



TAB EZ

TUTORIAL – USE TAB EZ TO WRITE A BROWNFIELDS GRANT PROPOSAL

Find **TAB EZ** at:

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.

Click on **Resources**, then click on **TAB EZ** to see TAB EZ related resources. You do not have to sign in to view **Resources**.

Click on **Online Tools**, then click on **TAB EZ** to use **TAB EZ**.

The screenshot shows the TAB EZ website header with a purple navigation bar. The navigation bar includes the TAB logo, a menu with links for Home, About, Education, Online Tools, Resources, Services, and Contact, and a user account section with links for Help, Sign in, and Not a member? Get a new account. Below the navigation bar, there is a 'TAB Partners' section with a photo of three people in a meeting and a purple box with the text 'Free Expertise in Planning, Environmental, Economic, Community Involvement, & other Topics'. To the right, there is a green 'Alerts' box with text about grant writing workshops and updates to TAB EZ. Below the alerts, there is a white box for 'Upcoming Workshops/Webinars:' listing a workshop on '10/30/2013 Economic Revitalization through Brownfields: Strategies & Free'. On the left side, there are sections for 'Workshops, Webinars and Online Training Overview' and 'Online Tools Overview'.

TAB
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education Online Tools Resources Services Contact

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

TAB Partners

TAB provides free technical assistance with brownfields redevelopment efforts

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

Alerts:

NOTE: Please click on the Resources tab for Cleanup and Assessment Grants Helpful hints.

For Workshops, BIT and TAB EZ, mouse over Education and Online Tools menu bar at top of page.

TAB and partners are holding numerous grant writing workshops for EPA brownfields grants in September and October 2013. Check our workshop schedule for one near you.

TAB EZ is updated annually to be consistent with EPA grant writing guidelines for each ARC grant competition. TAB EZ will be updated for the FYR 2014 ARC grant competition soon. The new grant guidelines are expected to be issued by EPA in late September or early October 2013.

Upcoming Workshops/Webinars:

10/30/2013 **Economic Revitalization through Brownfields: Strategies & Free**

Workshops, Webinars and Online Training Overview

Select Workshops, Webinars or Online Training under Education to view available opportunities. Log into your TAB account to register for a workshop, webinar or online course.

TAB Brownfields workshops, webinars and online

Online Tools Overview

The **Brownfield Inventory Tool (BIT)** is a FREE, online, comprehensive site inventory and brownfields program management tool. BIT was designed especially for users working under an Environmental Protection Agency (EPA) cooperative agreement, but any entity working on establishing a site inventory database will find BIT useful in consolidating



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HOME

The screenshot shows the TAB EZ website interface. At the top is a purple navigation bar with the TAB logo and menu items: Home, About, Education, Online Tools, Resources, Services, Contact. A user greeting 'Welcome, TK Boguski' and links for '> Help' and '> Log Out' are on the right. Below the navigation bar is the 'TABEZ' header. On the left, there are two sections: 'In This Section:' with links to 'Grant Applications Home' and 'Start New Application'; and 'Quick Links:' with links to 'Sample Grant Applications', 'Tutorial', 'Definitions', and 'Acronyms'. 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, and Date. A single application is listed: 'FY13 Assessment Grant Proposal' by 'Terrie Boguski' with a date of '10/24/2013' and 'EDIT' and 'DELETE' links. At the bottom of the main content area are three large 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'). The footer contains the Kansas State University logo, 'Livia powered by CAREM', and a note that TAB is brought to you by the U.S. EPA and the Center for Hazardous Substance Research in the College of Engineering.

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

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

Click on Edit to open and existing application.

Use Quick Links to see helpful TAB EZ content



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RESOURCES

Resources

TAB Partners > 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.

NOTE: Helpful Hints in the TAB EZ outlines (both Cleanup and Assessment grants) are under construction and currently do not work.
Please click here for [Cleanup Grant Helpful Hints](#)
Please click here for [Assessment Grant Helpful Hints](#)

Search Resources

aai

- All
- TAB EZ Resources**
- EPA Partnership Forum
- Sample Grant Proposals 2013
- Example Category
- Greener Cleanup for Brownfields
- EPA Brownfields Grant Writing Workshops
- General Resources Category
- Citizen Briefs
- BIT Resources

Title	Info	Download
EPA All Appropriate Inquiry 2009 Fact Sheet	Info	Download
AAI EDR Version 2 Updated 0605	Info	Download

Find TAB EZ resources under the Resources tab.

Search for documents using key words.

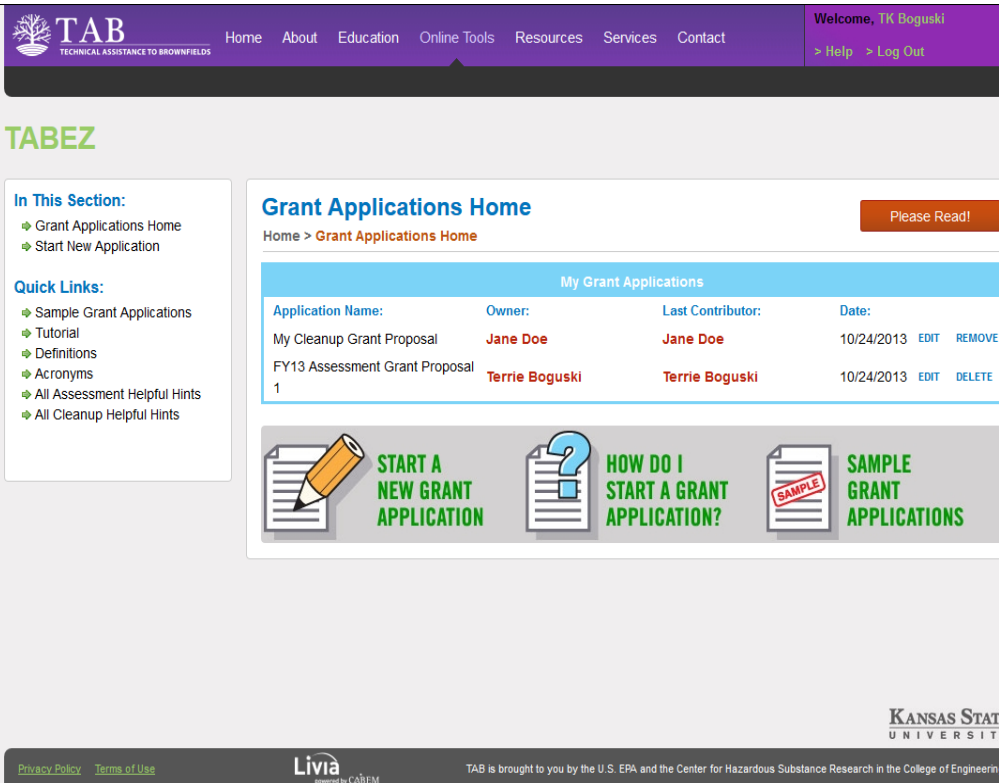
Select TAB EZ Resources and clear the search box to see all TAB EZ Resources.

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

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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.



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TAB
TECHNICAL ASSISTANCE TO BROWNFIELDS

Home About Education Online Tools Resources Services Contact

Welcome, TK Boguski
> 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

Grant Applications Home

Home > [Grant Applications Home](#) [Please Read!](#)

My Grant Applications			
Application Name:	Owner:	Last Contributor:	Date:
My Cleanup Grant Proposal	Jane Doe	Jane Doe	10/24/2013 EDIT REMOVE
FY13 Assessment Grant Proposal	Terrie Boguski	Terrie Boguski	10/24/2013 EDIT DELETE

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

KANSAS STATE UNIVERSITY

[Privacy Policy](#) [Terms of Use](#) **Livia** powered by CABEM

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Start New Grant Application

TAB TECHNICAL ASSISTANCE TO BROWNFIELDS Home About Education Online Tools Resources Services Contact Welcome, TK Boguski > 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

Start New Grant Application

Home > Grant Applications > Start New Grant Application

Application Type:

Application Name:

[Save And Continue](#)

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.



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Application Configuration

In This Section:

- ◆ Grant Applications Home
- ◆ Start New Application
- ◆ Application Outline
- ◆ Add Participants
- ◆ Manage Participants
- ◆ Application Configuration

Quick Links:

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".



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The **Application Configuration** step configures your proposal outline to specifically address only the sections that you need to address.

If you choose to write a **Community Wide** assessment grant proposal, then section III.C.3 is not available for editing because it applies only to site specific proposals.

If you choose to write a **Site Specific** assessment grant proposal or a **Cleanup** grant proposal, then certain subsections of section III.C.3 are not available for editing. Sections III.C.3.e-h apply only to hazardous substance or both hazardous substance and petroleum (mixed) contamination. Section III.C.3.i applies only to petroleum contamination.

The screenshot shows the 'Assessment Grant Configuration' step in the TAB EZ application. The interface includes a sidebar with navigation options: 'In This Section' (Grant Applications Home, Start New Application, Application Outline, Add Participants, Manage Participants, Application Configuration), 'Quick Links', and a main content area. The main content area has a breadcrumb trail: 'Home > Grant Applications > PFI's Assessment > Application Configuration'. Below the breadcrumb, there is a paragraph of instructions: 'Please select the type of assessment grant proposal you wish to enter: 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 (locking level). If you want to apply for a coalition grant, please select the community-wide assessment grant proposal outline.' This is followed by a note: '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 left-hand green sidebar to change these choices and the configuration of your proposal outline.' Another note states: 'You are allowed to apply for more than one assessment grant. Open the **Assessment Grant Options Summary Table** to view your options.' Below this, a note mentions: '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.' The 'Application Management' section contains a radio button for 'Approvals are required for content changes by participants' with 'Yes' selected and 'No' unselected. The 'Application Specific Configuration' section has two questions: 'What type of contamination will be addressed with the grant funding?' with 'Hazard Substance', 'Petroleum', and 'Both' options, and 'What is the scope of your proposed project?' with 'Community Wide' and 'Site Specific' options. A green 'Apply' button is at the bottom.



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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**.

In This Section:

- ◆ Grant Applications Home
- ◆ Start New Application
- ◆ Application Outline
- ◆ Add Participants
- ◆ Manage Participants
- ◆ Application Configuration

Quick Links:

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](#)



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The screenshot shows the TAB EZ website interface. At the top is a purple navigation bar with the TAB logo and menu items: Home, About, Education, Online Tools, Resources, Services, Contact. On the right of the bar, it says 'Welcome, TK Boguski' and '> Help > Log Out'. Below the navigation bar is a green 'TABEZ' header. On the left is a sidebar with 'In This Section:' (Grant Applications Home, Start New Application, Application Outline, Add Participants, Manage Participants, Application Configuration) and 'Quick Links:' (Sample Applications, Tutorial, Application Outline, Definitions, Acronyms, All Assessment Helpful Hints, All Cleanup Helpful Hints). The main content area is titled 'Add Participants' and shows a breadcrumb trail: 'Home > Grant Applications > FY13 Assessment 2 > Add Participant'. There are two sections: 'Invite a Registered Member' with an 'Email:' field and a green 'Send Request' button; and 'Invite an Unregistered User' with 'First Name:', 'Last Name:', and 'Email:' fields, and a green 'Send Request' button. Arrows from the text on the right point to the 'Email' field in the first section and the 'First Name' field in the second section. The footer includes 'KANSAS STATE UNIVERSITY', 'Livvia powered by C&EEM', and a disclaimer: 'TAB is brought to you by the U.S. EPA and the Center for Hazardous Substance Research in the College of Engineering'.

Adding a Participant

If you know the person you are inviting to participate is already registered to use TAB EZ, simply type in the email address they used to register. Then, click on **Send Request**.

If the person you are inviting to participate is not a registered TAB EZ user, complete this section and click on **Send Request**.

The person you invite will receive an email with instructions and the name of the proposal.



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Application Outline

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

Home About Education Online Tools Resources Services Contact Welcome, TK Boguski > Help > Log Out

TABEZ

In This Section:

- Grant Applications Home
- Start New Application
- Application Outline
- Add Participants
- Manage Participants
- Application Configuration

Quick Links:

- Sample Grant Applications
- Tutorial
- My Grant Applications
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints

FY13 Assessment 2 [EDIT NAME](#)

Home > Grant Applications > FY13 Assessment 2

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

*** Section Requires Approval**

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



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Application Outline (continued)

V.B.2.a Project Description (20 points)			●	0	EDIT
V.B.2.b Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources (40 Points)			●	0	EDIT
V.B.2.c Programmatic Capability and Past Performance (40 Points)			●	0	EDIT
V.B.3 Community Engagement and Partnerships (30 total points)					VIEW
V.B.3.a Your Plan for Involving the Affected Community (10 Points)			●	0	EDIT
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	●	4	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					
		Export to Word	Export to PDF		

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 or Sheree Walsh at 785-532-6519 or by email at smw@ksu.edu for assistance.

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

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.



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Application Outline (continued)

V.B.2.a Project Description (20 points)			0	EDIT
V.B.2.b Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources (40 Points)			0	EDIT
V.B.2.c Programmatic Capability and Past Performance (40 Points)			0	EDIT
V.B.3 Community Engagement and Partnerships (30 total points)				VIEW
V.B.3.a Your Plan for Involving the Affected Community (10 Points)			0	EDIT
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				
		Export to Word	Export to PDF	
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 or Sheree Walsh at 785-532-6519 or by email at smw@ksu.edu for assistance.				

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 49,500 to 58,500 characters in 18 pages (3300 to 3900 characters per page).



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Writing Proposal Text

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, **helpful hints**, and a place for you to write the text for that section.

In This Section:

- Grant Applications Home
- Start New Application
- Edit Existing Application

Quick Links:

- Sample Grant Applications
- Tutorial
- My Grant Applications
- Definitions
- Acronyms
- All Assessment Helpful Hints
- All Cleanup Helpful Hints

Edit FY13 Assessment 2

Home > Grant Applications > FY13 Assessment 2 > Edit Welfare and/or Public Health (10 Points)

Edit the content for this section of the application

Section Title: Welfare and/or Public Health (10 Points)

Section: Describe how the site assessments will lead to cleanups and redevelopment that supports your proposed project. Specifically, describe the social and/or public health benefits anticipated from the revitalization of the site assessed under this grant. Describe the efforts you have taken to integrate equitable development principles and outcomes as discussed in Section I.D into the reuse of the site and not displace residents historically affected by brownfields.

Instructions:

Character Count: 40 Characters (Including Spaces and Section Title)

Comments: [Add Comment](#)

Instructions:

Character Count: 0 Characters (Including Spaces)

Source [Rich Text Editor Icons]

Styles: Normal Font 16 Budget Table

Type the text for this section HERE



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Writing Proposal Text (continued)

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

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

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.

the revitalization of the site assessed under this grant. Describe the efforts you have taken to integrate equitable development principles and outcomes as discussed in Section I.D. into the reuse of the site and not displace residents historically affected by brownfields.

HELPFUL HINTS

Character Count: 40 Characters (Including Spaces and Section Title)

Comments:

- **Terrie Boguski 10/24/13 8:25 PM:**
Use Comments to communicate with team members

Instructions:

Character Count: 0 Characters (Including Spaces)

Source

Styles: Normal, Font, Size, Budget

Type text here.

This is where you will write text for this Section of your proposal.

View Revisions

Status: Not Finished

Back To Outline **Save** **Save And Back To Outline**



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Contact Us/Feedback

We hope you find TAB EZ useful in preparing your brownfields assessment or cleanup grant proposal. If you find a bug, or have a question or comment about TAB EZ, please tell us.

Email: chsr@k-state.edu

Phone: 785-532-6519