

## OVERVIEW SECTION

**AGENCY:** U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** “Comprehensive Environmental Response, Compensation, and Liability Act, Section 128(A) State Implementation Support Grant”

**ACTION:** Request for Proposals (RFP) - Initial Announcement

**RFA NO:** EPA-OLEM-OBLR-17-02

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.:** 66.814

**DATES:** The closing date and time for receipt of proposals is January 31, 2017, 11:59 p.m. ET. Proposals must be submitted electronically through [www.grants.gov](http://www.grants.gov) by 11:59 p.m. ET on January 31, 2017 to receive consideration. Proposals received after 11:59 p.m. ET on January 31, 2017, will not be considered.

**SUMMARY:** This notice announces the availability of funds and solicits proposals from nonprofits (including universities). The purpose of the assistance agreement is to fund research, training and technical assistance to promote and stimulate information exchange among State officials managing solid, hazardous and brownfields response programs (response programs), and EPA officials, to jointly resolve Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Section 128(a) “co-implementor and co-regulator” issues, and identify emerging response program issues that are of interest to States.

**FUNDING/AWARDS:** The estimated funding available under this competitive opportunity is \$1,000,000, over a five-year period subject to the availability of funds and quality of proposals received. EPA anticipates award of one cooperative agreement resulting from this competitive opportunity. The cooperative agreement will be funded incrementally, with up to \$200,000 available for the first year. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds. (*Refer to Section 2(A).*)

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## **Section 1 -Funding Opportunity Description**

### **A. Background**

The purpose of this assistance agreement is to fund research, training and technical assistance to promote and stimulate information exchange among State officials managing response programs and EPA officials to jointly resolve CERCLA Section 128(a) “co-regulator” implementation issues, and identify emerging response program issues that are of interest to States.

It is imperative to the implementation of CERCLA Section 128(a) and to the mission of the Agency that States are kept fully informed and participate in the development and implementation of regulations, policies, guidance, programs and goals impacting state response programs. State response program issues increasingly encompass the interests and purviews of multiple State agencies such as those responsible for environmental assessment and cleanup, transportation, education, climate change, health care facilities, disaster planning and relief, and other functions. The grant to be awarded under this competition will provide research and technical assistance services to states to foster interaction, information-sharing, and coordination among state response programs.

Funding primarily supports participation of State officials in the development and implementation of regulatory and non-regulatory programs that impact State response programs as “co-implementors and co-regulators” with EPA in the Federal/State environmental protection system. State participation in EPA’s regulatory and non-regulatory programs significantly increases the knowledge base of both State response program officials and technical personnel. By increasing the knowledge base, States will provide more effective and efficient management and implementation of CERCLA Section 128(a) program elements. This, in turn, will increase the level of technical expertise available to implement the CERCLA Section 128(a) response program and lead to more positive measurable program results.

### **B. Project Description**

EPA’s Office of Brownfields and Land Revitalization (OBLR) is soliciting proposals for funding under section 104(k)(6) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended under the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law) and Section 8001 of the Solid Waste Disposal Act (SWDA). Section 104(k)(6) of CERCLA authorizes funding to nonprofit organizations to provide research, training and technical assistance to facilitate the inventory of brownfields sites, site assessments, remediation of brownfields sites, community involvement, or site preparation. Section 8001 of the SWDA allows EPA to fund non-profit organizations to provide research, training, studies, investigations and public education as forms of technical assistance to address a wide range of solid and hazardous waste management issues faced by state response programs.

The cooperative agreement awarded under this announcement will promote the enhancement of the State/Federal partnership in the implementation of state response programs. EPA seeks proposals that will assist states in better understanding how to address the four elements of CERCLA 128(a) for State response programs to survey and inventory brownfields sites, enhance oversight of voluntary cleanup programs, long term monitoring activities of sites that entered the voluntary cleanup programs, and engaging in meaningful opportunities for public participation.

Applicants applying for this funding must provide CERCLA Section 128(a) regulatory support and non-regulatory support to the States. EPA encourages applicants to propose additional support areas for state response programs that are within the scope of this RFP since other initiatives are likely to emerge. A general description of response program elements and activities are listed below.

### **CERCLA Section 128(a) Regulatory and Non-Regulatory Support to States**

Promote State participation in the development of regulations, policies and guidance documents via issue-specific workgroups, and in the development of other CERCLA Section 128(a) implementation tools. Also, promote State participation in the development/review of policy and guidance documents, CERCLA 128(a) program goals, and developing training materials.

Applicants should incorporate the following activities in their proposal:

- Identify and improve approaches for generating state revenue and program efficiencies to improve the self-sufficiency of state response programs.
- Assist states to develop program objectives that address an area-wide planning approach that fosters partnerships with local communities (governments, nonprofits, and other community-based organizations) to help create a shared vision for brownfields-impacted areas.
- Promote community involvement and public participation by enhancing the dialog between state regulators and the community concerning solid waste, hazardous substance and petroleum contaminated brownfields sites.
- Assist with the establishment of state standards and guidance for responding to sites with special needs due to sensitive populations, i.e. school sites.
- Provide technical assistance and input in the assessment and remediation of sites to protect the health and safety of the community and the environment.
- Provide technical assistance and input in the development of environmental and institutional controls on remediated properties including assurance that these remain functional and protective.

- Partner with other co-regulators on sites which do not conform to regulatory boundaries, e.g., other States and Tribes.
- Assist in developing oversight and enforcement mechanisms that are adequate to ensure that remediation is protective of human health and the environment and conducted in accordance with federal and state law.
- Assist states in establishing long term response program plans and goals including identifying priorities.
- Develop measures of efficiency and progress in establishing and enhancing State Response Programs under CERCLA 128(a).
- Provide support to State agencies implementing CERCLA Section 128(a) regulations including, but not limited to, assistance in preparing State adoption/authorization packages and Memoranda of Understanding with EPA.
- Assist States in the development of training materials, for State regulatory officials and other State government officials, to increase effective implementation of state response programs. State participation in technical assistance may include Brownfields or Land Revitalization national conferences, State Response Program national conferences, hazardous waste national conferences, and State participation in the development and/or review of CERCLA Section 128(a) training supporting goals of the program.
- Provide support to State agencies on how they will incorporate sustainability into their programs. (Examples include reducing greenhouse gas emissions, encouraging sites enrolled to incorporate green remediation techniques when approving cleanup plans, hosting green conferences, etc.)

### **C. EPA Strategic Plan Linkage**

The project selected for award under this solicitation will support progress towards EPA Strategic Plan Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), Objective 1 (Promote Sustainable and Livable Communities). View EPA's Strategic Plan at <http://www.epa.gov/planandbudget/strategicplan.html>.

### **D. Measuring Environmental Results: Anticipated Outcomes/Outputs**

Pursuant to EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA requires that all grant applicants and recipients adequately address environmental outcomes and outputs. Outcomes and outputs differ both in their nature and in how they are measured. Applicants must discuss environmental outcomes and outputs in their proposed work plan.

1. **Outcomes.** The term “outcomes” refer to the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable during the project period. EPA anticipates outcomes from the project awarded under this announcement will include:
  - a. improved understanding and awareness of CERCLA Section 128(a) regulations and policies by State CERCLA Section 128(a) managers and their staff;
  - b. improved approaches for states to identify revenue streams and develop program efficiencies to improve the self-sufficiency of state response programs;
  - c. stimulate the availability of funds for the state and communities to assess, remediate and reuse brownfields sites and promote economic development;
  - d. inform and equip brownfields stakeholders to effectively address, be involved in, and benefit from brownfields activities;
  - e. increased the assessment, cleanup and reuse accomplishments of sites enrolled in State Voluntary Cleanup Programs;
  - f. improved community involvement and public participation in state response programs to address community needs, especially those that have an inability to draw on other sources of funding for redevelopment;
  - g. developed stronger collaborative relationships among State agencies, including transportation, waste management, economic development, education, and other agencies, involved in waste and materials management and assessment and cleanup of brownfields sites;
  - h. incorporated state “co-regulator and co-implementor” perspectives into national programs, leading to improved program effectiveness and environmental outcomes; and
  - i. increased dialog among States and other co-implementors and co-regulators such as Tribes, Federal representatives and local governments.
2. **Outputs.** The term “output” means an environmental activity, effort, or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. EPA anticipates outputs from the project awarded under this announcement will include:

- a. coordination of state participation in the development of regulations, policies and guidance documents, appropriate training opportunities at conferences, meetings, workshops, and seminars, including state participation in EPA sponsored biennial CERCLA Section 128(a) national meeting;
- b. development and dissemination of training and technical assistance materials, research, guidance material, policy options for states and recommendations relating to state response programs;
- c. development of documents, publications, tools and other resource material for information exchange among state response programs on related brownfields topics; and
- d. development and production of webinars, reports, assessments, tools, and resources for sharing of information among state response programs.

## **E. Supplementary Information**

The statutory authorities for the assistance agreement awarded by EPA under this announcement are the Solid Waste Disposal Act, Section 8001, as amended; Resource Conservation and Recovery Act, Public Law 94-580, 42 U.S.C. 6901 et seq. and Comprehensive Environmental Response, Compensation, and Liability Act, Section 104(k)(6).

## **Section 2 - Award Information**

### **A. What is the amount of available funding?**

The total estimated funding available under this competitive opportunity is \$1,000,000, subject to the availability of funds, quality of proposals received and other applicable considerations. In FY17, maximum funding shall not exceed \$200,000. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of the original selection decision. EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated.

### **B. How many agreements will the EPA award in this competition?**

EPA anticipates award of one cooperative agreement from this announcement.

A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement throughout the performance of the project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

**C. Will proposals be partially funded?**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

**D. What is the project period for award(s) resulting from this solicitation?**

The estimated start date for the project awarded under this solicitation is March 2017. All project activities must be completed within the maximum negotiated project performance period of five years.

**Section 3 - Eligibility Information and Threshold Criteria.**

**A. Eligible Entities**

Proposals will be accepted from non-profit organizations (including universities) only. Non-profit organization, as defined by 2 CFR Part 200.70, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200 excludes the following types of organizations from the definition of “nonprofit organization” because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a “nonprofit organization(s)” as defined by 2 CFR Part 200, Institutions of Higher Education are, nevertheless, eligible to submit applications under this RFP. For-profit colleges, universities, trade schools, and hospitals are ineligible.



## B. Cost Sharing or Matching

No matching funds are required under this competition. Although cost sharing/matching is not required as a condition of eligibility under this competition, under Section 5 of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (*See Section 4 of the announcement*). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (2 CFR 200.306).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR 200.

**Other leveraged funding/resources that are not identified as a voluntary cost share.** This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed

leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 or 1500.

### C. Threshold Eligibility Criteria

Proposals must meet the following “threshold criteria” by the time of proposal submission to be considered for funding. Only proposals from eligible entities (*see Section 3*) that meet all of these criteria will be evaluated against the ranking factors in Section 5 of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Your proposal must substantially comply with the proposal submission instructions and requirements in Section 4 of this announcement or EPA will reject it. However, where a page limit is expressed in Section 4 with respect to the proposal, pages in excess of the page limitation will not be reviewed.
2. Initial proposals must be submitted through [www.grants.gov](http://www.grants.gov) as stated in Section 4 of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section 4) on or before the proposal submission deadline published in Section 4 of this announcement. Applicants are responsible for following the submission instructions in Section 4 of this announcement to ensure that their proposal is timely submitted.
3. The total proposed project budget for the duration of the agreement may not exceed a maximum value of \$1,000,000, excluding any in-kind contribution or voluntary match. Proposals requesting federal assistance funding in excess of this value will not be considered.
4. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov) or relevant [www.SAM.gov](http://www.SAM.gov) system issues. An applicant’s failure to timely submit their proposal/application through [www.grants.gov](http://www.grants.gov) because they did not timely or properly register in [www.SAM.gov](http://www.SAM.gov) or [www.grants.gov](http://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with Rachel Lentz at [lentz.rachel@epa.gov](mailto:lentz.rachel@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
5. Your proposal should describe how you are an eligible applicant as described in *Section 3(A), Eligible Entities*. Eligible non-profit entities must attach documentation/evidence of nonprofit status under federal, state or tribal law, as applicable.

6. Ineligible activities. If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.
7. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.

#### **D. Eligible Uses of Funds**

Eligible uses of grant funds include direct costs necessary to provide research, training, and technical assistance necessary to increase the knowledge of States to provide a more effective and efficient management and implementation of their CERCLA 128(a) program elements as identified in the approved work plan. This includes costs for personnel, technical experts, materials, supplies, room rentals, travel, communication, and transportation expenses.

#### **E. Ineligible Use of Funds**

Funds awarded from this solicitation under Section 104(k)(6) of CERCLA are intended for research and technical assistance activities set forth in the agreement and may **not** be used for:

- Projects that duplicate grants awarded under other the EPA Brownfields grant programs described in CFDA Nos. 66.818, “Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants,” 66.815, “Environmental Workforce Development and Job Training Grant,” and 66.814, “Brownfields Training, Research, or Technical Assistance Grants (including Brownfield Area-Wide Planning or Technical Assistance to Brownfield Communities-TAB grants).” Please see EPA’s Brownfields website for more details, <http://www2.epa.gov/brownfields>;
- Conducting site assessments or actual cleanups. However, recipients may provide technical assistance to a state that would allow/facilitate/increase their capacity to conduct or oversee site assessment or cleanup activities;
- Construction and land acquisition;
- Foreign travel;
- Management fees or similar charges in excess of the direct costs in the budget for the brownfields grant. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate a reserve fund for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under the Brownfields grant as administrative costs; and

Note: Because only 50% of the funding for the cooperative agreement will be provided under CERCLA 104(k)(6) the prohibition on paying for administrative costs at CERCLA 104(k)(4)(B)(i)(III) only applies to 50% of the funds. Recipients may not charge their cooperative agreement for any direct administrative costs identified in the FAQs at <http://www.epa.gov/brownfields/apply-brownfields-grant-funding>. However, EPA has determined that the successful applicant may receive 50% of its established indirect cost rate under the cooperative agreement that will be awarded under this announcement.

## **Section 4 - Proposal and Submission Information**

### **A. Requirement to Submit Through Grants.gov and Limited Exception Procedures**

Applicants, except as noted below, must apply electronically through [www.grants.gov](http://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to [www.grants.gov](http://www.grants.gov), the applicant must contact [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov) or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

OGD Waivers  
c/o Barbara Perkins  
US EPA  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 3903R  
Washington, DC 20460

Courier Address:

OGD Waivers  
c/o Barbara Perkins  
Ronald Reagan Building,  
Rm # 51267  
1300 Pennsylvania Avenue, N.W.  
Washington, DC 20004

In the request, you must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how you lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents you from being able to upload the required application materials through [www.grants.gov](http://www.grants.gov).

EPA will only consider alternate submission exception requests based on the two reasons stated above and will respond timely to the request -- all other requests will be denied. If EPA approves an alternate submission method, you will receive documentation of this approval and further instructions on how to apply under this announcement. You will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for proposal submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2016, it is valid for any competitive or non-competitive proposal submission to EPA through December 31, 2016). You need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. You must request a new exception from required electronic submission through [www.grants.gov](http://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2016 with a submission deadline of January 15, 2017, you would need a new exception to submit through alternative methods beginning January 1, 2017.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the agency contact listed in Section 7 of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

## **B. Submission Instructions**

In order to submit a proposal through [www.grants.gov](http://www.grants.gov), you must:

1. have an active DUNS number ([www.dnb.com](http://www.dnb.com)),
2. have an active System for Award Management (SAM) account in [www.SAM.gov](http://www.SAM.gov),
3. be registered in [www.grants.gov](http://www.grants.gov), and
4. be designated as your organization's Authorized Organization Representative (AOR).

The registration process to all of the above items **may take a month or more to complete.** Occasionally, technical and other issues arise when using [www.grants.gov](http://www.grants.gov). EPA encourages applicants to submit their proposals early.

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in

order to submit an application through [www.grants.gov](http://www.grants.gov), go to [www.grants.gov](http://www.grants.gov) and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [www.grants.gov](http://www.grants.gov), [www.SAM.gov](http://www.SAM.gov), and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to [www.grants.gov](http://www.grants.gov) and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader Compatibility Information on Grants.gov](http://Adobe Reader Compatibility Information on Grants.gov)

You may also be able to access the application package for this announcement by searching for the opportunity on [www.grants.gov](http://www.grants.gov). Go to [www.grants.gov](http://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OLEM-OBLR-17-02, or the CFDA number that applies to the announcement (CFDA 66.814), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Package button at the top right of the synopsis page for the announcement on [www.grants.gov](http://www.grants.gov). To find the synopsis page, go to [www.grants.gov](http://www.grants.gov) and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Please note that [www.grants.gov](http://www.grants.gov) is strongly encouraging users to sign up for and use their “[Workspace](#)” feature when applying for opportunities. [www.grants.gov](http://www.grants.gov) will be phasing out the “legacy” application process, so EPA recommends that all applicants begin using Workspace as soon as possible so they are prepared when the “legacy” application process is no longer available.

**Application Submission Deadline:** Your organization’s AOR must submit your complete application package electronically to EPA through [www.grants.gov](http://www.grants.gov) no later than January 31, 2017, 11:59 p.m. ET. Please allow enough time to successfully submit your application process

and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described below using the [www.grants.gov](http://www.grants.gov) application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from [www.grants.gov](http://www.grants.gov) with the following subject lines:

1. **GRANT##### Grants.gov Submission Receipt**
2. **GRANT##### Grants.gov Submission Validation Receipt for Application**

If the AOR did not receive both notification emails listed above, contact the [www.grants.gov](http://www.grants.gov) Help Desk at 1-800-518-4726.

After the application package is retrieved out of the [www.grants.gov](http://www.grants.gov) system by EPA, the AOR should receive the following notification emails from [www.grants.gov](http://www.grants.gov):

3. **GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application**
4. **GRANT##### Grants.gov Agency Tracking Number Assignment for Application**

**Application Materials: The following forms and documents are required under this announcement:**

**Mandatory Documents:**

1. Application for Federal Assistance (SF-424)
2. Narrative Proposal (Project Narrative Attachment Form) - prepared as described in *Section 4.D, Content and Form of Proposal* of this announcement.
3. Required Attachments. (*See Section 4.D, Content and Form of Proposal.*)

Note: It is preferable to submit the cover letter, narrative, and attachments as a single file when you upload your proposal at [www.grants.gov](http://www.grants.gov).

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [www.grants.gov](http://www.grants.gov)) within 30 days of the application deadline, please contact Rachel Lentz at [lentz.rachel@epa.gov](mailto:lentz.rachel@epa.gov) or (202) 566-2745. Failure to do so may result in your application not being reviewed.

**C. Technical Issues with Submission**

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [www.grants.gov](http://www.grants.gov) representative by calling 606-545-5035. Applicants should save the completed application package with two

different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to [www.grants.gov](http://www.grants.gov) by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to [www.grants.gov](http://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [www.grants.gov](http://www.grants.gov) before the due date identified in Section IV of the solicitation.** The [www.grants.gov](http://www.grants.gov) support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

**Note: [www.grants.gov](http://www.grants.gov) issues a “case number” upon a request for assistance.**

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [www.grants.gov](http://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Lela Hagan with the FON in the subject line. If you are unable to email, contact Rachel Lentz ([lentz.rachel@epa.gov](mailto:lentz.rachel@epa.gov)) or (202) 566-2745. Be aware that EPA will only consider accepting applications that were unable to transmit due to [www.grants.gov](http://www.grants.gov) or relevant [www.SAM.gov](http://www.SAM.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in [www.SAM.gov](http://www.SAM.gov) or [www.grants.gov](http://www.grants.gov) is not an acceptable reason to justify acceptance of a late submittal.
  - a. If you are experiencing problems resulting in an inability to upload the application to [www.grants.gov](http://www.grants.gov), it is essential to call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Rachel Lentz (202) 566-2745.



- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [www.grants.gov](http://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to [lentz.rachel@epa.gov](mailto:lentz.rachel@epa.gov) prior to the application deadline. The email message must document the problem and include the [www.grants.gov](http://www.grants.gov) case number as well as the entire application in PDF format as an attachment.
- c. [www.grants.gov](http://www.grants.gov) rejection of the application package: If a notification is received from [www.grants.gov](http://www.grants.gov) stating that the application has been rejected for reasons other than late submittal promptly send an email to Rachel Lentz with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by [www.grants.gov](http://www.grants.gov) and attach the entire application in PDF format.

Please note that successful submission through [www.grants.gov](http://www.grants.gov) or via email does not necessarily mean your application is eligible for award.

#### D. Content and Form of Proposal

All applicants are required to submit the Standard Form 424 (SF-424) Application for Federal Assistance with signature. (See Section 4.A). When completing the SF-424 forms, applicants will be required to provide a Dun and Bradstreet DUNS number. Applicants can receive a DUNS number, at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711, or visiting the Dun and Bradstreet website at <http://www.dnb.com>.

The following checklist reflects the documents required for all proposals. All proposals must contain a completed and signed SF-424, a Cover Letter limited to two typed pages, a “Narrative Proposal” limited to 15 typed pages, and required attachments as described below. Extraneous materials will not be considered. All proposal materials must be submitted in English. See Section 4.B. for [www.grants.gov](http://www.grants.gov) submission requirements.

<input type="checkbox"/>	SF-424 form Application for Federal Assistance, with original signature (no page limit) (see Section 4.C.).
<input type="checkbox"/>	Cover Letter, which includes the responses to threshold criteria (see Section 3.C.) (2-page limit).
<input type="checkbox"/>	Narrative Proposal, which includes the detailed project description with responses to all evaluation criteria (15-page limit).
<input type="checkbox"/>	Project Milestones Schedule
<input type="checkbox"/>	Documentation/evidence of current non-profit status
<input type="checkbox"/>	State Support Letters

1. **Standard Form 424 (SF-424), Application for Federal Assistance.** Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. Include your organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number on the SF-424. You may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
2. **Cover Letter.** The cover letter shall not exceed 2 pages and must include a brief description of your project and respond to the threshold criteria in Section 3.C. It should be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include the following information.
  - a. Applicant information - provide the name and full address of the applicant applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA. This is also the person EPA will notify regarding the outcome of your proposal (selection/non-selection).
  - b. Location - city, country, and state of your organization.
  - c. Contacts - provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed and will be the person notified of the competition results.
  - d. Cooperative partners - provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
  - e. Funding requested - specify the amount of funding you are requesting from the EPA.
3. **Narrative Proposal.** The project description must describe how the applicant will conduct and implement its proposed project and discuss how the proposal addresses each of the evaluation criteria in Section 5.A. of this announcement. The Narrative Proposal shall not exceed 15 typed, single-spaced, 8 ½" x 11" pages. Page margins should not be less than 1-inch. Font size should not be smaller than 12 point Times New Roman. While these guidelines establish minimum requirement, applicants are advised that readability and a well-organized proposal are of paramount importance. The Narrative Proposal must substantially conform to the following outline and content, and address the ranking criteria in Section 5:
  - a. **Project Description.** Describe your overall vision, including the specific activities you plan to conduct, to implement the activities identified in Section 1(B) Project Description to promote state participation in the development of regulations, policies

and guidance documents to support brownfields stakeholders and furthering the CERCLA 128(a) program. Describe how the proposal addresses, supports, or will enhance the protection of human health and the environment, sustainable development, or equitable development issues. Include in your discussion your plan and approach, including the extent to which you propose to use subawardees or contractors (perhaps having different areas of technical/legal/fiscal/other expertise, if any). Your discussion should include an explanation of how you plan to use subawardees/contractors and the information/lessons learned from other grantees awarded under the same statute and how this will contribute to the effective and efficient performance of the project. The discussion should also include the methods you plan to use to provide the technical assistance (one-on-one, workshops, webinars, other) and how these are the most effective and efficient methods of providing the assistance. Also discuss your outreach plan/strategy to ensure communities are aware of the availability of the technical support being made available through your program.

- b. **Organizational Knowledge/Experience/Expertise.** Summarize your organization's knowledge, experience, expertise in addressing the activities identified in 1(B) Project Description. In addition, provide information regarding your organizational knowledge, experience, and expertise in working with states with particular emphasis in working to develop technical assistance and developing guidance documents on the establishment and enhancement of state response programs, and engaging them in brownfield prioritization, assessment, cleanup and redevelopment issues. Provide information on your organizational experience and plan for successfully achieving the objectives of the proposed project, your staff expertise/qualifications, staff knowledge, and resources (or the ability to obtain them including the organizations contingency plan to replace key personnel) to successfully achieve the goals of the proposed project. Include a discussion of the network you have in place, such as key contacts, or other resources having additional knowledge or expertise that will assist you in successfully addressing the activities identified in Section 1 (B).
- c. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements, but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements, if any). Do not include in your list projects you worked on in which you were not the recipient of the cooperative agreement, or which were done under contract. Describe (i) whether, and how, you were able to successfully complete and manage those agreements and achieve the objectives of the project and (ii) your history of meeting the reporting requirements under those agreements, including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why) and whether you submitted

acceptable final technical reports under the agreements. In evaluating applicants under the factors in Section 5, the EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant).

If you do not have any relevant or available past performance, or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). Proposals that do not provide any response for this criteria may receive a score of 0.

- d. **Budget/Resources.** Provide a detailed itemized budget proposal that is reasonable and appropriate to achieve the project's objectives. Clearly explain how funds will be used. Describe your procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. The budget should include information on each major task using the following cost elements. For each major task indicate what portion of the cost the EPA grant funds will be used and what portion the applicant, or other partners, will fund, if any. Only include eligible costs in your budget.

1. Personnel
2. Fringe Benefits
3. Travel
4. Equipment
5. Supplies
6. Contractual Costs
7. Other Costs (Be specific)
8. Total Direct Costs

### Sample Format for Budget

Budget Categories	Task__	Task__	Task__	Task__	Task__	Task__	Total
Personnel							
Fringe Benefits							
Travel							
Equipment <sup>1</sup>							
Supplies							
Contractual <sup>2</sup>							
Indirect Costs <sup>3</sup>							
Other (specify)___							
<b>Total</b>							

<sup>1</sup>The EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for technical assistance grants.

<sup>2</sup>Applicants must comply with the procurement standards contained in 2 CFR 200.317 through 200.326.

<sup>3</sup> The Brownfields Law prohibits any part of a grant awarded under CERCLA Section 104(k) for the payment of administrative costs, which includes all indirect costs even if those indirect costs are covered by an indirect costs agreement with EPA or another Federal Agency. EPA anticipates that only 50% of the funds provided to the successful applicant will be subject to the administrative cost prohibition. As previously noted, the successful applicant may budget for up to 50% of its established indirect cost rate.

The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under the EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

e. **Performance Measurement: Anticipated Outcomes and Outputs**

**Anticipated Outcomes.** Specify the expected environmental outcomes as described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress towards achieving the project outcomes and results. (Refer to *Section 5(A), Evaluation Criteria, Performance Measurement.*)

**Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.

f. **Voluntary Cost Share/Match and Other Leveraged Funds.** Discuss how you will coordinate the use of EPA funding with other federal and/or non-federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s). (*See Section 3(B)*)

Discuss how EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. This includes, but is not limited to, funds and other resources leveraged from other federal agencies, foundations, non-profits, surrounding communities, local universities and colleges, or local businesses. The proposal should describe the type and amount of leveraging you anticipate will be available, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play in the overall project. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

Examples of leveraging may include funding to provide additional technical assistance to states that complements the project described in your program, leveraging resources to invite speakers to present at annual meetings, and using other organization's facilities to host meetings.

4. **Attachments** - the following documents should be included as attachments to the proposal. **These documents do not have a page limit.**

a. **Milestones** – include a schedule indicating the start and completion dates of significant tasks under your program.

- b. **State Support Letters** from states with which you have worked and /or developed a relationship where state technical assistance has been provided. The organizations providing letters of support should represent states, and other state organizations where you have provided technical assistance to states. The information contained in the letter(s) of support will be considered as part of the information provided under the Organizational Knowledge/Experience/Expertise criteria. Proposals with no letter(s) of support will still be considered, but may be evaluated less favorably.
- c. **Documentation/evidence of current non-profit status** under federal, state or tribal law, as applicable.

#### **E. How to Obtain a Proposal Package**

Electronic copies of this RFP can be obtained from the EPA's Brownfields and Land Revitalization Program website at <https://www.epa.gov/brownfields/apply-brownfields-grant-funding> or through [www.grants.gov](http://www.grants.gov).

#### **F. Additional Provisions for Applicants Incorporated Into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found in the EPA Solicitation Clauses at [www.epa.gov/grants/epa-solicitation-clauses](http://www.epa.gov/grants/epa-solicitation-clauses). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

## **Section 5 - Application Review Information**

### **A. Evaluation Criteria**

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their “Narrative Proposals.” Each proposal will be rated under a points system, with a total of 100 points possible.

<b>Criterion</b>	<b>Maximum Points per Criterion</b>
<p><b>1. Project Description.</b> This criterion will evaluate the extent to which the proposal effectively addresses the requirements described in Section 1(B) of this announcement, including. (50 pts)</p> <ul style="list-style-type: none"> <li>• Whether the “Narrative Proposal” promotes State participation in the development of regulations, policies and guidance documents; in issue-specific workgroups; and in the development of other CERCLA Section 128(a) implementation tools assisting state response programs and addresses the activities identified in Section 1(B) Project Description.</li> </ul>	50
<p><b>2. Organizational Knowledge/Experience/Expertise.</b> This criterion will evaluate:</p> <ul style="list-style-type: none"> <li>• The applicant’s organizational knowledge, experience, and expertise and the depth of staff experience/qualifications, knowledge in the areas as described in Section 1(B) and in working with states who are establishing and enhancing their State Response Programs, and engaging them in brownfield prioritization, assessment, cleanup and redevelopment issues, and delivering sound and effective technical assistance. (12 points)</li> <li>• The applicant’s experience and plan for timely and successfully achieving the objectives of the proposed project including having the necessary partnerships, contacts, or established network. (8 points)</li> </ul>	20
<p><b>3. Programmatic Capability and Past Performance.</b> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s:</p> <ul style="list-style-type: none"> <li>• Past performance in successfully completing and managing the assistance agreements identified in response to Section 4(D) of the announcement and your history of meeting the reporting requirements under the assistance agreements identified in response to Section 4(D) of the announcement including whether the applicant submitted acceptable final technical reports under those agreements, and the extent to which the applicant adequately and timely reported on its progress towards achieving the expected outputs and outcomes under those</li> </ul>	10



<p>agreements and if such progress was not being made whether the applicant adequately reported why not. (10 points)</p> <p>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors. Proposals that do not provide any response for this criterion may receive a score of 0.</p>	
<p><b>4. Budget/Resources.</b> Under this criterion, the proposal will be evaluated based on the extent to which:</p> <ul style="list-style-type: none"> <li>The budget is clearly stated, detailed, contains only eligible costs, is reasonable, and appropriate to achieve the project’s objectives and includes cost estimates for each of the proposed project activities to be performed with the EPA funds. The applicant’s budget will be evaluated based on the effective use of the budget resources for the work to be performed. (5 points)</li> <li>The applicant will also be evaluated based on their approach, procedures, and controls for ensuring grant funds are expended in a timely and efficient manner. (5 points)</li> </ul>	10
<p><b>5. Performance Measurement: Anticipated Outcomes and Outputs.</b> Under this criterion, EPA will evaluate the extent to which the proposal realistically describes how the project will lead to measurable environmental results (i.e., amount of pollution prevented; waste reduced, reused, recycled or, resources conserved). The proposals will be evaluated on the quality and extent to which:</p> <ul style="list-style-type: none"> <li>the anticipated environmental outcomes and outputs as described in Section 1(E), <b>Measuring Environmental Results: Anticipated Outcomes/Outputs</b> are clear and include both quantitative and qualitative activities which are appropriate for the technical assistance proposed, the extent that the measures of success for the project are clear, appropriate and well described, and the extent to which the applicant describes how progress towards achieving project outcomes and outputs will be tracked, evaluated and measured. (5 points)</li> </ul>	5
<p><b>6. Leveraging.</b> Under this criterion, applicants will be evaluated based on the extent to which the proposal demonstrates:</p> <ul style="list-style-type: none"> <li>How the applicant will coordinate the use of the EPA grant funds with other federal or non-federal sources of funds from project partners, including other federal agencies, foundations, non-profits, surrounding communities, or local businesses to leverage additional resources beyond the grant funds awarded to carry out the technical assistance project. The applicant will be evaluated on the type and amount of leveraged resources, the likelihood of the resources</li> </ul>	5

<p>materializing, the strength of the leveraging commitment, and the role that the leveraged funds/resources will play in the overall grant project. Proposals with firm leveraged commitments or with leveraged commitments that will significantly enhance their technical assistance program will be evaluated more favorably. (5 points)</p>	
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**B. Review and Selection Process**

All proposals received by the closing date and time for submissions will first be reviewed to determine eligibility for funding consideration based upon compliance with *Section 3, Eligibility Information and Threshold Criteria*. Only applications determined eligible and passing the threshold review will be evaluated for technical merit.

Each eligible proposal will be evaluated by a review panel of EPA staff for technical merit, based on the evaluation factors detailed in *Section 5(A), Evaluation Criteria* of this solicitation. Upon completion of the technical merit evaluation, each proposal will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be placed in rank order. The review panel will recommend the proposal with the highest evaluated numerical score to the EPA Headquarters Selection Official for award. The EPA Headquarters Selection Official will make the final funding decision.

**C. Additional Provisions for Applicants Incorporated Into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found in the EPA Solicitation Clauses at <http://www.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

**Section 6 - Award Administration Information**

**A. Award Notices**

EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by February 28, 2017. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA’s Grants and Interagency Agreement Management Division. Applicants are cautioned that only a grants



officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant.

The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

## **B. Administrative and National Policy Requirements**

1. Funding will be awarded as a cooperative agreement. The applicants whose proposals are selected will be asked to submit a cooperative agreement application package to the EPA office. This package will include the application (Standard Form 424), a proposed work plan, a proposed budget, and other required forms. An EPA Project Officer will work with selected grantees to finalize the budget and work plan.
2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and program-related requirements are met. You may view a listing and description of general EPA regulations applicable to the award of assistance agreements at <http://www2.epa.gov/grants/grant-terms-and-conditions>.
3. Applicants will be required to submit progress reports in accordance with Uniform Grant Guidance found in 2 CFR 200.328.
4. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants the EPA selects for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) or other affected area wide, regional and local officials for review.<sup>1</sup> This review is not required with the initial proposal.
5. Reimbursement Limitation. If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from the EPA, it does so at its own risk. The EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

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<sup>1</sup> More information can be found at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

### **C. Reporting Requirements**

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, milestones, outputs/outcomes reached, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures for the quarter, as well as to date, that correspond to each cost category along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant.

### **D. Use of Funds**

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement. The agency expects timely drawdown of funds and a yearly financial report. In addition to quarterly reports, other required financial reports will provide the agency with information regarding the progress being made.

### **E. Additional Provisions for Applicants Incorporated Into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

### **F. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www2.epa.gov/grants/dispute-resolution-procedures>. Copies

of these procedures may also be requested by contacting the person listed in Section 7 of the announcement.

### **Section 7 -Agency Contact.**

#### **A. Agency Contact Information:**

Rachel Lentz, U.S. EPA, Office of Brownfields Cleanup and Redevelopment (MC 5105-T), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone (202) 566-2745; or email [lentz.rachel@epa.gov](mailto:lentz.rachel@epa.gov).

### **Section 8 -Other Information.**

1. Applicants should review the Frequently Asked Questions (FAQs) which can be found at <http://www.epa.gov/brownfields/apply-brownfields-grant-funding>.
2. Prior to naming a “partner” organization, contractor (including individual consultants) or subawardee in your proposal, please carefully review the “Additional Provisions for Applicants Incorporated into this Solicitation” at <http://www2.epa.gov/grants/epa-solicitation-clauses> and the FAQs.
3. For additional information on how to apply for an EPA grant, please visit <http://www.epa.gov/grants>.