

## OVERVIEW SECTION

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** “BROWNFIELDS TRAINING, RESEARCH, AND TECHNICAL ASSISTANCE GRANTS”

**ACTION:** Request for Applications (RFA) - Initial Announcement

**RFA NO:** EPA-OSWER-OBLR-08-02

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

**DATES:** The closing date and time for receipt of proposals is May 1, 2008, 5:00 p.m. EST. Proposals submitted through <http://www.Grants.gov> must be received by May 1, 2008, 5:00 p.m. EST. Proposals submitted in hard copy must be postmarked by the U.S. Postal Service or received in the EPA program office via hand delivery or express mail by May 1, 2008, 5:00 pm EST to receive consideration. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a proposal in hard copy use a courier service or express mail option to transmit their proposal.

**SUMMARY:** This notice announces the availability of funds and solicits applications from eligible entities and non-profit organizations to provide training, research, and technical assistance to communities facing brownfields cleanup and revitalization challenges. EPA is particularly interested in funding brownfields training, research and technical assistance projects in the subject areas of protection of human health and the environment, sustainable development, and equitable development.

**FUNDING/AWARDS:** The total estimated funding available under this competitive opportunity is approximately \$10,000,000, subject to the availability of funds and quality of proposals received. EPA anticipates award of 5-10 cooperative agreements. The maximum amount of funding available per applicant shall not exceed \$1,500,000. Applicants may propose performance periods of up to 5 years, with the maximum annual funding not to exceed \$300,000. Cooperative agreements awarded under this competition may be funded incrementally on an annual basis. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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

### **A. Background.**

In the early 1990's, stakeholders expressed their concerns to EPA about the problems associated with brownfields across the country. More than 450,000 properties that were once used for industrial, manufacturing, or commercial uses were abandoned or underused due to the suspicion of contamination. Brownfield areas, in both city centers and rural areas, were contributing to blight and joblessness in surrounding communities. Unknown environmental liabilities were preventing communities, developers, and investors from restoring these properties to productive use and revitalizing impacted neighborhoods.

In 1994, EPA responded to the brownfields issue with an environmental protection approach that is locally based, encourages strong public-private partnerships, and promotes innovative and creative ways to assess, clean up, and redevelop brownfields sites. This approach empowers state, tribal, and local environmental and economic development officials to oversee brownfields activities, and encourages implementing local solutions to local problems.

One of the major efforts under EPA's Brownfields Program is supporting training, research, and technical assistance to individuals and organizations to facilitate the assessment, cleanup, and reuse of brownfields. Through this effort, EPA has funded a variety of projects providing information, training, tools, and technical assistance to support brownfields revitalization. Past assistance agreements supported projects such as providing brownfields training for communities, researching the impact of brownfields projects, holding workshops on specific topics, and sharing best practices on cleaning up and reusing brownfields. View information on current projects funded under this authority on the internet at <http://www.epa.gov/brownfields/trta.htm>. Overall, these projects have provided information and tools to brownfields stakeholders and resulted in more properties being cleaned up and reused. The Brownfields Program now seeks new and creative project ideas to further support brownfields revitalization.

### **B. Project Description.**

EPA's Office of Brownfields and Land Revitalization (OBLR) is soliciting applications 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). The Brownfields Law authorizes funding to eligible entities and nonprofit organizations to provide training, research, and technical assistance to facilitate the inventory of brownfields sites, site assessments, remediation of brownfields sites, community involvement, or site preparation.

Cooperative agreements awarded under this announcement will help brownfields stakeholders tackle the challenge of cleaning up and redeveloping brownfields properties. EPA seeks proposals on new and innovative aspects of brownfields revitalization that will provide lessons and approaches that can be applied to other projects across the country.

For purposes of this grant, general definitions of training, research, and technical assistance are provided below. These definitions provide a guideline for the type of activities EPA is interested in supporting.

- **Training.** Providing special and practical knowledge of a specialized brownfields subject area through various methods, including: class-room style training, workshops, conferences, roundtables, and computer based training. Training must impart brownfields knowledge, with the goal that the person(s) or organization(s) being trained will achieve some level of self sufficiency with regard to the subject matter.
- **Research (as defined at 40 CFR 30.2(dd)).** A systematic study directed toward fuller scientific knowledge or understanding of the subject studied. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.
- **Technical Assistance.** Providing ongoing advice and support, in the form of specialized knowledge, to a person(s) or organization(s) with the goal of guiding them through a particular process, or helping them understand complex brownfields related subject matter.

EPA is particularly interested in funding brownfields training, research and technical assistance projects in the subject areas of protection of human health and the environment, sustainable development, and equitable development. Projects in these subject areas should be new and innovative, exploring varying aspects of brownfields projects. The subject area descriptions below provide a guideline for the types of project topics EPA seeks.

- **Protection of Human Health and the Environment.** Projects in this subject area should address the connection between revitalizing brownfields and protecting human health and the environment. Projects should focus on the identification and reduction of health and environmental threats posed by hazardous substances, pollutants, and contaminants at brownfields. Projects should focus on any of the following topics: specific health and environmental threats at brownfields; long term stewardship projects providing information and tools on establishing and maintaining engineering and institutional controls at brownfields and state and tribal voluntary cleanup sites; specific property types such as petroleum contaminated gas stations, former mills, or mine scarred lands; linkage with air and water quality issues; reduction of threats to the health or welfare of children, pregnant women, minority or low income communities, or other sensitive populations; incorporation of health improvement and monitoring goals into community redevelopment; and health and environmental impacts of brownfields projects.
- **Sustainable Development.** Projects in this subject area should support sustainable development at brownfields. Sustainable development projects should encourage techniques and approaches at brownfields projects that balance environmental protection

and economic development. Brownfields sustainable development projects should focus on any of the following topics: the use or reuse of existing infrastructure; the creation or preservation of parks, greenways, undeveloped property, recreational property, or other property used for nonprofit purposes; green cleanup and waste management activities; green building design and construction methods; historic preservation; reduction of greenhouse gases; reuses that support green infrastructure; energy efficiency in reusing brownfields properties; brownfields prevention; and land use controls and long term stewardship.

- **Equitable Development.** Projects in this subject area should address brownfields issues impacting socially and economically disadvantaged communities. Projects should provide disadvantaged communities with information and tools to enhance their participation and involvement in brownfields revitalization. Projects should focus on the unique challenges and opportunities of disadvantaged groups such as low income, small population, rural and nonurban areas, minority communities, and other socially and economically disadvantaged groups. Projects should support the use of equitable development principles in brownfields projects and communities.

There is no expectation that applicants will include all of the possible types of activities or subject areas in their proposal. Applicants may propose additional or alternative subject areas that achieve the objectives of the project description for this RFA.

### **C. Eligible Use of Funds.**

Funds awarded under Section 104(k)(6) of CERCLA must be used for training, research, and technical assistance to facilitate the inventory of brownfields properties, site assessments, cleanup of brownfields properties, community involvement, or site preparation. Eligible uses of grant funds under this competitive opportunity include direct costs necessary to provide training, research, and technical assistance identified in the approved workplan. This includes costs for personnel, technical experts, materials, supplies, room rentals, travel, and transportation expenses.

**See Section 4(G) for further details on *Funding Restrictions*.**

### **D. EPA Strategic Plan Linkage.**

The projects selected for award through this competition will support progress towards EPA Strategic Plan Goal 4 (Healthy Communities and Ecosystems), Objective 4.2 (Communities), and Sub-objective 4.2.3 (Assess and Cleanup Brownfields). Specifically, the projects selected for award will provide information, training, and tools to brownfields stakeholders necessary to support brownfields revitalization efforts.

(View EPA's strategic plan at <http://www.epa.gov/ocfo/plan/plan.htm>)

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

Pursuant to EPA Order 5700.7 “*Environmental Results under EPA Assistance Agreements,*” EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed workplan.

1. **Outcomes:** The term “outcome” refers 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 within an assistance agreement funding period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include, but are not limited to, increasing the capacity of brownfields stakeholders to:

- a. increase the assessment, cleanup, and reuse of brownfields;
- b. inform and equip brownfields stakeholders with the capacity to effectively address, be involved in, and benefit from brownfields activities;
- c. focus attention on the protection of human health and the environment, sustainable development, and equitable development issues;
- d. improve community involvement, communication, and the development of partnerships among differing stakeholders;
- e. enable brownfields stakeholders to stimulate economic and other beneficial reuses of brownfields properties in order to improve environmental conditions and human health.

2. **Outputs:** The term “output” refers to an environmental activity, effort, and/or associated work products related to an environmental goal or 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 the outputs from the projects expected to be awarded under this announcement will include but are not limited to the following:

- a. development of training materials and the delivery of training to brownfields stakeholders;
- b. production, publication, and dissemination of research reports and studies on brownfields topics;
- c. increased number of communities and projects receiving technical assistance.

## **F. Supplementary Information.**

The statutory authority for this action is Section (104)(k)(6) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980, as amended by the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law), 42 U.S.C. 9604(k)(6).

## **Section 2 - Award Information.**

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

The total estimated funding available under this competitive opportunity is approximately \$10,000,000, subject to the availability of funds and quality of proposals received.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

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

The total estimated funding available under this competitive opportunity is approximately \$10,000,000, subject to the availability of funds and quality of proposals received. EPA anticipates award of 5-10 cooperative agreements. The maximum amount of funding available per applicant shall not exceed \$1,500,000. Applicants may propose performance periods of up to 5 years, with the maximum annual funding not to exceed \$300,000. Cooperative agreements awarded under this competition may be funded incrementally on an annual basis. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will include:

1. Close monitoring of recipient's performance to verify the results proposed;
2. Collaboration during performance of the scope of work;
3. Review of any proposed changes to work plan and/or budget;
4. Review of proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g);
5. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
6. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
7. Review and concurrence on project outputs for consistency with the EPA approved scope of work.

### **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.

EPA reserves the right to reject all proposals and make no awards under this announcement or, to make fewer awards than anticipated.

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

The estimated start date for projects resulting from this solicitation is October 1, 2008. All project activities must be completed within the negotiated project performance period of one to five years.

**E. Can funding be used to acquire services or fund partnerships?**

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of [OMB Circular A-133](#), and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**F. How will an applicant's proposed subawardees or contractors be considered during the evaluation process described in *Section 5* of this announcement?**

*Section 5* of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

**Section 3 - Eligibility Information.**

**A. Eligible Entities.**

Entities eligible to receive an assistance agreement through this solicitation include a general purpose local unit of government; a land clearance authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of government; a governmental entity created by a state legislature; a regional council or group of general purpose units of local government; a redevelopment agency that is chartered or otherwise sanctioned by a state; a state; an Indian tribe (other than in Alaska), or an Alaskan Native Regional Corporation and an Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following); and the Metlakatla Indian Community. EPA welcomes and encourages applications from coalitions of such entities, but a single eligible entity must be identified as the legal recipient. Intertribal consortia, except consortia comprised of ineligible Alaskan tribes, are eligible to apply as well.

Nonprofit organizations are also eligible for training, research, and technical assistance grants.

Nonprofit organizations must meet the definition of that term in Section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107, 31 U.S.C. 6101 Note: Under this definition, colleges, universities, and community colleges are eligible to apply. Public and nonprofit private educational institutions are eligible to apply. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

**For-profit or proprietary training organizations or trade schools are not eligible to apply.** Evidence of current nonprofit status under Federal, state, or tribal law must be provided at the time the application is submitted.

### **B. Cost Sharing or Matching.**

Although cost-sharing or matching is not required as a condition of eligibility or otherwise, applicants proposing a voluntary financial or in-kind commitment of resources may improve their scoring under the “*Leveraging*” evaluation criteria of this solicitation. (Refer to *Section 5(A), Evaluation Criteria*).

Voluntary contributions of funds and in-kind contributions of resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 and 40 CFR 31.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for this criterion. Applicants who choose to cost share voluntarily must meet their cost share obligations if their proposals are selected for award.

### **C. Threshold Criteria.**

Proposals must meet the following “threshold criteria.” Proposals that fail to meet any one of the threshold criteria will not be considered further. EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Proposals that meet the threshold criteria will be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. Applicants with questions about the threshold criteria or who are uncertain as to whether they or their projects are eligible for funding should contact Sven-Erik Kaiser at [kaiser.sven-erik@epa.gov](mailto:kaiser.sven-erik@epa.gov). Applicants are reminded that projects for ineligible activities will be rejected. Additional information relating to threshold criteria 2 and 3 is available in the frequently asked questions for this announcement at <http://www.epa.gov/oswer/grants-funding.htm>. Please note that the frequently asked question webpage is subject to change during the proposal preparation period and applicants are encouraged to review it periodically. The threshold criteria are:

1. Proposals must address an acceptable project as described in *Section 1(B)* of this announcement.
2. Proposals must not duplicate grants awarded under other EPA Brownfields grant programs described in CFDA Nos. 66.818, “Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants” and 66.815, “Brownfields Job Training Grant” or other

federally funded environmental training, research, or technical assistance programs in their target community(ies). For more information, applicants should check the frequently asked questions for this announcement and in particular see question number 4 at <http://www.epa.gov/oswer/grants-funding.htm>.

3. Funding under this announcement is not available for projects related to exploring, testing and implementing smart growth policies and applications that EPA funds under CFDA No. 66.611, "Environmental Policy and Innovation Grants." An example of such projects is the RFP for EPA-OPEI-07-03, "Educational Campaign on Policy Barriers to Redevelopment of Vacant Properties", available at <http://www.epa.gov/dced/grants/opei0703.htm>. For more information on activities that are not eligible for funding, applicants should check the frequently asked questions for this announcement and in particular question number 12 at <http://www.epa.gov/oswer/grants-funding.htm>.
4. Proposals must substantially comply with the proposal submission instructions and requirements set forth in *Section 4* of this announcement or else they will be rejected. 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.
5. Proposals submitted through <http://www.Grants.gov> must be received by May 1, 2008, 5:00 p.m. EST. Proposals submitted in hard copy must be postmarked by the U.S. Postal Service or received in the EPA program office via hand delivery or express mail by May 1, 2008, 5:00 pm EST. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in *Section 4* of the announcement by the submission deadline.
6. Hardcopy proposals postmarked (or received by hand delivery or express mail) or electronic proposals received via grants.gov after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where Section 4 requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Sven-Erik Kaiser at [Kaiser.sven-erik@epa.gov](mailto:Kaiser.sven-erik@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
7. All application materials must be submitted in English.
8. The total funding requested in a proposal may not exceed \$1,500,000. Proposals requesting assistance funding in excess of this value will not be considered.
9. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.

#### **Section 4 - Application and Submission Information.**

## **A. How to Obtain an Application Package.**

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/grants/how-to-apply.htm>.

## **B. Content and Form of Application.**

The following documents are required for all proposal packages, irrespective of the mode of submission. All packages must contain a "Narrative Proposal," one completed and signed Standard Form 424 (SF 424), "Application for Federal Assistance," and a budget narrative. The Narrative Proposal, a maximum of 15 single spaced pages in length, must explicitly describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

### **1. Standard Form 424 (SF-424), Application for Federal Assistance, with original signature.**

Individual grant application forms may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm>.

### **2. Narrative Proposal.**

Narrative Proposals must be concise, well organized, and not exceed 15 typed, single-line spaced, 8 1/2 x 11" pages. The Narrative Proposal must provide the information detailed in this section, **including responses to all *Section 3(C), Threshold Criteria, and Section 5(A), Evaluation Criteria, identified in this announcement.*** Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal.

**Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria.** Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the selection criteria will result in a lower ranking.

The Narrative Proposal must substantially conform to the following outline and content:

- a. **Cover Letter.** The cover letter must include a brief description of your project, 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:
  - i. **Applicant Information:** Provide the name and full address of the organization applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA.

- ii. **Contacts:** Provide phone/fax numbers, e-mail address, and mailing address of the Project Manager and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
  - iii. **Cooperative Partners:** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
  - iv. **Funding Requested:** Specify the total amount you are requesting from EPA. The total funding requested amount may not exceed \$1,500,000. Proposals requesting assistance funding in excess of this value will not be considered.
- b. **Detailed Project Description.** The project description should provide the information requested below on how the applicant will implement and conduct its operation and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement.

The detailed project description must substantially conform to the following outline and content:

- i. **Project Description.** Summarize your overall vision for providing training, research, or technical assistance, the type of training, research, or technical assistance you plan to provide, and your strategy to accomplish the overall vision. Describe the new or innovative aspects of your proposal and how the results could be applied by other brownfields stakeholders. Describe how the proposal supports the protection of human health and the environment, sustainable development, or equitable development issues.
- ii. **Programmatic Capability.** Submit a list of federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project that your organization performed within the last three years (limit 5, and preferably EPA assistance agreements) and describe: (1) whether, and how, you were able to successfully carry out and manage those agreements and (2) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under this factor in *Section 5*, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you have no relevant or available past reporting history, please indicate this in the proposal and you will receive a neutral score for the elements of this factor under *Section 5*.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

- iii. **Community Need.** Summarize the community, sector, or area you plan to serve or research and the impact the proposed project will have on the community, sector, or area. Include demographic information that supports why this community, sector, or area was targeted and the benefits that will result in light of the community, sector, or area's specific demographic needs, challenges and health threats.
  - iv. **Leveraging.** Summarize the voluntary dollars or other resources leveraged for this project. Include a discussion of how you will coordinate the use of EPA funding reflected in the budget with other leveraged Federal or non-Federal funds to carry out the proposed project, the amount of the leveraged funding you already have secured or potentially will secure, the source of the leveraged funding, and the activities the leveraged funding will fund.
  - v. **Environmental Results Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) that your organization performed within the last three years (limit 5, and preferably EPA assistance agreements) and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g. outputs and outcomes) under those agreements. If you were not making progress, please indicate whether and how you documented why not. In evaluating applicants under this factor in *Section 5*, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you have no relevant or available past performance reporting history, please indicate this in the proposal, and you will receive a neutral score for this factor under *Section 5*.
  - vi. **Performance Measurement: Anticipated Outcomes and Outputs.** Specify the expected environmental outcomes and outputs as described in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress and results in achieving the project outcomes and outputs.
3. **Attachments.** The following documents should be included as attachments to the work plan. These documents will not count as part of the 15 page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a list of all attachments to the proposal.

- a. **Budget/Resources.** Provide a detailed itemized budget proposal that clearly explains how funds will be used. The budget should include information on each major task broken out using the following cost elements. For each major task indicate what portion of the cost EPA grant funds will pay for and what portion the applicant or other partners will fund. Proposals that include partners should provide an itemized budget for the partners' activities.
- i. Personnel
  - ii. Fringe Benefits
  - iii. Contractual Costs
  - iv. Travel
  - v. Supplies
  - vi. Equipment
  - vii. Other Costs (Be specific)
  - viii. Non-EPA Project Funding. Applicants should identify funding from other sources including any in-kind resources.
  - ix. Total Project Costs (including EPA and Non-EPA Funds.) Costs proposed in the budget must be linked directly to the proposal.

Following is a suggested format to summarize your proposed budget. Please expand (add more columns), as necessary, to include activities listed in *Section 1(B)* of this announcement.

Sample Format for Budget

Budget Categories	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total
Personnel							
Fringe Benefits							
Contractual							
Travel							
Supplies							
Equipment							
Other Costs							
Non-EPA Project Funding							
Total							

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 cost agreement with EPA or another Federal Agency. Thus EPA project funding in your budget must reflect eligible programmatic costs. For example, personnel costs listed must be programmatic costs, e.g., costs for technical experts.

Under OMB Circulars, EPA financial assistance cannot be used for fund-raising. Therefore, any costs associated with fund-raising may not be included in the budget for your application, or charged to the resultant cooperative agreement.

- b. **Milestones.** Schedule indicating start times and completion dates of significant tasks under your program.
- c. **Letters of Support** from at least five organizations, agencies, or private entities whom you have worked with and developed a relationship. Provide names and phone numbers of persons to contact at these organizations.
- d. **Documentation/evidence of current nonprofit status** under Federal, state or tribal law, if applicable.

**Confidential Business Information:** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals/applications or portions of proposals/applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

Under Public Law No. 105-277, data produced under awards resulting from this announcement is subject to the Freedom of Information Act.

### **C. Submission Dates and Times**

The closing date and time for receipt of proposals is May 1, 2008, 5:00 p.m. EST. Proposals submitted through <http://www.Grants.gov> must be received by May 1, 2008, 5:00 p.m. EST. Proposals submitted in hard copy must be postmarked by the U.S. Postal Service or received in the EPA program office via hand delivery or express mail by May 1, 2008, 5:00 pm EST to receive consideration. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a proposal in hard copy use a courier service or express mail option to transmit their proposal.

### **D. Submitting a Proposal Package.**

Applicants may choose to submit proposals either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Application instructions for all methods are detailed below. Please select one method. The closing date and time for applicants to submit proposals under this announcement is May 1, 2008, 5:00 P.M. EST. Proposals submitted in hard-copy, as described below, must be postmarked by the U.S. Postal Service by May 1, 2008 or received in the EPA Program Office via hand delivery or express mail by May 1, 2008, 5:00 p.m. EST to receive consideration.

1. **Hard copy (paper) submission.** Submit a complete proposal including all of the documents identified in *Section 4(B)* of this announcement. **The complete proposal**

**package must be sent through regular (U.S. Postal Service), express mail, or courier service to the EPA contact listed in *Section 7(A), Agency Contact*.** Paper submission must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), the Narrative Proposal, and all Attachments. Please also include a CD-disk with electronic copies of all the documents, if possible.

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail or courier service option to transmit their proposal to the physical address of the EPA contact listed in *Section 7(A), Agency Contact*.

2. **Grants.gov submission.** Using <http://www.Grants.gov>, applicants may submit the complete proposal package on-line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on <http://www.Grants.gov> for this announcement. If you have any technical difficulties while applying electronically, please call the toll free Contact Center at 1-800-518-4726.

If you wish to apply electronically via <http://www.Grants.gov>, the electronic submission of your proposal package must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.Grants.gov> and click on **“Get Registered” on the left side of the page.** *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Official Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ( [Adobe Reader applications are available to download for free on the Grants.gov website.](#) For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp)).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OBLR-08-02, or the CFDA number that applies to this announcement (66.814), in the appropriate field. Then complete and submit the application package as indicated. **You may also be able to access the application package by clicking on the “Application” button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities/Browse by Agency feature to find EPA opportunities).**

**Proposal Submission Deadline.** Your organization's AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.Grants.gov>) no later than May 1, 2008, 5:00 p.m. EST. **Please submit *all* of the proposal materials described below.**

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

- A. Application for Federal Assistance (SF-424)
- B. Narrative Proposal as described in *Section 4(B)* of the announcement.
- C. Other Attachments as described in *Section 4(B)* of the announcement.

The application package must include all of the following materials:

**Standard Form (SF-424), Application for Federal Assistance.** Complete the form.

There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

B. **Narrative Proposal** (also referenced as "Project Narrative Attachment Form" on <http://www.grants.gov>.) Prepare your Narrative Proposal in accordance with the instructions detailed in *Section 4(B)*, *Content and Form of Application Submission* of this announcement (EPA-OSWER-OBLR-08-02). The Narrative Proposal shall not exceed 15 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement.

C. **Attachments.** The project budget, milestones, and letters of support, as described in *Section 4(B)(3)* of this announcement, shall be included as attachments to the narrative proposal. **These documents will not count as part of the 15 page limit and do not have an individual page limitation.**

#### **Application Preparation and Submission Instructions.**

**Document A**, listed under Application Materials above, should appear in the "Mandatory Documents" box on the <http://www.Grants.gov> "Grant Application Package" page.

**For Document A**, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic "Grant Application Package" page, click on the form you just completed, and then click on the

box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

**For Document B**, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application* of this announcement (EPA-OSWER-OBLR-08-02). Save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your “Narrative Proposal” to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach your “Narrative Proposal” (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long.

**For Document C, the attachments to the Narrative Proposal identified in Section 4(B)(3) of this announcement, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments.** When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name - FY08 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 08 Assoc Prog Supp Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name - FY08 Assoc Prog Supp - 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through <http://www.Grants.gov>.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It

may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact <http://www.Grants.gov> for assistance by phone at 1-800-518-4726, or contact Sven-Erik Kaiser at [kaiser.sven-erik@epa.gov](mailto:kaiser.sven-erik@epa.gov).

Proposal materials submitted through <http://www.Grants.gov> will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [support@grant.gov](mailto:support@grant.gov)) within 30 days of the proposal deadline, please contact Sven-Erik Kaiser at [kaiser.sven-erik@epa.gov](mailto:kaiser.sven-erik@epa.gov). Failure to do so may result in your proposal not being reviewed.

### **E. Data Universal Numbering System (DUNS).**

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

### **F. Pre-proposal/Application Assistance and Communications.**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals.

EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. All questions and answers will be posted at the OSWER Grants/Funding website <http://www.epa.gov/oswer/grants-funding.htm>, bi-weekly, until the closing date for this announcement.

### **G. Funding Restrictions**

#### **Eligible Use of Funds.**

Funds awarded under Section 104(k)(6) of CERCLA must be used for training, research, and technical assistance to facilitate the inventory of brownfields properties, site assessments, cleanup of brownfields properties, community involvement, or site preparation. Eligible uses of grant funds under this competitive opportunity include direct costs necessary to provide training, research, and technical assistance identified in the approved workplan. This includes costs for personnel, technical experts, materials, supplies, room rentals, travel, and transportation expenses.

#### **Prohibited Use of Funds.**

Funds awarded under Section 104(k)(6) of CERCLA are intended for training, research, and

technical assistance activities set forth in the agreement and may not be used for:

1. Projects that duplicate grants awarded under other EPA Brownfields grant programs described in CFDA Nos. 66.818, “Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants” and 66.815, “Brownfields Job Training Grant” or other federally funded environmental training, research, or technical assistance programs in their target community(ies). Please see the EPA’s Brownfields website for more details, <http://www.epa.gov/brownfields>.
2. Construction and land acquisition.
3. Projects that pertain to redevelopment – work done after the site is fully cleaned up and declared development ready.
4. Foreign travel.
5. Federal cost-share requirement (for example, a cost share required by other federal funds) unless authorized by statute.
6. Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. 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 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.
7. The payment of an administrative cost. In implementing the administrative cost prohibition, EPA has made a distinction between prohibited administrative costs and eligible programmatic costs, described below:
  - a. Administrative Costs. Prohibited administrative costs are direct costs including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges incurred to comply with most provisions of the “Uniform Administrative Requirements or Grants” contained in 40 CFR. Part 30 or 40 CFR. Part 31. Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement. Prohibited administrative costs are also all indirect costs under OMB Circulars A-21 (Educational Institutions), A-87 (Governments), and A-122 (Nonprofit Organizations), and subpart 31.2 (Commercial Organizations) of the Federal Acquisition Regulation. Indirect costs incurred by a recipient’s contractor under cost-reimbursement contracts for otherwise eligible programmatic costs are not subject to the administrative cost prohibition.

Ineligible grant administration costs include expenses for:

- i. Preparation of applications for Brownfields grants and subgrants;
- ii. Record retention required under 40 CFR 30.53 and 40 CFR 31.42;
- iii. Record-keeping associated with supplies and equipment purchases required under

- 40 CFR 30.33, 30.34, and 30.35 and 40 CFR 31.32 and 31.33;
- iv. Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 40 CFR 30.25 and 40 CFR 31.30;
  - v. Maintaining and operating financial management systems required under 40 CFR 30.20 and 40 CFR 31.20;
  - vi. Preparing payment requests and handling payments under 40 CFR 30.22 and 40 CFR 31.21;
  - vii. Non-federal audits required under 30 CFR 30.26, 40 CFR 31.26, and OMB Circular A-133;
  - viii. Close out under 40 CFR 30.71 and 40 CFR 31.50.
- b. Programmatic Costs. EPA has determined that the administrative cost prohibition does not apply to “programmatic” costs, (i.e. costs for activities that are integral to achieving the purpose of the grant), even if the Agency considered the costs to be “administrative” under the prior Brownfields Program.
- i. Direct costs, as defined in the applicable OMB Cost Principle Circular, for the following programmatic activities are not subject to the administrative cost prohibition. These costs, however, must be allowable under the scope of work for the grant. Costs incurred for complying with procurement provisions of 40 CFR Part 30 and Part 31 are considered eligible programmatic costs only if the procurement contract is for services or products that are direct costs for technical assistance as described above. Costs for performance and financial reporting required under 40 CFR 30.51 and 30.52, and 40 CFR 31.40 and 31.41 are eligible programmatic costs. Performance and financial reporting are essential programmatic tools for both the recipient and EPA to ensure that grants are carried out in accordance with statutory and regulatory requirements.
  - ii. If your organization intends to provide noncompetitive subgrants to other nonprofit or governmental organizations, discuss the process you will follow to ensure that these agreements meet the standards for financial assistance contained in OMB Circular A-133, Section.210.

## **H. Partnerships**

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has

named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**Section 5 - Application Review Information.**

**A. Evaluation Criteria.**

Each 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.

Criterion	Maximum Points per Criterion
<p><b>Project Description.</b> Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> <li>• The proposal clearly, concisely, and realistically describes the project’s purpose, goals, activities, and milestones. (15 points)</li> <li>• The type of research, training, or technical assistance that will be provided. The extent that the proposal supports the protection of human health and the environment, sustainable development, or equitable development issues as described in <i>Section 1(B), Project Description</i>. The number and range of brownfields stakeholders supported. The new and innovative aspects of the proposed project and how the results can be applied by brownfields stakeholders. (15 points)</li> </ul>	30

<p><b>Programmatic Capability.</b> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their: (i) past performance in successfully completing and managing federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) history of meeting reporting requirements under federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p><i>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). Applicants with no relevant or available past performance or reporting history (items i and ii above) will receive a neutral score for those elements of this criterion.</i></p>	20
<p><b>Community Need.</b> Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> <li>• The applicant identifies the community, sector, or area they propose to serve under this project including demographic information and other indicators.</li> <li>• The proposal will address the needs of the identified community, sector, or area.</li> <li>• The proposal will involve the members of the identified community, sector, or area in the project.</li> </ul>	20

<p><b>Leveraging.</b> Under this criterion, EPA will evaluate the extent to which:</p> <p>The proposal demonstrates: (i) how the applicant will coordinate/leverage the use of EPA funding with other Federal and/or non-Federal sources of funds (i.e., project partners, including other Federally-recognized tribes, surrounding communities, businesses) to carry out the proposed project, and/or (ii) that EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources.</p> <p><i>Note: EPA does not require that applicants use a match or cost share to receive points under this criterion for leveraging. However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their proposals are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority.</i></p>	10
<p><b>Environmental Results Past Performance.</b> Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.</p> <p><i>Note: In evaluating applicants under this criterion, EPA 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). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.</i></p>	5

<p><b>Performance Measurement: Anticipated Outcomes and Outputs.</b> Extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal should:</p> <ul style="list-style-type: none"> <li>• Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>.</li> <li>• Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability.</li> <li>• Describe the plan for tracking and measuring progress towards achieving project results including the outcomes and outputs identified.</li> </ul>	5
<p><b>Budget/Resources.</b> Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> <li>• The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives.</li> <li>• The budget proposal demonstrates the ability to effectively sustain the proposed project.</li> <li>• The proposal describes the applicant’s plan on managing the budget.</li> </ul>	10

**B. Other Factors.**

The EPA Headquarters Selection Official may consider the following other factors, in addition to the evaluation results based on the criteria above, in making final funding decisions: (1) program priorities, (2) duplication of effort with other Brownfield grants for training, research and technical assistance, and (3) geographic distribution.

**C. Review and Selection Process.**

All applications received or postmarked by the closing date and time listed in *Section 4* of this announcement will first be reviewed to determine eligibility for funding based upon compliance with all threshold criteria listed in *Section 3(C)*. Only applications determined to be eligible will be evaluated for technical merit. Each eligible application will be evaluated by a review panel of EPA Headquarters and Regional staff for technical merit using on the evaluation factors detailed in *Section 5(A)* of this solicitation.

Upon completion of the technical merit evaluation, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the application 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. The decision will be based upon the recommendation of the review panel and consideration of “*Other Factors*” detailed in *Section 5(B)* of this announcement.

## **Section 6 - Award Administration Information.**

### **A. Award Notices.**

EPA anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by July 7, 2008.

The notification to successful applicant(s) that their proposal has been selected for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency’s Competition Policy (EPA Order 5700.5A1, Section 11). The “Award Notice” signed by the EPA Grants Officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection.

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

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the initial application and not all states require such a review.
3. Grants and cooperative agreements with non-profit organizations and institutions of higher education are subject to 40 CFR Part 30 and OMB Circular A-122 (2 CFR Part 230) for non-profits and A-21 (2 CFR Part 220) for institutions of higher learning. Grants and cooperative agreements with governmental organizations are subject to 40 CFR Part 31 and OMB Circular A-87 (2 CFR Part 225).
4. Programmatic terms and conditions will be negotiated with the selected recipient.

### **C. Reporting Requirement.**

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, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures 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. 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) located on the web at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Sven-Erik Kaiser at [kaiser.sven-erik@epa.gov](mailto:kaiser.sven-erik@epa.gov).

#### **E. Pre-Award Administrative Capability Review.**

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards ([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

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

##### **A. CONTACT INFORMATION & ADDRESS FOR REGULAR MAIL (USPS):**

Sven-Erik Kaiser, U.S. EPA, Office of Brownfields and Land Revitalization (MC 5105-T), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone 202-566-2753; or email [kaiser.sven-erik@epa.gov](mailto:kaiser.sven-erik@epa.gov).

##### **B. FOR EXPRESS MAIL/COURIER DELIVERY:**

Sven-Erik Kaiser, U.S. EPA, Office of Brownfields and Land Revitalization (MC 5105-T), 1301 Constitution Avenue, NW, EPA West Bldg., Room 2402, Washington, DC 20004.

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

Applicants selected for award will be required to submit a final cooperative agreement proposal package to the EPA. This package will include an EPA-approved final work plan that describes

the work to be performed, a final budget, and the required certification forms.