 Purpose.](#)

[§ 30.2 Definitions.](#)

[§ 30.3 Effect on other issuances.](#)

[§ 30.4 Deviations.](#)

[§ 30.5 Subawards.](#)

[§ 30.6 Availability of OMB circulars](#)

# Work Late – Meet Deadlines



Drink More coffee

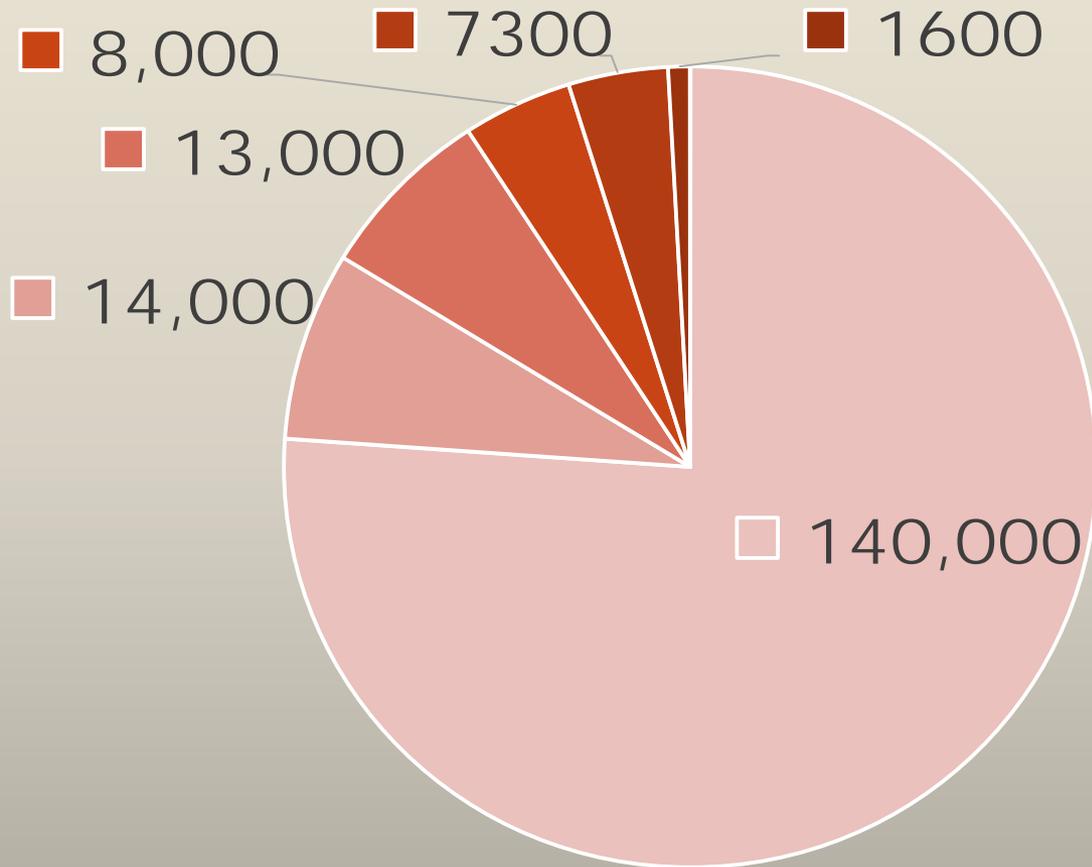


**BROWNFIELD to the RESCUE !!!**

# Asbestos Abatement Crew



# \$183,900 of Brownfield Grant



Asbestos

Soil

Manage

Supplies

Consulting

Conference



Gymnasium Roof  
Completed December, 2012

# Get Help & Resources

- Ohio Census Data
- Local Health Department
- Chamber of Commerce
- County Courthouse
- County Engineer's Office
- Barber Shop

# Revitalization Phase 1 – Roof Demolition





## **Covered by the Blood**

\$350,000 State of the Art standing seam metal roof

# First Recovery House Site 10-14 Women



# State of the Art Sewage Treatment Plant





# Getting Gym Floor Ready

# Who Durnit ??



**\*GOTCHA\***



God is a safe house for the battered, a sanctuary during bad times. The moment you arrive, you relax; you're never sorry you knocked.

Psalm 9:9-10

(Msg)

# Shameless Plug



**GOD CAN**

# Thank You!

Blase Leven (TAB Program Coordinator)

785-532-0780

baleven@ksu.edu

www.ksutab.org



Kevin Dennis (FOH Executive Director)

740-794-1027

kevsanden@gmail.com

www.fohcomcamp.com

