

**U.S. Environmental Protection Agency  
Region III  
Grants and Audit Management Branch**



**Application Kit for  
Grants and Cooperative Agreements**

**Grant Application Kit**  
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**EPA REGION III**  
**General Instructions for Applications for Grants and Cooperative Agreements**

I. Submission Requirements

A. Due Dates

1. Environmental Programs Grants 40 CFR Part 35, Subpart A

A complete (final) application should be submitted at least 60 days before the beginning of the next budget period.

If EPA executes a continuation agreement, EPA will reimburse the recipient for allowable costs incurred between the end of a budget period and the date of award for the next budget period, if the application was received by EPA before the beginning of the budget period.

Failure to comply with these requirements will result in any pre-award costs incurred being borne by the applicant, unless a formal request for a deviation from 40 CFR §35.113, as appropriate, is submitted to EPA and approved by the Director, Grants Administration Division.

A listing of the programs covered by 40 CFR Part 35, Subpart A can be found in Appendix A.

2. Project Grants not established as "Continuation Awards"; e.g. Grants having the same project and budget periods.

Applications should be submitted according to the timetable(s) established by program guidance or funding opportunity announcement for competitive programs.

Allowable costs up to 90 calendar days prior to award can be reimbursed without EPA prior written approval as long as there are sufficient programmatic reasons for incurring the expenditure and the costs are included in the approved application and are allowable under the competitive funding opportunity announcement.

3. Project Grants established as "Continuation Awards" which are not Environmental Program Grants under 40 CFR Part 35, Subpart A.

"Continuation Applications" for this class of project grants have predetermined multi-year project periods, and usually one year budget periods. The first budget period award is a "new" award. Succeeding budget period awards, within predetermined project period, are "continuation awards". When the last

budget period of the project has been funded, a new multi-year project period must be established.

A complete (final) application should be submitted at least 60 days before the beginning of the next budget period.

Allowable costs up to 90 calendar days prior to award can be reimbursed without EPA prior written approval as long as there are sufficient programmatic reasons for incurring the expenditure and the costs are included in the approved application.

B. Number of Copies and Where to Submit (choose one type of submission)

1. Paper Submission

An original and one copy of each complete application package shall be submitted to:

Grants Management Officer  
Grants and Audit Management Branch (3PM70)  
Environmental Protection Agency  
1650 Arch Street  
Philadelphia, PA 19103-2029

A courtesy copy shall be submitted to the EPA Project Officer.

2. Electronic Submission using Grants.gov

If you wish to apply for your assistance agreements electronically via Grants.gov, go to: <http://www.grants.gov> and click on "Get Registered" on the left side of the page. *Note that the registration process may take 3-5 business days to complete.*

To begin the application process, click on the "Apply for Grants" tab on the left side of the page. Then click on "Download a Grant Application Package". You may retrieve the application package and instructions by entering the Funding Opportunity Number in the space provided and then click on the applicable CFDA.

State applicants may also use Grants.gov to submit noncompetitive electronic applications. You may retrieve the application package and instructions by entering Funding Opportunity Number EPA-R3-001 in the space provided and then click on the applicable CFDA number.

A detailed document that takes you through the entire application process is available at:

[http://www.grants.gov/assets/UserGuide\\_Applicant.pdf](http://www.grants.gov/assets/UserGuide_Applicant.pdf)

### 3. Region 3 Electronic Mail Box

[R3\\_Grant\\_Applications@epa.gov](mailto:R3_Grant_Applications@epa.gov)

## II. Contents of Application Package to be Submitted to EPA

A checklist itemizing the various parts of an application package is attached to the example included in this kit. The following section briefly describes each part.

### A. Application Form

The following forms and instructions on completing the forms can be located on-line at: <http://www.epa.gov/region3/grants/index.htm> or samples of completed forms can be found in Appendix B.

1. Standard Form 424 (Version 02), "Application for Federal Assistance". This form must be completed and must bear the original signature of the authorized representative and the date signed. The Dun and Bradstreet (DUNS) number for the applicant organization must be included in Block 8(c). If you do not have a DUNS number, you can obtain one by calling 1-866-705-5711 or on-line at: <http://dunandbradstreet.com>
2. Standard Form 424A (Rev. 7-97), "Budget Information - Non-Construction Programs", Sections A through F must be completed.

#### a. Budget Support Detail

Since EPA must conduct a cost or budget analysis of each application to determine that proposed costs are both reasonable and allowable (as well as allocable), each application must provide sufficient detail to support cost estimates by budget object class categories. This information should be presented on separate sheets, following the Sample Budget Detail in Appendix B, and should be headed "Budget Detail". The budget detail information is not required for "small grants", as defined in Paragraph IV, unless specifically requested by EPA. A guide to preparing the budget detail is included in this kit together with an example which shows how a completed application, except for the narrative, should look.

Budget detail for personnel and travel categories is not required for applicants of Program and Performance Partnership Grants under 40 CFR Part 35,

Subpart A and other continuing environmental programs (see Appendix A) such as Chesapeake Bay Program State Grants and State Beach Monitoring; if the applicant has provided EPA with an acceptable assurance that its personnel and travel systems have adequate internal controls. See page entitled "New Cost Review Guidance" for additional information.

**B. Attachments Required**

The following forms must be submitted with the application. The forms and instructions on completing the forms can be located on-line at: <http://www.epa.gov/region3/grants/index.htm> or samples can be found in Appendix B.

1. Standard Form 424B (Rev. 7-97), "Assurances - Non Construction Programs". The back of this form must bear the original signature of the authorized certifying official, his/her title, applicant organization, and date submitted.
2. EPA Form 5700-54 (Rev. 7-2009), "Key Contacts Form". This form must be completed.
3. Certification Regarding Lobbying "Certification for Contracts, Grants, Loans, and Cooperative Agreement". This form must bear the original signature of the authorized certifying official, his/her title, applicant organization, and the date signed.
4. Standard Form LLL (Rev. 7-97) "Disclosure of Lobbying Activities". If applicable, this form must be completed and bear the original signature and printed name of the authorized official, his/her title, telephone number, and the date signed.
5. EPA Form 4700-4 (Rev. 03/2008), "Pre-Award Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance". This form must be completed and must bear the original signature of the authorized official, his/her title, and the date signed.
6. Copy of current negotiated Indirect Cost Agreement (if indirect costs are budgeted).

Effective July 1, 2008, applicants for Program and Performance Partnership Grants awarded under 40 CFR Part 35, Subpart A do not have to submit Attachments Numbers 1, 3, 5, and 6 above if the applicant has submitted an acceptable "bundled" assurances/certification package containing these forms.

## A. Assistance Agreement Work Plans

The program narrative or work plan must include well-defined outputs, and to the maximum extent practicable, well-defined outcomes in accordance with EPA's Policy for Environmental Results under EPA Assistance Agreements (EPA Order 5700.7). For assistance applications under 40 CFR Part 35, Subpart A, work plans must comply with the requirements of 40 CFR 35.107.

EPA's Policy for Environmental Results under EPA Assistance Agreements (EPA Order 5700.7) is available at the following web address:  
<http://www.epa.gov/ogd/grants/award/5700.7.pdf>

**Definitions**, for purpose of EPA's Environmental Results Policy:

Output: An environmental activity or effort, and/or associated work products that are produced or provided over a specific period of time. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Outcome: The result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

Intermediate vs End Outcomes: Intermediate Outcomes can reasonably be expected to lead to the desired result or ultimate End Outcome of a project or program. For example, for an air pollution program assistance agreement, reductions in pollution emissions may be viewed as an intermediate outcome to measure progress toward meeting or contributing to end outcomes of improved ambient air quality and reduced mortality from air pollution. Given that the end outcomes of an assistance agreement may not occur until after the assistance agreement funding period, intermediate outcomes realized during the funding period are an important way to measure progress in achieving end outcomes.

The Relationship Between Outputs and Outcomes is illustrated by the following example: Assistance agreement for an outreach program to building code officials on radon-resistant building techniques: Outputs would include development of a model building code manual and training sessions on the benefits of radon-resistant construction. Intermediate outcomes would be the enactment of local building codes and the actual construction of radon-resistant houses. This would contribute to an end outcomes of improved indoor air quality.

### III. Post-Award Requirements

Post-award requirements are covered in 40 CFR Part 30, Subparts C and D for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and in 40 CFR Part 31, Subpart C, for State and local governments and supplemented by any terms and conditions included in the assistance agreement. Reporting requirements and method of payment are generally included in the terms and conditions. You may also refer to the website at: <http://www.epa.gov/region3/grants/index.htm> for information on managing your grant and reporting forms.

#### A. Required Reports

The following forms and instructions on completing the forms can be located online at: <http://www.epa.gov/region3/grants/index.htm>

1. Standard Form 269A (Rev. 7-97), "Financial Status Report (Short Form)". Due within 90 days after the end of the budget period. Where a budget period is for longer than one year, the SF-269A must be submitted at least annually. The "Short Form" should be used unless program income has been accrued.
2. Standard Form 269 (Rev. 7-97), "Financial Status Report (Long Form)". The reporting frequency is the same as for SF-269A. The "Long Form" should be used whenever a project earns program income.
3. Standard Form 272 (Rev. 7-97), "Federal Cash Transactions Report". This report must be submitted annually. This annual report is due by January 15.
4. EPA Form 5700-52A (Approved 10/31/06), "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements, and other Interagency Agreements" must be submitted within 30 days of the end of the reporting period to Romona McQueen, Small Business Program Manager (3PM00), U. S. EPA - Region III, 1650 Arch Street, Philadelphia, PA 19103-2029.
  - a. The following recipients report on an annual basis:
    - Recipients of Continuing Environmental Program Grants under 40 CFR Part 35, Subpart A; and
    - Institutions of higher education, hospitals and other non-profit organizations receiving financial assistance agreements under 40 CFR Part 30.



The reports must be submitted **annually** for the period ending September 30<sup>th</sup>. Recipients have 90 days from the end of the grant period to submit the final report.

b. The following recipients report on a semi-annual basis:

- Recipients of financial assistance agreements that capitalize revolving loan funds; and
- All other recipients not specified as “annual reporters”.

The reports must be submitted **semiannually** for the periods ending March 31st and September 30<sup>th</sup>. Recipients have 90 days from the end of the grant period to submit the final report.

B. Methods of Payment

Payments will be made to recipients through the EPA Electronic Funds Transfer (EPA-EFT) system or Automated Standard Application for Payments (ASAP) as described below unless it is determined that the recipient does not meet the financial management system standards contained in 40 CFR §30.21 or §31.20, as appropriate.

1. The EPA Automated Clearinghouse (EPA-ACH) Payment System has been replaced by the EPA-EFT system, however, all forms, terms, and conditions in the EPA-ACH manual still apply. The Recipient's Manual for the EPA-ACH Payment System provides instructions to recipients who meet the requirements for using this electronic method of payment. Enrollment is accomplished through completing and returning the Standard Form 3881 (Rev. 12/90), “ACH Vendor/Miscellaneous Payment Enrollment Form” to the U.S. EPA/Las Vegas Finance Center. The Recipient's Manual, forms, and EPA payment information can be obtained at the following website:  
<http://www.epa.gov/ocfo/fin services/payinfo.htm>

The U.S. EPA Payment Request Form, “EPA 190-F-04-001”, is to be sent to the U.S. EPA/Las Vegas Finance Center via fax or mail. Payment is usually forwarded to your financial institution within four business days. Recipients of certain types of grants and recipients who have been designated as “high risk” may be paid on a reimbursable basis through the submission of the Standard Form 270 (Rev. 7-97), “Request for Advance Reimbursement” or Standard Form 271 (Rev. 7-97), “Outlay Report and Request for Reimbursement for Construction Programs”.

Payment requests should not be made in excess of immediate disbursement needs. If our records indicate that funds were paid in

excess of actual disbursement needs, the recipient will be requested to send a refund to:

U.S. EPA  
Las Vegas Finance Center  
P.O. Box 979087  
St. Louis, MO 63197-9000  
Checks should be made payable to: U.S. EPA

To send an EFT (wire transfer):

TREAS NYC  
New York City, NY  
ABA No. 021030004  
Credit EPA Account No.: 68011233

To Federal Express a payment to the lockbox (street address):

U.S. Bank  
Government Lockbox 979087  
1005 Convention Plaza  
SL-MO-C2-GL  
St. Louis, MO 63101

Customer Service Phone Numbers:

314-418-1028 (tentative)

Insure that sufficient detailed information (assistance number, fiscal year, and brief explanation of why the refund check is necessary) is included with your refund so that EPA may properly process your payment. If preferred, an offset may be made against a future request by the overpayment amount rather than a refund, provided the third party information is properly shown.

2. ASAP System is an all-electronic payment and information system developed jointly by the U.S. Treasury and the Federal Reserve Bank of Richmond. The "one time" enrollment in ASAP is initiated by contacting the U.S. EPA/Las Vegas Finance Center (702) 798-2485. Information on ASAP can be found on-line at the U.S. Treasury website: <http://www.fms.treas.gov/asap>.

Once enrolled in the system by Treasury, EPA will then establish your grant account. You may use the on-line process or telephonic voice response system to request payment from EPA. If the assistance

agreement does not require prior payment approval, then payment requests are approved or rejected automatically based on the amount of available funds and/or the grant expiration dates. Payments are usually received the next day. For agreements which require payment approval, such as construction grants and recipients who have been designated as "high risk", approval procedures will be established in ASAP by the U.S. EPA/Las Vegas Finance Center. With ASAP, you can also view account data on-line, such as up-to-the minute account balances, account history, and the status of payment requests.

#### IV. Intergovernmental Review of Environmental Protection Agency Programs and Activities

The intergovernmental review process, established in 40 CFR Part 29, enables all States to follow state-specific procedures to coordinate State and local review of projects proposed under EPA assistance programs. Block 16 of the SF 424 should be filled out and indicate the date when the application was sent to the State Single-Point-of-Contact (SPOC) or appropriate planning agency. Appendix D explains the intergovernmental review process and also includes a listing of SPOCs and a listing of local, regional, and area-wide planning agencies.

#### V. Quality Assurance Requirements

Appendix E explains the quality assurance requirements that apply to grants and cooperative agreements that involve the use of environmental data.

## **Changing Assistance Agreements - Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**

### **(Part 30 Recipients for programs not covered by Part 35, Subpart A)**

Prior written approval by EPA is needed when certain changes are anticipated under non-construction grant awards. Additional information regarding assistance agreement changes can be found in 40 CFR §30.25. Submission requirements can be found on Page 12 of this kit.

#### **A. PRIOR WRITTEN APPROVAL BY FORMAL AMENDMENT**

Recipients must receive prior written approval from EPA by formal amendment for the following anticipated changes:

1. A revision which would result in the need for additional funding;
2. Transfers, among direct cost categories or programs, projects, functions, or activities, of amounts that exceed or are expected to exceed ten percent of the current total approved budget, whenever EPA's share exceeds \$100,000, if required in your assistance agreement.
3. A major revision to the scope or objectives of the project, even if no budget revision approval is required.
4. An extension of the period of availability of funds, i.e. budget period, unless recipient is exercising right to a one-time 12 month extension as allowed under 40 CFR §30.25(f)(2) and there is no prohibition in the award document to the extension.

#### **B. PRIOR WRITTEN APPROVAL BY LETTER**

Recipients must receive prior written approval from EPA by letter for the following:

1. Change in key personnel.
2. The purchase of additional equipment or other capital assets.
3. Absence for more than three months, or a 25 percent reduction in time devoted to project by the approved project director or principal investigator.
4. The transfer of funds allocated for training allowances to any other budget category.

5. The sub-award, transfer or contracting out of any work not originally approved.
6. The transfer of amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa.

C. CHANGES NOT REQUIRING PRIOR APPROVAL

Recipients should also notify EPA by letter of other minor changes to the award that do not need prior approval, e.g. certain budget revisions or minor changes to the scope of the project.

**Changing Assistance Agreements - State and Local Governments**  
**(Part 31 Recipients for programs not covered by Part 35, Subpart A)**

Prior written approval by EPA is needed when certain changes are anticipated under non-construction grant awards. Additional information regarding assistance agreement changes can be found in 40 CFR §31.31. Submission requirements can be found on Page 12 of this kit.

**A. PRIOR WRITTEN APPROVAL BY FORMAL AMENDMENT**

Recipients must receive prior written approval from EPA by formal amendment for the following anticipated changes:

1. A revision which would result in the need for additional funding;
2. Transfers, among direct cost categories or among separately budgeted programs, projects, functions, or activities, of amounts that exceed or are expected to exceed ten percent of the current total approved budget, whenever EPA's share exceeds \$100,000.
3. A major revision to the scope or objectives of the project, even if no budget revision approval is required.
4. An extension of the period of availability of funds, i.e. budget period.

**B. PRIOR WRITTEN APPROVAL BY LETTER**

Recipients may receive prior written approval from EPA by letter for the following:

1. The purchase of additional equipment or other capital assets.
2. The transfer of funds allocated for training allowances to any other budget category.
3. The use of third party services to perform activities which are central to the purpose of the award, i.e. contracting out.

**C. CHANGES NOT REQUIRING PRIOR APPROVAL**

Recipients must also notify EPA by letter of other minor changes to the award that do not need prior approval, e.g. budget revision that doesn't exceed ten percent of current approved budget or minor changes to the scope of the project.

**Changing Assistance Agreements - Environmental Program Grants**  
**(Part 35, Subpart A Recipient - see listing in Appendix A)**

Prior written approval by EPA is needed when certain changes are anticipated under environmental program grants. Additional information regarding assistance agreement changes can be found in 40 CFR §35.114. The provisions of 40 CFR §31.30 do not apply to grant awarded under 40 CFR Part 35, Subpart A. Submission requirements can be found on Page 12 of this kit.

**A. PRIOR WRITTEN APPROVAL**

Recipients must receive prior written approval from EPA for significant changes in work plan commitments.

**B. APPROVAL BY FORMAL AMENDMENT**

Recipients must receive a formal amendment from EPA for the following changes, but recipients may, at their own risk, implement the changes before the amendment has been approved:

1. Increase in grant amount.
2. Extension of the funding period.

**C. PRIOR WRITTEN APPROVAL BY LETTER**

1. The purchase of additional equipment or other capital assets.
2. Any other approvals required by OMB Cost Principles Circulars unless waived by the Regional Administrator.

**D. CHANGES NOT REQUIRING EPA APPROVAL**

Recipients may make the following changes without receiving EPA Approval:

1. Revisions to grant work plan (not significant).
2. Budget revisions.

## Submission Requirements for Changes

1. ADDITIONAL FUNDING To request additional funding or carryover of unexpended prior year funds, recipients must submit the following:

- a. Standard Form 424 and 424A (See sample of both in Appendix C)
- b. Budget detail
- c. Revised work plan

2. BUDGET REVISION To request a revision to the budget in the assistance agreement, recipients must submit the following:

- a. Standard Form 424A (See sample in Appendix C)
- b. Budget detail
- c. Justification

3. TIME EXTENSIONS

Recipients may request time extensions to the period of the agreement by letter. The letter must include a justification for the extension.

For one-time extensions under 40 CFR §30.25 (f)(2), Institutions of Higher Education, Hospitals, and other Non-Profit Organizations must notify EPA in writing at least ten days before the expiration date in the award.

4. OTHER CHANGES

Recipients may request other changes to the assistance agreement by letter.

5. WHERE TO SUBMIT

The original copy of the request should be submitted to:

Grants Management Officer  
Grants and Audit Management Branch (3PM70)  
U.S. Environmental Protection Agency  
1650 Arch Street  
Philadelphia, PA 19103-2029

A courtesy copy should also be submitted to the EPA Project Officer.



## Grants and Audit Management Branch Contacts

<u>Program</u>	<u>Contact</u>
Air-Miscellaneous Surveys/Studies CARE Grants Drinking Water Construction (DC) Toxics-Miscellaneous Surveys/Studies Clean School Bus Special Appropriation Projects (DC,DE,MD,PA) Performance Partnership Grants (PPGs) Pesticide Environmental Stewardship	Donna Armstrong 215-814-5393 <a href="mailto:armstrong.donna@epa.gov">armstrong.donna@epa.gov</a>
Children's Health Clean Water-Miscellaneous Surveys/Studies Environmental Justice Nonpoint Source Implementation Regional Geographic Initiative Safe Drinking Water-Miscellaneous Surveys/Studies Capacity Building Wadeable Streams Pesticides Performance Partnership Grants (PPGs)	Bernard McCullagh 215-814-5403 <a href="mailto:mccullagh.bernie@epa.gov">mccullagh.bernie@epa.gov</a>
Brownfields Superfund Redevelopment Initiative Superfund Technical Assistance Grants	Tanya Thomas 215-814-5408 <a href="mailto:thomas.tanya@epa.gov">thomas.tanya@epa.gov</a>
Expense Reimbursement Clean Water State Revolving Fund Drinking Water State Revolving Fund Public Water Supply Supervision	Shareef Prater 215-814-5398 <a href="mailto:prater.shareef@epa.gov">prater.shareef@epa.gov</a>
Chesapeake Bay Program Targeted Watershed - Chesapeake Bay Water Quality Management Planning Targeted Watersheds	Kinshasa Brown-Perry 215-814-5404 <a href="mailto:perry.kinshasa@epa.gov">perry.kinshasa@epa.gov</a>
Hazardous Waste UST LUST Special Appropriation Projects (VA&WV) Underground Injection Control Training Solid Waste Management	Hana Jones 215-814-5417 <a href="mailto:jones.hana@epa.gov">jones.hana@epa.gov</a>

**Grants and Audit Management Branch Contacts (Cont'd)**

**Program**

**Contact**

Air  
Wetlands  
Pollution Prevention  
Lead  
PM 2.5  
Water Protection Coordination  
Water Quality  
Water Pollution (106)  
Highlands Action Program  
Clean Diesel  
Environmental Policy & State Innovation

Douglas Roberts  
215-814-5279  
[roberts.douglas@epa.gov](mailto:roberts.douglas@epa.gov)

National Estuary  
Beaches

Lorraine Fleury  
215-814-2341  
[fleury.lorraine@epa.gov](mailto:fleury.lorraine@epa.gov)

Environmental Education  
Radon  
Toxic Substance Compliance Monitoring  
Source Reduction Assistance

Eleanor Sullivan  
215-814-3312  
[sullivan.eleanor@epa.gov](mailto:sullivan.eleanor@epa.gov)

## **APPENDIX A**

**ENVIRONMENTAL PROGRAM GRANTS  
COVERED BY 40 CFR PART 35, SUBPART A**

Performance Partnership Grants  
Air Pollution Control (Section 105)  
Water Pollution Control (Section 106)  
Public Water System Supervision (Section 1443(A))  
Underground Water Source Protection (Section 1443(B))  
Hazardous Waste Management (Section 3011(A))  
Pesticide Cooperative Enforcement (Section 23(A)(1))  
Pesticide Applicator Certification and Training (Section 23(A)(2))  
Pesticide Program Implementation (Section 23(A)(1))  
Non-point Source Management (Section 319(H))  
Lead-Based Paint Program (Section 404(G))  
State Indoor Radon Grants (Section 306)  
Toxic Substances Compliance Monitoring (Section 28)  
State Underground Storage Tanks (Section 2007(F)(2))  
Pollution Prevention State Grants (Section 6605)  
Water Quality Cooperative Agreements (Section 104(B)(3))  
State Wetlands Development Grants (Section 104(B)(3))  
State Administration (Section 205(G))  
Water Quality Management Planning Grants (Section 205(J)(2))

**NON-SUBPART A PROGRAM GRANTS (WHERE THE SAME ONGOING,  
CONTINUING ENVIRONMENTAL PROGRAM GRANT RELATIONSHIP EXISTS  
BETWEEN EPA AND THE APPLICANT)**

Chesapeake Bay Program State Grants (when funds are directed to Bay States)  
State Beach Monitoring and Notification Development Grants  
Lake Champlain Basin (where these funds are directed to specific recipients on an annual basis)  
Water Protection Grants to the States  
Superfund State and Indian Tribe CORE Program Cooperative Agreements

## **APPENDIX B**

**Application for Federal Assistance SF-424**

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
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* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
--	---

**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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**8. APPLICANT INFORMATION:**

* a. Legal Name: <input type="text"/> Euphoria Department of Health	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 98-7654321	* c. Organizational DUNS: <input type="text"/> 123456789

**d. Address:**

* Street1:	<input type="text"/> Ecology Building, 100 North 2nd Street, Room 2002
Street2:	<input type="text"/>
* City:	<input type="text"/> Euphoria
County:	<input type="text"/> Cluster
* State:	<input type="text"/> Euphoria
Province:	<input type="text"/>
* Country:	<input type="text"/> USA
* Zip / Postal Code:	<input type="text"/> 19004

**e. Organizational Unit:**

Department Name: <input type="text"/> Dept of Health	Division Name: <input type="text"/> Division of Radiological Health
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: <input type="text"/> Ms.	* First Name: <input type="text"/> Yvette
Middle Name: <input type="text"/> R.	
* Last Name: <input type="text"/> Sampson	
Suffix: <input type="text"/>	
Title: <input type="text"/> Director, Office of Epidemiology	
Organizational Affiliation: <input type="text"/>	
* Telephone Number: <input type="text"/> 610/781/0046	Fax Number: <input type="text"/> 610/781/0045
* Email: <input type="text"/> sampson.yvette@edh.state.ea.us	

**Application for Federal Assistance SF-424**

**Version 02**

**9. Type of Applicant 1: Select Applicant Type:**

State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

EPA : Environmental Protection Agency

**11. Catalog of Federal Domestic Assistance Number:**

66.032

CFDA Title:

State Indoor Radon Grants

**\* 12. Funding Opportunity Number:**

EPA - R3 - 001

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**\* 15. Descriptive Title of Applicant's Project:**

State Indoor Radon Grant development and implementation for a program of education and technical assistance regarding radon.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

\* a. Applicant EA - 001

\* b. Program/Project EA - All

Attach an additional list of Program/Project Congressional Districts if needed.

Attachment button and input fields

17. Proposed Project:

\* a. Start Date: 10/1/09

\* b. End Date: 9/30/10

18. Estimated Funding (\$):

Table with 2 columns: Category and Amount. Rows include Federal (\$352,188.00), Applicant (\$117,397.00), State, Local, Other, Program Income, and TOTAL (\$469,585.00).

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- Checkboxes for: a. This application was made available to the State under the Executive Order 12372 Process for review on 6/29/09; b. Program is subject to E.O. 12372 but has not been selected by the State for review; c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No (checked) Delinquent

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

AGREE \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Form fields for Authorized Representative: Prefix (Dr.), First Name (Frank), Middle Name (A), Last Name (Taylor), Suffix (M.D.), Title (Director, Department of Health), Telephone Number (610/781/0045), Fax Number (610/781/0046), Email (taylor.frank@edh.state.ea.us), Signature, Date Signed.



**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**N/A**

**SAMPLE**

**INSTRUCTIONS FOR THE SF-424**

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.  A. Increase Award    B. Decrease Award  C. Increase Duration    D. Decrease Duration  E. Other (specify)</li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.	19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the
	<b>d. Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the		

	<p>assistance activity, if applicable.</p> <p><b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>		<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>		
20.			<p><b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
9.	<p><b>Type of Applicant: (Required)</b> Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="203 703 850 1029"> <tr> <td data-bbox="203 703 532 1029"> <ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul> </td> <td data-bbox="532 703 850 1029"> <ul style="list-style-type: none"> <li>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-US) Entity</li> <li>X. Other (specify)</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-US) Entity</li> <li>X. Other (specify)</li> </ul>	21.	<p><b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-US) Entity</li> <li>X. Other (specify)</li> </ul>				

**SAMPLE**

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$ 352,188	\$ 117,397	\$ 469,585
2.						0
3.						0
4.						0
5. Totals		\$ 0	\$ 0	\$ 352,188	\$ 117,397	\$ 469,585

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 217,932	\$	\$	\$	\$ 217,932
b. Fringe Benefits	23,755				23,755
c. Travel	3,890				3,890
d. Equipment	10,000				10,000
e. Supplies	11,000				11,000
f. Contractual	137,325				137,325
g. Construction					0
h. Other	11,200				11,200
i. Total Direct Charges (sum of 6a-6h)	415,102	0	0	0	415,102
j. Indirect Charges	54,483				54,483
k. TOTALS (sum of 6i and 6j)	\$ 469,585	\$ 0	\$ 0	\$ 0	\$ 469,585

7. Program Income	\$	\$	\$	\$	\$	0
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**SAMPLE**

**SAMPLE**

SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8.	\$ 117,397 \$		\$	\$	117,397	
9.					0	
10.					0	
11.					0	
12. TOTAL (sum of lines 8-11)	\$ 117,397 \$	0 \$	0 \$	0 \$	117,397	
SECTION D - FORECASTED CASH NEEDS						
	Total for 1st Year	2nd Quarter				4th Quarter
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13. Federal	\$ 352,188 \$	88,047 \$	88,047 \$	88,047 \$	88,047 \$	
14. Non-Federal	117,397	29,349	29,349	29,349	29,350	
15. TOTAL (sum of lines 13 and 14)	\$ 469,585 \$	117,396 \$	117,396 \$	117,396 \$	117,397	
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program	FUTURE FUNDING PERIODS (Years)					
	(b) First	(c) Second	(d) Third	(e) Fourth		
16.	\$ 469,585 \$	500,157 \$	510,067 \$	600,974		
17.						
18.						
19.						
20. TOTAL (sum of lines 16-19)	\$ 469,585 \$	500,157 \$	510,067 \$	600,974		
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges:		22. Indirect Charges: FYE 9-30-08: 2.5% fixed with carry forward: Base = salaries				
23. Remarks:						

**SAMPLE**

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## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

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SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED



# KEY CONTACTS FORM

**Authorized Representative:** *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Complete Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Payee:** *Individual authorized to accept payments.*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Administrative Contact:** *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 FAX Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Principal Investigator:** *Individual responsible for the technical completion of the proposed work.*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 FAX Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Web URL: \_\_\_\_\_

ASSISTANCE NO. \_\_\_\_\_

Appendix A to Part \_\_\_\_ - Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Authorized Certifying Official	Title
Applicant Organization	Date

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number. if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

United States Environmental Protection Agency  
Washington, DC 20460

**Preaward Compliance Review Report for  
All Applicants and Recipients Requesting EPA Financial Assistance**

**Note: Read instructions on other side before completing form.**

I. Applicant/Recipient (Name, Address, State, Zip Code).	DUNS No.
II. Is the applicant currently receiving EPA assistance?	
III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.)	
IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.)	
V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))	
VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.  a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies.	
VII.* Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95)  a. Do the methods of notice accommodate those with impaired vision or hearing? b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? c. Does the notice identify a designated civil rights coordinator?	
VIII.* Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a))	
IX.* Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)	
X.* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.	
XI* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures.	

**For the Applicant/Recipient**

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations..

A. Signature of Authorized Official	B. Title of Authorized Official	C. Date
-------------------------------------	---------------------------------	---------

**For the U.S. Environmental Protection Agency**

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized EPA Official	B. Title of Authorized EPA Official	C. Date
---	-------------------------------------	---------

See \*\* note on reverse side.

## Instructions for EPA FORM 4700-4 (Rev. 03/2008)

### General

Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment).

Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities.

The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission.

Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution.

40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972.

40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973.

The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

### Items

"Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed.

"Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability.

Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission.

If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable."

In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification.

\* Questions VII – XI are for informational use only and will not affect an applicant's grant status. However, applicants should answer all questions on this form. (40 C.F.R. Parts 5 and 7).

\*\* Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.

Approval indicates, in the reviewer's opinion, questions I – VI of Form 4700-4 comply with the preaward administrative requirements for EPA assistance.

### "Burden Disclosure Statement"

EPA estimates public reporting burden for the preparation of this form to average 30 minutes per response. This estimate includes the time for reviewing instructions, gathering and maintaining the data needed and completing and reviewing the form. Send comments regarding the burden estimate, including suggestions for reducing this burden, to U.S. EPA, Attn: Collection Strategies Division (MC 2822T), Office of Information Collection, 1200 Pennsylvania Ave., NW, Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

The information on this form is required to enable the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis as required by the above statutes and regulations.

## Guide to Preparing Budget Detail

The Part III Budget Information (SF-424A) should be supported in at least the level of detail described below.

When there is a match or cost-sharing requirement, the provisions of 40 CFR §30.23 or §31.24, as appropriate, must be met. All in-kind contributions used to meet match or cost-share requirements shall be fully documented.

- Personnel\* List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.
- Fringe Benefits Identify the percentage used, the basis for its computation, and the types of benefits included.
- Travel\* Specify the mileage, per diem, estimated number of trips in-state and out-of-state, and other costs for each type of travel.
- Equipment Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 40 CFR §30.2(l) and §31.3. Lower limits for equipment can be established if consistent with applicant's policy.

No equipment may be purchased without the express approval of EPA. The assistance agreement shall indicate the total approved amount of the grant which may be expended for equipment. Any equipment purchases proposed after award which are not included in the assistance agreement must be approved by EPA in writing.

- Supplies "Supplies" means all tangible personal property other than equipment. The budget detail should identify categories of supplies to be procured: e.g., laboratory supplies or office supplies.
- Contractual Identify each proposed contract and specify its purpose, nature, and estimated cost.  
  
Interagency/Intergovernmental Agreements should be listed under "Other".
- Other List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.
- Indirect Charges\*\* If indirect charges are budgeted, indicate the approved rate and its base on line 22, Section F of the SF-424A. Also, include a copy of your current indirect cost agreement which reflects the approved rate.

\*Budget detail for personnel and travel categories is not required for applicants of Program and Performance Partnership Grants under 40 CFR Part 35, Subpart A and other continuing environmental programs (see Appendix A) such as Chesapeake Bay Program State Grants and State Beach Monitoring; if the applicant has provided EPA with an acceptable assurance that its personnel and travel systems have adequate internal controls. See next page for additional information on New Cost Review Guidance.

\*\*If you budget at a rate lower than your approved rate, you must provide an explanation for the difference.



## **New Cost Review Guidance**

EPA has developed new cost review guidance for continuing environmental program grants. The guidance provides opportunities for states and other applicants to reduce the level of information they provide for personnel and travel costs in their grant applications, in addition to streamlining EPA's cost review process. A list of the programs covered by the guidance is in Appendix A.

To implement the guidance, your organization would need to provide a written assurance that it has adequate internal controls for its personnel and travel cost systems. Once EPA approves an assurance, EPA will limit its review of personnel and travel categories in accordance with the guidance. These assurances will not have to be resubmitted in future fiscal years unless the systems change.

This assurance is only applicable to the grant programs in Appendix A. Any grant application submitted by your office for programs not included in Appendix A must submit budget information in the same manner as previously submitted.

### **Following are some of the procedures for applying this guidance when submitting future EPA grant applications:**

- When you are requesting a multi-year grant, the budget must be broken down by year.
- You must provide in the application the estimated work years and funding amounts for each work plan component, as required by 40 CFR 35.170(b)(2)(ii).
- Although you are not required to itemize the travel costs, you must include a narrative describing the purpose and types of travel. For example, travel is for inspections, conference and meeting attendance. The only exception is for foreign travel, which must be itemized.
- If the personnel and travel categories vary by more than ten percent (10%) from the previous year's application request, a written explanation for the variation must be provided. For example, if travel costs rose by 12% from the previous year, the applicant would need to explain the reason for the change; a reasonable explanation might be an organization-wide increase in per diem rates.

**Sample  
Budget Detail**

<b><u>Personnel*</u></b>	<b><u>Annual Salary</u></b>	<b><u>% of Time on Project</u></b>	<b><u>Est Costs</u></b>	<b><u>Total</u></b>
Branch Chief	\$45,208	50%	22,604	
Secretary	\$25,000	75%	18,750	
Env Engineer	\$44,580	100%	44,580	
Env Specialist	\$33,842	100%	33,842	
Env Specialist	\$33,842	100%	33,842	
Env Health Tech	\$36,231	100%	36,231	
Accountant	\$35,409	50%	17,705	
			<u>207,554</u>	
Projected Salary Increases -		@ 5%	10,378	<u>\$217,932</u>
<b><u>Fringe Benefits</u></b> 10.9% of Basic Salary (Includes Retirement, Health Benefits, Annual & Sick Leave, and Life Insurance)				<u>\$ 23,755</u>
<b><u>Travel*</u></b>				
<u>In-State</u> Travel for meetings and inspections @ 125 miles per trip and 28¢ per mile, 42 trips			1,470	
<u>Out-of-State</u> Travel for EPA meetings				
- Per Diem: 4 people x \$85 per night x 2 nights			680	
- Airfare: 4 x \$385 round trip			1,540	
- Incidental: 4 x \$50			200	
				<u>\$ 3,890</u>
<b><u>Equipment</u></b>	Two (2) Level A Protective Clothing and respirator apparatus - @ \$5,000 each.		10,000	<u>\$ 10,000</u>
<b><u>Supplies</u></b>	Office Supplies		2,000	
	Laboratory Supplies		9,000	<u>\$ 11,000</u>
<b><u>Contractual</u></b>	Consultant services to design data tracking system		136,000	
	Audit		1,325	<u>\$137,325</u>
<b><u>Other</u></b>	Telephone		8,000	
	Postage		1,000	
	Printing and Reproduction		2,200	<u>\$ 11,200</u>
<b><u>Indirect Charges**</u></b> - \$217,932 x .25				<u>\$ 54,483</u>
			<b>Total Costs</b>	<b><u>\$469,585</u></b>

\*Budget detail for personnel and travel categories is not required for applicants of Program and Performance Partnership Grants under 40 CFR Part 35, Subpart A and other continuing environmental programs (see Appendix A) such as Chesapeake Bay Program State Grants and State Beach Monitoring; if applicant has provided EPA with an acceptable assurance that its personnel and travel systems have adequate internal controls. See page entitled "New Cost Review Guidance" for additional information.

\*\*If you budget at a rate lower than your approved rate, you must provide an explanation for the difference.

# Grant Application Completeness Checklist

**ITEM**

**Submitted**

**Yes    No**

<b>Transmittal Letter from Applicant</b>		
<b>Standard Form 424 (Signed)</b>		
<b>Standard Form 424A (Budget &amp; Supporting Detail)</b>		
<b>Standard Form 424B (Signed Assurances)</b>		
<b>EPA Form 5700-54 Key Contacts Form</b>		
<b>Certification Regarding Lobbying</b>		
<b>Standard Form LLL (Disclosure of Lobbying Activities, if applicable)</b>		
<b>EPA Form 4700-4 (Preaward Compliance Review Report)</b>		
<b>Intergovernmental Review (E.O.12372 Process or Section 204 of the Demonstration Cities &amp; Metropolitan Development Act)</b>		
<b>Indirect Cost Agreement (current)</b>		
<b>Program Narrative Statement (Work Plan)</b>		

**\* Effective July 1, 2008, applicants for Program and Performance Partnership Grants awarded under 40 CFR Part 35, Subpart A do not have to submit these forms, if the applicant has submitted an acceptable "bundled" assurances/certification package containing these forms.**

## **APPENDIX C**

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:		* 2. Type of Application:		* If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication	<input type="checkbox"/> Application	<input type="checkbox"/> New	<input type="checkbox"/> Continuation	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Changed/Corrected Application	<input checked="" type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision		* Other (Specify)	<input type="text"/>

* 3. Date Received:	4. Applicant Identifier:
Completed by Grants.gov upon submission.	<input type="text"/>

5a. Federal Entity Identifier:	* 5b. Federal Award Identifier:
<input type="text"/>	<input type="text"/>

**State Use Only:**

6. Date Received by State:	7. State Application Identifier:
<input type="text"/>	<input type="text"/>

**8. APPLICANT INFORMATION:**

* a. Legal Name: Euphoria Department of Health	
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
98-7654321	123456789

**d. Address:**

* Street1:	Ecology Building, 100 North 2nd Street, Room 2002
Street2:	<input type="text"/>
* City:	Euphoria
County:	Cluster
* State:	Euphoria
Province:	<input type="text"/>
* Country:	USA
* Zip / Postal Code:	19004

**e. Organizational Unit:**

Department Name:	Division Name:
Department of Health	Division of Radiological Health

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:	MS.	* First Name:	Yvette
Middle Name:	R.		
* Last Name:	Sampson		
Suffix:	<input type="text"/>		
Title:	Director, Office of Epidemiology		
Organizational Affiliation:	<input type="text"/>		
* Telephone Number:	610-781-0009	Fax Number:	610-781-0010
* Email:	sampson.yvette@edh.state.ea.us		

**SAMPLE**

OMB Number: 4040-0004  
Expiration Date: 01/31/2009

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

A : State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

EPA : Environmental Protection Agency

**11. Catalog of Federal Domestic Assistance Number:**

66.032

CFDA Title:

State Indoor Radon Grants

**\* 12. Funding Opportunity Number:**

EPA - R3 - 001

\* Title:

Region 3 Noncompetitive Announcement

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**\* 15. Descriptive Title of Applicant's Project:**

State Indoor Radon Grant development and implementation for program of education and technical assistance regarding radon.

Attach supporting documents as specified in agency instructions.

[Add Attachments](#)

[Delete Attachments](#)

[View Attachments](#)

**SAMPLE**

Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant EA - 001

\* b. Program/Project EA - All

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

17. Proposed Project:

\* a. Start Date: 10/1/08

\* b. End Date: 9/30/11

18. Estimated Funding (\$):

* a. Federal	\$100,000.00
* b. Applicant	\$50,000.00
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	\$150,000.00

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on 6/29/08
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Dr. \* First Name: Frank

Middle Name: A.

\* Last Name: Taylor

Suffix: M.D.

\* Title: Director, Department of Health

\* Telephone Number: 610/781/0045 Fax Number: 610/781/0046

\* Email: taylor.frank@edh.state.ea.us

\* Signature of Authorized Representative: \* Date Signed:

*Sample - Increase Amendment*

**BUDGET INFORMATION - Non-Construction Programs**  
**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$ 100,000	\$ 50,000	\$ 149,585
2.						0
3.						0
4.		\$	\$	\$ 100,000	\$ 50,000	\$ 149,585
5. Totals		\$	\$	\$ 100,000	\$ 50,000	\$ 149,585
<b>SECTION B - BUDGET CATEGORIES</b>						
GRANT PROGRAM, FUNCTION OR ACTIVITY						
6. Object Class Categories	(1)	(2)	(3)	(4)	(5)	Total (5)
a. Personnel	\$ 217,932	\$ 30,000	\$	\$	\$	247,932
b. Fringe Benefits	23,755	3,270				27,025
c. Travel	3,890	10,000				13,890
d. Equipment	10,000					10,000
e. Supplies	11,000	4,000				15,000
f. Contractual	137,325	78,730				216,055
g. Construction						0
h. Other	11,200	16,500				27,700
i. Total Direct Charges (sum of 6a-6h)	415,102	142,500		0		557,602
j. Indirect Charges	54,483	7,500				61,983
k. TOTALS (sum of 6i and 6j)	\$ 469,585	\$ 150,000	\$	\$ 0	\$	\$ 619,585
7. Program Income	\$	\$	\$	\$	\$	\$ 0

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*Sample - Increase Amendment*



*Sample - Budget Revision*

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$ 0	\$ 0	\$ 619,585
2.						0
3.						0
4.						0
5. Totals		\$ 0	\$ 0	\$ 0	\$ 0	\$ 619,585

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 247,932	\$ 10,000	\$	\$	\$ 257,932
b. Fringe Benefits	27,025	1,090			28,115
c. Travel	13,890	-12,500			1,390
d. Equipment	10,000				10,000
e. Supplies	15,000	5,000			20,000
f. Contractual	216,055	-6,090			209,965
g. Construction					0
h. Other	27,700				27,700
i. Total Direct Charges (sum of 6a-6h)	557,602	-2,500		0	555,102
j. Indirect Charges	61,983	2,500			64,483
k. TOTALS (sum of 6i and 6j)	\$ 619,585	\$ 0	\$ 0	\$ 0	\$ 619,585

7. Program Income	\$	\$	\$	\$	\$ 0
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*Sample - Budget Revision*

## **APPENDIX D**

## FACT SHEET FOR APPLICANTS INTERGOVERNMENTAL REVIEW PROCESS

When submitting your application for Federal assistance, please observe the following steps pertaining to the intergovernmental review process.

1. Identify whether or not the respective program is eligible for intergovernmental review under Executive Order (E.O.) 12372. A listing of EPA programs which are eligible for intergovernmental review can be found in the April 29, 2004 *Federal Register* (69 FR 23500.) The Catalog of Federal Domestic Assistance (CFDA) also lists programs eligible for intergovernmental review under E.O. 12372. The CFDA listing can be found at <http://www.cfda.gov>, under "Search for Assistance Programs," then "By Programs Requiring Executive Order 12372 Review."
2. After confirming the program's intergovernmental review eligibility, indicate whether your application is subject to the process by responding to the E.O. 12372 question on the SF-424, *Application for Federal Assistance*.
3. If a program is eligible for the intergovernmental review process, you must respond accordingly on the application, and forward a copy of your completed application to your State Single-Point-of-Contact (SPOC). The official SPOC listing is located at: <http://www.whitehouse.gov/omb/grants/spoc.html>. By clicking on the state name, you may be linked to the SPOC website. Before forwarding a copy of your application, you may call the SPOC directly to determine if that office has chosen to review the program.
4. If the SPOC has chosen not to review the program, or if your State does not have a SPOC, you must forward a copy of your completed application to the areawide/regional/local planning agency (or agencies), so that they may have the opportunity to review your application for comment. You may consult your local EPA office to obtain contact information for the planning agency in your area.
5. Keep in mind that once you sign the SF-424, you are certifying that the SPOC or areawide/regional/local planning agency has received or will receive a copy of your application. Your application might be considered deficient if a copy of your application is not forwarded to one of those agencies.
6. The application must be sent to the SPOC or areawide/regional/local planning agency in a timely manner, in order for it to be reviewed before the end of the respective comment period. Under E.O. 12372, the comment period is 60 days for new and competitive awards, and 30 days for non-competing continuation awards.
7. If you subsequently receive comments about your application from the SPOC or areawide/regional/local planning agency, you should forward them immediately to the EPA office (generally the awarding office) where you mailed your application package. Before making a funding decision, EPA is required to consider comments made by the SPOC or planning agency. Therefore, the awarding office may contact you to discuss concerns that may have been raised by the SPOC or planning agency.

## SINGLE POINT OF CONTACTS

<p><b>DELAWARE</b> Jennifer L. Carlson Associate Fiscal and Policy Analyst Office of Management and Budget Budget Development, Planning &amp; Administration Haslet Armory, 3<sup>rd</sup> Floor 122 William Penn Street Dover, DE 19901 Telephone: (302) 739-4206 Fax: (302) 739-5661 jennifer.carlson@state.de.us</p>	<p><b>DISTRICT OF COLUMBIA</b> Donna Bexley DC Government Office of Partnerships and Grants Development 441 4<sup>th</sup> Street, NW Washington, DC 20001 Telephone: (202) 727-6437 Fax: (202) 727-1652 Donna.bexley@dc.gov</p>
<p><b>MARYLAND</b> Linda C. Janey, J.D. Director, Maryland State Clearinghouse for Intergovernmental Assistance Maryland Department of Planning 301 West Preston Street, Room 1104 Baltimore, MD 21201-2305 Telephone: (410) 767-4490 Fax: (410) 767-4480 ljaney@mdp.state.md.us</p>	<p><b>WEST VIRGINIA</b> Bobby Lewis Director, Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, WV 25305 Telephone: (304) 558-4010 Fax: (304) 558-3248 rlewis@wvdeo.org</p>

**PENNSYLVANIA  
PLANNING COMMISSIONS**

<p style="text-align: center;"><b>ADAMS COUNTY PLANNING COMMISSION</b></p>	<p>Richard Schmoyer Adams County Planning Commission Office of Planning and Development 19 Baltimore Street, Suite 101 Gettysburg, PA 17325 Telephone: (717) 334-6781 ext. 351 Fax: (717) 334-2091</p>
<p style="text-align: center;"><b>ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT</b></p>	<p>Lynn Heckman Allegheny County Department of Economic Development 425 Sixth Avenue, Suite 800 Pittsburgh, PA 15219 Telephone: (412) 350-4549 Fax: (412) 471-1032</p>
<p style="text-align: center;"><b>ARMSTRONG COUNTY PLANNING AND DEVELOPMENT</b></p>	<p>Richard L. Paila Armstrong County Planning and Development 402 Market Street Kittanning, PA 16201 Telephone: (724) 548-3223 Fax: (724) 545-7050</p>
<p style="text-align: center;"><b>BEAVER COUNTY PLANNING COMMISSION</b></p>	<p>Frank Mancini, Jr. Beaver County Planning Commission Courthouse, 810 Third Street Beaver, PA 15009-2145 Telephone: (724) 728-5700 ext. 313 Fax: (724) 775-3915</p>

<p><b>BEDFORD COUNTY PLANNING COMMISSION</b></p>	<p>Jeff Kloss  Bedford County Planning Commission  Russell Building  203 South Juliana Street  Bedford, PA 15522  Telephone: (814) 623-4827  Fax: (814) 623-6455</p>
<p><b>BERKS COUNTY PLANNING COMMISSION</b></p>	<p>Glenn R. Knoblauch  Berks County Planning Commission  Berks County Services Center  633 Court Street, 14<sup>th</sup> floor  Reading, PA 19601-4309  Telephone: (610) 478-6300  Fax: (610) 478-6316</p>
<p><b>BLAIR COUNTY PLANNING COMMISSION</b></p>	<p>Richard T. Haines  Blair County Planning Commission  Valley View Home, Wing E  301 Valley View Boulevard  Altoona, PA 16602-6409  Telephone: (814) 940-5984  Fax: (814) 940-5985</p>
<p><b>BRADFORD COUNTY PLANNING COMMISSION</b></p>	<p>Ray Stolinsa, Jr.  Bradford County Planning Commission  RD#1, Box 179A  Towanda, PA 18848  Telephone: (570) 268-4103  Fax: (570) 268-4171</p>

<p align="center"><b>BUCKS COUNTY PLANNING COMMISSION</b></p>	<p>Lynn T. Bush          Bucks County Planning Commission          The Almshouse, Neshaminy Manor Center          1260 Almhouse Road          Doylestown, PA 18901          Telephone: (215) 345-3400          Fax: (215) 345-3886</p>
<p align="center"><b>BUTLER COUNTY PLANNING COMMISSION</b></p>	<p>David P. Johnston          Butler County Planning Commission          Courthouse          P.O. Box 1208          124 West Diamond Street          Butler, PA 16003-1208          Telephone: (724) 284-5300          Fax: (724) 284-5315</p>
<p align="center"><b>CAMBRIA COUNTY PLANNING COMMISSION</b></p>	<p>Bradford G. Beigay          Cambria County Planning Commission          401 Candlelight Drive, Suite 213          Ebensburg, PA 15931          Telephone: (814) 472-2106          Fax: (814) 472-7425</p>
<p align="center"><b>CAMERON COUNTY PLANNING COMMISSION</b></p>	<p>Theodore Krellner          Cameron County Planning Commission          20 East Fifth Street          Emporium, PA 15834          Telephone: (814) 486-2315          Fax: (814) 486-3176</p>

<p><b>CARBON COUNTY OFFICE OF PLANNING AND DEVELOPMENT</b></p>	<p>Fred Osifat Carbon County Office of Planning &amp; Development Courthouse Annex P.O. Box 210 Jim Thorpe, PA 18229-0210 Telephone: (570) 325-3671 Fax: (570) 325-3303</p>
<p><b>CENTRE COUNTY PLANNING COMMISSION</b></p>	<p>Robert B. Jacobs Centre County Planning Commission Centre County Planning Office Willowbank County Office Building 420 Holmes Street Belleville, PA 16823-1488 Telephone: (814) 355-6791 Fax: (814) 355-8661</p>
<p><b>CHESTER COUNTY PLANNING COMMISSION</b></p>	<p>William H. Fulton Chester County Planning Commission 601 Westtown Road, Suite 270 P.O. Box 2747 West Chester, PA 19380-0990 Telephone: (610) 344-6285 Fax: (610) 344-6515</p>
<p><b>CLAIRON COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT</b></p>	<p>Twila Rifenerick Clairon County Department of Planning and Development Courthouse 421 Main Street Clarion, PA 16214 Telephone: (814) 226-4000 (ext. 2801) Fax: (814) 226-5275</p>



<p><b>CLAIRON COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT</b></p>	<p>Twila Rifenberg  Clairon County Department of Planning and Development  Courthouse  421 Main Street  Clarion, PA 16214  Telephone: (814) 226-4000 (ext. 2801)  Fax: (814) 226-5275</p>
<p><b>CLEARFIELD COUNTY PLANNING OFFICE</b></p>	<p>Jodi McCluskey  Clearfield County Planning Office  650 Leonard Street, Suite 110  Clearfield, PA 16830-3243  Telephone: (814) 765-5149  Fax: (814) 765-6056</p>
<p><b>CLINTON COUNTY PLANNING COMMISSION</b></p>	<p>Timothy L. Holladay  Clinton County Planning Commission  232 East Main Street  Lock Haven, PA 17745  Telephone: (570) 893-4080  Fax: (570) 893-4122</p>
<p><b>COLUMBIA COUNTY PLANNING COMMISSION</b></p>	<p>Robert Aungst  Columbia County Planning Commission  702 Sawmill Road, Suite 104  Bloomsburg, PA 17815  Telephone: (570) 389-9146  Fax: (570) 784-5769</p>
<p><b>CRAWFORD COUNTY PLANNING COMMISSION</b></p>	<p>Jack P. Lynch  Crawford County Planning Commission  Courthouse  903 Diamond Park  Meadville, PA 16335  Telephone: (814) 333-1151 ext. 341  Fax: (814) 337-0457</p>

<p align="center"><b>CUMBERLAND COUNTY PLANNING COMMISSION</b></p>	<p>Kirk Stoner  Cumberland County Planning Commission  Business Central  18 North Hanover Street, Suite 102  Carlisle, PA 17013  Telephone: (717) 240-5362  Fax: (717) 240-6517</p>
<p align="center"><b>DELAWARE COUNTY PLANNING DEPARTMENT</b></p>	<p>John E. Pickett  Delaware County Planning Department  Delaware County Courthouse and Government Center  201 West Front Street  Media, PA 19063  Telephone: (610) 891-5200  Fax: (610) 891-5203</p>
<p align="center"><b>ELK COUNTY PLANNING COMMISSION</b></p>	<p>Matthew G. Quesenberry, Sr.  Elk County Planning Commission  Elk County Courthouse Annex  300 Center Street  P.O. Box 448  Ridgway, PA 15853  Telephone: (814) 776-5335  Fax: (814) 776-5379</p>
<p align="center"><b>ERIE COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING</b></p>	<p>Janet Anderson  Erie County Department of Economic Development &amp; Planning  Courthouse, Room 119  140 West Sixth Street  Erie, PA 16501  Telephone: (814) 451-6336  Fax: (814) 451-7000</p>

<p><b>FAYETTE COUNTY PLANNING ZONING AND COMMUNITY DEVELOPMENT</b></p>	<p>Tammy Stenson  Fayette County Planning Zoning and Community Development  61 East Main Street  Uniontown, PA 15401  Telephone: (724) 430-1210  Fax: (724) 430-4029</p>
<p><b>FOREST COUNTY PLANNING COMMISSION</b></p>	<p>Douglas E. Carlson  Forest County Planning Commission  526 Elm Street, Box #4  Tionesta, PA 16353  Telephone: (814) 755-3450  Fax: (814) 755-3960</p>
<p><b>FRANKLIN COUNTY PLANNING COMMISSION</b></p>	<p>Philip A. Tarquino  Franklin County Planning Commission  Franklin County Administrative Annex  218 North Second Street  Chambersburg, PA 17201  Telephone: (717) 261-3855  Fax: (717) 264-8667</p>
<p><b>FULTON COUNTY PLANNING COMMISSION</b></p>	<p>Mary K. Seville  Fulton County Planning Commission  Courthouse  201 North Second Street  McConnellsburg, PA 17233  Telephone: (717) 485-3717  Fax: (717) 485-6863</p>

<p><b>GREENE COUNTY PLANNING COMMISSION</b></p>	<p>Robbie M. Matesic Greene County Planning Commission Department of Planning and Development Fort Jackson Building 49 South Washington Street Waynesburg, PA 15370 Telephone: (724) 852-5300 Fax: (724) 852-2944</p>
<p><b>HUNTINGDON COUNTY PLANNING AND DEVELOPMENT DEPARTMENT</b></p>	<p>Richard E. Stahl Huntingdon County Planning &amp; Development Department 205 Penn Street, Suite 3 Huntingdon, PA 16652 Telephone: (814) 643-5091 Fax: (814) 643-6370</p>
<p><b>INDIANA COUNTY OFFICE OF PLANNING AND DEVELOPMENT</b></p>	<p>Leanne C. Chaney Indiana County Office of Planning and Development 801 Water Street Indiana, PA 15701-3977 Telephone: (724) 465-3870 Fax: (724) 465-3150</p>
<p><b>JEFFERSON COUNTY DEPARTMENT OF DEVELOPMENT</b></p>	<p>Craig Coon Jefferson County Department of Development Jefferson Place 155 Main Street, 2<sup>nd</sup> Floor Brookville, PA 15825 Telephone: (814) 849-3047 Fax: (814) 849-5049</p>

<p align="center"><b>JUNIATA COUNTY PLANNING COMMISSION</b></p>	<p>William H. Stong  Junianta County Planning Commission  P.O. Box 68  Mifflintown, PA 17059-0068  Telephone: (717) 436-7729  Fax: (717) 436-7756</p>
<p align="center"><b>LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION</b></p>	<p>Glenn Pellino  Lackawanna County Regional Planning Commission  Lackawanna County Administration Building, 6<sup>th</sup> Floor  200 Adams Avenue  Scranton, PA 18503  Telephone: (570) 963-6826  Fax: (570) 963-6364</p>
<p align="center"><b>LANCASTER COUNTY PLANNING COMMISSION</b></p>	<p>James Cowhey  Lancaster County Planning Commission  50 North Duke Street  Lancaster, PA 17602  Telephone: (717) 299-8333  Fax: (717) 295-3659</p>
<p align="center"><b>LAWRENCE COUNTY PLANNING DEPARTMENT</b></p>	<p>Amy McKinney  Lawrence County Planning Department  Government Center, 430 Court Street  New Castle, PA 16101  Telephone: (724) 656-1907  Fax: (724) 656-2151</p>
<p align="center"><b>LEBANON COUNTY PLANNING DEPARTMENT</b></p>	<p>Earl H. Meyer  Lebanon County Planning Department  Room 206, Municipal Building  400 South 8<sup>th</sup> Street  Lebanon, PA 17042-6794  Telephone: (717) 274-2801 (ext. 2325)  Fax: (717) 228-4453</p>

<p><b>LEHIGH VALLEY PLANNING COMMISSION</b></p>	<p>Michael N. Kaiser          Lehigh Valley Planning Commission          961 Marcon Boulevard, Suite 310          Allentown, PA 18103-9397          Telephone: (610) 264-4544          Fax: (610) 264-2616</p>
<p><b>LUZERNE COUNTY PLANNING COMMISSION</b></p>	<p>Adrian Merolli          Luzerne County Planning Commission          Courthouse          200 North River Street          Wilkes Barre, PA 18711          Telephone: (570) 825-1560          Fax: (570) 825-6362</p>
<p><b>LYCOMING COUNTY ECONOMIC AND COMMUNITY DEVELOPMENT SERVICES</b></p>	<p>Kurt Hausmann          Lycoming County Economic and Community Development Services          Courthouse          48 West Third Street          Williamsport, PA 17701          Telephone: (570) 320-2130          Fax: (570) 320-2135</p>
<p><b>MCKEAN COUNTY PLANNING COMMISSION</b></p>	<p>Deborah L. Lunden          McKean County Planning Commission          Courthouse          500 West Main Street          Smethport, PA 16749          Telephone: (814) 887-3235          Fax: (814) 887-3234</p>

<p><b>MERCER COUNTY REGIONAL PLANNING COMMISSION</b></p>	<p>Daniel Gracenin  Mercer County Regional Planning Commission  2491 Highland Road  Hermitage, PA 16148  Telephone: (724) 981-2412  Fax: (724) 981-7677</p>
<p><b>MIFFLIN COUNTY PLANNING COMMISSION</b></p>	<p>William A. Gomes  Mifflin County Planning Commission  20 North Wayne Street  Lewistown, PA 17044  Telephone: (717) 242-0887  Fax: (717) 242-5460</p>
<p><b>MONROE COUNTY PLANNING COMMISSION</b></p>	<p>John E. Woodling  Monroe County Planning Commission  Administrative Center  1 Quaker Plaza, Room 106  Stroudsburg, PA 18360-2169  Telephone: (570) 517-3100  Fax: (570) 517-3858</p>
<p><b>MONTGOMERY COUNTY PLANNING COMMISSION</b></p>	<p>Kenneth B. Hughes  Montgomery County Planning Commission  Courthouse  P.O. Box 311  Norristown, PA 19404-0311  Telephone: (610) 278-3722  Fax: (610) 278-3941</p>
<p><b>MONTOUR COUNTY PLANNING COMMISSION</b></p>	<p>Betsy Hack  Montour County Planning Commission  112 Woodbine Lane  Danville, PA 17821-9118  Telephone: (570) 217-3028  Fax: (570) 271-1327</p>

<p><b>NORTHUMBERLAND COUNTY PLANNING COMMISSION</b></p>	<p>Ronald G. Marshall, Jr.  Northumberland County Planning Commission  Administration Center  399 South 5<sup>th</sup> Street, Suite 207  Sunbury, PA 17801  Telephone: (570) 988-4220  Fax: (570) 988-4436</p>
<p><b>NORTHERN TIER REGIONAL PLANNING AND DEVELOPMENT COMMISSION</b></p>	<p>Kim D. Barnes  Northern Tier Regional Planning and Development Commission  312 Main Street  Towanda, PA 18848  Telephone: (888) 868-8800  Fax: (570) 265-7585</p>
<p><b>PHILADELPHIA CITY PLANNING COMMISSION</b></p>	<p>Michael Thompson  Philadelphia City Planning Commission  One Parkway, 13<sup>th</sup> Floor  1515 Arch Street  Philadelphia, PA 19102  Telephone: (215) 683-4615  Fax: (215) 683-4630</p>
<p><b>PIKE COUNTY OFFICE OF COMMUNITY PLANNING</b></p>	<p>Sally Corrigan  Pike County Office of Community Planning  HC #8, Box 6772  Hawley, PA 18428  Telephone: (570) 226-6293  Fax: 570) 226-8222</p>



<p><b>POTTER COUNTY PLANNING COMMISSION</b></p>	<p>Amy Jo Baldoni McClain Potter County Planning Commission Mapleview Complex Building 24 Buffalo Street Coudersport, PA 16915 Telephone: (814) 274-8254 Fax: (814) 274-8901</p>
<p><b>SCHUYLKILL COUNTY PLANNING AND ZONING COMMISSION</b></p>	<p>Charles M. Ross Schuylkill County Planning and Zoning Commission Courthouse 401 N Second Street, Basement Pottsville, PA 17901-2525 Telephone: (570) 628-1415 Fax: (570) 628-1005</p>
<p><b>SNYDER COUNTY PLANNING COMMISSION</b></p>	<p>Kevin P. Staschiak Snyder County Planning Commission P.O. Box 217, Courthouse Middleburg, PA 17842-0217 Telephone: (570) 837-4257 Fax: (570) 837-4345</p>
<p><b>SOMERSET COUNTY PLANNING COMMISSION</b></p>	<p>Bradley Zearfoss Somerset County Planning Commission 300 North Center Avenue, Suite 540 Somerset, PA 15501 Telephone: (814) 445-1544 Fax: (814) 445-1575</p>
<p><b>SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION</b></p>	<p>Fred Query Southern Alleghenies Planning and Development Commission 541 58<sup>th</sup> Street Altoona, PA 16602 Telephone: (814) 949-6506 Fax: (814) 949-6505</p>

<p><b>SOUTHWESTERN PENNSYLVANIA COMMISSION</b></p>	<p>Lew Villotti Southwestern Pennsylvania Commission Planning and Development 425 6<sup>th</sup> Avenue, Suite 2500 Pittsburgh, PA 15219-1852 Telephone: (412) 391-5590 Fax: (412) 391-9160</p>
<p><b>SULLIVAN COUNTY PLANNING COMMISSION</b></p>	<p>Michael Hufnagel Sullivan County Planning Commission Courthouse Laporte, PA 18626 Telephone: (570) 946-5207 Fax: (570) 946-4244</p>
<p><b>SUSQUEHANNA COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT</b></p>	<p>Robert G. Templeton Susquehanna County Department of Planning and Development County Office Building 31 Public Avenue Montrose, PA 18801 Telephone: (570) 278-4600 ext. 291 Fax: (570) 278-9268</p>
<p><b>TIOGA COUNTY PLANNING COMMISSION</b></p>	<p>Jim Weaver Tioga County Planning Commission 118 Main Street Wellsboro, PA 16901 Telephone: (570) 723-8251 Fax: (570) 723-8206</p>

<p><b>TRI-COUNTY REGIONAL PLANNING COMMISSION</b></p>	<p>James W. Szymborski  Tri-County Regional Planning Commission  Dauphin County Veterans Memorial Office Building  112 Market Street, 2<sup>nd</sup> Floor  Harrisburg, PA 17101-2015  Telephone: (717) 234-2639  Fax: (717) 234-4058</p>
<p><b>UNION COUNTY PLANNING COMMISSION</b></p>	<p>Shawn McLaughlin  Union County Planning Commission  Union County Government Center  155 North 15<sup>th</sup> Street  Lewisburg, PA 17837-8822  Telephone: (570) 522-1370  Fax: (570) 524-3850</p>
<p><b>VENANGO COUNTY PLANNING COMMISSION</b></p>	<p>Judith Downs  Venango County Planning Commission  1168 Liberty Street  P.O. Box 831  Franklin, PA 16323  Telephone: (814) 432-4555  Fax: (814) 432-5885</p>
<p><b>WARREN COUNTY PLANNING AND ZONING COMMISSION</b></p>	<p>Dan Glotz  Warren County Planning and Zoning Commission  204 4<sup>th</sup> Avenue  Warren, PA 16365  Telephone: (814) 728-3512  Fax: (814) 728-3517</p>

<p><b>WASHINGTON COUNTY PLANNING COMMISSION</b></p>	<p>Lisa L. Cessna  Washington County Planning Commission  701 Courthouse Square  100 West Beau Street  Washington, PA 15301  Telephone: (724) 228-6811  Fax: (724) 250-4110</p>
<p><b>WAYNE COUNTY DEPARTMENT OF PLANNING</b></p>	<p>Edward J. Coar  Wayne County Department of Planning  925 Court Street  Honesdale, PA 18431  Telephone: (570) 253-5970 (ext. 183)  Fax: (570) 253-5432</p>
<p><b>WESTMORELAND COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT</b></p>	<p>Larry J. Larese  Westmoreland County Department of Planning and Development  2 North Main Street, Suite 601  Greensburg, PA 15601  Telephone: (724) 830-3600  Fax: (724) 830-3611</p>
<p><b>WYOMING COUNTY PLANNING COMMISSION</b></p>	<p>Paul J. Weilage  Wyoming County Planning Commission  Courthouse  1 Courthouse Square  Tunkhannock, PA 18657  Telephone: (570) 836-3200 ext. 268  Fax: (570) 836-6095</p>
<p><b>YORK COUNTY PLANNING COMMISSION</b></p>	<p>Felicia S. Dell  York County Planning Commission  100 West Market Street, Suite 201  York, PA 17401  Telephone: (717) 771-9870  Fax: (717) 771-9511</p>

**VIRGINIA ASSOCIATION OF  
PLANNING DISTRICT COMMISSIONS**

<p><b>1 - LENOWISCO PDC</b>          Ronald C. Flanary          LENOWISCO Planning District Commission          P.O. Box 366          Duffield, VA 24244          Telephone: (276) 431-2206 (ext. 22)          Fax: (276) 431-2208</p>	<p><b>2 - CUMBERLAND PLATEAU PDC</b>          James Baldwin          Cumberland Plateau Planning District          Commission          950 Clydesway Road          P.O. Box 548          Lebanon, VA 24266          Telephone: (276) 889-1778          Fax: (276) 889-5732</p>	<p><b>3 - MOUNT ROGERS PDC</b>          David A. Barrett          Mount Rogers Planning District Commission          1021 Terrace Drive          Marion, VA 24354          Telephone: (276) 783-5103          Fax: (276) 783-6949</p>
<p><b>4 - NEW RIVER VALLEY PDC</b>          David W. Rundgren          New River Valley Planning District          Commission          6580 Valley Center Drive          P.O. Box 21          Radford, VA 24141          Telephone: (540) 639-9313          Fax: (540) 831-6093</p>	<p><b>5 - ROANOKE VALLEY- ALLEGHANY RC</b>          Wayne G. Strickland          Roanoke Valley-Alleghany Regional          Commission          P.O. Box 2569          Roanoke, VA 24010          Telephone: (540) 343-4417          Fax: (540) 343-4416</p>	<p><b>6 - CENTRAL SHENANDOAH PDC</b>          A Ray Griffin, Jr.          Cental Shenandoah Planning District          Commission          112 MacTanly Place          Staunton, VA 24401          Telephone: (540) 885-5174          Fax: (540) 885-2687</p>
<p><b>7 - NORTHERN SHENANDOAH VALLEY RC</b>          Michelle "Shelly" Owens          Northern Shenandoah Valley Regional          Commission          103 East Sixth Street          Front Royal, VA 22630          Telephone: (540) 636-8800          Fax: (540) 635-4147</p>	<p><b>8 - NORTHERN VIRGINIA RC</b>          G. Mark Gibb          Northern Virginia Regional Commission          3060 Williams Drive, Suite 510          Fairfax, VA 22031          Telephone: (703) 642-0700          Fax: (703) 642-5077</p>	<p><b>9 - RAPPAHANNOCK-RAPIDAN RC</b>          Jeffrey Walker, AICP          Rappahannock-Rapidan Regional          Commission          420 Southridge Parkway, Suite 106          Culpeper, VA 22701          Telephone: (540) 829-7450          Fax: (540) 829-7452</p>

**19 - CRATER PDC**

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**22 - ACCOMACK-  
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**23 - HAMPTON ROADS PDC**

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## **APPENDIX E**



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION III  
ENVIRONMENTAL SCIENCE CENTER  
701 MAPES ROAD  
FORT MEADE, MARYLAND 20755-5350

**REGION III QUALITY ASSURANCE REQUIREMENTS  
GRANTS AND COOPERATIVE AGREEMENTS**

**November 7, 2000**

**Quality Management Plan (QMP) Requirement**

This QA requirement applies to all grants, cooperative agreements, contracts and interagency agreements that involve the use of environmental data. Environmental data is defined as direct measurements of environmental conditions or releases, such as sample collection and analysis. Environmental data also includes data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. This data may be used for a variety of purposes, such as characterization of ecological effects, the health of human populations or the performance of environmental technology.

In accordance with 40 CFR 30.54 and 31.45, the recipient must develop and implement quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. These policies and practices must be documented in a Quality Management Plan (QMP). The QMP should be prepared in accordance with EPA QA/R-2: EPA Requirements for Quality Management Plans. EPA QA/R-2 replaces EPA guidance document QAMS-004/80. The recipient's QMP should be reviewed and updated annually as needed.

Should there be multiple programs involved in a grant, cooperative agreement or interagency agreement, at the recipient's discretion, they may submit one of the following:

- a. A single QMP covering all of the programs in the grant or agreement or
- b. A separate QMP for each program receiving the grant or agreement funds.

For certain grants and agreements, the EPA Project Officer may allow the recipient to submit a combined Quality Management Plan/Quality Assurance Project Plan (QMP/QAPP). The minimum EPA requirements for a Quality Management Plan and a Quality Assurance Project Plan must be included in the combined QMP/QAPP.

The QMP or combined QMP/QAPP must be submitted to the EPA Project Officer at least 45 days prior to the initiation of data collection or data compilation. Prior to environmental data collection or data compilation, the QMP or combined QMP/QAPP must be approved by the EPA Regional Quality Assurance Manager.



## **Quality Assurance Project Plan (QAPP) Requirement**

This QA requirement applies to all grants, cooperative agreements, contracts and interagency agreements that involve the use of environmental data. Environmental data is defined as direct measurements of environmental conditions or releases, such as sample collection and analysis. Environmental data also includes data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. This data may be used for a variety of purposes, such as characterization of ecological effects, the health of human populations or the performance of environmental technology.

In accordance with 40 CFR 30.54 and 31.45, the recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. EPA QA/R-5 replaces EPA QAMS 005/80.

The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation.

Prior to environmental data collection or data compilation, the QAPP must be approved by the EPA Project Officer. When the recipient is delegating the responsibility for an environmental data collection or data compilation activity to another organization, the EPA Regional Quality Assurance Manager may allow the recipient to review and approve that organization's QAPP.

### **QA Requirement for Lead Grants (Combined QMP/QAPP)**

For lead grants, the recipient must develop a combined QMP/QAPP that meets the requirements found in the Region III Lead Program Quality Assurance Project Plan Guidance. A copy of this guidance document can be obtained from the Region III Hotline. The hotline number is 1 (800) 438-2474. The combined QMP/QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Prior to environmental data collection or data compilation, the combined Lead QMP/QAPP must be approved by the EPA Project Officer and the Waste and Chemicals Management Division's QA Coordinator.

### **QA Requirement for Brownfields Cooperative Agreements (Combined QMP/QAPP)**

For cooperative agreements awarded for Brownfields' projects, the recipient must develop QA documents that meet the requirements found in 40 CFR Part 30 and the US EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments. A copy of the US EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments can be downloaded from the Internet at <http://www.epa.gov/swerosps/bf/pdf/bfqag4.pdf>.

In accordance with 40 CFR Part 30 the recipient must develop and implement quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. Phase I environmental site assessments are nonintrusive, desktop studies which must be conducted in accordance with the most recent version of the American Society for Testing and Materials (ASTM) Practice E1527 (Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process). E1527 identifies the practices that constitute all appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice. Upon completion of the Phase I assessment, the recipient must submit a copy of the Phase I Report to the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative.

If the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative authorizes the initiation of a Phase II assessment, the recipient must prepare a combined QMP/QAPP. This combined QMP/QAPP must be prepared in accordance with the U.S. EPA Region III Generic Quality Assurance Project Plan (QAPP) Template. A copy of the US EPA Region III Generic Quality Assurance Project Plan Template can be obtained from the EPA Brownfields Project Officer, designated EPA Brownfields Project Representative or the Regional Quality Assurance Manager. At least 30 days before the initiation of the Phase II assessment, the recipient must submit the generic QAPP to the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative. The EPA Brownfields Project Officer or designated EPA Brownfields Project Representative must approve the recipient's generic QAPP before the Phase II assessment begins.

In addition, at least 30 days before the initiation of any site sampling and analysis investigations, the recipient must submit a site-specific Sampling and Analysis Plan. This site-specific Sampling and Analysis Plan must meet the requirements found in the U.S. EPA Region III Site-Specific Sampling and Analysis Plan Template. A copy of the US EPA Region III Site-Specific Sampling and Analysis Plan Template can be obtained from the EPA Brownfields Project Officer, designated EPA Brownfields Project Representative or the Regional Quality Assurance Manager. Before sampling and analysis begins, the site-specific Sampling and Analysis Plan must be approved by the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative.