

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: FISCAL YEAR (FY) 14 BROWNFIELDS TRAINING, RESEARCH, AND TECHNICAL ASSISTANCE GRANTS GUIDELINES

ACTION: Request for Proposals (RFP)

RFP NO: EPA-OSWER-OBLR-14-02

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

DATES: Proposals are due by April 18, 2014. Proposals may be sent through the U.S. Postal Service (USPS), a commercial delivery service, or through www.grants.gov. Only one method should be used for the submission of the original, complete proposal. Proposals sent through the USPS or via a commercial delivery service must be postmarked by April 18, 2014. Proposals sent through <http://www.grants.gov> must be received by 11:59 p.m. Eastern Time on April 18, 2014. Please refer to Section IV.B., *Due Date and Mailing Instructions*, for further instructions.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities, including nonprofit organizations, to conduct research, or provide technical assistance to communities facing brownfields cleanup and revitalization challenges. Focus areas of this announcement include: 1) technical assistance to environmental workforce development and job training grantees, 2) technical assistance on the integration of environmental justice and equitable development for brownfields-impacted communities, 3) research on the benefits of brownfields redevelopment, and 4) technical assistance on brownfields financing and economic development strategies to brownfields-impacted communities.

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 II.C for a description of EPA’s anticipated substantial involvement in the financial assistance agreements awarded under these guidelines.

NOTE: Please carefully review Section II.D of the guidelines before naming a “partner” organization in your application, including contractors (which may include individual consultants) who will receive EPA funds if your application is successful. EPA also urges applicants to review the Frequently Asked Questions, which can be found at: <http://www.epa.gov/brownfields>.

FUNDING/AWARDS: The total funding available under this competitive opportunity is approximately \$4,000,000, subject to availability of funds, quality of proposals received, and other applicable considerations, including the “other factors” referenced in Section V.B, for

fiscal year (FY) 2014. EPA anticipates awarding approximately four cooperative agreements in total, with one award made in each of the four subject areas identified above and with awards made at approximately \$500,000 - \$1,000,000 each. Each award is anticipated to be funded incrementally on an annual basis over five years, at approximately \$200,000 per year, per cooperative agreement/grant award.

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

In the early 1990s, stakeholders expressed their concerns to the 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 left abandoned or underused due to the suspicion of contamination. Brownfield areas, in both city centers and rural areas, were contributing to blight, joblessness, and economic disinvestment 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, the 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, tribes, and local environmental and economic development officials to oversee brownfields activities, in partnership with local community-based and nonprofit organizations, and encourages implementing local solutions to local problems. This approach also helps to advance sustainable development through a consideration of the economic, environmental, and social underpinnings of brownfields revitalization issues. A critical part of the EPA's brownfields program is to further environmental justice by ensuring that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination, including low-income, minority, and tribal communities, have an opportunity to benefit from revitalization and environmental cleanup in these areas. In an effort to advance these benefits, the EPA's brownfields program supports research and technical assistance to communities to facilitate the assessment, cleanup, and reuse of brownfields. Through this effort, the EPA has funded a variety of projects that provide practical information, tools, and technical assistance to support brownfields revitalization and meaningful community engagement.

I.A. Description of Grant

The 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 research and technical assistance to facilitate the inventory of brownfield sites, site assessments, remediation of brownfield sites, community involvement, or site preparation.

Grants awarded under the "Brownfields Training, Research, and Technical Assistance Program" will help communities, organizations, agencies, businesses, and individuals tackle the challenge of cleaning up and revitalizing brownfield properties. For purposes of this grant, general definitions of research and technical assistance are provided below. These definitions provide guidance for the types of activities the EPA is interested in supporting.

1. **Research.** A systematic study directed toward fuller scientific knowledge or understanding of the subject studied that may include both qualitative and quantitative analysis. 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.

2. **Technical Assistance.** Providing direct 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.

The EPA anticipates awarding approximately one grant award in each of the following four subject areas below which include: technical assistance to environmental workforce development and job training (EWDJT) grantees (Topic 1), technical assistance on the integration of environmental justice and equitable development for brownfields-impacted communities (Topic 2), research on the benefits of brownfields redevelopment (Topic 3), and, technical assistance on brownfields financing and economic development strategies to brownfields-impacted communities (Topic 4). Applicants that propose other research and technical assistance projects will not receive funding consideration. There is no expectation that applicants include all of the activities or sub-topics provided as examples under subject areas 1-4 below in their proposal. Applicants may propose additional or similar activities that achieve the objectives. Applicants may submit only one proposal that focuses on one of the four topic areas listed below. Applicants may receive only one award under this competition. Applicants may not submit multiple proposals. Successful applicants will be chosen from the pool of applicants that successfully address the technical areas described below and who meet the threshold and ranking criteria.

- 1) **Technical Assistance to Environmental Workforce Development and Job Training (EWDJT) grantees** – EPA is seeking to fund a grant that delivers enhanced technical assistance to new, existing, and prospective EPA environmental workforce development and job training grantees. Example technical assistance topics include: recruitment and screening, leveraging funds from multiple sources to provide effective and sustainable training programs, how to deliver life skills training through non-EPA funded avenues, environmental health and safety, partnering, curriculum development, sustaining a job training program, obtaining social services, job placement, employer involvement, and program marketing. In addition to providing on-going technical assistance throughout the duration of the grant, the awardee will also develop an annual all grantee meeting that is a peer-to-peer networking and training event for existing and new EWDJT grantees. The successful applicant may also deliver one or two outreach workshops to prospective EWDJT grant applicants over the life of the grant. Other forms of technical assistance may include: delivery of webinars on select topics of shared interest to EWDJT grantees and prospective grant recipients, operating listservs, or delivering weekly telephonic calls to existing and prospective grantees on a range of environmental job training topics.
- 2) **Technical Assistance on the Integration of Environmental Justice and Equitable Development for Brownfields-Impacted Communities** – EPA is seeking to fund a grant that provides direct technical assistance to brownfields communities on how to develop clear and effective community revitalization strategies that ensure low-income, minority,

small, rural, and tribal communities participate in and directly benefit from brownfields revitalization, community improvements and investments. Technical assistance must include assistance to communities on how to increase the capacity of communities to integrate environmental justice and equitable development principles in their redevelopment plans, with a focus on brownfields area-wide planning and brownfields cleanup grantees. Technical assistance may also be provided to organizations and institutions, including those that focus on serving low-income and minority communities, community development corporations (CDCs), as well as to other community-based organizations in communities who have not traditionally been involved in brownfields redevelopment. Focus areas within this subject area should include: providing expert information and direct technical assistance to brownfields-impacted communities on how to effectively integrate equitable development principles and policies and providing “how-to” advice on incorporating equitable development strategies into brownfield projects and reuse plans. Support should also include assistance in areas such as: methods to ensure a mix of housing types that is affordable across a range of incomes, community resiliency, access to healthy food, access to jobs, access to greenspace and recreation, access to health care, and access to local capital. Examples of technical assistance and facilitation services needed include the development of tools and practical examples of community benefits agreements (CBAs), policies needed to avoid displacement of residents, and guidance on how to incorporate the following approaches into their projects: local or first-source hiring, minority contracting, inclusionary development policies, options for providing healthy food choices in places where they do not exist (e.g. food deserts and community gardens), co-operative ownership models where local residents come together to run a community-owned, jointly-owned business enterprises, rent control or community land trusts (to help keep property affordable and retain existing residents), supportive local entrepreneurial activities, and adherence to equal lending opportunities.

- 3) Research on the Benefits of Brownfields Redevelopment – EPA is seeking to fund a grant that will support research that tracks the reuse of brownfields properties and calculates their reuse benefits from an environmental, economic, and social standpoint. Many brownfields properties are located in blighted areas and communities with a history of economic disinvestment. EPA is interested in projects that develop improved methodologies and tools that communities can use for tracking how brownfields properties are reused after clean up to analyze and evaluate their economic, social, and environmental benefits. The research project should incorporate a system for tracking new construction, real estate market transactions, tax revenue generation, and/or changes in land use statuses at brownfield locations throughout the U.S., and by doing so will help to forecast community benefits at a local, regional, and/or national level. The goals of the research project should incorporate: 1) the development of an automated methodology and tool for gathering new data about brownfield reuse status; 2) the development of a national dataset with improved information about current use for all properties including the EPA’s Assessment, Redevelopment, Exchange System (ACRES) database as proof of concept for testing; 3) the development of a tool for a community to calculate, or conduct a feasibility study, on actual, or anticipated, social, economic and environmental benefits from the redevelopment of brownfields; and 4) the development of an easy-to-follow,

“standardized” approach or tool that will enable communities engaged in brownfields area-wide planning (AWP) grants the ability to evaluate the key economic, social, and/or environmental benefits anticipated to occur as a result of revitalization. This research is intended to help communicate the benefits of brownfields area-wide revitalization plans and other area-wide approaches, facilitate brownfields revitalization, and harness community support for implementing brownfields assessment and cleanup. The project is expected to make innovative use of public and private datasets with national coverage to support this study. Any tool developed must be publically available at no cost to users and therefore is likely to rely upon publically available data in order to allow for future updates to the brownfields reuse database.

- 4) **Technical Assistance on Brownfields Financing and Economic Development Strategies for Brownfields-Impacted Communities** – EPA is seeking to fund a grant that will provide outreach and technical assistance to brownfields communities, with a focus on brownfields revolving loan fund (RLF) grantees, on how to assemble and leverage financing to increase their capacity to implement cleanup and redevelopment at brownfield sites. The successful applicant must be able to develop toolkits and practical, transferrable technical assistance that will enable communities including brownfields grantees to advance brownfields deal-making, secure financing, and leverage public, foundational, and private resources at each step of the brownfields redevelopment process. Technical assistance must result in useful information that communities can practically apply, as well as assistance on how to leverage technical assistance and funding provided by other sources, including foundations, academic institutions and the private sector.

As a subset to this implementation and financial technical assistance, the awardee must demonstrate capabilities to assist cities and organizations engaged in economic and brownfields redevelopment where dependence on a single industry or employer threatens economic collapse of entire communities. For example, provide technical assistance to communities with auto sector facility closures and/or RV industry closures taking into consideration the ripple effect of unemployment, reduced consumption and collateral facility closure. Provide technical assistance to communities faced with such challenges on best practices for recovery and brownfields redevelopment. Such technical assistance could include best practices on recovering from downturns in sister-industries related to the auto industry (i.e. dealerships) or near-term actions for communities planning for area-wide revitalization of brownfields and vacant land.

I.B. Eligible Uses of Grant Funds

Eligible uses of grant funds include direct costs necessary to provide brownfields research and technical assistance identified in the approved workplan. This includes eligible programmatic costs necessary to perform your project, such as: costs for personnel, technical experts, materials, supplies, room rentals, travel, and transportation expenses.

I.C. Ineligible Uses of Grant Funds

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

1. Projects that duplicate grants awarded under other EPA grant programs, including brownfields grant programs described in Catalogue of Federal Domestic Assistance (CFDA) Nos. 66.818, “Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants” and 66.815, “Environmental Workforce Development and Job Training Grants,” grants awarded out of the EPA’s Office of Environmental Justice (OEJ), the EPA’s Office of Sustainable Communities (OSC), including smart growth implementation, 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. Conducting site assessments or actual cleanups.
3. Construction and land acquisition.
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 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.
7. The payment of an administrative cost. In implementing the administrative cost prohibition, the 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).

- 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 the 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, you must ensure that these agreements meet the standards for financial assistance contained in OMB Circular A-133, Section.210.

I.D. EPA Strategic Plan Linkage.

Brownfields research and technical assistance projects support progress towards the EPA Strategic Plan Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), and Objective 1 (Promote Sustainable and Livable Communities).

(View the EPA’s Strategic Plan on the internet at:
<http://www2.epa.gov/planandbudget/strategicplan>).

I.E. Measuring Environmental Results: Anticipated Outcomes and Outputs.

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” The 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 work plan.

1. **Outcomes.** Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, must be quantitative, and may not necessarily be achievable during the project period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include 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 integrate equitable development principles into brownfields activities;
 - c. focus attention on the protection of human health and the environment, economic development, and environmental justice issues, particularly in low-income and communities of color, with a disproportionate number of brownfields;
 - d. improve community involvement, communication, and the development of partnerships among differing stakeholders;
 - e. increase knowledge about the environmental and economic benefits of revitalizing brownfields compared to greenfield development, or land that has not been developed; and
 - f. enable brownfields stakeholders to stimulate economic and other beneficial reuses of brownfields properties and to leverage resources in order to improve environmental conditions and human health.
2. **Outputs.** Outputs refer to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided during the project period.

The EPA anticipates the outputs from the projects awarded under this announcement will include:

- a. development of information, materials and the delivery of technical assistance to brownfields stakeholders;
- b. production, publication, and dissemination of research reports and studies on brownfields topics;
- c. development of a tool(s) that communities can use for tracking how brownfields properties are reused after clean up to analyze and evaluate their economic, social, and environmental benefits;
- d. increased number of communities and projects receiving technical assistance;
- e. increased number of communities applying for brownfields grant opportunities as a result of receiving technical assistance.

I.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 II – AWARD INFORMATION

II.A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$800,000 annually over a five year project period, for a total of up to or approximately \$4,000,000. The EPA anticipates awarding 4 cooperative agreements. The maximum value of each cooperative agreement will be based on the particular project, but will not exceed \$1,000,000 over a five year project period under this competitive opportunity. Cooperative agreements awarded will 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.

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

In appropriate circumstances, the EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. To maintain the integrity of the competition and selection process, the EPA, if it decides to partially fund a proposal, 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.

II.B. What is the Project Period for Award(s) Resulting from this Solicitation?

The project period for these brownfields grants is five years. Grantees are anticipated to have completed all deliverables under their award during the fifth year of their project in order to allow time for reporting accomplishments data and disseminating final reports as applicable.

II.C. Substantial Involvement

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although the 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 proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g),
4. Approving qualifications of key personnel (The EPA will not select employees or contractors employed by the award recipient);

5. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
6. Review and concurrence on project outputs for consistency with the EPA approved scope of work.

SECTION III – APPLICANT ELIGIBILITY

III.A. Who Can Apply?

In accordance with CFDA 66.814, the following entities are eligible to apply:

- General Purpose Unit of Local Government (as defined under 40 [CFR](#) Part 31).
- 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 local government.
- Government entity created by 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. (The exclusion of Alaskan tribes from grant eligibility is statutory at CERCLA §104(k)(1).) Intertribal Consortia are eligible for funding in accordance with EPA's policy for funding intertribal consortia published in the Federal Register on November 4, 2002, at 67 Fed. Reg. 67181.
- Alaskan Native Regional Corporation, Alaska Native Village Corporation and the Metlakatla Indian Community. (Alaskan Native Regional Corporation and Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following).)
- Nonprofit organizations. For purposes of this grant program, the term “nonprofit organization” means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. 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.

III.B. Cost Share Requirement

There is no cost sharing requirement for these grants. Although cost sharing is not required as a condition of eligibility under this competition, under Section V of this announcement, the EPA will evaluate proposals based on a leveraging criterion. Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third-party sources to support or complement the project they are awarded under the competition that are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their

source, must be identified in the application (See Section V.B. 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 (40 CFR 30.23 or 40 CFR 31.24, 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.
- 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 the EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

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, the 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 the EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

III.C. Threshold Criteria

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive grants. Threshold criteria are evaluated on a pass or fail basis. Only those proposals that specifically address and pass each of the five threshold criteria listed below, and comply with the other requirements listed below, will be evaluated against the ranking criteria in Section V.B of this announcement. Applicants deemed ineligible for funding consideration as a result of failing threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

For purposes of the threshold eligibility review, EPA may seek clarification of applicant

information. **The applicant's responses to the threshold criteria must be included in the Transmittal Letter submitted to EPA.** See Section IV.C for a complete list of required proposal content.

Proposals must be postmarked, or received through www.grants.gov, by April 18, 2014. Proposals must be delivered using only one method: hard copy **or** through <http://www.grants.gov>. Proposals postmarked or received by [grants.gov](http://www.grants.gov) after the proposal deadline will be considered late and will not be reviewed unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical issues associated with the [grants.gov](http://www.grants.gov) website. Applicants must confirm receipt of their proposal with the appropriate EPA contact listed in Section VII as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed. Facsimile or email delivery of proposals is not permitted and will not be considered.

Proposed ineligible costs or activities will not be funded. If a proposal does include ineligible costs or activities, it may render the entire proposal ineligible based on the extent to which the project includes the ineligible costs or activities.

The five threshold criteria are:

1. Applicants must demonstrate that they are an eligible applicant as described in Section III.A. For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (nonprofit status, resolutions, statutes, etc.). This documentation will not count towards the page limitation.
2. Applicants must propose an acceptable research or technical assistance project, per the parameters described in *Section I.A Project Description* of this announcement.
3. Proposed project total budget may not exceed maximum values of \$1,000,000 over a five year project period, with a maximum value of \$200,000 per year. Proposals requesting assistance funding in excess of this value will not be considered.
4. Proposals must substantially conform to the outline and content detailed in *Section IV.C Content and Form of Proposal Submission* of this announcement or they will be rejected. Pages in excess of the page limitations expressed in *Section IV.C Content and Form of Proposal Submission* will not be reviewed.
5. All application materials, including support letters, must be submitted in English and must be submitted by the due date in order to receive consideration.

SECTION IV – PROPOSAL SUBMISSION INFORMATION

IV.A. How to Obtain an Application Package

Electronic copies of these guidelines can be obtained from the EPA's Brownfields Program website at (<http://www.epa.gov/brownfields/applicat.htm>) or through www.grants.gov.

IV.B. Due Date and Mailing Instructions

Proposals are due by April 18, 2014. Applicants may submit their proposals through the U.S.

Postal Service, commercial delivery service, or through <http://www.grants.gov>. Only one method should be used for the submission of the original, complete proposal as described in Section IV.C below.

1. Hard Copy Submissions:

Proposals sent through the U.S. Postal Service or a commercial delivery service must be postmarked by April 18, 2014.

Mail the original hard copy to:
Environmental Management Support, Inc.
Attn: Mr. Keith Arnold
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone: 301-589-5318

(Note: Overnight mail must include Mr. Arnold's phone number in the address.)

Proposals postmarked by the USPS/commercial delivery service after April 18, 2014 will not be considered.

2. Electronic Submissions

Proposals sent electronically through www.grants.gov must be received by www.grants.gov by 11:59 p.m. Eastern Time on April 18, 2014. **Proposals received after 11:59 p.m. Eastern Time on April 18, 2014 will not be considered.** Refer to Appendix 1 for specific instructions on the use of grants.gov. In the event that an applicant experiences difficulties transmitting its proposal(s) through grants.gov, please refer to the procedures in Appendix 1. Note: There is a registration process for electronic submission via grants.gov which may take a week or more to complete. Occasionally, technical and other issues arise when using grants.gov. The EPA encourages applicants to not wait until right before the deadline to submit a proposal.

If you have not received a confirmation of receipt from the EPA within 30 days of the proposal deadline, please contact Joseph Bruss at 202-566-2772 or bruss.joseph@epa.gov. Failure to do so may result in your proposal not being reviewed.

IV.C. Content and Form of Proposal Submission

The following documents are required for all applications, irrespective of the mode of submission. All applications must contain a transmittal letter (which includes responses to all five threshold criteria), a "Narrative Proposal," attachments, and one completed and signed Standard Forms 424 (SF-424 and 424-A) (Application for Federal Assistance). The "Narrative Proposal," a maximum of 12 pages in length, must explicitly describe the applicant's proposed project and specifically address how it meets each of the evaluation/ranking criteria disclosed in Section V.A *Evaluation Criteria*. The SF-424 and 424-A forms do not count against the page limitation.

Pages exceeding the page limitations for each required component of the application described below will not be reviewed. Upon receipt, proposals will be reviewed for content and threshold eligibility and copied for distribution to evaluators. Do not include binders, spiral binding, or color printing. All application materials, including support letters, must be submitted in English. Photos and graphics will not be considered. The narrative proposal and transmittal letter must be typed, on letter-sized 8 ½” x 11” paper, with a font size no smaller than 12 point. Attachments are limited to those identified in Section IV.C.4 and are limited to one scanned image per page. Applicants are responsible for submitting a complete application, as described below, by the due date.

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.

1. Proposal Content

All proposals must substantially conform to the following outline and content:

- Transmittal Letter, including responses to all five threshold criteria (**3-page limit**) – See IV.C.2 below.
- The narrative proposal, which includes the responses to all seven ranking criteria (**12-page limit**) – See IV.C.3 below.
- Required Attachments – See IV.C.4 below.
 - **10-page total limit for submission of the following:**
 - Milestones description
 - Other Factors Checklist (as referenced in Appendix 2)
 - General letters of support from partners as identified in your proposal
 - No page limit for:
 - Documentation of nonprofit applicant eligibility (if applicable) *Note: Documentation of nonprofit applicant eligibility must be included with the required attachments, but does not count towards the 10-page limitation for attachments.*
- Standard Form (SF) 424 and 424-A forms - Application for Federal Assistance with original signature (No page limit). SF-424 forms may be downloaded at: (<http://www.epa.gov/ogd/forms/adobe/SF424.pdf>). Individual grant application forms may be downloaded from EPA’s Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm> (no page limitation)

For grants.gov submissions, applicants will automatically be prompted to submit a SF-424 and 424-A forms.

2. Transmittal Letter

The transmittal letter must identify the applicant and a contact for communication with the EPA. The transmittal letter, including the applicant’s identification information, must not

exceed three pages, single-spaced. Any pages submitted over the page limit will not be considered. The transmittal letter must be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. Each transmittal letter must include:

- A. Applicant Identification: Provide the name and full address of the entity applying for funds. This is the agency or organization that will receive the grant and will be accountable to EPA for proper expenditure of funds.
- B. Responses to the 5 Threshold Eligibility Criteria (see Section III.C.): Respond to all five threshold criteria.
- C. Grant Type: Indicate "Brownfields Training, Research, and Technical Assistance grant," and identify what Topic (1-4) you are applying for.
- D. Contacts:
 - a. Project Director: Provide the name, phone/fax numbers, email address, and mailing address of the project director assigned to the proposed project. This person may be contacted if other information is needed.
 - b. Chief Executive/Highest Ranking Official: Provide the name, phone/fax numbers, email address, and mailing address of the applicant's Chief Executive (e.g., mayor of a city, executive director of a nonprofit, etc.). This person may be contacted if further information is needed.
- E. Date Submitted: Date proposal is submitted to EPA via U.S. Postal Service, commercial delivery service, or via www.grants.gov.
- F. Project Period: Project period must not exceed five years.

3. Narrative Proposal

The narrative proposal includes responses to all seven ranking criteria (see Section V.B). The narrative proposal must not exceed 12 pages. Any pages over the page limit will not be evaluated. The narrative proposal must be clear, concise, and specifically address all of the applicable ranking criteria. Responses to the criteria must include the criteria number and title, but need not restate the entire text of the criteria. Proposals must provide sufficient detail to allow for an evaluation of the merits of the proposal. Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. Do not provide photos or extraneous materials.

4. Attachments

The following documents should be included as attachments to the "Narrative Proposal." Items 2-4 of the attachments to the narrative proposal must not exceed 10 pages. Only one scanned image per page will be reviewed.

1. **Documentation of Applicant Eligibility**: For entities other than cities,

counties, tribes, or states, please attach documentation of your eligibility (non-profit status, resolutions, statutes, etc.). *Note: This documentation will not count against page limitations.*

2. **Milestones Schedule:** This should indicate start times and completion dates of significant tasks under your project.
3. **Other Factors Checklist:** See Appendix 2.
4. **Support Letters:** See Section V.B of this solicitation. Note: Letters of support may only impact scoring of the subfactors listed in Section V.B *Programmatic Capability and Past Performance; and, Community Involvement* which directly cite support letters. Support letters will not impact scoring for other unassociated ranking criteria. Support letters must be received with your proposal. Letters received separately or after the due date for proposal submission will not be considered.

IV.D. 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 http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

SECTION V – PROPOSAL REVIEW INFORMATION

V.A. Review and Selection Process

Proposals initially will be reviewed to determine compliance with the applicable threshold criteria (Section III.C). All proposals that pass the threshold criteria review will then be evaluated by national evaluation panels comprised of EPA staff knowledgeable about the activities and topic areas listed in the RFP. National evaluation panels will base their evaluations solely on the responses to the applicable evaluation/ranking criteria and will assign a total point score to each proposal.

Applicants who have received prior grant funding may have their “Programmatic Capability” criterion evaluated by the EPA representative, or Project Officer, familiar with your organization. This evaluation will take into account the Project Officer’s experience, if any, with the applicant’s performance on grants managed by that respective EPA representative. When evaluating applicants under the programmatic capability criterion, the EPA will consider information supplied by the applicant and may consider information from other sources,

including Agency files.

Recommendations for selection based on completed evaluations will be referred to the Selection Official, who is responsible for the final selection of grant recipients. Proposals will be selected for award by the Selection Official based on ranking scores, the availability of funds, and consideration of the “other factors” as referenced in Section V.C.

V.B. Ranking Criteria for Brownfields Training, Research, and Technical Assistance grants

Respond to all seven ranking criteria below in your proposal. If your proposal passes the threshold criteria review (see Section III.C), your responses to the ranking criteria below will be evaluated and scored by national evaluation panels. Each proposal will be evaluated under a points system, with a total of 100 points possible.

Applicants will be evaluated on the extent to which the proposal clearly responds to each of the following criteria, and demonstrates how the project will accomplish the objective(s) of each criterion.

| Criterion | Maximum Points per Criterion |
|--|------------------------------|
| <p>1) Community Need</p> <p><i>To what extent does the proposal:</i></p> <ul style="list-style-type: none"> provide a detailed description of how the proposed project would benefit communities with demographic indicators of need and how this need relates to current brownfield and other environmental challenges; and, how the project would address or facilitate the identification and reduction of threats to public health, or address environmental justice concerns, such as the disproportionate siting of polluting facilities or number of brownfield sites in the target community, including environmental, social, public health, and economic issues. (10 points) | 10 |
| <p>2) Project Description</p> <p><i>To what extent does the proposal:</i></p> <ul style="list-style-type: none"> clearly, concisely and realistically present a statement and approach to the problem, a description of the proposed project goals, activities, and project milestones, including an attached milestones chart. (The project description must specifically and completely address one of the subject areas presented in Section I.A.) (20 points) clearly articulate the research or technical assistance that will be offered in one of the four subject areas listed in Section I.A; the number and range of brownfields stakeholders who will be supported nationally, including the fair distribution of assistance between urban and non-urban areas; the new and innovative aspects of the proposed project; and, clearly describe how the results of the project will be practically and meaningfully applied by or for brownfields stakeholders. (20 points). | 40 |

| | |
|--|----|
| <p>3) Programmatic Capability and Past Performance</p> <p><i>To what extent does the proposal:</i></p> <ul style="list-style-type: none"> demonstrate organizational (including partner and subgrantee) knowledge, staff experience, qualifications, knowledge, and resources (or the ability to obtain them); applicant’s experience working with brownfields stakeholders, including both governmental and non-governmental; and, the applicant’s ability to form key relationships and partnerships to successfully complete the proposed project (as referenced in any support letters included as attachments). (10 points) demonstrate the applicant’s past performance in successfully completing and managing federally and/or non-federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years. (5 points) <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). Applicants with no relevant or available past performance or reporting history will receive a neutral score of 3 points for this criterion.</p> <ul style="list-style-type: none"> describe the work performed and whether the results were documented and/or reported in terms of outcomes and/or outputs under Federal agency assistance agreements or non-Federally funded projects (e.g., state grants, contracts) performed within the last three years, and if such progress was not made, whether the applicant adequately documented and/or reported why not. (5 points) <p>Note: In evaluating applicants under this factor, 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 of 3 points for this factor.</p> | 20 |
| <p>4) Community Involvement</p> <p><i>To what extent does the proposal:</i></p> <ul style="list-style-type: none"> demonstrate how the applicant has, or will, involve stakeholders, including brownfields grant recipients, governmental, and nongovernmental organizations, in the development of the proposed project and support of the proposed project (as referenced in any support letters included as attachments). (10 points) | 10 |

| | |
|--|----|
| <p>5) Leveraging</p> <p><i>To what extent does the proposal:</i></p> <ul style="list-style-type: none"> demonstrate how the applicant will coordinate and leverage the use of EPA funding with other Federal and/or non-Federal sources of funds (i.e. project partners, surrounding communities, businesses) to carry out the proposed project, including in-kind services or services leveraged through partner organizations. demonstrate funds have already been committed for the proposed project, and if not, the likelihood that funds will be committed during the project, including the sources and amounts of funding. demonstrate how EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. <p>Note: The 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 applications 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 (e.g., HUD’s Community Development Block Grants).</p> | 5 |
| <p>6) Performance Measurement: Anticipated Outcomes and Outputs</p> <p><i>To what extent does the proposal:</i></p> <ul style="list-style-type: none"> realistically describe how the project will lead to measurable long-term outcomes and short-term outputs, including qualitative or quantitative, environmental, social, or economic measures, what the measures are, and how measures will be evaluated throughout the life of the project. (5 points) | 5 |
| <p>7) Budget/Resources</p> <p><i>To what extent does the proposal:</i></p> <ul style="list-style-type: none"> provide a clear, detailed, and appropriate budget to achieve the project’s objectives; a demonstration of the efficient or effective use of EPA funds; a description of the applicant’s plan for managing the budget; how the applicant will manage the project within cost parameters; and, what approach, procedures, and controls have been established for ensuring that awarded grant funds will be expended in a timely and efficient manner. In addition to the budget table, describe in narrative format each task in detail, including the basis for the estimated cost as well as the projected outputs where possible. (10 points) <p>Use the table format below to identify specific tasks for which EPA funding will be used. Show the costs (by budget category) associated with each task.</p> | 10 |

Sample Budget Format:

| Budget Categories & Example Tasks | Task 1 | Task 2 | Task 3 | Task 4 | Total |
|--|---------------|---------------|---------------|---------------|--------------|
| EPA Project Funding | | | | | |
| Personnel | | | | | |
| Fringe benefits | | | | | |
| Travel | | | | | |
| Contractual | | | | | |
| Supplies | | | | | |
| Other (Please be specific) | | | | | |
| Total EPA Funds | | | | | |
| Non-EPA Project Funding (Optional) | | | | | |
| Total Non-EPA Funds | | | | | |

Note: Do not include the budget chart as an attachment. The budget chart and responses to this ranking criterion must be included in the narrative proposal and will count towards the page limit. Administrative and indirect costs are ineligible.

V.C. Other Factors.

In making final selection recommendations, EPA’s Selection Official may consider other factors (as appropriate) listed below.

- Whether the applicant seeks to serve one or more communities severely impacted by a manufacturing plant closure (2008 or later), including an auto plant closure, or other significant economic disruptions, such as bankruptcy.
- Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will serve tribal or territorial residents.
- Whether the applicant seeks to serve one or more communities severely impacted by a natural disaster (2006 or later) that has caused significant economic or environmental distress.

Applicants must complete and submit the Other Factors Checklist (Appendix 2) as part of their attachments. Failure to do so may affect EPA’s ability to consider these other factors during selection decisions. The EPA may verify this information prior to selection and consider this information during the evaluation process.

V.D. Proposal Checklist

Before you submit your proposal for a Brownfields Training, Research, and Technical Assistance grant, please ensure the following documents are included in your package submitted to the EPA’s contractor:

| | |
|---|--|
| <input type="checkbox"/> Transmittal Letter, which includes responses to all 5 threshold criteria (3-page limit) (see Section IV.C) | |
| <input type="checkbox"/> The Narrative Proposal, which includes responses to all 7 ranking criteria (12-page limit) (see Section IV.C) | |
| <input type="checkbox"/> Attachments including: (10-page limit) | |
| <input type="checkbox"/> Milestones Chart (see Section IV.C) | |
| <input type="checkbox"/> General letters of support (see Section IV.C) | |
| <input type="checkbox"/> Other Factors Checklist (Appendix 2) | |
| <input type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section IV.C) (no page limitation) | |
| <input type="checkbox"/> SF-424 Application for Federal Assistance (no page limitation) | |

SECTION VI – AWARD ADMINISTRATION INFORMATION

VI.A. Award Notices

The EPA will notify applicants who fail threshold eligibility requirements within 15 calendar days of the Agency’s determination of ineligibility. The EPA will notify applicants who have not been selected for award based on the ranking criteria and other factors within 15 calendar days of the EPA’s final decision on selections for this competition.

The EPA anticipates notification to both successful and unsuccessful applicants will be made via telephone, electronic, or postal mail. The notification will be sent to the original signer of the proposal, your organization’s chief executive, 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 successful applicant must prepare a work plan and submit application forms, which must be approved by the EPA, before the cooperative agreement can officially be awarded. The award notice, signed by an EPA Grants Officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of cooperative agreement can take up to 90 days or longer.

VI.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 their EPA Regional office. This package will include the application, 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 grant regulations found in 40 CFR 30.51 or 40 CFR 31.40. 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.

3. 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 and conditions implementing this requirement.

VI.C. Reporting Requirements

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within thirty days after each reporting period. The reporting period (e.g., quarterly, annually) is set forth in the terms and conditions of the cooperative agreement. These reports shall cover work status, work progress, difficulties encountered, an accounting of financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel involved with the project.

At the end of the cooperative agreement, a final project report also is required. The final report will summarize accomplishments, expenditures, outcomes, outputs, lessons learned, any other resources leveraged during the project and how they were used.

VI.D. Additional Provisions for Applicants Incorporated Into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. 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.

VI.E. Programmatic Requirements

1. Collection of Post Grant Information
Under the Government Performance and Results Act, the EPA reports on the many benefits of funding. As many of these activities occur beyond the grant period, please note that the EPA may contact you well after the grant period of performance to collect this information. Reasonable efforts must be made to report this information to the EPA.
2. All grantees who are awarded funding under this solicitation must meet sufficient progress as referenced in the grant terms and conditions. The term “sufficient progress” means the grantee has within the first year of receiving the grant award: procured any necessary

contractors or subgrantees (if applicable); established a research, and/or technical assistance program and begun marketing the program; and, hired all key personnel.

SECTION VII - AGENCY CONTACTS

U.S Environmental Protection Agency
Attn. Joe Bruss
Office of Brownfields and Land Revitalization
WJC West Building, Room 2402 (MC 5105-T)
1301 Constitution Avenue, NW
Washington, DC 20460
Phone: 202-566-2772
E-mail: bruss.joseph@epa.gov

SECTION VIII – OTHER INFORMATION

The EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with the EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.

Appendix 1

Grants.gov Proposal Submission Instructions

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

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

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OSWER-OBLR14-02, or the CFDA number that applies to the announcement (CFDA 66.814), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Proposal Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than April 18, 2014, 11:59 p.m. EDT. Please allow for 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 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.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424).
- II. Budget Information for Non-Construction Programs (SF-424A).
- III. Narrative Proposal including transmittal letter. See Section IV.C. for details on the content of the narrative proposal and transmittal letter and the associated page limits.
- IV. Required Attachments. See Section IV.C. of this announcement.

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the proposal deadline, please contact Joseph Bruss at bruss.joseph@epa.gov. Failure to do so may result in your proposal not being reviewed.

Appendix 2

Other Factors Checklist

Other Factors Checklist

Name of Applicant: _____

Please identify with an *X* any of the items below which may apply to your proposed Brownfields Training, Research, and Technical Assistance project area as described in your proposal. EPA may verify these disclosures and supporting information prior to selection and may consider this information during the evaluation process.

- Applicant's target area contains a recent (2008 or later) manufacturing plant closure, including auto plant closure, or other significant economic disruption, such as bankruptcy. To be considered, applicant must identify here the timeframe and name of the plant recently closed and jobs lost, or reason for other significant economic disruption within the target area: _____
- Applicant is, or applicant will serve, a federally recognized Indian Tribe or United States Territory;
- Applicant's target area has been affected by recent (2006 or later) natural disaster(s) that has caused significant environmental or economic distress. To be considered, applicant must identify here the timeframe and type of natural disaster(s) that occurred:
