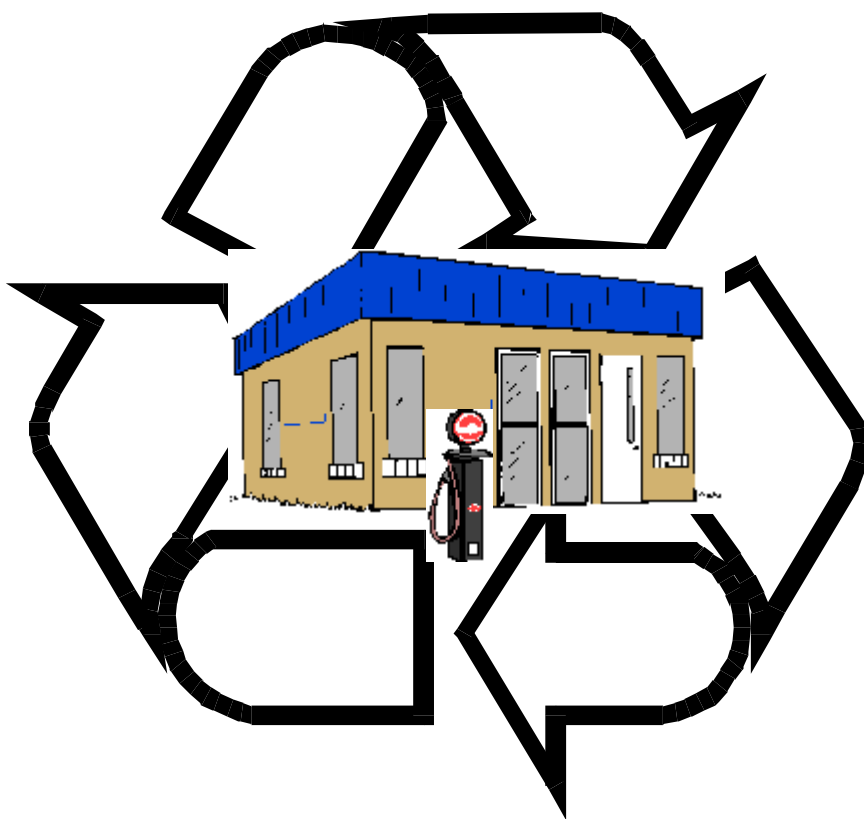


# EPA The USTfields Initiative

## Proposal Guidelines for USTfields Pilots



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## Introduction and Definitions

### ***What is EPA's USTfields Initiative?***

The U.S. Environmental Protection Agency (EPA) defines “brownfields” as abandoned, idled, or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. The term “USTfields” applies to abandoned or underutilized industrial and commercial properties with real or perceived environmental contamination from petroleum from federally-regulated underground storage tanks (USTs). Up to half of the estimated 450,000 brownfields sites<sup>1</sup> in the U.S. may contain abandoned underground storage tanks or be impacted by petroleum leaks from such tanks. However, petroleum contamination is generally excluded from coverage under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and is not, therefore, covered under EPA's Brownfields program.

EPA's Office of Underground Storage Tanks (OUST) is undertaking the USTfields Initiative to address petroleum contamination from abandoned tanks generally excluded from EPA's Brownfields redevelopment efforts. The Initiative is intended to take advantage of the many advances in Brownfields work that could and should be applied to the numerous USTfields sites. It is a continuation of EPA's efforts to ensure that releases from underground storage tanks are detected and cleaned up to protect human health and the environment.

### ***What is the USTfields Initiative intended to accomplish?***

The USTfields initiative is intended to:

- Clean up unused properties.
- Demonstrate what can be accomplished in the cleanup of brownfields sites impacted by underground storage tanks when federal, state, tribal, intertribal consortium, local, and private entities collaborate and combine their knowledge and resources.
- Take advantage of the expertise and infrastructure already being employed in similar EPA cleanup projects to maximize the utilization of available resources.
- Observe and learn from the challenges and accomplishments of pilot projects, with a view to disseminating the “lessons learned” to other states, tribes, intertribal consortia, territories, and local entities.

### ***What are USTfields Pilots?***

Many of EPA's cleanup initiatives (Brownfields Assessment, Brownfields Showcase, and Superfund and RCRA [Resource Conservation and Recovery Act]

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<sup>1</sup> Brownfields estimate from U.S. General Accounting Office, *Community Development, Reuse of Urban Industrial Sites*, GAO/RCED-95-172, June, 1995, and *Environmental Justice, Urban Revitalization, and Brownfields*, EPA 500-R-96-002, December, 1996.

Redevelopment) are plagued by underground storage tank petroleum releases. EPA believes the USTfields Pilot projects funded under the USTfields Initiative will demonstrate how to better use limited resources to assess and clean up petroleum-impacted brownfields sites. Pilot projects will consist of eligible properties where USTfields Pilot funds will be used to assess and clean up petroleum contamination from federally-regulated underground storage tanks. Cooperative agreements between EPA and the selected eligible applicants outline the terms and conditions for the pilots.

EPA expects to implement up to 50 state/local or EPA/tribal USTfields Pilots in two phases. Ten (10) USTfields Pilots were selected and announced by EPA in Phase I in November 2000. Each Pilot was awarded up to \$100,000 in Leaking Underground Storage Tank (LUST) Trust funds under authority in section 9003(h) of RCRA to implement its work. EPA is soliciting project proposals from eligible applicants for the next round of up to 40 USTfields Pilots, each of which is also eligible to receive up to \$100,000 and is expected to be announced in 2001. These guidelines describe the eligibility requirements and the elements a written USTfields Pilot proposal must contain in order for a state, tribe, or intertribal consortium to be considered for a pilot. It also includes the criteria that will be used to evaluate proposals.

### ***How are USTfields related to land reuse?***

The USTfields Initiative is an important step in preparing property for reuse. Reuse is not part of EPA's USTfields Initiative, but the cleanup and subsequent reuse of USTfields can turn otherwise unusable land into recreational, residential, community, ecological, or public property. It makes the land productive again and helps to spur private and public sector investment in housing, job-producing businesses, and open space that can help communities improve their neighborhoods. Cleaning up USTfields fosters recycling land instead of developing pristine land.

### ***Terminology***

The following definitions may help in your understanding of this guidance.

**Applicant**—A state, tribe, or intertribal consortium that is submitting an USTfields Pilot proposal. States, tribes, and intertribal consortia that meet the eligibility requirements for the grant may apply.

**Implementing Agency**—The state agency(ies) with an existing cooperative agreement with EPA. For tribes and intertribal consortia, EPA is the implementing agency.

**Intertribal Consortium:** A partnership between two or more tribes that is authorized by the governing bodies of those tribes to apply for and receive assistance under an EPA grant program. An intertribal consortium must have adequate documentation of the existence of the partnership and the authorization to apply for and receive assistance (see 64 FR 52503 [September 29, 1999]).

**Pilot**—(1) The city, county, town, or other political subdivision that is partnering with its state, *or* (2) a tribe or intertribal consortium that is partnering with its EPA Regional office.

**Partners**—The stakeholders that have agreed with the state, tribe, or intertribal consortium to participate in the implementation of the project.

**Property**—The parcel(s) of land within the proposed pilot’s jurisdiction where USTfields Pilot LUST Trust funds are intended to be used.

**Recipient:** Any entity that has been awarded and accepted an EPA assistance agreement.

**State**—For the purposes of the proposal guidelines for USTfields Pilots, the term “state” means any of the several states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**Tribe:** Any Indian tribe, band, nation, or other recognized group or community, including any Alaska Native village, which is recognized as eligible by the U.S. Department of Interior for the special services provided by the United States to Indians because of their status as Indians. The U.S. Department of Interior publishes a list of tribes; for further information, see [www.doi.gov/bia/tribes/entry.html](http://www.doi.gov/bia/tribes/entry.html).

**Cooperative Agreement**—The document negotiated between EPA and the applicants EPA selects to receive USTfields Pilot LUST Trust funds. The cooperative agreement awards federal LUST Trust funds and outlines the terms and conditions to be met by the recipient of the funds. Statutory authorities for these grants [RCRA 9003(h) and PL 105-276] allow EPA to make awards only to states, U.S. territories, tribes, and intertribal consortia. [PL 105-276 authorizes the EPA Administrator to make assistance agreements with federally-recognized Indian tribes for the same purposes as set forth in section 9003(h).] Use of these funds must be in accordance with the LUST Trust Fund: all USTfields Pilots require a 10 percent cost share match, except there is no matching requirement for tribes or intertribal consortia. All rules and restrictions for LUST Trust Fund money and cooperative agreements awarded under 9003(h) apply to these pilots and are outlined in OSWER Directive 9650.10A, “LUST Trust Fund Cooperative Agreement Guidelines, May 27, 1994 ([www.epa.gov/swerust1/directiv/d965010a.htm](http://www.epa.gov/swerust1/directiv/d965010a.htm)). OSWER Directive 9610.10A, “Cost Recovery Policy for the Leaking Underground Storage Tank Trust Fund,” May 24, 1994, except with respect to pre-award costs, is fully applicable to these cooperative agreements; see [www.epa.gov/swerust1/directiv/d961010a.htm](http://www.epa.gov/swerust1/directiv/d961010a.htm)). LUST Trust funds cannot be used for redevelopment work. However, redevelopment work may be financed by state, local, or other parties. Funds cannot be awarded to projects intended for the direct use or benefit of the Federal Government. [For statutory authorities, see RCRA 9003(h), [www.epa.gov/swerust1/fedlaws/stlitxt.htm](http://www.epa.gov/swerust1/fedlaws/stlitxt.htm) and PL 105-276, [www.access.gpo.gov/nara/publaw/105publ.html](http://www.access.gpo.gov/nara/publaw/105publ.html). For applicable regulations, see 40 CFR Part 31 ([www.access.gpo.gov/nara/cfr/waisidx\\_00/40cfr31\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr31_00.html)).]

For more on EPA’s USTfields Initiative, see [www.epa.gov/swerust1/ustfield/index.htm](http://www.epa.gov/swerust1/ustfield/index.htm).

## Eligibility Requirements

### ***What are the eligibility requirements to become an USTfields Pilot?***

In order for an USTfields Pilot proposal to be considered, each of the following eligibility requirements must be met:

#### *Eligible Applicants*

- The applicant must be a state implementing agency, tribe, or intertribal consortium. All applicants must have the legal authorities to carry out a project. If the applicant is a state, it must meet the 10 percent cost share match.
- The ten (10) currently-designated USTfields Pilots are not eligible for this round of pilot proposals.
- Intertribal consortia must meet the following requirements in order to be eligible for financial assistance for an USTfields Pilot: The intertribal consortium demonstrates that all members of the consortium (1) meet the eligibility requirements for the grant and (2) authorize the consortium to apply for and receive assistance. (*Notice of EPA Policy Regarding Certain Grants to Intertribal Consortia*, Federal Register, Vol. 64, No. 188, Sept. 29, 1999)

#### *Eligible Properties*

- A property within a pilot with any release of petroleum from a federally-regulated underground storage tank may be eligible. States should work in partnership with their political subdivisions (e.g., cities, counties, towns) to identify properties. Tribes or intertribal consortia wishing to apply should work in partnership with their EPA Regional office to identify properties. For purposes of determining eligibility, the implementing agency may also rely on experience or information on the likelihood of a release from an underground storage tank (e.g., tank type, age, condition).
- Proposed properties within the pilot are eligible if corrective action (including site assessments) as determined by the implementing agency is necessary to protect human health and the environment and one or more of the following exist:
  1. No person can be found within 90 days or less, who is an owner or operator of the underground storage tank, subject to corrective action regulations, and capable of carrying out such corrective action properly.

2. A situation exists which requires prompt action by the implementing agency to protect human health and the environment.
3. Corrective action costs at a facility exceed the amount of coverage required by financial assurance requirements and use of the LUST Trust Fund is necessary to assure an effective corrective action.
4. The owner or operator of the underground storage tank has failed or refused to comply with an order of an implementing agency to comply with the corrective action regulations.

[See RCRA § 9003(h)(2), 42 U.S.C. 6991b(h)(2).]

- A property for which the implementing agency anticipates likely contamination but for which a site assessment is needed to confirm the existence and extent of a release is eligible. If after the assessment it is found that a property is not a high priority, USTfields Pilot LUST Trust funds can no longer be used for activities at that property. The proposed properties within the pilot are considered “high priority” as defined by the implementing agency. (For projects in Indian Country, tribes or intertribal consortia should consult with their EPA Regional office on whether properties are considered high priority.)
- Only properties on which petroleum will no longer be deposited in or dispensed from any federally-regulated underground storage tank after the date of the *Federal Register* notice, “Leaking Underground Storage Tank (LUST) Trust Fund Cooperative Agreements–USTfields Pilots; Announcement of Proposal Deadline for Request for Proposals for the Competition for USTfields Pilots,” are eligible.

#### *Eligible Activities*

- USTfields Pilot LUST Trust funds may be used for corrective action and oversight activities at eligible properties, including:
  1. Assessments to determine whether there are chemicals of concern.
  2. Cleanup of petroleum contamination.
  3. Monitoring of soil and groundwater to help evaluate whether the chemicals of concern have been removed.
  4. Public/community participation involving assessment and/or cleanup activities planned at the site(s) in that community (for example, a public meeting to discuss contamination found at a site and the removal plans).

- USTfields Pilot LUST Trust funds may *not* be used for certain activities, such as:
  1. Redevelopment activities (e.g., construction of a new facility, marketing, or purchase of property).
  2. General education or job training activities.
  3. Supporting “lobbying” efforts, including those associated with obtaining grants, cooperative agreements, contracts, or loans.
  4. Matching any other federal funds without specific statutory authority. (See 40 CFR 31.24, [www.access.gpo.gov/nara/cfr/waisidx\\_00/40cfr31\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr31_00.html).)
  5. Paying any fines or penalties.

#### *Applicable Regulations and OMB Circular*

- The regulations that govern the award and administration of USTfields Pilots are the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” set forth at 40 CFR Part 31 ([www.access.gpo.gov/nara/cfr/waisidx\\_00/40cfr31\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr31_00.html)).
- Allowable costs are governed by OMB Circular A-87. (See: <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>.)

USTfields Pilot recipients are authorized to incur pre-award costs. Pilot recipients may be reimbursed for pre-award costs they incur up to 90 days prior to the award without prior concurrence by the EPA Project Officer or Award Official provided that such costs are included in the application and the application is approved in its entirety. Pre-award costs incurred more than 90 calendar days prior to award are incurred at the pilot recipient’s own risk; however, pilot recipients may be reimbursed with the approval of an EPA Award Official and the concurrence of the EPA Project Officer.

EPA is under no obligation to reimburse unsuccessful applicants for costs incurred in anticipation of an award.



## The Selection Process

### ***How many proposals can be submitted, where should they be sent, and what is the deadline for submission?***

Each applicant may submit **up to three (3)** pilot proposals to its respective EPA Regional office. All proposals must be postmarked and/or sent via registered or tracked mail by **October 22, 2001**, to your EPA Regional office contact. See Appendix I for EPA Regional office contacts and addresses.

### ***Who do I contact if I have questions or want to submit a proposal?***

Any state, tribe, or intertribal consortium that has questions or wishes to apply for an USTfields Pilot may contact its EPA Regional office (Appendix I).

Any city, county, town, or other political subdivision that has questions or is interested in applying for an USTfields Pilot should contact its respective state implementing agency. See Appendix II for a list of each state's implementing agency with its contact information.

EPA will conduct a series of conference calls to help potential state, tribal, and intertribal consortium applicants. The dates of the calls and additional information will be available on the EPA Home Page at [www.epa.gov/oust/](http://www.epa.gov/oust/); for instance, "frequently asked questions" about the USTfields Pilots and this guidance will be available. Questions may also be addressed to the RCRA, Superfund, and EPCRA Call Center at the following telephone numbers: Callers outside the Washington, DC, metro area at 1-800-424-9346; callers in the Washington, DC, metro area at (703)412-9810; TDD for the hearing impaired at 1-800-553-7672.

### ***How will the proposals be reviewed?***

An EPA Regional review panel in each EPA Region will evaluate all proposals based on the criteria outlined in this document. After the Regional review, the Regions will send the proposals to EPA Headquarters for selection of up to 40 USTfields Pilots.

### ***How will the proposals be evaluated?***

Proposals must be clear and concise, follow the requirements, and provide sufficient detail for the review panels to compare the merits of each proposal and decide which best support the intent of the pilot program. Vague descriptions and redundancy will reduce the chance of a favorable review.

The evaluation form that will be used by the review panels to assess each proposal is attached as Appendix III. The evaluation criteria are described in that form.

EPA has a geographical preference and anticipates that at least one USTfields Pilot in addition to the initial ten pilots will be awarded in each of its ten Regions. EPA also anticipates that at least one USTfields Pilot will be awarded for a pilot submitted by a tribal or intertribal consortium applicant. EPA reserves the right to reject all proposals and make no awards.

***When will the USTfields Pilots be announced?***

The approximate schedule for awarding EPA's USTfields Pilots is:

October 22, 2001	Deadline for submission of USTfields Pilot proposals to EPA Regional offices
November 2001	EPA Regional and Headquarters review
December 2001	Selected USTfields Pilots are announced

## Contents of USTfields Pilot Proposals

### *What must be in an USTfields Pilot proposal?*

Proposals for USTfields Pilot projects should contain the following sections:

1. Application for Federal Assistance (SF-424A)
2. Cover Page (1 page)
3. Project Overview (3-4 pages)
4. Budget Plan (2 pages)
5. Leveraging (1-2 pages)
6. Attachments (as appropriate; please include a list of all attachments)

Applicants should clearly mark information they consider confidential, and EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, Subpart B.

### ***1. Application for Federal Assistance (SF-424A)***

Fill out and include an *Application for Federal Assistance* (see [www.epa.gov/ogd/how\\_to\\_apply.htm](http://www.epa.gov/ogd/how_to_apply.htm) or Appendix IV). The *Application* may be either an amendment to an existing agreement (see Item 8 on SF-424A) or a new agreement. The information you will need to fill in some items is listed below.

Top Right Section (under Federal Identifier): *Please select the applicable Program Code from these two choices:*

For Amendment (to an existing agreement): **LS**  
 For New Application: **LP**

Section 10 (under Catalog of Federal Domestic Assistance Number): **66.805**  
 (NOTE: This number applies to both an amendment or a new application)

Section 10 (under Title): *Please select the applicable Title from these two choices:*

For Amendment (to an existing agreement): **Leaking Underground Storage Tanks**  
 For New Application: **Leaking Underground Storage Tanks USTfields Pilots for States, Tribes, and Intertribal Consortia**

Section 11 (under Descriptive Title of Applicant's Project): *Please select the applicable Descriptive Title of Applicant's Project from these two choices:*

For Amendment: **LUST Trust Fund Cooperative Agreement (Statewide Remedial Actions for Leaking Underground Storage Tanks)**  
 For New Application: **Leaking Underground Storage Tanks USTfields Pilots for States, Tribes, and Intertribal Consortia**  
**Statutory Authority: 137**

Section 16: Applicants must include a statement indicating the applicability of Executive Order 12372, *Intergovernmental Review of Federal Programs*.

## **2. Cover Page**

The cover page is intended to identify the USTfields Pilot applicant and a point of contact. This should be on a single page and can be in the format of your choice. The cover page should display these elements.

- a. Project Title—The title should be as specific as possible.
- b. Pilot Location—The city, county, or town that is working in partnership with its state. The tribal location that is working with its EPA Regional office.
- c. State or Tribal Project Contact—The name, mailing and e-mail addresses, and telephone and fax numbers of the state or tribal person who is the designated point of contact for the project and who may be contacted if we need further information. (EPA’s relationship is with the cooperative agreement recipient—the state, tribe, or intertribal consortium—and not the local government “partners” or subgrantee.)
- d. Cooperative Partners—A list of other stakeholders that have agreed to participate in the implementation of the project.
- e. List of Proposed Properties—A list of the proposed properties within the pilot area where the USTfields Pilot LUST Trust funds will be used.
- f. Existing Cleanup Programs—Identify the existing EPA Brownfields cleanup program (if any) associated with the proposed pilot.

## **3. Project Overview**

The project overview is an important opportunity to summarize the proposed pilot’s goals, objectives, and activities and to address each of the evaluation criteria. The project overview should be brief but provide information sufficient to evaluate the merits of the proposed project and should include letters and other documentation as appropriate to support the proposal.

- a. *Project Overview:* Describe the goals and objectives of the project, including a brief description of: the factual, historical, demographic, economic, and geographical context of the properties (please include a map of the proposed pilot properties); the planned future uses for the properties (if there is no planned use, describe how the project will solicit interest in the properties); the anticipated flow of ownership of sites throughout the project and any foreseeable problems related to liability associated with the ownership of the sites; and the plans for measuring success, such as: the number of tanks and tank sites cleaned up and reused, the expected long lasting benefits to the community from the project, and how the project will

advance existing state, tribal, and local efforts to address other abandoned sites (measures should be specific and quantifiable where possible and linked to the goals and objectives established for the pilot).

- b. *Eligibility Requirements:* Describe how the proposal meets each of the eligibility requirements on pages 4, 5, and 6.
- c. *Resource Use and Leveraging:* Describe how the project plans to make use of potential USTfields Pilot LUST Trust funds; how the project complements and will leverage existing infrastructure and existing reuse plans (e.g., Brownfields Assessment Demonstration Pilots); how it plans to augment USTfields Pilot resources, as may be necessary, to complete the project; and provide letters of support from the proposed project partners listed in item d on the Cover Page documenting the type of support, including the source and amount of funds and other resources described in the Leveraging section, that each partner will contribute to the project.
- d. *Community Involvement:* Describe the community's current and expected long-term involvement in the project, and provide a list of involved and supportive organizations in the project, including community-based organizations; federal, state, tribal, intertribal consortium, and local environmental, economic development, and/or health agencies; and others, along with documentation of support from each of these organizations (for a specific entity, you can refer to item c above if you have already provided documentation there).
- e. *Communication and Outreach:* Describe the project's communication and outreach activities for sharing information with the public and others interested in similar USTfields work, such as plans to use the Internet and/or other user-friendly methods to provide, for each of the proposed pilot properties, photographs, maps, and other suggested documentation listed in Appendix V.
- f. *Corrective Action Challenge:* Describe the corrective action challenges of the project (e.g., if the pilot plans to address multiple abandoned tanks, properties with methyl tertiary butyl ether (MTBE) contamination, or properties in proximity to residential neighborhoods, sensitive sub-populations, and/or environmental receptors).
- g. *Project Planning and Schedule:* Describe the proposed planned project phases (from assessment through cleanup and reuse) as well as the schedule, including expected time frames for each phase.

#### **4. Budget Plan**

Provide a proposed budget for the project. The budget should show the distribution of the USTfields Pilot LUST Trust funds, plus the state's 10% match,<sup>2</sup> including cost

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<sup>2</sup> Please note that EPA does not have a preference requiring how states will meet their matching requirement as long as those resources are used for eligible activities.

estimates for each of the proposed pilot activities.<sup>3</sup> A significant portion of the budget should be for site-specific activities (e.g., site assessment, design, and cleanup planning), while administrative costs should be kept to a minimum. The following is a suggested format for your budget.

Budget Categories	Project Tasks				Total
	Task 1: <i>(fill in task title*)</i>	Task 2: <i>(fill in task title)</i>	Task 3:	Task 4:	
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Total					

*\*Example: Task 1: Phase 1 Environmental Assessment(s); create as many task columns as you need*

Briefly describe each task and the activities anticipated under each budget category for that task.

### 5. Leveraging

Describe funding sources (other than USTfields Pilot funding) for the project (e.g., PRPs; potential purchasers; financial institutions; state, tribal, intertribal consortia, and local funding programs; other federal grants). State whether the USTfields Pilot funding along with the other funding sources listed in the proposal would complete the funding for this project.

### 6. Attachments

Please provide a list of all the attachments to the proposal.

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<sup>3</sup> Please note that the 10% match does not apply to tribes or intertribal consortia.

**Appendix I: EPA Regional UST and Brownfields (BF) Contacts**

<b>For EPA Region</b>	<b>EPA Regional Contacts Phone Numbers</b>	<b>E-Mail Address of Contact</b>	<b>Mailing Address of EPA Regional Office</b>
<b>Region 1 CT, MA, ME, NH, RI, VT</b>	UST: Andrea Beland (617) 918-1313 BF: Lynne Jennings (617) 918-1210	<a href="mailto:beland.andrea@epa.gov">beland.andrea@epa.gov</a> <a href="mailto:jennings.lynne@epa.gov">jennings.lynne@epa.gov</a>	(Name of contact) US EPA Region 1 JF Kennedy Federal Bldg Suite 1100 One Congress Street Boston, MA 02114-2023
<b>Region 2 NJ, NY, PR, VI</b>	UST: Ben Singh (212) 637-4237 BF: Larry D'Andrea (212) 637-4314	<a href="mailto:singh.ben@epa.gov">singh.ben@epa.gov</a> <a href="mailto:dandrea.larry@epa.gov">dandrea.larry@epa.gov</a>	(Name of contact) US EPA Region 2 290 Broadway New York, NY 10007-1866
<b>Region 3 DE, DC, MD, PA, VA, WV</b>	UST: Karen Bowen (215) 814-3382 BF: Tom Stolle (215) 814-3129	<a href="mailto:bowen.karen@epa.gov">bowen.karen@epa.gov</a> <a href="mailto:stolle.tom@epa.gov">stolle.tom@epa.gov</a>	(Name of contact) US EPA Region 3 1650 Arch Street Philadelphia, PA 19103
<b>Region 4 AL, FL, GA, KY, MS, NC, SC, TN</b>	UST: Dana Hayworth (404) 562-9481 BF: Mickey Hartnett (404) 562-8661	<a href="mailto:hayworth.dana@epa.gov">hayworth.dana@epa.gov</a> <a href="mailto:hartnett.mickey@epa.gov">hartnett.mickey@epa.gov</a>	(Name of contact) US EPA Region 4 Atlanta Federal Center 61 Forsyth St., S.W. Atlanta, GA 30303-8960
<b>Region 5 IL, IN, MI, MN, OH, WI</b>	UST: Kevin Hill (312) 886-6087 BF: Deborah Orr (312) 886-7190	<a href="mailto:hill.kevin@epa.gov">hill.kevin@epa.gov</a> <a href="mailto:orr.deborah@epa.gov">orr.deborah@epa.gov</a>	(Name of contact) US EPA Region 5 77 West Jackson Blvd Chicago, IL 60604-3507
<b>Region 6 AR, LA, NM, OK, TX</b>	UST: Christine Cherrett (214) 665-7342 BF: Stan Hitt (214) 665-6736	<a href="mailto:cherrett.christine@epa.gov">cherrett.christine@epa.gov</a> <a href="mailto:hitt.stan@epa.gov">hitt.stan@epa.gov</a>	(Name of contact) US EPA Region 6 First Interstate Bk Tower at Fountain Pl., Suite 1200 1445 Ross Avenue Dallas, TX 75202-2733
<b>Region 7 IA, KS, MO, NE</b>	UST: Janet Hallier (913) 551-7532 BF: Susan Klein (913) 551-7786	<a href="mailto:hallier.janet@epa.gov">hallier.janet@epa.gov</a> <a href="mailto:klein.susan@epa.gov">klein.susan@epa.gov</a>	(Name of contact) US EPA Region 7 901 N. 5 <sup>th</sup> Street Kansas City, KS 66101-2728
<b>Region 8 CO, MT, ND, SD, UT, WY</b>	UST: Jo Taylor (303) 312-6152 BF: Kathie Atencio (303) 312-6803	<a href="mailto:taylor.joe@epa.gov">taylor.joe@epa.gov</a> <a href="mailto:atencio.kathie@epa.gov">atencio.kathie@epa.gov</a>	(Name of contact) US EPA Region 8 999 18 <sup>th</sup> Street Suite 500 Denver, CO 80202-2466
<b>Region 9 AZ, CA, HI, NV, AS, MP, GU</b>	UST: Matthew Small (415) 744-2078 BF: Jim Hanson (415) 744-2237	<a href="mailto:small.matthew@epa.gov">small.matthew@epa.gov</a> <a href="mailto:hanson.jim@epa.gov">hanson.jim@epa.gov</a>	(Name of contact) US EPA Region 9 75 Hawthorne Street San Francisco, CA 94105
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## *Appendix II: State UST Implementing Agency Contacts*

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*Appendix III: EPA Evaluation Criteria Rating Form*

**USTfields Pilots Evaluation Criteria Rating Form (Page 1)**

**State/Tribe/Intertribal Consortium:** \_\_\_\_\_

**USTfields Pilot Name:** \_\_\_\_\_

**Summary Rating Table For This Review**

<b>Evaluation Criteria</b>	<b>Total Points Available</b>	<b>Total Points Awarded</b>
#1 Resource Use and Leveraging	35	
#2 Community Involvement	30	
#3 Communication and Outreach	15	
#4 Corrective Action Challenge	10	
#5 Project Planning and Schedule	10	
Total	100	

## USTfields Pilots Evaluation Criteria Rating Form (Page 2)

State/Tribe/Intertribal Consortium: \_\_\_\_\_

USTfields Pilot Name: \_\_\_\_\_

### Eligibility and Threshold Requirements (no points)

This element of the evaluation process is intended to gauge if the proposal meets the eligibility requirements.

- Does the proposal meet all of the eligibility requirements on pages 4, 5, and 6? \_\_\_\_\_ Yes  
\_\_\_\_\_ No *(If the answer is "no," the proposal does not qualify for further evaluation.)*

If the proposal meets all the eligibility requirements on pages 4, 5, and 6, does it meet these additional threshold requirements?

- Are all the required portions of the written proposal provided? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is the budget described in sufficient detail? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Does the budget include only eligible or allowable costs? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Does the budget describe how EPA funds will be used, broken down by tasks/activities?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- Does the budget seek \$100,000 or less in USTfields Pilot LUST Trust funds from EPA?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Any "no" responses to these additional threshold requirements should be explained below and the Regional evaluation panel leader should be notified as soon as possible of any inadequacy(ies) noted above.

Applicants should be given five (5) calendar days to resolve and submit information to address the inadequacy(ies). After applicants have remedied the inadequacy(ies) and all answers above are "Yes," the application evaluation may proceed. If applicants do not remedy the inadequacy(ies) within the given time frame, the application does not pass the threshold requirements and is ineligible for further consideration.

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*If the proposal has failed any item, please explain here.*

USTfields Review Panel Member (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**USTfields Pilots Evaluation Criteria Rating Form (Page 3)**

**State/Tribe/Intertribal Consortium:** \_\_\_\_\_

**USTfields Pilot Name:** \_\_\_\_\_

**Evaluation Criteria # 1: Resource Use and Leveraging** (potential 35 points)

This element of the evaluation is intended to gauge how well a proposed project will utilize potential USTfields Pilot LUST Trust funds, including how it will leverage existing infrastructure. Scoring should reflect the desired factors listed below.

*Factors to be considered are the extent to which the proposal can demonstrate:*

- That the pilot will take advantage of existing infrastructure and existing reuse plans similar to EPA Brownfields Pilots to clean up and reuse the properties. Preference will be given to proposed pilots that have previously participated in an EPA cleanup program (i.e., Brownfields Assessment Demonstration Pilot or RCRA Brownfields Pilot). Refer to [www.epa.gov/swerosps/bf/pilotlst.htm](http://www.epa.gov/swerosps/bf/pilotlst.htm) for a list of all Brownfields Assessment Demonstration Pilots.
- A commitment from state, tribal, intertribal consortium, local, or private entities to provide funding or other resources for cleanup of listed properties. Preference will be given to pilots that target USTfields Pilot LUST Trust funds for the assessment and characterization of properties and that use other public/private funding and resources for site cleanup.
- The adequacy of potential USTfields Pilot LUST Trust funds and other funding described in the proposal to complete the pilot. Preference will be given to proposals that demonstrate sufficient funds to complete the project.

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*Strengths of this proposal:*

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*Weaknesses of this proposal:*

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*Summary:*

Total points for this criteria: \_\_\_\_\_

USTfields Review Panel Member (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**USTfields Pilots Evaluation Criteria Rating Form (Page 4)**

**State/Tribe/Intertribal Consortium:** \_\_\_\_\_

**USTfields Pilot Name:** \_\_\_\_\_

**Evaluation Criteria # 2: Community Involvement** (potential 30 points)

This element of the evaluation is intended to gauge how well a proposed pilot is supported by its community and the benefits to that community. Scoring should reflect the desired factors listed below.

*Factors to be considered are the extent to which the proposal can demonstrate:*

- Evidence of the community's current and long-term involvement and interest in the pilot. Preference will be given to pilots with community involvement throughout the life of the pilot.
- Support from the state, tribal, intertribal consortia, and local environmental, economic development, and/or health agencies. Preference will be given to pilots that have documented proof of support from state, tribal, intertribal consortia, and local governmental agencies.
- Expected benefits for the community, such as how the pilot will advance existing state, tribal, intertribal consortium, and local efforts to address other abandoned tank properties. Preference will be given to projects that demonstrate potential benefits to the community from completing the pilot.

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*Strengths of this proposal:*

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*Weaknesses of this proposal:*

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*Summary:*

Total points for this criteria: \_\_\_\_\_

USTfields Review Panel Member (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**USTfields Pilots Evaluation Criteria Rating Form (Page 5)**

**State/Tribe/Intertribal Consortium:** \_\_\_\_\_

**USTfields Pilot Name:** \_\_\_\_\_

**Evaluation Criteria # 3: Communication and Outreach** (potential 15 points)

This element of the evaluation is intended to gauge how well a proposed pilot will be able to convey “lessons learned” and the progress and results from conducting the project. Scoring should reflect the desired factors listed below.

*Factors to be considered are the extent to which the proposal can demonstrate:*

- A commitment to voluntarily share information about the pilot (exclusive of confidential information), such as photographs, maps, and descriptions of the factual, historical, demographic, economic, and geographical context of the properties. Preference will be given to proposals that commit to voluntarily sharing information.
- A commitment to address the items in Appendix V and to document “lessons learned” from the pilot. Preference will be given to proposals that commit to address the items listed in Appendix V.
- A commitment to use the Internet and/or other user-friendly methods to communicate pilot information, progress, and results to public and private entities who may want to undertake similar pilots. Preference will be given to proposals that commit to use of the Internet or other user-friendly methods to communicate pilot information, progress, and results.

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*Strengths of this proposal:*

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*Weaknesses of this proposal:*

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*Summary:*

Total points for this criteria: \_\_\_\_\_

USTfields Review Panel Member (signature): \_\_\_\_\_ Date: \_\_\_\_\_



USTfields Pilots Evaluation Criteria Rating Form (Page 6)

State/Tribe/Intertribal Consortium: \_\_\_\_\_

USTfields Pilot Name: \_\_\_\_\_

**Evaluation Criteria # 4: Corrective Action Challenge** (potential 10 points)

This element of the evaluation is intended to gauge how well a proposed pilot will address the corrective action challenges. Scoring should reflect the desired factors listed below.

*Factors to be considered are the extent to which the proposal can demonstrate:*

- That properties near potentially impacted residential neighborhoods, sensitive sub-populations (e.g., children), and environmental receptors (e.g. potentially impacted drinking water wells) will be addressed. Preference will be given to proposed pilots that address properties in close proximity to residential neighborhoods, sensitive sub-populations, and environmental receptors.
- That properties with expected MTBE contamination will be addressed. Preference will be given to proposals that will assess the properties for MTBE contamination.
- That multiple properties and multiple abandoned tanks will be addressed. Preference will be given to pilots assessing/cleaning up multiple properties and tanks.

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*Strengths of this proposal:*

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*Weaknesses of this proposal:*

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*Summary:*

Total points for this criteria: \_\_\_\_\_

USTfields Review Panel Member (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**USTfields Pilots Evaluation Criteria Rating Form (Page 7)**

**State/Tribe/Intertribal Consortium:** \_\_\_\_\_

**USTfields Pilot Name:** \_\_\_\_\_

**Evaluation Criteria # 5: Project Planning and Schedule** (potential 10 points)

This element of the evaluation is intended to gauge how comprehensive the plans are for completing the proposed pilot and how soon the pilot will be completed. Scoring should reflect the desired factors listed below.

*Factors to be considered are the extent to which the proposal can demonstrate:*

- Project plans for each of the phases of the pilot (e.g., assessment, remedy selection, cleanup, and reuse). Preference will be given to pilots with project plans that will enable the pilot to move through each phase efficiently and with minimal disruptions.
- Time frames for assessing the properties, selecting the remedy, and initiating and completing the cleanup and reuse of the properties. Preference will be given to pilots with shorter time frames.

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*Strengths of this proposal:*

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*Weaknesses of this proposal:*

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*Summary:*

Total points for this criteria: \_\_\_\_\_

USTfields Review Panel Member (signature): \_\_\_\_\_ Date: \_\_\_\_\_



### *Appendix V: The Final Report*

Below is a list of potential topics for the final performance report required under 40 CFR 31.40. EPA is not requiring that these elements of information be provided; however, this information would provide a foundation for communicating “success stories” about the pilots. Any information voluntarily provided or obtained through regular cooperative agreement monitoring will be compiled by EPA along with other outreach materials to communicate the progress and success of this initiative.

- Before and after photographs
- List of types of contamination identified and remediated, particularly MTBE
- List of affected media or receptors
- List of remedial activities
- Descriptions of obstacles to assessment, cleanup, and monitoring
- Information on how the funding facilitated cleanup activities