

Work Plan Narrative
Technical Assistance to Brownfields (TAB) Communities
Geographical Areas 5, 6, 7, 8 & 11

Center for Hazardous Substance Research
Kansas State University ▪ Manhattan, KS

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1.0 Environmental Results

Expected environmental outcomes for this project will be an increased capacity of communities to recognize brownfield sites, realize the potential opportunities presented by these sites, and substantively participate in the brownfields cleanup and redevelopment process. The proposed project will enable communities to initiate or participate in brownfields revitalization so that brownfield sites can be assessed, cleaned up, and put back into sustainable, beneficial and productive use (including green space development); thus stimulating economic and community development and mitigating associated health and environmental risks. Recognizing and acting upon brownfields issues will aid in promoting livable communities, with a better quality of life in the affected communities. Remediation of recognized brownfields sites, if necessary, will aid in improving overall human health and the environment. This is especially important for tribes who practice subsistence lifestyles and depend on flora, fauna or water that may be negatively impacted by brownfields.

This project will support EPA's Strategic Plan in that it supports progress toward EPA Strategic Plan Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), Objective 3.1 (Promote Sustainable and Livable Communities), Sub-objective (Assess and Clean Up Brownfields). The project will support the brownfields programs set up by the various state and tribal environmental agencies within EPA Regions 5, 6, 7 and 8 as well as brownfields projects managed by communities nationwide.

The proposed project will aid in improving communication and collaboration amongst stakeholders, as it will enable communities to participate in an informed and meaningful manner when it comes to brownfield identification and revitalization. It is anticipated that the proposed project will infuse a high degree of self-sufficiency and confidence in the ability of communities to deal with brownfield sites and advance sustainable development. Overall, this project will create more awareness of brownfields and their potentially significant impact on human health and the environment, which will aid in the long term reduction of brownfields and associated public health and environmental risks. Specific program outcomes and outputs are outlined in Section 2B below and in Attachments 1A and 1B.

2.0 Description of the Project

A. Objective

The overall objective of this project is to provide technical assistance to urban, rural, and tribal brownfields communities in Geographical Areas 5 - 8 (GA5-8, EPA Regions 5 - 8), and Geographic Area 11 (Nationwide) with the goal to empower stakeholders to participate substantively in the decision-making process during brownfields revitalization by providing

technical assistance tailored to site-specific issues and community needs. KSU will target micro communities with populations less than 10,000, underserved communities with populations under 100,000 and 50,000, and Tribal and environmental justice communities with high poverty, unemployment or minority populations. KSU will also target communities dealing with special regional objectives and topics. These include:

- *Region 5*: priority communities or initiatives that Region 5 will discuss in monthly conference calls. These will initially include Great Lakes Areas of Concern communities and topics and green infrastructure for stormwater management.
- *Region 6*: initiatives to improve air and water quality through redevelopment linked with agricultural, energy, mining, and transportation sectors.
- *Region 7*: assisting designated ‘making a visible difference’ communities and efforts to ‘fill gaps’ in other EPA support efforts, as well as assistance to tribes with new 128(a) Tribal Response Program (TRP) staff, and on topics of local community interest such as urban gardening.
- *Region 8*: boom/bust effects in the natural resource industry, protecting/enhancing water quality, assisting tribes with new 128(a) TRP staff and projects, and topics of local community interest such as urban gardening.
- *Nationwide*: basics of how to redevelop brownfields, identifying and prioritizing sites, and finding funds for redevelopment, especially via web tools and resources that any community can access at any time.

Our goals are to address region-, community- and site- specific challenges within all six subject areas required by the EPA, in Table 1 below, by providing *Site-Specific Technical Assistance; Community Roundtables, Workshops and Webinars; On-line Capacity-building Tools; Participatory & Outcome Evaluation*, and *Special Projects*, for urban, rural, and tribal brownfields communities. Table 1 below, shows examples of specific activities for each type of technical assistance, within each subject area required by EPA.

TAB services will serve as a catalyst to foster community involvement, build local capacity to work through the brownfields process, and lead to successful and sustainable brownfields redevelopment. Communities educated in and comfortable with the brownfields process and all its facets will be able to continue to provide meaningful input long after TAB involvement has ceased. Disenfranchised communities, those with environmental justice issues and few resources benefit most from TAB assistance. Community involvement is an extremely important aspect of revitalization for any community, no matter what size. Without community buy-in, a project may never get off the ground or will not be accepted once it is completed. Lack of community involvement risks creating unsustainable redevelopment where environmental justice issues are prevalent. The Center for Hazardous Substance Research (CHSR) at Kansas State University (KSU) successfully employs various community involvement tools and techniques, which contribute to a successful revitalization project by fostering communication and information exchange between stakeholders. Only an informed community will participate and make meaningful contributions to a revitalization project leading to sustainable redevelopment.

Table 1. Types of Technical Assistance by Subject Area, and Specific Activities[^]

Subject Area	TASK 1. Site-Specific Assistance	TASK 2. Roundtables, Workshops & Webinars	TASK 3. On-line Capacity- building Tools	TASK 4. Participatory and Outcome Evaluation
1. Community Involvement	- stakeholder meetings - re-use visioning for sites and areas	- leadership & methods - EJ citizen participation	- tools to identify sites/ request assessment - Fact sheets & education modules on topics in this table, for citizens and other stakeholders	- Stakeholders help set redevelopment goals, prioritize activities, and evaluate progress
2. Health Impacts	- preliminary health risk assessments - explain potential health risks - screen potential garden sites	- public health, well-being & brownfields	- Links to ATSDR & other resources - Fact sheets on safe urban agriculture & other topics	- Stakeholders help determine health concern priorities
3. Science and Technology	- technical document reviews - assessment, cleanup & other	- relevant presentations - energy and extractive industry issues	- Renewable Energy - Green Infrastructure	- Stakeholders help select issues and topics to include
4. Integrated Approaches	- sustainable redevelopment planning - land use / real-estate analysis	- Historic Preservation - Green Cleanup, & Development	- Transit planning - HUD Programs	- Determine environmental, economic, and community needs
5. Brownfields Finance	- market and feasibility analysis - review draft EPA & other grant applications	- ARC Grants and TAB EZ - Pro-forma analysis - Leveraging resources	- Identify funding resources	Stakeholders participate in market and feasibility analyses
6. State, Tribal and Local Government Programs	- site inventory & prioritization - track assessment, cleanup, & land use controls - review draft RFPs & proposals for hiring consultants	- brownfield economic revitalization & grant-writing workshops - Tribal response grant workshops	- TABEZ grant writing tool - BIT Site Inventory Tool - referral to state and other resources in each state - Report to ACRES	- Increase collaboration amongst tribal, state, nonprofit and federal entities -Increased efficiency of services to communities

[^] Note: Task 5, Special Projects, involves activities and topics that relate to all tasks

To this end, TAB funding will be used to:

- inform and educate stakeholders, including the community at large, such that they can participate in a meaningful way in their respective brownfields projects;
- foster communication and information exchange between stakeholders; and
- encourage stakeholders/communities to work together on regional as well as local levels to achieve self-set brownfields redevelopment goals well beyond the period of assistance from KSU.

KSU will continue to offer nationwide the two free, popular, on-line E-Tools tools created during the 2008-2013 TAB grant period, TAB EZ and the Brownfields Inventory Tool (BIT), which can be found at the Online Tools menu bar option at www.ksutab.org. TAB EZ (also at www.tabez.org) is used by cities, non-profits, tribes, and states to draft proposals for EPA brownfields assessment and cleanup grants. BIT (the Brownfields Inventory Tool www.tab-bit.org) is used to inventory, prioritize, and track progress at sites, as well as to meet public notice, oversight and enforcement, and reporting requirements for community, city and regional brownfields programs, and for state and tribal response programs. Both of these tools have been highly successful and feedback indicates they are welcomed and used by brownfields communities nationwide. KSU will continue to offer TAB EZ & BIT E-Tools nationally, for equity and fairness to communities in other geographic areas.

B. Results or Benefits Expected

As previously stated, outcomes anticipated include an increased capacity of communities to recognize brownfield sites, realize the potential opportunities presented by these sites and substantively participate in the brownfields cleanup and redevelopment process. Planned outcomes and outputs for GAs 5, 6, 7, 8, and 11 are shown in Table 2. More details on outcomes and outputs are in Attachments 1A and 1B.

Table 2. Overall Program Outcomes and Outputs

Outcomes	Outputs (totals are for all of GA 5, 6, 7, 8, & 11)
<ul style="list-style-type: none"> • Increased recognition, inventory, assessment, cleanup, and sustainable reuse of brownfields to reduce environmental contamination • Better inform and equip communities to effectively address and be involved in brownfields activities • Greater knowledge of environmental and human health conditions in micro, environmental justice and newly created brownfields communities • Greater community involvement, communication, and partnerships among differing stakeholders; leveraging partnerships for funding • Enable communities to stimulate economic and other beneficial reuses of brownfields sites to improve environmental conditions and human health 	<ul style="list-style-type: none"> • Site specific Technical Assistance to communities, 100-180 (total) communities/year (25-45/Region/yr) • 38 (total) Roundtables/Workshops/year (8/Region & 6 National/yr), and 8 (total) Webinars/year (1/Region & 4 National/yr) • Update and maintain On-line E-tools and Resources (BIT/TABEZ/Additional Resources) • Increase awareness of availability of TAB Program • Implement Participatory Evaluation Strategies (including the Community Capacity Rubric available in every EPA Region) • Special Projects, such as nationally available tools for site scoring, public health impact assessment, BIA open dump survey, and others (determined based on input and available funding) • Annual and quarterly reports to EPA headquarters, Regional offices, TAB partners, and other interested parties

It is anticipated that future TAB services will infuse a high degree of self-sufficiency and confidence in the ability of communities to pursue sustainable brownfield redevelopment. The Program Evaluation and Reporting sections below describe how KSU will assess success in meeting projected outputs and outcomes, per the Milestones and Schedule section.

Overall, this project will create more awareness in communities of brownfields and their potentially significant impact on human health and the environment which will aid in the long-term reduction of underutilized brownfields and associated health risks.

C. Approach

KSU will continue providing technical assistance to communities with brownfields issues in EPA Regions 5, 6, 7 and 8, as well as providing national on-line capacity-building tools and programming. KSU uses the proven KSU outreach model of assessing needs, establishing TAB assistance goals collaboratively with the community and/or collaborating national stakeholders, and evaluating performance. KSU anticipates coordinating with EPA regional brownfields and

land revitalization personnel in EPA Regions 5, 6, 7 and 8, and state and tribal environmental agencies within these regions, and national organizations that will help host workshops and webinars.

TAB services are provided by custom-tailored teams of KSU staff and partners from its network of private, state, and federal partners, as described below. KSU will extend or establish new sub agreements with its partners following proper federal procurement procedures, as discussed below.

Activities

With TAB funding, KSU will continue its proven approach of providing *Site-Specific Technical Assistance; Community Roundtables, Workshops and Webinars; On-line Capacity Building tools; Participatory & Outcome Evaluation;* and *Special Projects* to urban, rural, and tribal brownfields communities. We will continue co-hosting workshops and webinars through organizations that our targeted audience belongs to, such as regional economic development organizations and EPA Regional Tribal Operations Committees. The workshops and webinars, involving peers from other locations, play a key role in getting information out, generating interest and activity, and cultivating relationships among stakeholders in communities, and with TAB and state and federal resources, who can give site-specific follow-on assistance. TAB workshops and webinars, and site-specific assistance are provided by custom-tailored teams of KSU staff and partners from its network of private, state, and federal partners, to address community- and site- specific challenges.

Once the cooperative agreement is in place, KSU will communicate the availability of our TAB technical assistance services as follows:

- Notify EPA Region 5, 6, 7 and 8, and state and tribal environmental agencies as well as the regional EPA offices so they may, in turn, notify communities they are working with at present and/or in the future;
- For national events, KSU and partners CCLR, and NJIT will give notice of the availability of national TAB events, tools and resources across their service areas.
- Request that state agencies and EPA regional offices include a notice of availability of our services in any brownfields listservs they own;
- Notify all communities with whom we have ties of the continuation of our services;
- Contact our outreach partners so that they may notify their respective contacts;
- Post a notice to our website (<http://www.ksutab.org>)
- Electronic notices of availability of services will be sent to all potential and new brownfield grantees once the cooperative agreement is in place.

Communication will occur through personal visits, personal phone calls, electronically via email, web meetings, listservs and our KSU website and, as necessary, through postal mailings. In order to establish or continue good relationships, we consider personal contact with state agency and EPA Regional personnel a “must,” just as we do for the communities we work with. Upon award of the cooperative agreement, we plan to offer at least one meeting per year with representatives of EPA Regions 5, 6, 7 and 8, and each state environmental agency to review the TAB program, and plans for the coming year, and ask for input and advice for continuing to make the program highly successful. This may be accomplished by phone teleconference or face-to-face meetings at convenient locations such as the EPA Brownfields conference or Regional offices. KSU will

offer to have scheduled conference calls (as frequently as monthly) with each EPA Region to discuss and coordinate respective plans for outreach and technical assistance efforts within each region. EPA’s Project Officer will join these calls when possible.

KSU anticipates continuing support to brownfields initiatives in mid- and large-size cities, as well as to small and rural communities, tribes, and other targeted communities, over the course of the next five years. Maintenance and upgrades of existing and new tools, such as BIT and TAB EZ, useful to brownfields revitalization, will also take place.

KSU TAB will continue to offer even and fair distribution of assistance across EPA Regions and between urban and rural areas, with the goal that half of site specific work going to communities with populations under 100,000, and at least one-quarter going to communities with populations under 50,000, micro-communities with populations under 10,000, and to Environmental Justice communities. Work will be performed on an as-requested basis. Table 3 shows yearly technical assistance goals for each Geographic Area.

Table 3. TAB Technical Assistance Highlights by Region in each Geographic Area (per year)

Type of Assistance	EPA Region 5	EPA Region 6	EPA Region 7	EPA Region 8	National (Region 11)
<i>Site-Specific Technical Assistance to Communities (per year)</i>	25 - 45	25 - 45	25 - 45	25 - 45	
<i>Workshops (per year)</i>	8	8	8	8	6
<i>Webinars (per year)</i>	1	1	1	1	4

Tasks

The following outreach tasks are planned:

Task 1. Site-Specific Technical Assistance to at least 25-45 communities per year per Region, including those where brownfields redevelopment is unlikely to progress without TAB assistance. Technical support provided may include the items in Table 1, but depends on community-specific needs, and will be focused on guiding local leaders, communities and other stakeholders through the brownfields redevelopment process. In addition to face-to-face support, TAB currently uses web meetings to assemble teams of state and federal experts to conduct “consultation meetings” with local stakeholders on various site-specific topics, such as readiness to apply for ARC Grants, planning redevelopment visioning events, and getting started with actual site inventories.

Task 2(a). Eight Community Roundtables and Workshops and 1 Webinar per year per Region, in coordination/communication with EPA Regions 5, 6, 7 and 8, and/or State brownfields programs. The actual number of events and specific content will be based on partner requests and preferences. Other partners include regional and local economic development organizations, state agencies, USDA, HUD and local health departments. Most of KSU’s workshops and webinars will be on: 1) Roundtables where stakeholders present redevelopment goals and resource people do real-time brainstorming to plan next steps; 2) Brownfields Economic Revitalization 101, to generate awareness, interest and activity in local and regional brownfields redevelopment and resources; and 3) EPA ARC Grant writing, to make potential applicants aware of options, submittal requirements, useful partners and resources, and the up-front work required to develop

competitive proposals. Workshops and webinar events will include a variety of other brownfields-related topics, particularly on sustainability and financing topics, as indicated in EPA Subject Area 4 and 5 and in Table 1 above.

Task 2(b). Six National Workshops and 4 National Webinars per year.

The six workshops will include two “Brownfields Basics Workshops” and two “Redevelopment Leveraging Workshops,” at major national events each year; and two “Tribal Response Program Workshops” per year at national tribal conferences or at tribal or EPA Regional tribal locations. Our goal is to do each type of event in all 10 EPA Regions over the 5-year grant period. Some of the organizations we partner with may include the National Association of Development Organizations (NADO), National Association of Local Government Organizations (NALGEP), Brownfield Coalition of the Northeast (BCONE), New Partners, Urban Land Institute, and Louisiana and Florida Brownfields Associations (LBA and FBA).

National Brownfields Basics Workshops will follow a 1-day format that KSU, and its partners Center for Creative Land Recycling (CCLR) and New Jersey Institute of Technology (NJIT), use to present the steps for successful brownfields redevelopment, resources for communities to initiate and spur progress, and success stories.

National Redevelopment Leveraging Workshops will follow a 1-day “Meet the Funders” workshops used by CCLR and national-scale events conducted by Sustainable Strategies, DC. These workshops provide more focus on how to identify and secure appropriate federal, state, foundation, and regional funding, throughout the different phases of redevelopment. These events will also involve other existing, nationally-recognized KSU TAB partners with expertise in economic development, real-estate market strategies, and urban planning.

National Tribal Response Program (TRP) workshops in Regions 6, 7 and 8 will be two- to three-day events following previous successful formats from events co-hosted by tribes in EPA Regions 5, 6, 7, and 8, and preferred formats by tribes in other regions, and co-designed by tribal-led EPA Regional Tribal Operations Committees, with input from Regional EPA tribal brownfields staff. Topics will include 1) basic TRP “Establishment” for new TRP grantees and for existing TRP programs with high staff turnover, and 2) TRP “Enhancement” on specific topics, such as site cleanups and oversight, code development/implementation, code civil compliance/enforcement, public involvement/outreach skills, databases and best use of computers and resources. These events are usually hosted at a tribal facility, an EPA location, or an agreed-upon location that is easy to travel to. Efforts will be made to coordinate with Indian Health Services (IHS) and others to arrange and facilitate other education (by others) such as on ASTM Phase I/II, as has been done at EPA Region 8 events. Region 5 will inform KSU of any request to include the TAB program on the agenda for a Regional Tribal Operations Committee meeting.

Four National Webinars per year by KSU, CCLR, NJIT, and NALGEP on topics including: the national ARC-grant competition; TAB EZ and writing competitive Assessment and Cleanup grants; and additional topics of interest based on community requests. The events will target general brownfield stakeholder audiences, including rural and/or tribes and EJ communities, and urban stakeholders, on timely, relevant brownfields topics of interest related to EPA Subject

Areas for Technical Assistance, as outlined in Table 1. One new topic may include a digital brown bag event, called “Get Fed,” that targets non-EPA federal and state agencies. The intent would be to generate interest and awareness in the importance of their programs in leveraging EPA resources, for brownfields redevelopment. Topics will also be considered that arise from community “cross talk” discussions in the Online Resource Center (from the e-tools portion of Task 3 below).

Note in the budget section that KSU will use limited grant funding for workshops in Regions 5, 6, 7, and 8, and at national workshops, throughout the five-year period of performance of the Technical Assistance to Brownfields grant. Many participants must travel to attend the workshops and are not paid a per diem from grant funds to participate. Funds for light refreshments or light meals allows us to maximize their time by providing food and (non-alcoholic) beverages on-site, during working or networking breakfasts, breaks, and/or lunches during the workshops. We are anticipating between 20 to 50 participants depending on the workshop therefore the estimates below are based on an assumption of 35 participants.

Task 3. On-line Capacity-building Tools.

Task 3 (a). On-line Capacity-building Tools Support in Regions 5,6, 7, & 8. KSU will continue providing one-on-one assistance to communities and tribal programs in EPA Region 5, 6, 7, and 8 who are using BIT and TAB EZ.

BIT (the Brownfields Inventory Tool, www.ksutab.org/tools) is used to inventory, prioritize, and track progress at sites, as well as to meet public notice, oversight and enforcement, and grantee reporting requirements to ACRES. TAB EZ is used by cities, non-profits, tribes, and states to draft proposals for EPA brownfields assessment and cleanup grants. Each of these tools have over 1,000 registered users and have been highly successful. KSU also maintains its website to take registrations and provide materials for region-specific workshops and webinars, as well for community members to view self-paced education modules and resource materials created under the *Special Research or Projects* task, covering the topics in Table 1.

Some funding will be used to develop, beta-test and pilot region-specific improvements to BIT and other tools developed under special projects (per Task 5 below), and for beta-testing and piloting those improvements, while providing site-specific assistance. Successfully piloted improvements will be made available nationally, as described below.

Task 3 (b). National E-Tools (BIT, TAB EZ, and Online Resource Center).

Activities under this task will involve routine updates/maintenance to BIT and TAB EZ, and to keep them nationally available; high-level assistance to other TAB providers and communities in other EPA Regions who are using BIT and TAB EZ; and national demonstrations of the tools as part of Task 2. Activities under this task will also include expanding an Online Resource Center (State Resources Directory) created by CCLR during the current TAB grant period (www.cclr.org/state-resources). This provides a state-by-state listing of available funding, agency contacts, related news and events, and additional resources. Activities under this task will include software and content development for states outside of the current CCLR TAB service area (i.e., new content for states in EPA Regions 1, 3, 5, 6, 7, and 8) and linking them to KSU and NJIT’s

web pages. It will also involve interactive content and social media to create "cross talk" with communities, to raise questions that can be explored further in webinars and workshops.

Task 4. Participatory and Outcome Evaluation. KSU TAB will continue to track and evaluate usefulness of services provided, by measuring knowledge change and confidence in technical assistance recipients in tackling brownfields issues. In addition to collecting quantitative data documenting short-term results from Workshops and Webinars, KSU and its partner, University of Memphis, will continue to develop and pilot the Community Brownfield Capacity rubric. The rubric is used to quantitatively assess progress in attributes of community-level brownfields activities, including: Leadership, Partnerships, Tangible Change (Assessments, Cleanups, and Redevelopments), Project Management, and Sustainability.

After piloting, the rubric will be made available nationally as an E-tool for communities to set goals and measure improvements in their ability to redevelop brownfields. This task also involves TAB collecting/compiling quantitative changes in community capacity, as a measure of effectiveness of TAB site-specific assistance, as well as compiling/reporting effectiveness of TAB national E-tools (Task 3) and national workshops and webinars (Task 2). To the extent possible, a national effectiveness summary of other regional (not national) workshops and webinars performed by KSU, CCLR, and NJIT will be done. This will provide insight and documentation on the changes communities experience when engaging in brownfields redevelopment, as well as the effectiveness of technical assistance provided.

Task 5. Special Projects in EPA Technical Assistance Subject Areas. Depending on availability of funding, KSU TAB will work with Region 5, 6, 7, & 8 communities, EPA, state agencies and other stakeholders to continue ongoing or to determine if new technical assistance with special project is needed. A number of current or proposed TAB special projects may be expanded for wider use as national tools including such things as: refining a prototype site scoring tool, a decision support framework for Phytoremediation as an interim strategy, business planning for Green Economy Venture Ideas, bankruptcy and vacancy management strategies to aggregate and position properties for redevelopment (all by TAB partner Delta Institute); a public health impact metrics tool for prioritizing sites (by MN Brownfields); preliminary Phase I and BIA Open Dump survey data entry forms for use by tribes to enter data into BIT and other databases (by Mickey Hartnett); and education for new brownfields city staff, with modified materials from the former Nuts & Bolts workshop series (by Eugene Goldfarb); and other projects. KSU will include in quarterly reports and address in monthly phone calls any special project proposed, requested, or underway for state agencies or communities in Region 5.

Key Personnel and Potential Partners

KSU TAB has built a comprehensive network capable of providing technical assistance to brownfields in the six required subject areas. This network includes university faculty and staff, private and non-profit entities. Key KSU project personnel and the subject areas they will provide support are listed in Table 4.

Table 4. KSU TAB Personnel

KSU TAB Personnel & Select Areas of Expertise/Qualifications (†Key Program Personnel; *Core Planning Expertise)	EPA Technical Assistance Subject Areas
† Blase Leven, P.G.: Associate Director CHSR and TAB Coordinator; geologist; 17 years TAB program experience in EPA Regions 5, 6, 7, & 8; re-use visioning & goal settings, leadership, environmental assessment & cleanup, site inventories, State & TRP support, urban gardening, mine & oil/brine-impacted soils	1,2,3,4,5,6
† Mark Walker: (former State of CO Brownfields Coordinator & TAB provider in R8), abandoned mine land remediation, site assessment and remediation, rural brownfields	1,2,3,4,5,6
† Oral Saulters, P.E.: Project Leader for TAB in EPA R6; EJ, sustainability, and tribal support; 20 years of environmental management experience including site investigation, remedial systems design, decision tools, and stakeholder engagement for CHSR, Oklahoma DEQ, US Army, & TAB	1,3,4,6
* Drs. Lee Skabelund, Huston Gibson, Kate Neese, Landscape Architecture & Regional & Community Planning: redevelopment visioning & planning for TAB. Community visioning, comprehensive plan-making; sustainable community infrastructure & landscapes; small community economic development & demographics	1,4,5

Subject Areas: 1) Community Involvement; 2) Health Impacts; 3) Science and Technology; 4) Integrated Approaches; 5) Brownfields Finance; 6) State, Tribal and Local Government Programs

Program activities will be carried out by a combination of personnel, including pre-selected partners, under the leadership of KSU TAB. Table 5 lists current and potential new TAB contractors or subgrantees who have expressed interest in doing TAB work with KSU. KSU will establish extended or new contract / grant arrangements following the appropriate procurement requirements of 2 CFR Part 1500. Services in other topic areas may also be contracted if KSU determines that this is the best way to provide quality TAB service to meet the needs of communities.

Table 5. Current and Potential TAB Partners

TAB Partners & Select Areas of Expertise (†Current; *Potential)	EPA Technical Assistance Subject Areas
* CCLR TAB personnel: Sarah Sieloff, Evan Reeves, Ignacio Dayrit	1,2,3,4,5,6
* NJIT TAB personnel: Colette Santasieri, Elizabeth Limbrick	1,2,3,4,5,6
† Bella Terra - Barbara Caprita: Assistance and support to Tribal Response Programs, local governments, communities & other stakeholders through the brownfields process (Former EPA R4)	1,2,3,4,5,6
† CABEM: Software design & maintenance for TAB EZ, BIT, and web resources	1,6
* Cardno/ATC Associates, Inc. - Miles Ballogg: Community involvement & health; Healthfields Redevelopment in EJ communities; urban gardening; land reuse; leveraging federal, state, private finances & resources for development.	1,2,3,4,5,6
* Community Builders/Sonoran Institute - Clark Anderson: Community-based transportation planning, education & capacity-building; sustainable design & urban redevelopment options, housing funding resources	1,4
† CTOR, LLC. - Dr. Sabine E. Martin, P.G.: former R5&7 TAB Coordinator; community involvement & health, site assess & remediation, resource identification, goal setting, strategic planning, educational workshops	1, 2, 3, 4, 5, 6
† Delta Institute – Margaret Renas: economic and sustainability redevelopment planning, economic evaluation, financing tools, green development	1,3,4,5, 6

TAB Partners & Select Areas of Expertise (†Current; *Potential)	EPA Technical Assistance Subject Areas
† Development Research Partners, Inc. - Jesse Silverstein: real estate market analysis, real estate opportunity inventorying & finance; economic impact analysis, renewable energy, previous TAB provider in R8	1,2,3,4,5,6
* Ed Johnson, Consultant, City of Tampa, FL: 12 years as Brownfields Program Manager, City of Tampa, FL; urban redevelopment; greenspaces; assessment & cleanup of petroleum & LUST sites; leveraging funding & resources, community involvement	1,2,3,4,5,6
† Envirofields - Mickey Hartnett: support to Tribal Response Programs and rural communities, & rural EJ; rural utilities and infrastructure	1,2,3,4,5,6
† Great Lakes Environmental Planning - Eugene Goldfarb: Brownfields Nuts and Bolts seminar organizer, urban planning, housing and HUD resources, pro-forma analysis, Urban EJ	1,4, 6
† Harmony Environmental - Terrie Boguski, P.E., C.P.M.: Past CHSR Assistant Technical Director, and E-Tools Development Lead; former TAB Coordinator; chemical and environmental engineer; 14 years TAB program experience; green industrial processes and remediation, life cycle analysis, explaining health risk	1,2,3,4,5,6
* Louisiana Brownfields (LBA) - Jane Morgan: association connecting environmental professionals with local government, environmental assessment & cleanup, micro, small and rural communities	3,6
† Michigan State University - Pat Crawford - Landscape Architecture faculty: visioning charrette site re-use renderings and reports	1,4
† Minnesota Brownfields - Martha Faust: workshops, and preliminary health risk assess.	2, 4, 5, 6
* Santa Fe Community College – Janet Kerley: community college with strong environmental education programs for tribal, micro & rural communities, environmental assessment & cleanup	1,2,3,6
† Second Wind Consulting – Jane Neumann: Tribal Site Response Programs (including preparedness planning), support to tribes to address brownfields through federal funding. Former EPA R5 Tribal Coordinator for Brownfields & Superfund	1,2,3,4,5,6
† SME - Beth Grigsby: former TAB Coordinator for EPA R5; RACER/Automotive working group member, assessment and cleanup, green remediation, funding resources and regulatory frameworks	1, 2, 3, 4, 6
* Sustainable Strategies DC - Matt Ward & Andy Seth: leveraging federal, state, private financing and resources for development, EPA OBLR contractor	4,5
† Terracon, Inc. – Belinda Richards: assessment & cleanup, visioning & strategies for meeting sustainable redevelopment & continuing obligations, green infrastructure	1, 3, 4, 5, 6
* Univ. of Memphis, College of Education – Dr. Wendy Griswold and Mitsunori Misawa: 16 years TAB program experience designing, coordinating, & evaluating assistance; multi-stakeholder goal-setting in EJ communities, interactive learning methods, fact sheets.	1
* Univ. of Memphis, Dept. of Architecture – Drs. Hagge, Thompson, and Kitsinger: community-based planning, sustainable design, & urban development	4,5,6,7
* Victoria Flowers, Consultant: 20 years in brownfields assessment, cleanup, remediation, & redevelopment; community engagement & education workshops; Tribal Response Programs environmental specialist; US EPA OSWER National Steering Committee	1,4,6

Subject Areas: 1) Community Involvement; 2) Health Impacts; 3) Science and Technology; 4) Integrated Approaches; 5) Brownfields Finance; 6) State, Tribal and Local Government Programs

Under 2 CFR Part 1500, in part, we will ensure that procurement transactions are conducted in a manner to provide, to the maximum extent practical, open and free competition, to ensure small

businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable, and that some form of cost or price analysis is made and documented in the procurement files. Efforts will be made to obtain at least 3 bids for services that are subcontracted.

Our partners work on an as-needed basis and leverage significant effort, which has allowed KSU TAB to provide cost-effective service throughout the life of our TAB awards. In the event of loss of key personnel, other KSU TAB staff (Oral Saulters and Mark Walker) have the ability to step into higher leadership roles, if necessary, because of years of experience in successfully providing and coordinating TAB services. We also plan to add a new professional staff person with brownfields experience who will provide additional depth to KSU staff.

Milestones and Schedule

Major program milestones and evaluation criteria are:

1. An even distribution of TAB technical assistance to communities in EPA Regions 5, 6, 7 and 8, and for national workshop locations, over the five-year grant period;
2. TAB assistance to up to 100-180 urban, rural, and/or tribal communities per year in partnership with EPA, state agencies, and other service providers, to successfully identify, assess, clean up, and redevelop brownfields sites;
3. Overall responsiveness to requests for TAB services for a variety of needs including workshops, information, document reviews, and planning;
4. Continuous improvement of the TAB program by increasing TAB capacity through partnering and subcontracting with other service providers, as needed.

Figure 1 below shows more specific Program Milestones throughout the 5-year grant period, and Attachment 1 shows detailed Project Milestones and evaluation procedures.

Figure 1. Regions 5,6,7, & 8: TAB Program Milestones.

	a,b,c,d,e,j				a,b,c,d,e,j				a,b,c,d,f,j				a,b,c,d,f,j				a,b,c,d,j			
	a, g	g	g,i	g,h	a, g	g	g,i	g,h	a, g	g	g,i	g,h	a, g	g	g,i	g,h	a, g	g	g,i	g,h
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Year 1				Year 2				Year 3				Year 4				Year 5			
a.	Meet and plan workshops & webinars with EPA regional and state brownfields programs; offer TAB services to targeted stakeholders and new grant recipients, using e-mail listserves and via state, regional and local partners, and by invited conference and workshop presentations																			
b.	Continuous, site-specific technical assistance to 40 to 60 communities/yr, as needed																			
c.	23 brownfields workshops/yr, at least one in each state, and 40 webinars/yr, co-hosted by local, state and federal partners																			
d.	Ongoing Participatory Evaluation																			
e.	Complete Community Brownfield Capacity Rubric development and pilot testing																			
f.	Complete Community Brownfield Capacity Rubric testing in additional service areas																			
g.	Quarterly reports to EPA, including evaluation of fair distribution of TAB services																			
h.	Annual reports to EPA																			
i.	Update TAB EZ with EPA assessment and cleanup grant guidelines each year, offer draft assessment and cleanup grant reviews																			
j.	Update BIT and archive training resources, on ongoing basis																			

Figure 1. Region 11 (National) TAB Program Milestones.

a,b,c,d,e				a,b,c,d,e				a,b,c,d,e,f				a,b,c,d,e,f				a,b,c,d,e,f			
a, g	g	g	g,h	a,g	g	g	g,h	a,g	g	g	g,h	a,g	g	g	g,h	a,g	g	g	g,h
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Year 1				Year 2				Year 3				Year 4				Year 5			
a.	Annual team meeting; Communicate with EPA regional and state brownfields programs to plan new e-tools and e-tool updates and workshop/webinar topics of national value; Continuous outreach effort to brownfields communities																		
b.	Continuous, maintenance, software updates and improvement of e-tools and online resources																		
c.	20 Brownfields Workshops/year - 10 Tribal; 10 Other (Basics for Beginners, Leveraging Resources, etc.)																		
d.	6 Webinars/year ("Get Fed" Digital Brownbag Lunch Series)																		
e.	Ongoing Participatory Evaluation (to include stakeholder participation and feedback)																		
f.	Complete Community Brownfield Capacity Rubric E-Tool and TA Evaluation Metrics Tool																		
g.	Quarterly reports to EPA, including evaluation of fair distribution of TAB services																		
h.	Annual reports to EPA																		

KSU will follow the schedule in Figure 1 to continue TAB activities currently underway in EPA Regions 5, 6, 7 and 8. TAB will contact EPA brownfield grant recipients annually to explain TAB services. Other communities will learn of TAB by attending our workshops and webinars, using our on-line tools, or being referred by our state and federal partners. KSU will work proactively with EPA and state brownfields programs, state/regional economic development organizations, and local partners to plan and hold workshops and webinars. This builds brownfields awareness, interest, and redevelopment activity in the areas where workshops are held, which leads to requests for Site-Specific Technical Assistance.

Program Evaluation

KSU will continue to track, measure and evaluate desired outputs/activities, and outcomes, using the performance measures and goals listed in Attachment 1. Performance measures will include an accounting of how well we meet our major project objectives and milestones described above. We will solicit input from the EPA regional offices and the various state environmental agencies operating in EPA Regions 5, 6, 7 and 8. Communities to which we provide assistance will also be asked to provide input on the short- and long-term impact of TAB’s site-specific services, using a Community Brownfields Capacity rubric. Workshop, participants will be asked to provide input on how useful the knowledge gained in the workshop will be in their jobs, and their knowledge change about brownfields and their ability to participate in brownfield cleanup and redevelopment projects. At the end of each project year, and at the end of the project period, KSU will complete an Annual Evaluation Report.

Reporting

KSU will provide quarterly progress reports to EPA and state brownfields contacts in each Geographic Area, in addition to other reports required by the grant. Quarterly report information provided to EPA will include a summary of the project activities for the reporting period, a comparison of actual outputs/outcomes as compared to those identified in the workplan, and an explanation of any significant difference between the two. To the extent possible, quarterly reports will also include projections for the communities and projects on which KSU will be working two quarters into the future. In addition, the quarterly report will identify any difficulties encountered in completing the work identified in the workplan. The quarterly reports will also include a summary of the expenditure of funds for TAB work in each Region as compared to the approved workplan budget, any changes needed in the approved budget, and an explanation of