

OVERVIEW SECTION

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

TITLE: “TECHNICAL ASSISTANCE TO TRIBAL COMMUNITIES ADDRESSING BROWNFIELDS”

ACTION: Request for Proposals (RFP) - Initial Announcement

RFA NO: EPA-OLEM-OBLR-16-06

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

DATES: The closing date and time for receipt of proposals is October 31, 2016, 11:59 p.m. ET. Proposals must be submitted electronically through www.grants.gov by 11:59 p.m. ET on October 31, 2016 to receive consideration. Proposals received after 11:59 p.m. ET on October 31, 2016, will not be considered.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities (including eligible nonprofit organizations) to provide technical assistance to tribal communities on brownfield related issues.

FUNDING/AWARDS: The total estimated funding available under this competitive opportunity is \$2,000,000, subject to availability of funds, quality of proposals received and other applicable considerations. EPA anticipates awarding one cooperative agreement that will be funded incrementally. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance, the availability of funds and other applicable considerations. (Refer to Section 2(A).)

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Section 1 -Funding Opportunity Description

A. Background.

The EPA's Brownfields Program is built upon four basic goals and principles – protecting the environment, partnering for success, stimulating the marketplace, and promoting sustainable reuse. The EPA is committed to supporting technical assistance that will further the goals of the program and provide enhanced knowledge, tools, and processes to tribal communities.

A brownfield site is “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant,” as defined in Section 101(39) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA or Superfund). The law further defines the term “brownfield site” to include a site that is contaminated by a controlled substance...; is contaminated by petroleum or a petroleum product excluded from the definition of ‘hazardous substance’ ...; or is mine-scarred land.” CERCLA § 101(39); 42 U.S.C. § 9601(39).

To help tribal governments strengthen their capacity to carry out response activities associated with brownfields assessment and cleanup activities, Congress authorized State and Tribal Response grants in 2003. Since the passage of the Brownfields Law, EPA has funded over 100 tribes with CERCLA §128(a) grants.

For the purpose of this solicitation, the term “Indian Country” means: 1) All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and including rights-of-way running through the reservation; 2) All dependent Indian communities within the borders of the United States, whether within the original or subsequently acquired territory, thereof, and whether within or without the limits of the state; and 3) All Indian allotments, the Indian titles to which have not been extinguished, including the rights-of-way running through the same.

B. Description of Subject Areas for Technical Assistance

The EPA's Office of Brownfields and Land Revitalization (OBLR) is soliciting proposals¹ from eligible entities to provide technical assistance to increase the capacity of tribal governments to build sustainable brownfield programs and to establish, manage, and administer tribal CERCLA 128(a) response programs. Generally Tribal Response Programs address brownfields on tribal lands, minimize the actual and perceived health risks associated with contamination from brownfield properties, and strengthen partnerships between tribal entities, governmental, and non-governmental organizations engaged in brownfields redevelopment. The EPA is looking for

¹ Note that the terms “proposal” and “application” mean the same thing for the purposes of this competition. The files that you submit through www.grants.gov as your Tribal Technical Assistance proposal is what is known as an application package in www.grants.gov.

proposals that directly benefit tribal governments in supporting them as they build sustainable brownfield programs, and establish and enhance their Tribal Response Programs by conducting and overseeing brownfields assessment and cleanup.

- facilitate meetings between the tribal community, developers, lenders, and others involved in the cleanup and reuse of brownfield properties;
- facilitate brownfield reuse efforts by supporting tribal community and other stakeholder involvement activities including development of fact sheets and other outreach materials;

Under CERCLA 104(k)(6), the EPA is authorized to provide financial assistance which facilitates “the inventory of brownfield sites, site assessments, remediation of brownfield sites, community involvement, or site preparation.” The following are general subject areas for which the EPA will fund brownfields technical assistance to support communities. Proposals must include how the applicant will provide technical assistance in each of the five general subject areas described below although applicants may propose approaches to addressing each area that differ from or supplement the activities the EPA has described.

1. Develop a forum to share ideas and support the development of training and peer network learning related to brownfields

Activities supporting this subject area should evaluate and assist in the development of options for sharing information and development of peer to peer networking. Activities for this subject area can include working with tribes, including Alaskan Native Villages, to host workshops/webinars and finding an effective means to connect tribes together and create networking venues. Activities can also include attending and presenting at national conferences, including the Tribal Lands and Environmental Forum and regional conferences.

2. Assisting tribes in understanding and building Tribal Response Programs

Technical assistance supporting this subject area should address how to support tribes in meeting the four statutory criteria outlined in CERCLA 128(a). The four elements are 1) timely survey and inventory of brownfields sites in state or tribal land, 2) oversight and enforcement authorities, or other mechanisms and resources, 3) mechanisms and resources to provide meaningful opportunities for public participation, and 4) mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete. Technical assistance should be provided to support tribes, including Alaskan Native Villages with demonstrating the benefits of having a Tribal Response Program, and how demonstrating benefits can build support for the program. Activities that can support this technical assistance can include, but are not limited to, helping tribal communities to develop success stories to demonstrate the importance of their programs, website support, mapping tools to help create inventories, providing guidance to develop codes, ordinances, land use

restrictions and other land controls, and other mechanisms to develop cleanup standards. Other activities supporting this subject area should include developing individualized technical assistance to existing and new grantees to help them develop their Tribal Response Programs.

3. Science and Technology Relating to Brownfields Assessment, Remediation, and Site Preparation

Technical assistance in this subject area should focus on various aspects of brownfields assessment, cleanup and subsequent redevelopment on tribal lands, including: assessment and inventory methods, site prioritization, development of a site prioritization scheme/methodology, sampling and cleanup methods, institutional controls and long-term stewardship to ensure long-term protection of human health and the environment, and risk assessment methods and policies. Technical assistance can also focus on reviewing and explaining technical reports (such as those related to site sampling, site assessment, and federal regulations); providing information about basic science, environmental policy, and other technical matters; and helping tribal communities understand health risks associated with a brownfield site. Technical assistance can also focus on helping tribal communities draft requests for proposals (RFP) to help facilitate tribes receiving quality applicants when competing contracts or in assisting them in evaluating the responses to RFPs related to brownfield projects.

4. Integrated Approaches to Brownfields Cleanup and Reuse

Technical assistance in this subject area should address linkages between environmental, economic, cultural, and social issues, at brownfields sites including such things as: green revitalization, cleanup and redevelopment, port and waterfront utilization, energy issues, air and water quality issues, leveraging partner agency resources, sustainable development climate impacts, floodplain mitigation, green building design approaches, preserving sites that have cultural significance, and quality of life related to social issues such as equitable development, affordable housing and environmental justice. Technical assistance outputs should aim to increase knowledge of linkages among various approaches to cleanup, redevelopment and planning efforts, and to increase coordination among such efforts including prevention of future brownfields. Technical assistance can also focus on providing information to assist the tribal community to better understand environmental issues and how these issues affect brownfield cleanup and redevelopment.

5. Brownfields Finance and Planning Strategies for Tribal Communities

Technical assistance in this area should address finance and quality of life associated with brownfields cleanup and reuse such as facilitating visioning and reuse sessions and assisting tribes in finding other funding sources that facilitate cleanup and reuse of brownfields sites. Technical assistance can also be to facilitate meetings between the tribal community,

developers, lenders, and others involved in the cleanup and reuse of brownfields properties. Activities may increase tribal stakeholders' knowledge base of financial and grant resources or provide assistance in helping to develop documents necessary to obtain additional funding for brownfield activities. Applicants should note; however, that general fundraising costs are unallowable under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

For the purposes of these guidelines, the term "grant" refers to the cooperative agreement that EPA will award to a successful applicant. Please refer to Section 2(B) for a description of EPA's anticipated substantial involvement in the grants awarded under these guidelines. The EPA urges applicants to review the Frequently Asked Questions (FAQs) which can be found at <http://www.epa.gov/brownfields/apply-brownfields-grant-funding>

D. EPA Strategic Plan Linkage

The projects 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>.

E. 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 projects awarded under this announcement will include:
 - a. increased capacity to establish and/or enhance their Tribal Response Program;
 - b. increased capacity to assess, cleanup and bring about sustainable reuse of brownfields properties;
 - c. better informed and equipped to effectively address and be involved in brownfields activities;
 - d. improved tribal community involvement, communication, and developing new partnerships among differing stakeholders, as well as leveraging necessary funding; and

- e. enabling tribal communities to stimulate economic, social, and other beneficial reuses of brownfields sites 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 awarded under this announcement will include, but not be limited to:
- a. an increased number of tribal communities and projects receiving technical assistance;
 - b. an increased number of tribal response programs supported; and
 - c. an increased number of technical assistance workshops and webinars.

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 \$2,000,000 subject to the availability of funds, quality of proposals received and other applicable considerations.

This agreement will be incrementally funded with additional funds being added in each subsequent year of the agreement, subject to satisfactory performance, the availability of funds and other applicable considerations.

EPA reserves the right to make additional awards under this competition, consistent with agency policy and guidance, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of original selection decisions. EPA reserves the right to not fund any proposals under this competition..

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

EPA anticipates selecting one recipient under this competitive opportunity for a cooperative agreement.

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.

EPA reserves the right to reject all applications and make no awards under this announcement.

C. Will proposals be partially funded?

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete activities, 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 the following:

- general purpose local unit of government;
- 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;
- governmental entity created by a state legislature;
- regional council or group of general purpose units of local government;
- redevelopment agency that is chartered or otherwise sanctioned by a state;
- state;
- Indian tribe other than in Alaska;

- 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; and
- nonprofit organization (including institutions of higher education). 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. 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. Evidence of nonprofit status under federal, state, or tribal law must be provided at the time the application is submitted.

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(A) of this announcement EPA will evaluate applications based on a leveraging criterion. Leveraging is generally demonstrated 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(D)(2)(b)(vii) 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 Section 200.306, as applicable);
- 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; and
- 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 200.338.

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 and 1500 as applicable.

C. Threshold Criteria.

Proposals must meet the following “threshold criteria” by the time of proposal submission. 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 then be evaluated based on the factors disclosed in Section 5(A), Evaluation Criteria.

The threshold criteria are as follows:

1. Applicants must be eligible entities. Applicants should describe how they 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.
2. Proposals must address all five of the project subject areas as described in Section 1(B), **Description of Subject Areas for Technical Assistance** of this announcement.
3. Applicant must demonstrate in the proposal how they will make available the technical assistance to all federally recognized tribes, including tribes in Alaska.
4. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.
5. Proposals must be submitted electronically through <http://www.Grants.gov> and must be received by October 31, 2016, by 11:59 p.m. ET to receive consideration.
6. Applications must substantially conform to the outline and content detailed in Section 4(D), **Content and Form of Proposal** of this announcement or they will be rejected. Pages of proposals in excess of the page limitations stated in Section 4(D), Content and Form of Application will not be reviewed.

In addition, proposals must be submitted through 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 to ensure that their proposal/application is submitted by the deadline.

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, or relevant www.SAM.gov system issues. An applicant's failure to timely submit their proposal/application through www.grants.gov because they did not timely or properly register in www.SAM.gov or 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 as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

D. Eligible Uses of Funds.

Eligible uses of grant funds include direct costs necessary to provide technical assistance identified in the approved workplan. This includes costs for personnel, technical experts, materials, supplies, room rentals, travel, communication, and transportation expenses.

E. Ineligible Use of Funds.

Funds awarded under Section 104(k)(6) of CERCLA are intended for 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 community that would allow/facilitate/increase their capacity to conduct 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

- the payment of administrative costs. In implementing the administrative cost prohibition, EPA has made a distinction between prohibited administrative costs and eligible programmatic costs. See FAQ at <http://www.epa.gov/brownfields/apply-brownfields-grant-funding>.

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.

Section 4 - Proposal and Submission Information

A. Requirement to Submit Through www.grants.gov and Limited Exception Procedures

Applicants, except as noted below, **must** apply electronically through www.grants.gov under this funding opportunity based on the www.grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through www.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, the applicant must contact 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
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

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

In the request, the applicant 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 they lack the technical capability to apply electronically through www.grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through www.grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants 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 application submissions made through December 31st 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 application submission to EPA through December 31, 2016). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31st of that calendar year. Applicants must request a new exception from required electronic submission through 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, the applicant 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 proposal² through www.grants.gov, you must:

² Note that the terms “proposal” and “application” mean the same thing for the purposes of this competition. The files that you submit through www.grants.gov as your Tribal Technical Assistance proposal is what is known as an application package in www.grants.gov.

1. have an active DUNS number (www.dnb.com),
2. have an active System for Award Management (SAM) account in www.sam.gov,
3. be registered in 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. 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 www.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, go to 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 www.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, www.SAM.gov, and DUNS number assignment (www.dnb.com) is FREE.

Applicants need to ensure that the AOR who submits the application through www.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 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 www.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 www.grants.gov](http://www.grants.gov).

You may also be able to access the application package for this announcement by searching for the opportunity on www.grants.gov. Go to www.grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-OLEM-OBLR-16-06, 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. To find the synopsis page, go to 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.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through www.grants.gov no later than October 31, 2016, 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 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 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 Help Desk at 1-800-518-4726.

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

1. Application for Federal Assistance (SF-424)
2. Narrative Proposal. See Section 4.D. for details on the content of the Narrative Proposal and the associated page limits
3. Required Attachments. See Section 4.D.

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.

Applications submitted through www.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) within 30 days of the application deadline, please contact Rachel Lentz at lentz.rachel@epa.gov or at (202) 566-2745. Failure to do so may result in your proposal 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 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 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 should a revised application, need to be submitted.
2. Submitting the application. The application package must be transferred to www.grants.gov by the 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. It is essential to allow sufficient time to ensure that your application is submitted to www.grants.gov before the due date identified in Section 4 of the solicitation.** The 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 issues a “case number” upon a request for assistance. Please make a note of this case number for future reference.

3. Transmission Difficulties. If transmission difficulties result in a late transmission, no transmission, or rejection of the transmitted application, and following the above instructions do not resolve the problem so that the application is submitted to www.grants.gov by the deadline date and time. 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 Rachel Lentz (lentz.rachel@epa.gov) with the FON in the subject line. If you are unable to email, contact Rachel Lentz (202-566-2745). Be aware that EPA will only consider accepting applications that were unable to transmit due to www.grants.gov or relevant 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 of improper or untimely registration in www.sam.gov or 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, it is essential to call 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 www.grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from

www.grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to www.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 due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Rachel Lentz (lentz.rachel@epa.gov) prior to the application deadline. The email message must document the problem and include the www.grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Rejection of the application package in www.grants.gov. If a notification is received from www.grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Rachel Lentz (lentz.rachel@epa.gov) 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 and attach the entire application in PDF format.

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 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

Community Letter(s) of Support

Leveraging documentation (if not provided in letters of commitment)

1. SF-424 with signature. www.grants.gov will automatically prompt applicants to submit the SF-424 form.
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.
 - i. 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).
 - ii. Location - city, country, and state or reservation, tribally owned lands, tribal fee land, etc., of your organization.
 - iii. 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.
 - iv. Cooperative partners - provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
 - v. Funding requested - specify the amount of funding you are requesting from the EPA.
 - vi. Subject Areas for Technical Assistance – provide a brief description how all five subject areas for technical assistance listed in Section 1.B will be incorporated into the proposal.
3. Narrative Proposal. The project description should 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, singled-spaced, standard-sized 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:

- i. **Project Description** - Describe how your proposed project will provide technical assistance to tribal communities including the benefits of the technical assistance you plan to provide. Include a summary of your overall project goals, activities and milestones for providing technical assistance, your plan to prioritize the type, nature, and tribal communities being provided assistance, the type of technical assistance you plan to provide, and your strategy to accomplish the overall project goals. Include the types of technical assistance which will be provided to tribal communities and the number (and geographic variability) of the communities you estimate will be supported including the fair distribution of assistance of tribal communities across the country and the extent the technical assistance will promote the establishment and enhancement of Tribal Response Programs, community engagement and active involvement in brownfields prioritization, assessment, cleanup and redevelopment decisions. Discuss how the technical assistance will help facilitate the linkages between environmental, economic, cultural and social issues at brownfield sites such as use, or reuse, of existing infrastructure, or create or preserve greenspace, or assist in other nonprofit reuses of brownfields in tribal communities you are serving. Provide information on how the technical assistance you plan to provide will help identify and stimulate the availability of funds for assessment, cleanup and reuse, or help to stimulate economic development associated with community brownfield sites. Provide information on how the technical assistance will help facilitate the identification and reduction of threats to human health and the environment that may be associated with exposure to hazardous substances, pollutants, contaminants or petroleum products, or how the technical assistance would facilitate the identification and reduction of threats to the health or welfare of children, pregnant women, minority or low income communities, or other sensitive populations. 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), or use information/lessons learned and/or coordinate with other grantees awarded under CERCLA 104(k)(6). 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.

- ii. **Organizational Knowledge/Experience/Expertise** - Summarize your organization's knowledge, experience, expertise in the five subject areas where

technical assistance is being provided. In addition, provide information regarding your organizational knowledge, experience, and expertise in working with tribal communities with particular emphasis on technical assistance provided which assisted in the establishment and enhancement of Tribal Response Programs, and engaging them in brownfield prioritization, assessment, cleanup and redevelopment issues, and delivering sound and effective technical assistance. 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 providing technical assistance to communities in the geographic area. Identify all proposed partnerships, stakeholder groups, or other networks that will be involved and their role in the successful accomplishment of the program.

Note: EPA anticipates that in order for the applicant to provide the full range of necessary technical assistance to the largest number of tribal communities in the United States it may be necessary to form partnerships with other organizations either through subawards or procurements. Please refer to Section 4F. Also note that procurement of commercial services (e.g. consultants, audio visual equipment, meeting space) is subject to the Procurement Standards of 2 CFR 1500.9, as applicable. Naming a commercial vendor as a “partner” does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis. Also note, in all awarded cooperative agreements, there will be a term and condition prohibiting contractors from marketing their firm or services when they are being reimbursed for their services under the cooperative agreement. In addition, if the applicant, or their subawardees, have both non-profit and for-profit components of their organizations, then the non-profit portion implementing the grant/subcontract is prohibited from recommending communities use the services of its for-profit component when being reimbursed for their services under the cooperative agreement.

- iii. **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.

- iv. **Community Need** - Describe the technical assistance program you plan to deliver (relevant to the five subject areas) and how that program will meet the needs of the tribal communities which have a limited ability to draw on other sources of funding for environmental remediation and subsequent redevelopment of their brownfield sites. Include a discussion of the community need factors you considered and how the technical assistance you plan to provide will address these needs. While we anticipate some of the community needs maybe broad in nature, we expect others to be more well-defined. Include some examples, or the basis for, how you determined the community needs which your program will be addressing.
- v. **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_	Total						
	-	-	-	-	-	-	-	
Personnel								
Fringe Benefits								
Travel								
Equipment ¹								
Supplies								
Contractual ²								
Other (specify)____								
Total								
<p>¹The 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.</p> <p>²Applicants must comply with the procurement standards contained in 2 CFR 200.317 through 200.326.</p>								

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.

- vi. **Performance Measurement: Anticipated Outcomes and Outputs** -Specify the anticipated 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, measure, and evaluate your progress in achieving the project outcomes, outputs, and project results, including both quantitative and qualitative performance measurements. (Refer to Section 5(A), **Evaluation Criteria, Performance Measurement.**)

vii. **Voluntary Cost Share/Match and Other Leveraged Funds (See Section 3(B))**

- 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).

Also 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, but is not limited to, funding to provide additional technical assistance to communities that complements the tribal technical assistance program; utilizing/combining the technical assistance provided through your program with that provided by others in order to provide a more robust comprehensive technical assistance program for communities; use of another organization's facilities, outreach network, or services when providing technical assistance workshops, design charrettes, or other technical assistance.

Proposals should also include as an attachment, documentation of any firm leveraging commitments.

3. **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. **Community Letter(s) of Support** from communities with which you have worked and /or developed a relationship where tribal technical assistance has been provided. The organizations providing letters of support should represent tribes, and other tribal organizations where you have provided technical assistance to tribal communities.

Letter(s) of support should include the type of assistance or role the applicant played with the organization/project. The letters of support are for the applicant organization

(or staff) only, and do not include relationships that the subawardees or contractors may have with the communities. The applicant should provide names and phone numbers of persons to contact at these community organizations. The EPA may contact these organizations to verify the information provided. 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.
- d. **Documentation of firm leveraging commitments, if any** – attach letters or other documentation which confirms firm leveraging commitments.

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.

F. 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 confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [EPA Solicitations](#). These, and 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 Section 7 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.

Criterion	Maximum Points per Criterion
<p>1. Project Description. This criterion will evaluate the extent to which the proposal effectively addresses the requirements described in Section 1(B) of this announcement, including.</p> <ul style="list-style-type: none"> • Whether the “Narrative Proposal” clearly, concisely and realistically presents your proposed project, description of the proposed project goals, activities, benefits, and project milestones. (10 points) • Whether the proposal describes the types of technical assistance which will be provided to tribal communities, how the applicant will prioritize the communities being served and the various types of technical assistance they are provide, and the number (and geographic variability) of the communities supported including the fair distribution of assistance between tribes. The applicant’s outreach plan/strategy to ensure that tribal communities across the country are aware of the availability of the technical support they have available. (5 points) • Whether the technical assistance will promote the establishment and/or enhancement of Tribal Response Programs, community engagement and active involvement in brownfields prioritization, assessment, cleanup and redevelopment decisions. (5 points) • Whether the technical assistance you plan to provide will help identify and stimulate the availability of funds for assessment, cleanup and reuse or help to stimulate economic development associated with community brownfield sites. (5 points) • Whether the technical assistance will help facilitate the identification and reduction of threats to human health and the environment that may be associated with exposure to hazardous substances, pollutants, contaminants or petroleum products, or how the technical assistance would facilitate the identification and reduction of threats to the health or welfare of children, pregnant women, minority or low income communities, or other sensitive populations. (5 points) • Whether the technical assistance will help facilitate the linkages between environmental, economic, cultural and social issues at brownfield sites such as use or reuse of existing infrastructure or create or preserve greenspace or assist in other non-profit reuses of brownfields. (5 points) • Whether the plan and approach proposes to effectively and efficiently perform the project including the mechanisms used to provide the technical assistance and the 	40

<p>use of subawards or contractors, if any, and coordination with other CERCLA 104(k)(6) grantees and incorporation/use of lessons learned from these groups. Applicants will be evaluated more favorable if they include a reasonable and appropriate amount of subaward and contract support, coordinate and incorporate lessons learned from other CERCLA 104(k)(6) grantees as part of implementing their program, and can clearly demonstrate how their approach will be an effective and efficient method to provide the technical assistance in the project. For example the use of local staff to provide technical assistance. Applicants will be evaluated less favorably if the use of subawards or contracts does not contribute to the effective or efficient performance of the project, they have no plans to coordinate or incorporate lessons learned from other CERCLA 104(k)(6) grantees into their program, or if the project consists of only holding general brownfields meetings or conferences. (5 points)</p>	
<p>2. Organizational Knowledge/Experience/Expertise. This criterion will evaluate:</p> <ul style="list-style-type: none"> • The applicant’s organizational knowledge, experience, and expertise in the five subject areas as described in Section 1(B) and in working with tribal communities who are establishing and enhancing their Tribal Response Programs, and engaging them in brownfield prioritization, assessment, cleanup and redevelopment issues, and delivering sound and effective technical assistance. (6 points) • 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. (7 points) • The depth of staff expertise/qualifications, staff knowledge in the 5 subject areas as described in Section 1(B), and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. The applicant’s contingency plan to replace key personnel will be evaluated including how the applicant will ensure coverage in case of changes in key personnel.(7 points) <p>Note: Applicants who demonstrate they are experienced and familiar with local tribal issues and have demonstrated credibility with tribal communities either through their local presence in the communities or through other means may improve their scoring under this criterion.</p>	20
<p>3. Programmatic Capability and Past Performance. 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"> • 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 	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>4. Community Need. Under this criterion, applicants will be evaluated on:</p> <ul style="list-style-type: none"> The depth and degree of the technical assistance program that the applicant delivers and how well it will meet the needs of tribal community(ies) that have an inability to draw on other sources of funding. (10 points) 	10
<p>5. Budget/Resources. Under this criterion, the proposal will be evaluated based on the extent to which:</p> <ul style="list-style-type: none"> 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. 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. (10 points) 	10
<p>6. Performance Measurement: Anticipated Outcomes and Outputs. 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"> the anticipated environmental outcomes and outputs as described in Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs 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) 	5
<p>7. Leveraging. Under this criterion, applicants will be evaluated based on the extent to which the proposal demonstrates:</p> <ul style="list-style-type: none"> 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 	5

<p>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 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.</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 the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at [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 Section 7 of this solicitation to obtain the provisions.

Section 6 - Award Administration Information

A. Award Notices

EPA anticipates notification to the successful applicant will be made via telephone or electronic or postal mail by November 30, 2016. 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 Agreements Management Division (GIAMD). 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. Applicants also will be required to submit progress reports in accordance with Uniform Grant Guidance found in 2 CFR 200.328.
3. 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.³ This review is not required with the initial proposal.
4. 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

³ More information can be found at http://www.whitehouse.gov/omb/grants_spoc

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.

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 [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.

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>.