

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “SOLID WASTE MANAGEMENT ASSISTANCE GRANTS – SUPPORT FOR TRIBAL RESPONSE PROGRAMS FOCUSED ON BROWNFIELDS REDEVELOPMENT”

ACTION: Request for Applications (RFA) - Initial Announcement

RFA NO: EPA-OSWER-OBCR-07-05

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.808

DATES: The closing date and time for submission or receipt of applications is January 26, 2007, 5:00 p.m. EST. Applications submitted through <http://www.Grants.gov> must be received by January 26, 2007, 5:00 p.m. EST. Applications submitted in hard copy, as described in Section 4(C) of this announcement, must be postmarked by the U.S. Postal Service or received in the EPA Program Office via hand delivery by January 26, 2007, 5:00 p.m. EST.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities and non-profit organizations to provide educational outreach, training, research, and technical assistance to tribal governments that will increase their capacity to establish, manage, and administer Tribal CERCLA 128(a) Response Programs. Tribal entities are especially encouraged to apply.

FUNDING/AWARDS: The total estimated funding for this cooperative opportunity is \$300,000. EPA anticipates award of one cooperative agreements whose total estimated value shall not exceed \$300,000 resulting from this competitive opportunity. The cooperative agreement will be funded incrementally. In FY2007, total funding shall not exceed \$100,000. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds. (*Refer to Section 2(B).*)

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Section 1 - Funding Opportunity Description

A. Background.

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

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

On January 11, 2002, the President signed into law the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law). The Brownfields Law amended the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA or Superfund). The Brownfields Law expands potential federal financial assistance for brownfields revitalization, including grants for assessment, cleanup, training, research, and technical assistance. The law limits the liability of certain contiguous property owners and prospective purchasers of brownfield properties, and clarifies innocent landowner defenses to encourage revitalization and reuse of brownfield sites.

EPA's Brownfields Program is built upon four basic goals and principles – protecting the environment, partnering for success, stimulating the marketplace, and promoting sustainable reuse. EPA is committed to supporting training, research and technical assistance that will further the goals of the program and provide enhanced knowledge, tools, and processes to a broad range of stakeholders (e.g., tribal, state, local and other non-governmental entities).

The Brownfields Law also includes provisions to establish and enhance state and tribal response programs, which will continue to play a critical role in the successful cleanup and revitalization of brownfield sites. To help tribal governments strengthen their capacity to carry out response activities associated with brownfields assessment and cleanup activities, Congress authorized State and Tribal Response grants under CERCLA 128(a). Under that provision, since the passage of the Brownfields Law, EPA has funded 53 tribes with CERCLA 128(a) grants at a total of approximately \$24 million.

A brownfield site is “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant,” as defined in Section 101(39) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA or Superfund). The law

further defines the term “brownfield site” to include a site that is contaminated by a controlled substance...; is contaminated by petroleum or a petroleum product excluded from the definition of ‘hazardous substance’ ...; or is mine-scarred land.”

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

B. Project Description.

EPA’s Office of Brownfields Cleanup and Redevelopment (OBCR) is soliciting applications from eligible entities and non-profit organizations for funding under Section 8001 of the SWDA to increase the capacity of tribal governments to establish, manage, and administer tribal CERCLA 128(a) response programs. Generally, Tribal Response Programs address brownfields on tribal lands, minimize the actual and perceived health risks associated with contamination from brownfield properties, and strengthen partnerships between tribal entities, governmental, and non-governmental organizations engaged in brownfields redevelopment.

The description below generally describes types of activities and initiatives that may be supported under the proposed cooperative agreement. This is not intended to be a complete list. Applicants may propose different types of activities provided the activities effectively meet the goals of this solicitation and contribute to overall program success.

The applicant will develop a train-the-trainer program including development and inclusion of a hard copy handbook and CD ROM for tribal governments who have received CERCLA 128(a) funding to establish and enhance tribal response programs. The train-the-trainer program is intended to train tribal representatives on how to effectively develop, manage, and administer a tribal response program, and in doing so, equip tribal environmental managers with the skills and guidance needed to train other environmental staff in their respective communities.

In developing the train-the-trainer program, the applicant will conduct a needs assessment of a select number of tribal response programs who have received CERCLA 128(A) funding, including Alaskan Native Villages, pilot training workshops based on findings identified in the needs assessment, develop a handbook and training materials for tribes interested in developing a tribal response program, deliver refined and finalized train-the-trainer courses to tribal representatives, disseminate materials developed through the project, and create a nationally replicable model identifying various components of successful tribal response programs intended to assist tribal governments to focus on brownfields assessment, cleanup and redevelopment activities in Indian Country.

Applicants must:

1. describe their approach to conducting a needs assessment research, studies and report;
2. explain how the needs assessment will be used to develop the train-the-trainer program, including the establishment of an advisory committee composed of tribal representatives and other stakeholders;
3. explain how the program will be tested on a pilot basis;
4. explain how the program will be refined based on the pilot testing results; and
5. specify how the final products (workshops, training materials in both hard copy handbook and CD ROM) will be delivered to tribal response program grantees throughout the US.

The recipient will be required to successfully complete each phase of its project before EPA will grant approval to proceed to the next phase. The general project phases are:

Phase 1: Needs Assessment.

The recipient will conduct a needs assessment with approximately 5-10 tribes who have received CERCLA 128(a) funds during the needs assessment phase. In doing so, the recipient will need to demonstrate experience and cultural awareness in working with tribal governments as the formulation of this program will require a high level of interaction with tribes. EPA may supply contact information to the recipient which will assist them in coordinating various components of their program.

Applicants are also encouraged to concentrate a portion of their needs assessment and report focused on Alaskan Native Villages who have received CERCLA 128(a) funding. During this phase of the project, it is anticipated that the recipient will begin to conduct outreach, network, and inform tribes regarding the development of the train-the-trainer program.

Phase 2: Report.

After conducting the needs assessment, the recipient will synthesize the findings in a concise report that must be completed within nine months of the award of funding. The needs analysis report is a crucial deliverable in the overall project as well as the foundation for development of the train-the-trainer program and as a reference for tribes seeking to develop tribal response programs who have not received CERCLA 128(a) funding.

Phase 3: Development of the Train-the-Trainer Program.

After completion of the report, the recipient will create a train-the-trainer program based on report findings. A key factor in the development of the train-the-trainer program will be the establishment of an advisory committee (e.g., tribal environmental managers, brownfields site owners, etc.) experienced in brownfields issues. The role of the advisory committee is to review the train-the-trainer program and provide feedback before and after pilot presentation, and following revisions.

The final product will be the delivery of a series of train-the-trainer workshops, including

development of a hard copy handbook and CD ROM, identifying guidance to be used by tribal governments in implementing tribal response programs with a focus on brownfields assessment, cleanup and redevelopment.

An effective train-the-trainer program could include the following elements listed below.

1. Technical Assistance and training for tribes:
 - a. in meeting the public record requirement of CERCLA 128(b)(1)(C).
 - b. with public participation in the brownfields cleanup process, including community outreach programs, public education, prior notice opportunities or newsletters.
 - c. in creating tribal ordinances or laws early in the process of creating a response program.
 - d. in developing a methodology for surveying, inventorying, documenting and prioritizing brownfield sites in tribal CERCLA 128(a) communities and making a database of findings.
 - e. in developing oversight, enforcement and legal mechanisms including inspection protocols.
 - f. in developing cleanup standards or adopting/modifying existing cleanup standards (Federal or State), when appropriate, for a range of contaminants present at brownfield sites located in their communities.
 - g. in developing a cleanup plan and purchasing insurance for brownfield sites.
 - h. in establishing Standard Operating Procedures for brownfield assessment, cleanup and monitoring of institutional controls.
 - i. in developing effective organizational management of Tribal Response Programs and grant management techniques.
 - j. in identifying public health risks on tribal land related to brownfields contaminated sites.
 - k. in establishing program sustainability factors such as baseline measures to show enhancement and progress of programs.

With the limited amount of funding available, there is no expectation that applicants will be able to include all of these elements in their program. However, applicants proposing projects which include a variety of training elements and are able to create training programs related to differing tribal needs nationally may improve their score under the “Project Description” evaluation criteria of this solicitation. Within the funding limits specified above, applicants may propose additional and/or alternative elements that achieve the objectives of the project description for this RFA.

Phase 4: Pilot Program.

Following the compilation of the needs assessment and development of the program, the applicant must describe how it will test, deliver, and refine the program accordingly through pilot demonstrations and workshops.

Phase 5: Final Product.

The train-the-trainer program will involve the delivery of finalized and refined workshops that the advisory committee has reviewed and approved. Applicants must specify the number of training workshops they will deliver, taking funding limitations into account. In addition, applicants must describe how they will ensure that the final products, including a hard copy train-the-trainer handbook and CD ROM, will be widely disseminated to tribal response programs.

C. EPA Strategic Plan Linkage

The project selected for award through this competition will support progress towards EPA Strategic Plan Goal 4 (Healthy Communities and Ecosystems), Objective 4.2 (Communities), Sub-objective 4.2.3 (Assess and Cleanup Brownfields). Specifically, the recipient of this grant will provide training and research related to capacity-building for tribes receiving CERCLA 128(a) funding who are working to develop a Tribal Response Program as it relates to the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law). This, in turn, promotes the facilitation and cleanup of brownfield sites in Indian Country.

D. Measuring Environmental Results: Anticipated Outcomes/Outputs.

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

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

EPA anticipates outcomes from projects expected to be awarded under this announcement will be an increase in the capacity of tribal governmental entities and nonprofit organizations to:

- a. provide training that enables low income and socio-economically disadvantaged communities in Indian Country the ability to stimulate economic, community development and other beneficial reuses of brownfields sites in order to improve environmental conditions and human health;
- b. improve community involvement, communication, and the development of partnerships among differing stakeholders;
- c. strengthen tribal self-governance and foster self-sufficiency in tribal communities impacted by brownfields by providing the skills needed to conduct assessment and remediation of brownfields sites;
- d. enable residents in Indian Country to participate in the promotion of environmental

- health and to increase awareness regarding the risks posed by brownfield sites;
- e. better inform and equip tribal environmental staff with the capacity to effectively address compliance issues associated with brownfields cleanup activities;
- f. make adaptive information and training material available for any tribes interested in developing a response program; and
- g. decrease the number of unaddressed brownfields and promote the reuse and redevelopment of brownfields (including creation of greenspace) to satisfy cultural and economic needs in Indian country.

2. **Outputs.** Outputs refer to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided during the project period.

EPA anticipates the output from the project expected to be awarded under this announcement will be:

- a. development of training materials and the delivery of training to individuals from brownfields-impacted tribal communities;
- b. a needs assessment and report related to effective management of tribal response programs;
- c. development of a Tribal Response Program train-the-trainer program for representatives from at least 25 different tribes;
- d. training guidance in a hard copy catalog and CD ROM.
- e. establishment of a communication network of tribal leaders knowledgeable in brownfields issues;
- f. specialized knowledge of brownfields problems.

(View EPA's Strategic Plan on the internet at: <http://www.epa.gov/ocfopage/plan/2003sp.pdf>.)

E. Supplementary Information.

The statutory authority for this action is Section 8001 of the Resource Conservation and Recovery Act (RCRA).

Section 2 - Award Information.

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$300,000.

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than four months from the date of original selection decision.

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

EPA anticipates award of one cooperative agreement whose total estimated value shall not exceed \$300,000 resulting from this competitive opportunity. The cooperative agreement will be funded incrementally. In FY2007, total funding shall not exceed \$100,000. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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

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

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

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

The estimated start date for the project resulting from this solicitation is June 1, 2007. All project activities must be completed within the negotiated project performance period of three years.

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

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

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. For profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or

consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. **Recipients may only award subgrants to eligible entities as described in Section 3(A) below.** Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

Section 3 - Eligibility Information and Threshold Criteria.

A. Eligible Entities.

Applications will be accepted from states (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities; and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible.

B. Cost Sharing or Matching.

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

Voluntary contributions of funds and in-kind contributions of resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 and 40 CFR 31.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for this voluntary criterion.

C. Threshold Criteria.

EPA must assure that an application selected for funding meets the following “threshold criteria,” applied on a pass/fail basis. Applications that fail any one of the threshold criteria will not be considered further. EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Applications that meet the threshold criteria, will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Proposals must address the scope of work described in *Section 1(B), Project Description* and be an eligible use of funds as described in *Section 3(D)* of this announcement.
2. Proposed project total budget may not exceed maximum value of \$300,000. Proposals requesting assistance funding in excess of this value will not be considered.
3. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.
4. Applications must substantially conform to the outline and content detailed in *Section 4(B), Content and Form of Application* of this announcement or they will be rejected. Pages in excess of the page limitations expressed in *Section 4(B), Content and Form of Application* of this announcement will not be reviewed.
5. Applications submitted through <http://www.Grants.gov> must be received by January 26, 2007, 5:00 p.m. EST. Applications submitted in hard copy, as described in Section 4(C) of this announcement, must be postmarked by the U.S. Postal Service or received in the EPA Program Office via hand delivery by January 26, 2007, 5:00 p.m. EST to receive consideration. Applications with a postmark date after the closing date of this announcement will be returned to sender without further consideration.
6. All application materials must be submitted in English.

D. Eligible Use of Funds.

Eligible uses of grant funds under this competitive opportunity include:

1. travel costs associated with conducting site visits for development of the needs assessment, if reasonable;
2. personnel costs (i.e. for instructors to conduct training, financial reporting, etc), fringe benefits;
3. costs for training and/or workshop materials;
4. development/refinement of existing curriculum for the training program described in *Section 1(B)*;
5. recruiting tribal representatives from communities impacted by brownfields and tribal response programs to improve participation in the train-the-trainer programs;
6. costs used to cover rental fees associated with training facilities, if reasonable;
7. other costs that will directly further the project as described in this RFA.

E. Ineligible Use of Funds.

Funds awarded under this competitive opportunity may **not** be used for:

1. Projects that duplicate grants awarded under other EPA Brownfields grant programs described in CFDA Nos. 66.818, “Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants” and 66.815, “Brownfields Job Training Grant” or other federally funded environmental training, research, or technical assistance programs in their target community(ies). Please see the EPA’s Brownfields website for more details, <http://www.epa.gov/brownfields>.
2. Conducting site assessments or actual cleanups outside the context of program training.
3. Construction and land acquisition, assessment, cleanup, and associated activity costs. Equipment costs are allowable only with the prior written consent of EPA if they were not included in the approved application.
4. Foreign travel.
5. General or life skills education activities, such as remedial classes in math and reading; job readiness training, such as developing resumes and acquiring interview skills; job placement costs; GED costs; transportation costs, such as the costs of getting to and from class, or stipends for students; web site development; vehicle or medical insurance; or, child care and daycare costs.
6. Federal cost-share requirement (for example, a cost share required by other federal funds) unless authorized by statute.

Applicants may charge administrative costs for this project, including indirect costs, if allowable under the applicable OMB Circular.

Section 4 - Application and Submission Information.

A. How to Obtain an Application Package.

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

B. Content and Form of Application.

The following documents are required for all applications, irrespective of the mode of submission. All applications must contain a “Narrative Proposal,” and one completed and signed Standard Form 424 (SF-424), Application for Federal Assistance. The “Narrative

Proposal,” a maximum of 17 pages in length, must explicitly describe the applicant’s proposed project and specifically address how it meets each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

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

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

2. The **“Narrative Proposal”** shall not exceed 17 typed, single-line spaced, 8 ½” x 11” pages. The “Narrative Proposal” must substantially conform to the following outline and content:

a. Cover Letter. The cover letter must include a brief description of your project, be written on your organization’s official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:

- i. Applicant Information. Provide the name and full address of the applicant applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA;
- ii. Location. City, county, and state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields area or communities you propose to serve. Include the names, addresses and phone numbers of the governor, tribal chair, etc., for the communities you propose to serve;
- iii. Contacts. Provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed;
- iv. Population. Provide the general population of the area to be served by this application. Tribes must provide the number of tribal/non-tribal members affected;
- v. Cooperative Partners. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any;
- vi. Funding Requested. Specify the amount you are requesting from EPA. The total funding requested amount may not exceed \$300,000.
- vii. Indicate whether you are a federally recognized tribe.

b. Detailed Project Description. The project description must provide the information below on how the applicant will implement and conduct its operation and **discuss how the application addresses each of the evaluation criteria in Section 5 of this announcement and the Section 3(C), Threshold Criteria.**

- i. **Project Description.** Provide a description of the proposed project’s training program objectives and plans as referenced in *Section 1(B), ProjectDescription*.

Include a discussion of how your training program will increase the ability of tribes to successfully manage and administer a Tribal Response Program related to brownfields issues.

- ii. **Anticipated Outcomes and Performance Measurement.** Specify the expected environmental outcomes as described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes and results. (*Refer to Section 5(A), Evaluation Criteria, Performance Measurement.*)
- iii. **Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your project results. Outputs, quantitative or qualitative, must be measurable during the project performance period.
- iv. **Programmatic Capability.** Submit a list of Federally and/or non-Federally funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last three years (limit 5, preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section 5.

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

- iv. **Environmental Results Past Performance Reporting.** Submit a list of Federally and/or non-Federally funded projects that your organization performed within the last three years (limit 5, preferably EPA agreements) and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from

EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section 5.

- v. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design and implementation. Please note that procurement of commercial services (e.g. consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 CFR Part 30 or Part 31, as applicable. Naming a commercial vendor as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify a sole source procurement.
3. **Attachments.** The following documents should be included as attachments to the work plan. **These documents will not count as part of the 17 page limit and do not have an individual page limitation.**
- a. **Budget.** Provide a detailed itemized budget proposal that clearly explains how funds will be used for each of the following categories and how it relates to the project objective. Indicate what portion of the cost EPA will pay, and what portion the applicant or other partners will pay
 - i. Personnel.
 - ii. Fringe Benefits.
 - iii. Contractual Costs.
 - iv. Travel.
 - v. Supplies.
 - vi. Other Costs. (Be specific.)
 - vii. Administrative Costs (Other than Indirect Costs)*
 - viii. Non-EPA Project Funding. Identify funding from other sources including in-kind resources.
 - ix. Total Direct Costs.
 - x. Total Indirect Costs.(must include documentation of federally approved indirect cost rate (percentage).
 - xi. Total Project Cost. (Total Direct + Indirect Costs) Costs proposed in the budget must be linked directly to the narrative proposal.

Following is a suggested budget format.

Project Funding	Instruction	Outreach	Other Tasks	Total
EPA Project Funding				
Personnel				
Fringe benefits				
Travel				
Contractual				
Supplies				
Other (Please be specific)				
Total EPA Funds				
Non-EPA Project Funding				
Administrative Costs				
Other (Please be specific)				
Total Non-EPA Funds				
Total Direct Costs				
Total Indirect Costs				

Although EPA grant funds may be used for outreach, curriculum development, personnel, fringe benefits, equipment, and supplies, emphasis should be placed on delivery of training.

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

- b. **Milestones.** Schedule indicating start times and completion dates of significant tasks under your program (e.g., needs assessment, pilot program, program refinement, refined workshops, etc.).
- c. **Notifications.** A sample copy of a current dated and signed letter informing the appropriate tribal governmental environmental program(s) of your plans to apply to EPA for a Solid Waste Management Assistance Grant. The letter must provide a brief description of the tribes you propose to serve. The purpose of this letter is to initiate and facilitate dialogue between the applicant and the tribal environmental program contact about partnership opportunities regarding delivery of the train-the-trainer program. Please provide a list of each tribe you sent a letter to but only one sample copy of the letter.

- d. **Letters of Support** from at least three tribes, whom you have worked with and/or developed a relationship; provide names and phone numbers of persons to contact at these tribes. (*Refer to Section 5(A), Community Involvement*).
- e. **Documentation/evidence of current non-profit status** under Federal, state, or tribal law, if applicable.

C. Submitting an Application Package.

Applicants may choose to submit applications either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Application instructions for all methods are detailed below. Please select one method. The closing date and time for applicants to submit applications under this announcement is January 26, 2007, 5:00 P.M. EST. Applications submitted in hard-copy, as described below, must be postmarked by the U.S. Postal Service or received in the EPA Program Office via hand delivery by January 26, 2007, 5:00 p.m. EST to receive consideration.

1. **Hard copy (paper) submission.** Submit a complete application including all of the documents identified in *Section 4(B)* of this announcement. **The complete application must be sent through regular mail, express mail, or courier to the EPA contact listed in Section 7(A), Agency Contact.** Paper submission must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), and “Narrative Proposal.”

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

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

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

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Apply for Grants” on the left side **of the page.**

Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge Viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OBCR-07-05, or the CFDA number that applies to the announcement (CFDA 66.808), in the appropriate field. Then complete and submit the application package as indicated. **You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities/Browse by Agency feature to find EPA opportunities).**

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5:00 P.M. EST, January 26, 2007.

Please submit *all* of the application materials described below.

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

- A. Application for Federal Assistance (SF-424)
- B. Narrative Proposal
- C. Other Attachments, if applicable

The application package *must* include all of the following materials:

- A. **Standard Form (SF-424), Application for Federal Assistance.** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- B. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>.) Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement (EPA-OSWER-OBCR-07-05). The “Narrative Proposal” shall not exceed 17 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement.
- C. **Other Attachments Form - Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget).** Use the “Other Attachments

Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs. .

Application Preparation and Submission Instructions.

Document A, listed under Application Materials above, should appear in the “Mandatory Documents” box on the Grants.gov “Grant Application Package” page.

For Document A, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Page”, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document B, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Document C, is listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are required to submit Document C – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach Document C, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the document, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the

documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2nd Submission.”

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

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] **If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>, or contact Joseph Bruss at 202-566-2772.**

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Joseph Bruss, Grant Program Manager, at (202)566-2772. Failure to do so may result in your application not being reviewed.

D. Confidential Business Information

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

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

E. Data Universal Numbering System (DUNS)

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

C. Pre-proposal/Application Assistance and Communications.

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

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

Section 5 - Application Review Information

A. Evaluation Criteria

Each application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their “Narrative Proposals.” Each application will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
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<p>Project Description. Extent to which the application effectively addresses the requirements described in Section 1(B) of this announcement. The “Narrative Proposal” must clearly, concisely and realistically present a description of the proposed project including goals, tasks, and project milestones. This criterion will evaluate:</p> <ul style="list-style-type: none"> • To what extent is your proposed project directly tied to the needs of tribes in your targeted area? To what extent will the core elements/topics of your training program increase the likelihood of tribes’ ability to successfully manage and administer a Tribal Response Program? (5 points). • To what extent is your methodology for conducting a needs assessment and delivering a training program multi-faceted, insofar as it relates to tribal learning types (e.g., workshops and roundtables, training and curricula modules, computer-based delivery systems and/or other training and educational materials)? (5 points). • To what extent will your plan to market the train-the-trainer program increase the likelihood that the greatest amount of tribes will be able to participate in the training? (5 points). • To what extent will your train-the-trainer program be accessible to tribes who want to participate in either the needs assessment (e.g., proximity to training location) or actual delivery of training (e.g., reaching tribes in remote locations)? To what extent is your plan for conducting the needs assessment and workshops realistic, keeping in mind limited travel funds? (5 points). 	<p>20</p>
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Institutional Capacity. Under this criterion, EPA will evaluate:

- To what extent do you possess the knowledge and experience to successfully deliver a train-the-trainer program focused on Tribal Response Programs from a brownfields and/or environmental technical standpoint? To what extent are you knowledgeable about Tribal Response Program issues, such as public records, public outreach and participation, oversight and enforcement development, clean-up plans, procuring contractors, federal regulations, etc.? (4 points).
- To what extent is your organization experienced in working with tribes, including an understanding of cultural and geographic differences and sensitivity towards differing tribal values? To what extent will your organization's and instructors' experience demonstrate a high likelihood of success in delivering an effective train-the-trainer program that serves the needs of tribal representatives from differing geographic areas and backgrounds within the United States? (4 points)
- To what extent does your organization possess experience in delivering training programs and/or educational outreach in general? To what extent does your organization have experience in capacity-building and technical assistance? (4 points).
- To what extent does your organization possess knowledge of brownfields issues and solid waste management? (4 points).
- To what extent does your organization possess the structure and program management system, including instruction, grant management, and budget management needed to successfully carry out the proposed project? (4 points).

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<p>Community Involvement. Under this criterion, EPA will evaluate:</p> <ul style="list-style-type: none"> • To what extent have you partnered with existing Tribal Response Programs in your target area(s) in an attempt to increase the success in delivering your train-the-trainer program? To what extent will this partnership foster future success in building the capacity of tribal response programs? If applicable, please provide letters of support from partners. (4 points). • To what extent has your organization partnered with other local community groups, tribal forums and/or organizations, and academic institutions, located in or near the communities you propose to serve regarding your training program? To what extent will each of these partners add value to your program? (4 points). • To what extent will your program foster involvement from tribal leaders, brownfield site owners, and organizations, especially in the process of making decisions related to cleanup and future reuse of brownfield properties? To what extent have you made an effort to form an advisory committee that represents a broad area of expertise and variability of geographic perspectives? (4 points). 	12
<p>Programmatic Capability. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally and/or non-federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p><i>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion.</i></p>	10

<p>Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements or non-federally funded projects (e.g., state grants, contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.</p> <p><i>Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.</i></p>	10
<p>Performance Measurement: Anticipated Outcomes and Outputs. Extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal should:</p> <ul style="list-style-type: none"> • Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (3 points) • Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. (3 points) • Describe how success in achieving project results (including the outcomes and outputs identified) will be evaluated and measured. (3 points) 	9

Resources.

- Is the budget clearly stated, detailed, and appropriate to achieve the project’s objectives? How will your proposed budget effectively sustain your proposed project? How do you plan on managing this budget? This should include cost estimates for each of the proposed project activities to be conducted using EPA funds as referenced in Section 4(B)(3). (3 points).
- The proposal demonstrates (i) how the applicant will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants. (3 points).
- How will leveraged funds be used to further develop your project (for example, research, materials, training, etc.)? To what extent will your project stimulate the availability of other funds for support of environmental activities, tribal capacity building, or brownfields cleanup, assessment, remediation activities, or subsequent reuse of brownfields in Indian country, if any? (3 points).

Note: EPA does not require that applicants use a match or cost share to receive points under this criteria for leveraging. However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their applications are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g., HUD’s Community Development Block Grants).

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<p>Community Need. Under this criterion, applicants will be evaluated on the extent to which they address the needs of the communities they propose to serve, the impact their proposed project will have on these communities, and the extent to which the applicant demonstrates an understanding of how these demographic variables are interconnected.</p> <ul style="list-style-type: none"> • What are the target communities you propose to serve under this project? Describe how you will design a program that will meet the needs of a variety of tribal communities. What demographic information and indicators, such as the poverty rate and the unemployment rate, are present in these communities? What is the impact that the presence of these indicators has on the targeted communities and how these indicators relate to current brownfields challenges in the tribal communities, including environmental, social, public health, and economic issues? What is the overall impact that your proposed project will have in these communities and how will the local tribal populations benefit? (10 points). 	10
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B. Other Factors.

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

C. Review and Selection Process

All applications received by the closing date and time for submissions will first be reviewed to determine eligibility for funding consideration based upon compliance with all *Section 3-Eligibility Information and Threshold Criteria*. Only applications determined eligible will be evaluated for technical merit.

Each eligible application will be evaluated by a review panel of EPA Headquarters, EPA Regional staff, and other Federal partners for technical merit, based on the evaluation factors detailed in *Section 5(A), Evaluation Criteria* of this solicitation. EPA regions may provide information to the review panel on an applicant’s response to the “Environmental Results Past Performance Reporting” ranking criterion. This information may take into account the regional EPA Office’s experience, if any, with the applicant’s performance on grants managed by the region.

Upon completion of the technical merit evaluation, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the application with the highest evaluated numerical score to the EPA Headquarters Selection Official for award.

The EPA Headquarters Selection Official will make the final funding decision. The decision will be based upon the recommendation of the review panel and consideration of “Other Factors” detailed in *Section 5(B)* of this announcement.

Section 6 - Award Administration Information.

A. Award Notices.

EPA anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by April 2, 2007.

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

B. Administrative and National Policy Requirements.

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.
2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the initial application and not all states require such a review.

C. Reporting Requirement.

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated

sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant.

D. Disputes.

Assistance agreement competition-related disputes will be resolved in accordance with the [dispute resolution procedures](#) published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the cognizant Agency contact identified in Section 7 of this announcement.

E. Pre-Award Administrative Capability Review.

Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of [EPA Order 5700.8](#), EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards.

Section 7 - Agency Contact.

FOR FURTHER INFORMATION CONTACT:

Joseph Bruss, U.S. EPA, Office of Brownfields Cleanup and Redevelopment (MC 5105-T), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone (202)566-2772; Fax (202) 566-2757; or email bruss.joseph@epa.gov.

FOR EXPRESS MAIL DELIVERY (FedEx, UPS, DHL):

Joseph Bruss, U.S. EPA, Office of Brownfields Cleanup and Redevelopment (MC 5105-T), 1301 Constitution Avenue, N.W., EPA West Bldg., Room 2402, Washington, DC 20004

Section 8 - Other Information.

Applicants selected for this award will be required to submit a final cooperative agreement application package to the EPA. This package will include an EPA-approved final work plan that describes the work to be performed, including a final budget, and the required certification forms.