

MELISSA SCHICK, MPA – NATIONAL PARTNER FOR BROWNFIELD GRANTS AND FUNDING INCENTIVES

Education

MPA – Master of Public Administration, Troy University, 2010

Professional Affiliations

Florida Brownfields Association
Alabama Brownfields Association
Georgia Brownfields Association
Florida Redevelopment Association
National Association of Environmental Professionals
American Society of Military Engineers



Professional Experience

Melissa is the National Expert for Brownfields and Grant Funding for SCS and is responsible for supporting the brownfield and redevelopment funding practice for SCS. Through her strategic vision and leadership related to brownfields redevelopment, Melissa supported over \$25 M in grant applications for various clients for FY 2025. Her 18 years of expertise include successfully writing and managing Environmental Protection Agency (EPA) brownfields and Federal Emergency Management Agency (FEMA) grants, Department of Energy (DOE) solar grant funding incentives, recycling grants at the federal and state level, managing redevelopment projects, coordinating with developers and regulatory agencies, and successfully executing brownfield programs. Melissa excels in guiding clients through state and federal grant and funding programs, overseeing USEPA brownfield assessment and cleanup grants, and leading community engagement and outreach events. Additionally, she manages site information in the USEPA Assessment, Cleanup and Redevelopment Exchange System (ACRES) database and prepares reports and closeout documents for grantees. Melissa supports public and private-sector clients with navigating state and federal brownfields redevelopment and voluntary cleanup programs and leveraging various funding sources to help ensure the financial viability of a project.

Melissa creates work orders, performs project management duties, including manpower resource allocation, scheduling, budgets, invoicing, progress reports, etc., and collaborates with stakeholders, including regulators, all to help ensure projects are successfully executed, on time and on or under budget. In addition, Melissa is involved with grant programmatic duties, including updating site information in the ACRES, managing quarterly and annual reporting requirements for brownfields grants, preparing final closeout documents for submittal to USEPA, and conducting community engagement and outreach activities.

Pasco County, Florida Brownfield Assessment Grant, Pasco County, Florida; Program Manager Assist the County with grant programmatic activities and budget updates, the creation of the CIP, EPA kickoff meeting, and navigation of ACRES. In addition, review Generic and Site-Specific Quality Assurance Project Plans (QAPP), assist with Phase I/II Environmental Site Assessment (ESA) review and oversight, community engagement and outreach activities, cleanup planning activities, and support the client in meeting all Florida Department of Environmental Protection (FDEP) and USEPA requirements. Assist Pasco County with leveraging other financing options, including federal grants, FDEP tax incentives, and grant programs, to expand its environmental services program further.

Palm Beach County Brownfield Assessment Grant, Palm Beach County, Florida; Program Manager
Supported the County in implementing their EPA Brownfields Assessment Grant. Current tasks include programmatic support, Generic and Site Specific QAPP reviews, updating ACRES entries, and overseeing Phase I/II ESA reports and field activities.

Various Federal and State Grant Funding Incentives Support Assist with grant writing, application preparation, and implementation for various federal and state grant funding sources, including EPA Brownfields, Community Change, Climate Pollution Reduction Grants, and Solid Waste Infrastructure for Recycling Grants; CalRecycle grants; Maryland Energy Administration Solar Canopy and Dual Use Technology Grant Program; and various FEMA grant funding options.

City of Pensacola Brownfield Assessment and Cleanup Grants, Pensacola, Florida; Grant Program Coordinator* Assisted with grant applications, community outreach, and engagement meetings, programmatic functions including Workplan, Community Involvement Plan (CIP), grants.gov, sam.gov, Automated Standard Application for Payments (ASAP) payment assistance, quarterly reports, yearly reports, and final closeout reporting. Also worked with the client to leverage additional funding from the FDEP, Brownfields Revolving Loan Fund funding from Emerald Coast Regional Planning Council, and grant funding from the Florida Fish and Wildlife division to build a day-use marina for public use. Successfully completed the project utilizing a variety of funding sources.

City of Panama City Brownfield Assessment Grant, Panama City, Florida; Grant Program Coordinator * Assisted with grant application, community outreach meetings, flyers, social media, Workplan, CIP, and kickoff meeting. Acted as the liaison to ensure the client successfully met all requirements for FDEP and USEPA. Assist Panama City in leveraging other financing options for new projects due to budgetary constraints, including federal grants, FDEP tax incentives, and grant programs to expand their development opportunities throughout Panama City.

City of Selma Brownfield Assessment Grant, Selma, Alabama; Grant Program Coordinator* Assisted with application preparation, grant programmatic activities, EPA kickoff meeting, community outreach meetings, quarterly and annual reporting requirements, and final closeout documents, including Final Technical Report, annual and final Federal Financial Reports (FFR), and MBE/WBE reports. In addition, worked extensively to assist City personnel with the ASAP system, including liaising between EPA and Department of Treasury personnel, sam.gov, and grants.gov, and coordinated meetings to gain financial support from private industry representatives to expand the brownfields program.

City of Pahokee Brownfield Assessment Grant, Pahokee, Florida; Grant Program Coordinator* Assisted with community engagement and outreach events, community flyers, meetings with property owners, and quarterly and final closeout reporting requirements, including Final Technical Report, FFR, and MBE/WBE reports.

City of Uniontown Brownfield Assessment Grant, Uniontown, Alabama* Assisted with grant programmatic activities, EPA kickoff meetings, community outreach meetings, and reporting requirements. In addition, worked closely with City personnel to assist with the ASAP system, including liaising between EPA and Department of Treasury personnel, sam.gov, and grants.gov.

City of Ocala Brownfield Assessment Grant, Ocala, Florida* Assisted with Workplan, CIP, and potential PFAS contamination of sites and legacy issues of various other sources of contamination.

City of Bastrop Brownfield Assessment Grant, Bastrop, Louisiana* Assisted with an assessment grant application, CIP, work plan, community outreach meetings, quarterly and annual reporting

requirements, and final closeout reporting, including Final Technical Report, FFR, and MBE/WBE reports.

Various Grantee Programmatic and Funding Support Assist with grants.gov and sam.gov requirements, grant application and threshold criteria, community engagement outreach meetings, and reporting duties. Provide training support and documents for the EPA Region 4 EPA New Grantees Meeting to assist grantees with the funding drawdown ASAP system and final closeout reporting. Work with various federal, state, and local funding sources to tailor solutions to each client's unique needs to provide additional revenue streams, helping to execute projects that could not receive funding through traditional municipal budgets.

Technical Assistance to Brownfields (TAB) – Regions 4 and 6 and Brownfield Association Conference Chair* Provided support for community outreach activities, including in-person and virtual events. Conference chair for EPA Region 4 Brownfields Conference, planning and executing all conference activities for attendees, including offering an online streaming platform and conference app. Conference chair for Florida and Alabama Brownfields Conference for multiple years (2020 – 2024) and assisted in planning and executing the Florida Brownfields Virtual Conference in 2020. Worked with various online platforms to ensure that the events were easily accessible to everyone, including an app that attendees could download to their phones and tablets.

*Project experience with a previous firm