

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “TECHNICAL ASSISTANCE TO BROWNFIELDS COMMUNITIES”

ACTION: Request for Applications (RFA) - Initial Announcement

RFA NO: EPA-OSWER-OBCR-07-08

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

DATES: The closing date and time for receipt of Proposals is October 2, 2007, 5:00 pm EDT. Applications submitted through <http://www.Grants.gov> must be received by October 2, 2007, 5:00 p.m. EDT. Applications submitted in hard copy, as described in Section 4(C) of this announcement, must be received in the EPA Program Office via hand delivery, express mail, or U.S. Postal Service by October 2, 2007, 5:00 p.m. EDT to receive consideration.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities and non-profit organizations to provide technical assistance to communities facing brownfield cleanup and redevelopment challenges.

FUNDING/AWARDS: The total estimated funding for the agreement awards is \$4,000,000. EPA anticipates award of up to 4 cooperative agreements, one in each geographic zone. The maximum value of each grant will be based on the needs of the geographic zone, but will not exceed \$2,000,000 under this competitive opportunity. Cooperative agreements awarded will be funded incrementally. 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 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).

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.”

B. Project Description.

EPA's Office of Brownfields Cleanup and Redevelopment (OBCR) is soliciting applications from eligible entities to provide technical assistance within geographic zones to assist communities facing brownfields challenges. Grants awarded under the “Technical Assistance to

Brownfields (TAB) Communities” announcement will help communities tackle the challenge of cleaning up and redeveloping brownfields sites. Understanding the underlying technical issues associated with a brownfields site enables communities to participate substantively in site decisions. For the purposes of this grant, technical assistance is defined as providing on-going advice and support, in the form of specialized knowledge, to a person or organization with the goal of guiding them through a particular process, or helping them understand complex brownfields-related subject matter. The recipient will provide technical assistance, serving as an independent source of information to assist communities with the following types of activities:

- Review and explain technical reports (such as those related to site sampling, site assessments, and federal regulations);
- Provide information about basic science, environmental policy, and other technical matters;
- Help communities understand health risks associated with a brownfield site;
- Provide information to assist the community to better understand environmental issues and how they affect brownfield cleanup and redevelopment;
- Facilitate brownfield redevelopment efforts by supporting community and other stakeholder involvement activities.

C. Description of Subject Areas for Technical Assistance.

Under CERCLA 104(k)(6), EPA is authorized to provide financial assistance which facilitates “the inventory of brownfield sites, site assessments, remediation of brownfield sites, community involvement, or site preparation.” The following are general subject areas for which EPA would like to fund brownfields technical assistance to support communities:

1. Community Involvement

Activities supporting this subject area should look at brownfields issues from a community-based perspective. Projects should aim to provide communities with information, tools and technology to better understand or participate in the brownfields assessment, cleanup and redevelopment process, or to understand the impacts of living near a potentially contaminated brownfields property.

2. Health Impacts of Brownfields sites

Projects supporting this subject area should address the connection between health issues and brownfields. Technical assistance should focus on the impacts to health and quality of life when brownfields are not cleaned up and redeveloped, or examine effects on health and quality of life as a result of brownfields cleanup and redevelopment. Technical assistance should strive to improve the health of individuals living near brownfields (particularly, those belonging to sensitive populations) and to increase the level of understanding of brownfields-

related health issues and to foster interaction and partnerships with local public health departments.

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

Technical assistance in this subject area should focus on various aspects of brownfields cleanup and redevelopment, including: assessment and inventory methods, sampling and cleanup methods, institutional controls to ensure long-term protection of human health and the environment, and risk assessment methods and policies.

4. Integrated Approaches to Brownfields Cleanup and Redevelopment

Projects in this subject area should address linkages between brownfields and other environmental, economic, and social issues, including: green revitalization, sustainable development, port and waterfront utilization, transportation planning, city and regional planning, energy issues, air and water quality issues, and green building design approaches. Technical assistance outputs should aim to increase knowledge of linkages among various types of cleanup, redevelopment and planning efforts, and to increase coordination among such efforts including prevention of future brownfields.

5. Brownfields Finance

Technical assistance in this area should address finance issues in brownfields redevelopment such as assisting communities in working with lenders, investors, developers, and insurers and how to establish and leverage partnerships for funding. Activities may also increase state, local, and tribal stakeholders' knowledge base of finance issues on topics such as tax incentives, loan funds, insurance, and other financing tools. Applicants should note; however, that general fundraising costs are unallowable under OMB Cost Principles.

6. State, Tribal, and Local Government Brownfields Programs

Projects in this area should focus on providing brownfields information to state, tribal, local government representatives and other stakeholders about brownfields issues, brownfields-related government programs, and brownfields funding opportunities to receive support (e.g., financial, technical assistance) for their brownfields cleanup and redevelopment efforts.

Because of the number of communities requiring support nationwide, EPA has divided up the support to be provided through these cooperative agreements into four different geographical areas or zones. EPA anticipates making one award in each of the four geographical zones to ensure technical assistance is available to communities nationwide.

- **Zone 1** will include *EPA Region 1* (CT, ME, MA, NH, RI, VT), *Region 2* (NJ, NY, PR, VI), and *Region 3* (DE, DC, MD, PA, VA, WV).
- **Zone 2** will include *EPA Region 4* (AL, FL, GA, KY, MS, NC, SC) and *Region 6* (AR, LA, NM, OK, TX).

- **Zone 3** will include *EPA Region 5* (IL, IN, MI, MN, OH, WI) and *Region 7* (IA, KS, NE, MO).
- **Zone 4** will include *EPA Region 8* (CO, MT, ND, SD, UT, WY), *Region 9* (AZ, CA, HI, NV, AS, GU), and *Region 10* (AK, ID, OR, WA).

Generally, award recipients will provide technical assistance to communities within their specific geographic zone; however, there may be occasions when the recipient may choose to provide support to communities in another zone at the request of a community outside of its geographic zone or at national conferences and similar events.

With the limited amount of funding available, there is no expectation that applicants will be able to include all of the elements listed above in their program; however, applicants proposing projects which include a variety of technical assistance elements; are located in or have the ability to provide support in each EPA region in a particular zone; and the ability to support the diversity of regional community needs will improve their score under the criteria.

D. EPA Strategic Plan Linkage.

The projects 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 will provide technical assistance to help communities: understand the underlying technical issues associated with a brownfields site; tackle the challenge of cleaning up and redeveloping brownfields sites; and participate substantively in site decisions.

(View EPA's Strategic Plan on the internet at: <http://www.epa.gov/ocfo/plan/plan.htm>.)

E. 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 include increasing the capacity of governmental entities, nonprofit organizations, and brownfields stakeholders to:

- a. increase the assessment, cleanup, and reuse of brownfields;
- b. better inform and equip the community with the capacity to effectively address and be involved in brownfields activities;

- c. focus attention on the environmental and human health conditions in low income communities and socio-economically disadvantaged communities unable to draw on alternative sources of funding for assessment or cleanup of brownfields and their subsequent redevelopment;
 - d. improve community involvement, communication, and the development of partnerships among differing stakeholders;
 - e. enable communities to stimulate economic and other beneficial reuses of brownfields sites in order to improve environmental conditions and human health.
2. **Outputs.** Outputs refer to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided during the project period.

EPA anticipates the outputs from the projects expected to be awarded under this announcement will include an increased number of communities and projects receiving technical assistance.

F. Supplementary Information.

The statutory authority for this action is Section (104)(k)(6) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980, as amended by the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law), 42 U.S.C. 9604(k)(6).

Section 2 - Award Information.

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$4,000,000 over a five year period.

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 up to 4 cooperative agreement(s), one in each geographic zone. The maximum value of each grant will be based on the needs of each geographic zone, but will not exceed \$ 2,000,000 under this competitive opportunity. Cooperative agreements awarded will be funded incrementally. 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. Review of proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g),
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); and
6. Review and concurrence on 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. Will proposals be partially funded?

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity to the competition and selection process.

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

The estimated start date for projects resulting from this solicitation is December 1, 2007. All project activities must be completed within the negotiated project performance period, normally three to five years.

E. 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 provide subgrants or subawards of financial assistance to fund partnerships provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by the procurement provisions of 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. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

EPA will not consider the qualifications of proposed contractors or consultants identified in proposals unless the applicant establishes that it has selected the contractor or consultant in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36.

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 from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or 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.

Proposals will be accepted from a general purpose local unit of government; a land clearance authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of government; a governmental entity created by a state legislature; a regional council or group of general purpose units of local government; a redevelopment agency that is chartered or otherwise sanctioned by a state; a state; an Indian tribe (other than in Alaska), or an Alaskan Native Regional Corporation and an Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S. C. 1601 and following); and the Metlakatla Indian Community.

Nonprofit organizations are also eligible to apply. Nonprofit organizations must meet the definition of that term in Section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107, 31 U.S.C. 6101. Public and nonprofit private educational institutions are eligible to apply. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. Evidence of nonprofit status under Federal, state, or tribal law must be provided at the time the application is submitted.

B. Cost Sharing or Matching.

Although cost-sharing or matching is not required as a condition of eligibility or otherwise, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the “*Leveraging*” 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

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 an acceptable project as described in *Section 1(C), Description of Subject Areas for Technical Assistance* of this announcement.
2. Proposed project total budget may not exceed maximum value of \$2,000,000. 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* will not be reviewed.
5. Proposals submitted through <http://www.Grants.gov> must be received by September 10, 2007, 5:00 p.m. EDT. Proposals submitted in hard copy, as described in *Section 4(B), Content and Form of Application* of this announcement, must be received in the EPA Program Office via hand delivery, express mail, or U.S. Postal Service by September 10, 2007, 5:00 p.m. EDT to receive consideration. Proposals received 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 include direct costs necessary to provide technical assistance identified in the approved workplan. This includes costs for personnel, technical experts, materials, supplies, room rentals, travel, and transportation expenses.

E. Ineligible Use of Funds.

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

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.
3. Construction and land acquisition.
4. Foreign travel.
5. Federal cost-share requirement (for example, a cost share required by other federal funds) unless authorized by statute.
6. Management Fees or similar charges in excess of the direct costs in the budget for the brownfields grant. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate a reserve fund for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under the the Brownfields grant as administrative costs.
7. The payment of an administrative cost. In implementing the administrative cost prohibition, EPA has made a distinction between prohibited administrative costs and eligible programmatic costs, described below:
 - a. **Administrative Costs.** Prohibited administrative costs are direct costs including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges incurred to comply with most provisions of the “Uniform Administrative Requirements or Grants” contained in 40 CFR. Part 30 or 40 CFR. Part 31. Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement. **Prohibited administrative costs are also all indirect costs under OMB Circulars A-21 (Educational Institutions), A-87 (Governments), and A-122 (Nonprofit Organizations), and subpart 31.2 (Commercial Organizations) of the Federal Acquisition Regulation.** Indirect costs incurred by a recipient’s contractor under cost-reimbursement contracts for otherwise eligible programmatic costs are not subject to the administrative cost prohibition.

Ineligible grant administration costs include expenses for:

- i. Preparation of applications for Brownfields grants and sub-grants;
- ii. Record retention required under 40 CFR 30.53 and 40 CFR 31.42;
- iii. Record-keeping associated with supplies and equipment purchases required under 40 CFR 30.33, 30.34, and 30.35 and 40 CFR 31.32 and 31.33;
- iv. Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 40 CFR 30.25 and 40 CFR 31.30;
- v. Maintaining and operating financial management systems required under 40 CFR 30.20 and 40 CFR 31.20;
- vi. Preparing payment requests and handling payments under 40 CFR 30.22 and 40 CFR 31.21;
- vii. Non-federal audits required under 30 CFR 30.26, 40 CFR 31.26, and

OMB Circular A-133;
viii. Close out under 40 CFR 30.71 and 40 CFR 31.50.

- b. **Programmatic Costs.** EPA has determined that the administrative cost prohibition does not apply to “programmatic” costs, (i.e. costs for activities that are integral to achieving the purpose of the grant), even if the Agency considered the costs to be “administrative” under the prior Brownfields Program.
- i. Direct costs, as defined in the applicable OMB Cost Principle Circular, for the following programmatic activities are not subject to the administrative cost prohibition. These costs, however, must be allowable under the scope of work for the grant. Costs incurred for complying with procurement provisions of 40 CFR Part 30 and Part 31 are considered eligible programmatic costs only if the procurement contract is for services or products that are direct costs for technical assistance as described above. Costs for performance and financial reporting required under 40 CFR 30.51 and 30.52, and 40 CFR 31.40 and 31.41 are eligible programmatic costs. Performance and financial reporting are essential programmatic tools for both the recipient and EPA to ensure that grants are carried out in accordance with statutory and regulatory requirements.
 - ii. If your organization intends to provide noncompetitive subgrants to other nonprofit or governmental organizations, discuss the process you will follow to ensure that these agreements meet the standards for financial assistance contained in OMB Circular A-133, Section.210.

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 15 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.** (<http://www.epa.gov/ogd/forms/adobe/SF424.pdf>)

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

2. The "**Narrative Proposal**" shall not exceed 15 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, the geographic zone you propose to support, 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, country, and state or reservation, tribally owned lands, tribal fee land, etc., of the geographic zone 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. Cooperative Partners. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any;
- v. Funding Requested. Specify the amount you are requesting from EPA.

- 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.** Summarize your overall vision for providing technical assistance, the type of technical assistance you plan to provide, and your strategy to accomplish the overall vision. Include the geographic zone you propose to support including your plan for how you will communicate to the communities to make them aware of the assistance available to them through this cooperative agreement.
- ii. **Organizational Knowledge/Experience/Expertise.** Summarize your organization's knowledge about brownfields issues and challenges and your organization's experience with working with communities and engaging them in successfully dealing with these challenges. Provide information on your organizational experience and plan for successfully achieving the objectives of the proposed project, your staff expertise/qualifications, staff knowledge, and resources (or the ability to obtain them) to successfully achieve the goals of the proposed project. 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. Note: EPA anticipates that in order for the applicant to provide the full range of necessary technical assistance to the largest number of communities in the geographic zone it may be necessary to form partnerships with other organizations either through subgrants or procurements. Also 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.

- iii. **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.
- iv. **Leveraging.** Summarize the dollars or other resources leveraged for this project. Include a discussion of how you will coordinate the use of EPA funding reflected in the budget with other leveraged Federal or non-Federal funds to carry out the proposed project, the amount of the leveraged funding you already have secured or potentially will secure, the source of the leveraged funding, and the activities the leveraged funding will fund.
- v. **Community Need.** Summarize the geographical zone you plan to target including the type of support you plan to provide to the communities in this area. Include demographic information that supports why this area was targeted and the benefits to the community in light of the community’s specific demographic needs, challenges and health threats.
- vi. **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.*)

vii. **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.

viii. **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 describes 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.

3. **Attachments.** The following documents should be included as attachments to the work plan. **These documents will not count as part of the 15 page limit and do not have an individual page limitation.**

a. **Budget/Resources.** Provide a detailed itemized budget proposal that clearly explains how funds will be used. The budget should include information on each major task broken out using the following cost elements. For each major task indicate what portion of the cost EPA grant funds will be used and what portion the applicant or other partners will fund.

- i. Personnel
- ii. Fringe Benefits
- iii. Travel
- iv. Equipment
- v. Supplies
- vi. Contractual Costs
- vii. Other Costs (Be specific)
- viii. Total Direct Costs

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in

order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

Sample Format for Budget

Budget Categories	Task__	Task__	Task__	Task__	Task__	Task__	Task__	Total
Personnel								
Fringe Benefits								
Travel								
Equipment								
Supplies								
Contractual								
Other (specify)___								
Total								

The Brownfields Law prohibits any part of a grant awarded under CERCLA Section 104(k) for the payment of administrative costs, which includes all indirect costs even if those indirect costs are covered by an indirect cost agreement with EPA or another Federal Agency. Thus EPA project funding in your budget must reflect **eligible programmatic costs**. For example, personnel costs listed must be programmatic costs, e.g., costs for technical experts.

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.
- c. **Letters of Support** from at least five communities whom you have worked with and /or developed a relationship. The organizations providing letters of support should represent a broad spectrum of the community and include grassroots, neighborhood, school, and other brownfield affected organizations beyond city council, business organizations, or local government. The applicant should provide names and phone numbers of persons to contact at these community organizations along with what assistance or role they played with your organization/project.

- d. **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 October 2, 2007, 5:00 P.M. EDT. 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 October 2, 2007, 5:00 p.m. EDT 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/express mail (U.S. Postal Service), or courier service 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 a courier service option (i.e., DHL, FedEx, UPS, etc...) 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 Authorized Organization Representative (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-07-08, or the CFDA number that applies to the announcement (CFDA 66.814), 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. EDT, September 10, 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

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-07-08). The “Narrative Proposal” shall not exceed 15 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement. The project budget and milestones, as described in *Section 4(B)(3)* of this announcement, shall be included as attachments to the work plan. **These documents will not count as part of the 15 page limit and do not have an individual page limitation.**

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.”

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 – FY07 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 07 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 – FY07 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., FY07), 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 Debi Morey at 202-566-2735.**

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 Debi Morey, Grant Program Manager, at (202)566-2735. Failure to do so may result in your application not being reviewed.

ATTENTION – Microsoft Vista and Word 2007 Users.

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future. **In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.**

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>.

F. 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 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
<p>Project Description. Extent to which the application effectively addresses the requirements described in Section 1(B) of this announcement. This criterion will evaluate:</p> <ul style="list-style-type: none"> • The extent to which the “Narrative Proposal” clearly, concisely and realistically presents a statement of the problem, description of the proposed project goals, activities, budget, and project milestones. (10 points) • The types of technical assistance which will be provided to communities in the geographic zone and the number (and geographic variability) of the communities supported including the fair distribution of assistance between urban and non-urban areas. (10 points) • The extent to which the technical assistance will promote and better equip community involvement in brownfields cleanup and redevelopment decisions (including environmental justice, rural communities, and/or tribal issues). (10 points) 	30

<p>Organizational Knowledge/Experience/Expertise. This criterion will evaluate:</p> <ul style="list-style-type: none"> • The applicant’s organizational (including partner and subgrantee) knowledge and experience in working with communities and engaging them in brownfield cleanup and redevelopment issues and delivering sound and effective technical assistance. (7 points) • The applicant’s experience and plan for timely and successfully achieving the objectives of the proposed project including having the necessary credibility in the targeted geographic zone. (7 points) • The depth of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (6 points) <p>Note: Applicants who demonstrate they are experienced and familiar with local community issues and have demonstrated credibility with the communities either through their local presence in the communities or through other means may improve their scoring under this criterion.</p>	20
<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:</p> <ul style="list-style-type: none"> • The applicant’s past performance in successfully completing and managing Federally and/or non-Federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years. (5 points) • The applicant’s ability to form key relationships and partnerships to successfully complete the project and provide the products 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. (5 points) <p>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/ current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history will receive a neutral score for those elements of this criterion.</p>	10

<p>Leveraging. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> The proposal demonstrates how the applicant will coordinate/leverage the use of EPA funding with other Federal and/or non Federal sources of funds (i.e., project partners, including other Federally-recognized tribes, surrounding communities, businesses) to carry out the proposed project. The applicant and how EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. The proposal demonstrates how the technical assistance provided to communities will stimulate the availability of other funds for assessment and cleanup of brownfields properties and also stimulate economic development upon completion of the cleanup (10 points). <p>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).</p>	10
<p>Community Need. Under this criterion, applicants will be evaluated on the extent to which the proposal:</p> <ul style="list-style-type: none"> The applicant identifies the geographic zone they propose to serve under this project and describes how the program they plan to deliver will meet the needs of the communities within that geographic zone. Demographic information and indicators are provided, such as the poverty rate, unemployment rate, sensitive populations (e.g., elderly, children, pregnant women) that relate to the brownfields needs, challenges or health threats the communities are facing and information on how delivery of the program is specifically designed to address these community’s needs and promote community involvement in brownfield cleanup and redevelopment. 	10
<p>Budget/Resources. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> The budget is clearly stated, detailed, reasonable, and appropriate to achieve the project’s objectives and includes cost estimates for each of the proposed project activities to be performed with EPA funds. Good use of budget resources. (10 points). 	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 Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs. (1 point) ▪ Clearly describe the measures of success for the project. Measures 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. (2 points) ▪ Describe how success in achieving project results (including the outcomes and outputs identified) will be evaluated and measured. (2 points) 	5
<p>Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on the extent and quality of the work performed and whether the results were documented and/or reported in terms of outcomes and/or outputs under Federal agency assistance agreements or non-Federally funded projects (e.g., state grants, contracts) performed within the last three years. If such progress was not made, whether the applicant adequately documented and/or reported why not.</p> <p>Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.</p>	5

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, (2) duplication of effort with other Brownfield grants for training, research and technical assistance, and 3) geographic distribution.

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 *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 and Regional staff 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 November 3, 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.
3. Grants and agreements with institutions of higher education are subject to 40 CFR Parts 30 and 40 and OMB circular A-122 for non-profits and A-21 for institutions of higher learning.
4. Programmatic terms and conditions will be negotiated with the selected recipient.

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 Denise Roy at roy.denise@epa.gov.

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.

A. CONTACT INFORMATION & ADDRESS FOR REGULAR MAIL (USPS):

Debi Morey, U.S. EPA, Office of Brownfields Cleanup and Redevelopment (MC 5105-T), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone (202)566-2735; or email morey.debi@epamail.epa.gov.

B. FOR EXPRESS MAIL/COURIER DELIVERY (Courier, FedEx, UPS, DHL):

Debi Morey, U.S. EPA, Office of Brownfields Cleanup and Redevelopment (MC 5105-T), 1301 Constitution Avenue, NW, 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.