

# ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

## EXECUTIVE SUMMARY

### FY 2012 Disaster Relief Opportunity

- **Federal Agency Name:** Economic Development Administration (EDA), U.S. Department of Commerce.
- **Funding Opportunity Title:** FY 2012 Disaster Relief Opportunity pursuant to the Consolidated and Further Continuing Appropriations Act, Pub. L. No. 112-55, 125 Stat. 552 (2011) – availability of funds under section 703 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3233) (PWEDA).
- **Announcement Type and Date:** Initial announcement of Federal Funding Opportunity (FFO) dated March 28, 2012.
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.307, Economic Adjustment Assistance.
- **Application Submissions:** Applications are accepted on a continuing basis and processed as received. Applications must be submitted electronically via [www.grants.gov](http://www.grants.gov), or via hand delivery, postal mail or courier service in paper (hard copy) format to the applicable EDA Regional Office. See section V. of this FFO announcement for application submission information.
- **Funding Opportunity Description:** EDA announces general policies and application procedures for the FY 2012 Disaster Relief Opportunity.<sup>1</sup> Subject to the availability of funds, this investment assistance will help communities and regions devise and implement long-term economic redevelopment strategies through a variety of construction and non-construction projects, as appropriate, to address economic development challenges in regions impacted by a **major Federally declared disaster** that was designated between October 1, 2010 and September 30, 2011.

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<sup>1</sup> Pursuant to section 703 of PWEDA.

## FULL ANNOUNCEMENT TEXT

### I. Funding Opportunity Description

#### A. Objectives and Description

Through this Disaster Relief Opportunity, EDA intends to award investments in regions experiencing severe economic distress as a result of natural disasters that were declared as major Federal disasters between October 1, 2010 and September 30, 2011. Under this announcement, EDA solicits applications for Economic Adjustment Assistance (EAA) investments under the Public Works and Economic Development Act of 1965, as amended (PWEDA), 42 U.S.C. § 3233. The EAA program provides recipients with flexible tools to develop and implement regionally based long-term economic development strategies in response to major Federally declared disasters.

The EAA program provides a wide range of technical, disaster recovery, economic recovery planning, and public works assistance. It responds adaptively to pressing economic recovery issues and is well-suited to help address challenges faced by regions affected by natural disasters. Through this program, EDA can support the development of disaster recovery strategies and recovery implementation, including infrastructure improvements and by using revolving loan funds (RLFs).

EDA recognizes that urgent infrastructure rebuilding needs exist throughout disaster impacted regions. In EDA's experience with post disaster recovery, the most effective long-term rebuilding efforts are based on a long-term development or redevelopment strategies. For this reason, EDA encourages the submission of applications based on long-term, regionally oriented and collaborative economic development or redevelopment strategies that foster economic growth and resiliency. EDA will regard applications that are substantively supported by such strategies as more competitive, while applications for rebuilding damaged infrastructure that are not demonstrably supported by a long-term plan for economic growth and resilience will not be considered competitive.

To be competitive, applications must clearly incorporate principles for enhancing the resiliency (as defined below) of the relevant community/region or demonstrate the integration of resiliency principles into the investment itself. The incorporation of disaster resiliency is an essential aspect of mitigating the potential for future losses and adverse economic impacts for communities. The inclusion of resiliency principles in the project is a necessary step to improve the capacity of the region to recover more quickly in the future. **In addition, applicants must demonstrate a clear nexus between their proposed project scope of work and disaster recovery and resiliency efforts.** The strength of the nexus to the disaster is drawn from the consequences of the disaster(s) that made the community eligible and the intended project outcomes. For example, if Smith County receives a major disaster designation for straight-line winds or tornadoes, any application from Smith County must demonstrate how the project meets the recovery, rebuilding and resiliency needs resulting from that particular incident. Projects that consider an all-hazards approach are encouraged, but their scope must consider the direct consequences of the relevant disaster itself.

Prospective applicants should note that section III. of this FFO sets out eligibility criteria for applications seeking funding for disaster assistance. Only applications meeting the eligibility criteria will be considered. EDA will evaluate and select applications according to the evaluation criteria set forth in section IV.A. of this announcement. Further, EDA will give priority to applications that propose or reflect sound disaster resiliency planning and are ready for implementation to jump-start infrastructure development and job creation.

This competitive solicitation is for the FY 2012 Disaster Relief Opportunity to support disaster recovery in communities with major Federal disaster declarations declared between October 1, 2010 and September 30, 2011. Please access the separate FFO announcement posted at [www.grants.gov](http://www.grants.gov) for information regarding application and selection processes, time frames, and evaluation criteria for EDA's regular Economic Adjustment Assistance and Public Works investments, which are funded under EDA's regular appropriations. EDA's website at [www.eda.gov](http://www.eda.gov) provides additional information on EDA and its programs.

## **B. Statutory Authority for EDA's Program Under this Announcement**

The statutory authority for the Economic Adjustment Assistance program is section 209 of PWEDA (42 U.S.C. § 3149). Unless otherwise provided in this FFO applicant eligibility, program objectives and priorities, application procedures, evaluation criteria, selection procedures and other requirements for all programs are set forth in EDA's regulations (codified at 13 C.F.R. chapter III). EDA's regulations may be found on the Government Printing Office's (GPO's) website at <http://www.gpo.gov/fdsys/pkg/CFR-2011-title13-vol1/pdf/CFR-2011-title13-vol1-chapIII.pdf>.

## **C. What is Resiliency?**

Disaster resiliency is broadly defined as a community's or region's ability to reduce the probability of system failure and other negative consequences resulting from a disaster or incident. Disaster resiliency also focuses on reducing the time a community needs to recover from a disaster. Within the context of economic development, disaster resiliency should include methods and measures to mitigate the potential for future economic injury, promote a faster "up-time" for economic anchors (e.g. key businesses and/or industries), and enable a stronger capacity to troubleshoot vulnerabilities within the regional economy.

There exists a need to deepen the capacity of communities to be disaster resilient and absorb the "shock" of disasters and incidents. Enhancing community resiliency becomes a multi-dimensional effort emphasizing engagement and support from all aspects of the community, including from economic development practitioners. Some examples include efforts to broaden the industrial base with diversification initiatives, enhance business retention and expansion programs to further strengthen existing high-growth businesses, and comprehensive planning efforts that involve extensive engagement from the community to define and implement a collective vision for recovery in response to disasters and incidents. Applicants are encouraged to consider the opportunities for incorporating resiliency principles into their recovery planning and scopes of work that are relevant and applicable to the community's and region's unique

situation. As noted above, to be competitive under this FFO, applicants must clearly incorporate principles to enhance the disaster resiliency of the relevant community/region or demonstrate integration of disaster resiliency principles into the investment itself.

## **II. Award Information**

### **A. Funding Availability**

Under the Consolidated and Further Continuing Appropriations Act, 2012 (Pub. L. No. 112-55, 125 Stat. 552 (2011)) (the Act), Congress appropriated \$200,000,000 to respond to extraordinary emergencies caused by certain natural disasters:

*Pursuant to section 703 of the Public Works and Economic Development Act (42 U.S.C. 3233), for an additional amount for “Economic Development Assistance Programs” for necessary expenses related to disaster relief, long-term recovery, and restoration of infrastructure **in areas that received a major disaster designation in 2011** pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), \$200,000,000 to remain available until expended: Provided, That such amount is designated by Congress as being for disaster relief pursuant to section 251(b)(2)(D) of the Balanced Budget and Emergency Deficit Control Act of 1985. (Emphasis added.)*

For purposes of this competitive solicitation, EDA interprets “major disaster designation in 2011” to mean Federal disaster declarations made in FY 2011, starting October 1, 2010 through September 30, 2011.

EDA is allocating funds under this Disaster Relief Opportunity among its six Regional Offices, as described below in section II.B of this competitive solicitation. If an applicant is awarded funding, neither the U.S. Department of Commerce (DOC) nor EDA is under any obligation to provide any future funding in connection with that award or to make any future award(s). Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion of DOC and EDA.

### **B. EDA Regional Office Allocations**

Funds for the Disaster Relief Opportunity must be used to carry out paragraph (c)(2) of section 209 of PWEDA, under EDA’s EAA program (42 U.S.C. § 3149). Section 209(c)(2) of PWEDA provides, in relevant part, that assistance may be provided for activities identified by communities, the economies of which are injured by “disasters or emergencies, in areas with respect to which a major disaster or emergency has been declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (42 U.S.C. § 5121 et seq), for post-disaster economic recovery.” Subsection (b) of section 703 of PWEDA provides that the Federal share of the cost of activities funded with amounts made available may be up to 100 percent. See the discussion of the matching share requirement in section III.C of this announcement for additional information.

EDA has allocated the FY 2012 Disaster Assistance among its six Regional Offices using a formula that assesses disaster impact and economic vulnerability/distress and consists of the following elements, which are weighted as indicated below:

**1. Impact (50%)**

- a. Population residing in eligible counties in each region as a percentage of those populations nation-wide (30%);
- b. Federal Emergency Management Agency (FEMA) Public Assistance total cost estimated for projects in each State, per capita (40%);
- c. FEMA major disaster declared counties in a Regional Office’s geographic service area as a percentage of the total number of eligible major disaster declared counties nation-wide (30%);

**2. Vulnerability (50%)**

- a. Per capita income of the population residing in an eligible county in each region (35%);
- b. Unemployment rate of the population residing in an eligible county in each region (35%); and
- c. Percentage of families and people whose income is below the poverty line in a geographic area in each region (30%).

**APPROXIMATE FY 2012 DISASTER ASSISTANCE ALLOCATION:**

Atlanta Regional Office	---	\$35,191,000.00
Austin Regional Office	---	\$16,251,000.00
Chicago Regional Office	---	\$18,714,000.00
Denver Regional Office	---	\$51,835,000.00
Philadelphia Regional Office	---	\$53,735,000.00
Seattle Regional Office	---	\$21,334,000.00

At a later date, EDA may adjust the allocations to the Regional Offices based on its experience in administering disaster supplemental appropriations to ensure funds are used to maximum effect, or to adjust to unforeseen changes in recovery efforts.

**C. Type of Funding Instrument**

Subject to the availability of funds, EDA may enter into grants or cooperative agreements with eligible applicants in order to provide funding for eligible investment activities under this Disaster Relief Opportunity.

**D. Project Periods**

Under the EAA program, project periods depend on the nature of the project for which the grant is awarded. Typically, disaster and economic recovery strategy grants may range in duration from 12 to 18 months with extensions given on a case-by-case basis. Implementation

grants involving construction of project facilities and infrastructure generally are expected to range from 12 to 48 months. EDA will work closely with the recipient(s) to accommodate their projected timelines within reason and allowances of regulations and grant policies.

### **III. Eligibility Information**

#### **A. Eligible Applicants**

Pursuant to PWEDA, an eligible applicant for and eligible recipient of EDA investment assistance under this announcement include a(n):

1. District organization;
2. Indian Tribe or a consortium of Indian Tribes;
3. State, city or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
4. Institution of higher education or a consortium of institutions of higher education; or
5. Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

See section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. § 300.3. EDA is not authorized to provide grants directly to individuals or to for-profit entities seeking to start or expand a private business. Such requests may be referred to state or local agencies, or to non-profit economic development organizations.

#### **B. Eligible Counties Based on Disaster Declarations**

County eligibility is predicated upon the Presidential declarations of major disaster areas during FY 2011 pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5121 *et seq.*) (Stafford Act). EDA will determine if the county qualifies under the Economic Adjustment Assistance program pursuant to such major Federal disaster declarations and the FEMA designation of areas as eligible for public assistance or individual assistance due to declared disasters listed on FEMA's website. As noted above, disasters declared in FY 2011 (October 1, 2010 through September 30, 2011) are eligible under this announcement. Disasters declared from October 1, 2010 through December 31, 2010 may be found on FEMA's website at <http://www.fema.gov/news/disasters.fema?year=2010> and disasters declared from January 1, 2011 through September 30, 2011 may be found on FEMA's website at <http://www.fema.gov/news/disasters.fema?year=2011>.

For this Disaster Relief Opportunity, EDA will consider applications submitted by eligible applicants located in or acting on behalf of the disaster-affected regions. For construction projects (including design and engineering) the project must be located within an eligible county. For non-construction projects, the investment's scope of work must primarily benefit eligible counties and stakeholders representing those eligible counties must be directly engaged. *See also* 13 C.F.R. § 301.3(a).

EDA will review project eligibility in accordance with 13 C.F.R. parts 301 and 307 at the time the application for investment assistance under this FFO is received in the Regional Office. Project eligibility is a threshold consideration. EDA will determine where to invest funds under the FY 2012 Disaster Assistance Opportunity in accord with the process set out in section IV. below.

### **C. Cost Sharing or Matching Share Requirement**

As stated in section III.B. of this FFO, regional eligibility under this announcement is predicated upon Presidential declarations of disaster areas under the Stafford Act. EDA expects to fund up to 80% of the eligible cost of such assistance. The remaining 20% must be borne by the recipient or provided to the recipient by a third party as a contribution for the purposes of and subject to the terms of the award. In accordance with statutory authority under section 703 of PWEDA (42 U.S.C. § 3233), EDA may increase the investment rate up to a maximum of 100%. In determining whether to increase the Federal share above 80%, EDA will consider whether the applicant has exhausted its effective taxing or borrowing capacity or meets other thresholds for elevated need. Therefore, the applicant must fully describe and define the region in which the proposed project will be located and is responsible for demonstrating to EDA, by providing statistics and other appropriate information, the nature and level of economic distress in the region.

While cash contributions are preferred, in-kind contributions, consisting of contributions of space, equipment, services, or forgiveness or assumptions of debt, may provide the required non-Federal share of total project costs. *See* section 204(b) of PWEDA (42 U.S.C. § 3144). EDA will fairly evaluate all in-kind contributions, which must be eligible project costs and meet applicable Federal cost principles and uniform administrative requirements. Funds from other Federal financial assistance awards are considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute. *See* 13 C.F.R. § 300.3. The applicant must show that the matching share is committed to the project for the project period, will be available as needed, and is not conditioned or encumbered in any way that precludes its use consistent with the requirements of EDA investment assistance. *See* 13 C.F.R. § 301.5.

## **IV. Application Review Information**

### **A. Application Review and Project Analysis**

All applications will be reviewed by EDA's Regional Office staff. Applicants that are ineligible for EDA funding will be so informed. Throughout the review and selection process, EDA reserves the right to seek clarification in writing from applicants whose applications are being reviewed and considered. EDA may ask applicants to clarify objectives and work plans, modify budgets or other specifics necessary to comply with Federal requirements, or provide required supplemental information. Applicants are strongly encouraged to communicate directly with the designated EDA Regional Office's Economic Development Representative (EDR) or Point of Contact (POC) in advance of their submission of the application to further refine the project scope, objectives, and implementation. A list of all EDA Regional Offices and their designated EDR/POC maybe found within section VII. of this FFO.

## 1. Application Review

Upon receipt, EDA will conduct an eligibility and technical completeness review of all applications. Applications that do not meet the minimum eligibility criteria and do not demonstrate a nexus of the project scope of work with the applicable disaster will not be further reviewed. In addition, applications that do not contain all forms and required documentation listed in sections V.A. through V.C. of this FFO will be deemed non-responsive and excluded from further consideration.

## 2. Initial Project Analysis

All complete applications that demonstrate a nexus to an eligible disaster and meet the minimum eligibility requirements included in section III.A. and III.B., will progress to the initial project analysis. EDA will use criteria a. through d., below, to evaluate whether or not the application addresses the criteria. EDA will use criteria e. through g., below, to evaluate the extent to which the application satisfies the criteria.

- a. The proposed project's feasibility and the applicant's organizational capacity and ability to successfully execute the project and achieve desired outcomes;
- b. The integration of resiliency, as defined in section I.C. of this FFO, into the project scope of work;
- c. How the project will be sustainable and durable;
- d. The project's alignment with a relevant strategic economic development or disaster recovery plan;
- e. The likelihood that the project will foster job creation and promote private investment in the regional economy;
- f. The strength of the nexus of the project's scope of work to the major disaster designation; and
- g. The extent to which the project is responsive to the needs of communities impacted by disasters declared in FY 2011 regarding disaster relief, long-term economic recovery, and restoration and enhancement of infrastructure.

For further information on the evaluation criteria outlined above please contact the appropriate EDA representative listed in section VII. of this FFO.

## B. Investment Review Committee and Selection Factors

Each Regional Office will convene an Investment Review Committee (IRC) that consists of at least three Federal employees to discuss and evaluate each application that is forwarded from the initial project analysis, as well as any analysis provided by EDA staff compiled during the initial project analysis. **Please note that an application forwarded to the IRC is not guaranteed funding. The demand for EDA funding generally exceeds the funds available for any given program or competition.**



Each IRC will assess the degree to which each forwarded application merits the program-specific award and application requirements set forth in this FFO and in 13 C.F.R. §§ 307.2 through 307.5, which apply to Economic Adjustment Assistance investments. The IRC will also evaluate applications comparative to the relative strength of other applications under consideration by the IRC based on the following:

1. EDA comments and staff analysis from the initial project analysis;
2. A determination that the applicant meets the overall objectives of section 2 of PWEDA (42 U.S.C. § 3121);
3. The proposed project's feasibility and the applicant's organizational capacity and ability to successfully execute the project and achieve desired outcomes;
4. The availability of program funding;
5. Balance of funding for diverse groups of organizations, including smaller and rural organizations, which may form part of a broader consortium to serve diverse populations and areas within the Regional Office's territory;
6. The applicant's performance under previous Federal financial assistance awards, including whether the grantee submitted required financial, performance, and Government Performance and Results Act (GPRA) reports;
7. Geographic distribution of program funds and alignment with EDA's portfolio;
8. The level of economic distress of the region;
9. The significance of the impact upon the region from the relevant disaster;
10. The likelihood that the proposed project will achieve its stated objectives and catalyze additional resources and results;
11. The likelihood that the project is capable of starting quickly and the immediacy of its impacts;
12. The extent to which resiliency is integrated, as defined in section I.C. of this FFO, into the project scope of work;
13. The strength of the nexus of the project's scope of work to the major disaster designation;
14. The extent to which the project is based upon regionally oriented and collaborative economic development and redevelopment strategies; and
15. The extent to which the project will benefit communities impacted by disasters declared in FY 2011 related to disaster relief, long-term recovery, and restoration and enhancement of infrastructure.

In addition, EDA will evaluate all disaster and economic recovery strategy grant applications based on the (1) quality of the proposed scope of work for the development, implementation, revision or replacement of a strategic, economic development, or disaster recovery plan; and (2) qualifications of the applicant to implement the goals and objectives resulting from the CEDS. *See* 13 C.F.R. § 303.3(a)(1) and (2). To ensure that the application fully meets these requirements, applicants should pay particular attention to 13 C.F.R. § 303.7(b), which sets out specific technical requirements for the CEDS.

The IRC will recommend to the Regional Director those applications that most merit consideration for funding.

### C. Grants Officer's Decision

Each region's IRC makes its recommendations to the respective Regional Director, who is the applicable Grants Officer. The Regional Director makes the final decision on whether to fund an application. The Regional Director may select a project that was not recommended by the IRC, or decline to fund a project that was recommended, based on any of the selection factors described in section IV.B. The Regional Director's final decision must be consistent with EDA's and DOC's published policies. In cases where the Regional Director makes a selection that differs from the IRC's recommendation, the Regional Director will document the rationale for the decision in writing.

## V. Application Submission Information

### A. Deadlines, How to Obtain an Application, and Required Forms

***Deadlines.*** Applications are accepted, reviewed and considered on a continuing basis as received. Applicants are advised to read carefully the instructions contained in this FFO and in all forms contained in the appropriate application package. Please contact the applicable EDA Regional Office listed in section VII. with any questions regarding the application materials and submissions. Applicants are strongly encouraged to communicate directly with their EDR/POC in advance of application submission. **It is the sole responsibility of the applicant to ensure that the application package is complete and received by EDA.** EDA reserves the right to contact the applicant to request more information regarding their application.

***How to obtain an application.*** Applicants can access the application package for this competitive solicitation via [www.grants.gov](http://www.grants.gov) only. Applicants may submit completed applications electronically at [www.grants.gov](http://www.grants.gov) or via hand delivery, postal mail, or courier service in paper format (three copies) to the applicable EDA Regional Office listed in section VII. of this FFO.

***Required forms.*** Applicants are required to submit the forms listed below at the time of application. Applications that do not contain all forms, narratives, or attachments listed in this section V.A. of this FFO will be deemed non-responsive and excluded from consideration. The specific Standard Form (SF) forms required with Form ED-900 depend on whether the applicant is applying for construction or non-construction assistance, as outlined below:

1. Application Package for Construction Assistance (including Design and Engineering Assistance)

Applicants seeking assistance for a project with construction components (including design and engineering assistance) are required to complete and submit the following forms:

- Form ED-900 (*Application for Investment Assistance*);
- Form SF-424 (*Application for Federal Assistance*);
- Form SF-424C (*Budget Information – Construction Programs*);
- Form SF-424D (*Assurances – Construction Programs*); and
- Form CD-511 (*Certification Regarding Lobbying*).

## 2. Application Package for Non-Construction Assistance

Applicants seeking assistance for a project without construction components are required to complete and submit the following forms:

- Form ED-900 (*Application for Investment Assistance*);
- Form SF-424 (*Application for Federal Assistance*);
- Form SF-424A (*Budget Information – Non-Construction Programs*);
- Form SF-424B (*Assurances – Non-Construction Programs*); and
- Form CD-511 (*Certification Regarding Lobbying*).

In addition, applicants may be required to provide certain lobbying information using Form SF-LLL (*Disclosure of Lobbying Activities*) and to submit to a background screening using Form CD-346. Form ED-900 provides detailed guidance to help the applicant assess whether Form SF-LLL is required and how to access it. Please note that, if applicable, one Form SF-LLL must be submitted for each co-applicant that has used or plans to use non-Federal funds for lobbying in connection with this competitive solicitation. All key individuals of non-profit applicants that are first-time recipients of EDA or DOC funding are required to provide required individual background screening forms (Form CD-346) for a complete application, but please note that EDA requires other applicants to submit Form CD-346 to comply with DOC requirements.

### **B. Content and Structure of Form ED-900**

Form ED-900 is divided into lettered sections that correspond to specific EDA program components that address EDA’s statutory and regulatory requirements. Based on the program under which assistance is sought, Form ED-900 sets forth the application sections and exhibits that the applicant must complete. Because this competitive solicitation seeks Economic Adjustment Assistance applications only, the applicant must complete only certain sections as detailed in the table below.

Economic Adjustment Assistance	Complete Sections A, B, and K and Exhibit C. Also Complete Section M and Exhibits A, D, and E if the application has construction components and Sections M and N if the application has only design/engineering requirements Complete Section E if the application has no construction components.
Revolving Loan Fund Assistance under the Economic Adjustment Assistance program	Complete Sections A, B, E, K, and L and Exhibit C.

**Applicants should note that the expected outcomes (e.g. the anticipated job creation and private investment leveraging potential of an investment) provided by the applicant in Section B of Form ED-900 must be reasonable, justifiable, and based on the most current and accurate information available. Estimates must reflect the expected impact from the EDA portion of the investment. If EDA determines that job and private investment estimates are inadequate or without basis, those estimates will not be considered.<sup>2</sup>**

### **C. What Supporting Documentation is Required for a Complete Application?**

In addition to Form ED-900, applicants must submit certain supporting documentation for a complete application. All documentation required for a complete application, including any engineering reports and environmental narratives, must accurately reflect the environment at the time of application. All information required by Form ED-900, including documentation that Form ED-900 advises may be submitted at a later date if EDA selects the project for further consideration, should be submitted at the time of application. The following list details the required submissions by project type:

1. *For all types of projects, both construction and non-construction:*
  - **Documentation confirming non-EDA funding**, for example letters of commitment and other documentation, as necessary. For example, an applicant contemplating using bonds as a matching share must provide counsel opinion of the applicant’s bonding authority and eligibility of the bonds for use as match, along with full disclosure of the type of bonds and the schedule of the applicant’s intended bond issue, are required. Please contact the applicable Regional Office listed in section VII. of this FFO with questions regarding this requirement. *See also* Section A. of Form ED-900.

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<sup>2</sup> EDA funding may not be used by the recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in a competition with other U.S. labor market area for those same jobs. EDA’s nonrelocation policy is discussed under section VI.I. of this FFO.

- **Comments from the State Clearinghouse**, to comply with Executive Order 12372, “*Intergovernmental Review of Federal Programs*,” if applicable. If the comment period has not expired or comments were not received, a copy of the applicant’s request for comments is sufficient; however, in that instance, the final determination will be required prior to award. Detailed information on the State Clearinghouse process can be accessed at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

2. ***For construction projects only (including design and engineering assistance):***

- **Maps of the project site** (U.S. Geological Survey (USGS) map(s) and Federal Emergency Management Agency (FEMA) floodplain map(s)) with project components and beneficiaries noted (*see* Section A.2. of Form ED-900).
- **Letter of commitment and assurances of compliance** (Exhibit A to Form ED-900) from beneficiaries of the proposed project identified in Section B.5. of Form ED-900 as providing the economic justification for the proposed project.
- **Comments from the metropolitan area review/clearinghouse agency**, if applicable. If the comment period has not expired or comments were not received, a copy of the applicant’s request for comments is sufficient (*see* Section M.1 of Form ED-900); however, in that instance, the final determination will be required prior to award.
- A **preliminary engineering report** (all required elements are listed in Section M.3. of Form ED-900; special formatting is not required). For additional guidance on preparing a preliminary engineering report, contact the appropriate EDA Regional Office for guidance. See section VII. of this FFO for Regional Office contact information.
- An **environmental narrative** that will enable EDA to comply with its National Environmental Policy Act (NEPA) responsibilities. For additional information on preparing the environmental narrative, please contact the applicable Regional Environmental Officer at the Regional Office listed in section VII. of this FFO Please note that that the environmental narrative required for a complete application does not need to include all applicable approvals at the time of application. Applicants must include Appendix A (Applicant’s Certification Clause) to the environmental narrative signed by each co-applicant, as applicable.
- Copies of any existing **correspondence with or sign-offs/approvals from other agencies** with respect to the project, such as the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service, or the State or Tribal Historic Preservation Officer. Please note that an applicant will not be required to submit all required sign-offs/approvals for an application to be considered complete. If the application does not include sign-offs/approvals from appropriate agencies and EDA subsequently determines that these are required, the applicant will be required to obtain them before EDA will

approve an award. For additional information about this requirement, please contact the applicable Regional Environmental Officer at the Regional Office listed in section VII. of this FFO.

- **Copies of any other environmental studies** that have already been completed for the project site, if available.
3. *For **Revolving Loan Fund projects** only, the following also is required:*
- An **RLF Plan** for the RLF's financial management. *See* EDA's regulation at 13 C.F.R. 307.9 and Section L of Form ED-900.
4. *For **non-profit applicants** only, including each non-profit co-applicant, the following also are required:*
- A **Certificate of Good Standing** from the State in which the non-profit organization is incorporated, as applicable.
  - A copy of the non-profit organization's current **Articles of Incorporation** or other formation documents, as applicable, and **By-Laws**.
  - A **Resolution** (or letter) from a general purpose subdivision of State government acknowledging that the non-profit organization is acting in cooperation with officials of that political subdivision.

Applicants are expected to provide a clear and detailed explanation of how the proposed project will meet EDA's evaluation criteria listed in section IV. of this FFO. EDA will consider applications that include such an explanation as more competitive than those that do not. Such an explanation should include supporting data, performance measures, and other deliverables, as applicable.

#### **D. Application Submission Requirements**

Under this announcement, EDA's Regional Offices will accept applications on an ongoing basis. All applications will be processed in accordance with the requirements set forth herein. The content of applications is the same for paper submissions as it is for electronic submissions. EDA will not accept facsimile or email transmissions of applications.

Please note that all applicants, whether choosing to apply electronically via Grants.gov or submit a paper (hardcopy) application, must obtain a universal identifier in the form of a Dun and Bradstreet Data Universal Numbering System (DUNS) number and apply for and maintain a current Central Contractor Registration (CCR) database registration. *See also* section VI.D.1. of this FFO.

## 1. *Electronic Submissions*

### a. Registration Requirement

EDA encourages the submission of complete applications via Grants.gov. ***In order to submit an application at Grants.gov, an applicant first must register for a Grants.gov user ID and password. This process can take between three to five business days or as long as four weeks if all steps are not completed correctly.*** EDA strongly recommends that applicants register, review the application instructions, and apply as early as possible. Information about the registration process can be found at [http://grants.gov/applicants/organization\\_registration.jsp](http://grants.gov/applicants/organization_registration.jsp).

### b. Authorized Organizational Representative Registration Requirement and Validation Process

Applicants must register as organizations, not as individuals, at [www.grants.gov](http://www.grants.gov). As part of the registration process, you will register at least one Authorized Organizational Representative (AOR) for your organization. Note that a given organization may designate multiple individuals as AORs for Grants.gov purposes. A registered AOR is the *only* official with the authority to submit an application at Grants.gov, so please ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected by the Grants.gov system and cannot be considered by EDA.

Before beginning the application process at Grants.gov, please carefully review the application instructions for this funding opportunity at Grants.gov and in this FFO. Once an applicant is registered correctly, the following list provides step-by-step instructions for accessing, completing, and submitting an application.

- (1) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer, as other (older or newer) versions of Adobe Acrobat Reader may cause errors.
- (2) Navigate to the URL [www.grants.gov](http://www.grants.gov).
- (3) Select "Apply for Grants" from the left-hand menu.
- (4) Select "Download a Grant Application."
- (5) Enter "EDAFY12DISASTERRELIEF" as the Funding Opportunity Number and click on "Download Package."
- (6) Click on the "Download" link.
- (7) Click on "download" under "Instructions and Application." A new window should appear. At this point, download both the application instructions and application package and proceed with the application process.

Your electronic submission will receive a date and time stamp and be processed after it is fully uploaded. The time it takes to completely upload an application will vary depending on a number of factors, including the size of the application, the speed of your Internet connection, and the time it takes Grants.gov to process the application. Once an application is submitted, it

undergoes a validation process through Grants.gov in which the application may be accepted or rejected by the system. This process may take 24 to 48 hours to complete. Once an application is submitted, Grants.gov may notify the applicant that the application contains an error. In this case, the applicant must correct the error before the system will accept and validate the application and it can be received by EDA. EDA will consider the date and time stamp on the validation generated by Grants.gov as the official submission time.

c. Verify Submission was Successful

Applicants should save and print written proof of an electronic submission made at Grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. Since email communication can be unreliable, applicants must proactively check on the status of their application if they do not receive email notifications within a day of submission. The first email should confirm receipt of the application, and the second should indicate that the application has either been successfully validated by the system before transmissions to EDA or has been rejected due to errors. ***Please note that it can take up to two business days after Grants.gov receives an application for applicants to receive email notification of an error.*** An applicant will receive a third email once EDA has retrieved the application.

Applicants should refrain from submitting multiple copies of the same application package. EDA advises applicants to save and print both the confirmation screen provided at Grants.gov after submission of an application, and the confirmation email sent by Grants.gov after the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating that the application was received and subsequently validated, but does not receive an email from Grants.gov (within 72 hours of the first email) indicating that EDA has retrieved the application package, the applicant may contact the applicable Regional Office listed in section VII. of this FFO to inquire if EDA is in receipt of the submission.

It is the applicant's responsibility to verify that its submission was received and validated successfully at Grants.gov. To see the date and time your application was received, log on to [www.grants.gov](http://www.grants.gov) and click on the "Track My Application" link from the left-hand menu. For a successful submission, the application must be received and validated by Grants.gov, and an agency tracking number assigned. If your application has the status of "Received" it is awaiting "Validation" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. For applicant FAQs, including why Grants.gov may reject an application, you may access [http://www.grants.gov/applicants/applicant\\_faqs.jsp](http://www.grants.gov/applicants/applicant_faqs.jsp). For troubleshooting tips, please access [http://www.grants.gov/help/trouble\\_tips.jsp](http://www.grants.gov/help/trouble_tips.jsp).

d. Systems Issues

If you experience a Grants.gov "systems issue" (technical problems or glitches with the Grants.gov website) that you believe threatens your ability to complete a submission, please (i) print any error message received; and (ii) call the Grants.gov Contact Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain a case number regarding your



communications with Grants.gov. *Please note:* problems with an applicant organization's computer system or equipment is not considered a "systems issue." Similarly, an applicant's failure to (i) complete the registration; (ii) ensure that an AOR submits the application; or (iii) notice receipt of an email from Grants.gov, is not considered a systems issue. A "systems issue" is an issue occurring in connection with the operations of www.grants.gov itself, such as the temporary loss of service at Grants.gov, due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely.

Applicants should access the following link for assistance in navigating Grants.gov and for a list of useful resources: <http://www.grants.gov/help/help.jsp>. If the online resources provided in this section do not provide the help you need, try consulting the "User Guides" that can be accessed at [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp) or contacting Grants.gov via email at [support@grants.gov](mailto:support@grants.gov) or telephone at 1-800-518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week.

## **2. Paper Submissions**

An applicant may submit a completed paper (hard copy) application via hand delivery, postal mail, or courier service to the applicable Regional Office listed in section VII. of this FFO.

The applicant must submit one original and two copies of the complete application package (with a postmark or the courier service's delivery time and date stamp, as applicable) to the appropriate Regional Office, unless otherwise directed by EDA staff. DOC mail security measures may delay receipt of United States Postal Service mail for up to two weeks. Therefore, applicants that choose to submit paper submissions are advised to use guaranteed overnight delivery services.

## **VI. Award Administration Information and Administrative Requirements**

### **A. Award Notices**

Under this FFO, EDA expects to notify applicants of its decision in writing. Applicants are advised that though this notification may express the applicant's success in the competitive portion of the evaluation process, it will not legally obligate EDA to make an award to the applicant. The applicant will be required to complete certain due diligence requirements and pass a set of technical reviews by EDA staff to ensure compliance with all applicable rules and regulations, including title verification, project ownership, environmental, engineering, and procurement compliance, and other requirements before award. If the applicant successfully fulfills these additional requirements to EDA's satisfaction, the expectation is that EDA will proceed with the official award and obligation of funds.

If an application is selected for funding and the applicant successfully completes all due diligence requirements, the EDA Grants Officer will issue the grant award (Form CD-450), which is the authorizing financial assistance award document. By signing Form CD-450, the recipient agrees to comply with all award provisions. EDA will provide Form CD-450 by mail or two-day delivery to the appropriate business office of the recipient's organization. The

recipient must sign and return the Form CD-450 without modification within 30 days of the date of EDA's signature on the form. Completing this action indicates the applicant agrees to complete the project and will comply with all of the conditions of the grant.

If an applicant is awarded funding, neither the DOC nor EDA is under any obligation to provide any additional future funding in connection with that award or to make any future award(s). Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion of DOC and EDA.

EDA will notify unsuccessful applicants as soon as possible following the decision. The Regional Office will retain unsuccessful applications in accordance with EDA's record retention schedule. *See* 13 C.F.R. § 302.16.

## **B. Reporting Requirements**

All recipients are required to submit financial and performance (technical) reports (preferably in electronic format) in accordance with the terms and conditions of the grant award.

## **C. OMB Circular A-133 Audit Requirements**

Single or program-specific audits shall be performed in accordance with the requirements contained in OMB Circular A-133, "*Audits of States, Local Governments, and Non-Profit Organizations*," and the related *Compliance Supplement*. OMB Circular A-133 requires any non-Federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments, and Indian Tribes) that expends Federal awards of \$500,000 or more in the recipient's fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the Circular.

Applicants are reminded that EDA or the DOC's Office of the Inspector General may conduct an audit of any award at any time.

## **D. Universal identifier, Central Contractor Registration, and Reporting Under the Transparency Act**

### **1. DUNS Numbers and CCR Registration**

All applicants for Federal financial assistance are required to obtain a universal identifier in the form of a DUNS number and to maintain a current registration in the CCR database. Per the requirements of 2 C.F.R. part 25, each applicant must:

- a. Be registered in the CCR before submitting an application (*see also* section V.D. of this FFO);
- b. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application under consideration by an agency; and
- c. Provide its DUNS number in each application or plan it submits to the agency.

Please also see the *Federal Register* notice published on September 14, 2010, at 75 FR 55671.

## **2. Reporting under the Transparency Act**

In accord with 2 C.F.R. part 170, all recipients of a Federal award made on or after October 1, 2010, are required to comply with reporting requirements under the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282) (Transparency Act). In general, all recipients are responsible for reporting sub-awards of \$25,000 or more. In addition, recipients that meet certain criteria are responsible for reporting executive compensation. Applicants must ensure they have the necessary processes and systems in place to comply with the reporting requirements should they receive funding. For additional information on Transparency Act requirements, please also see the *Federal Register* notice published September 14, 2010, at 75 FR 55663.

### **E. Information Disclosure under the Freedom of Information Act**

The Freedom of Information Act (FOIA) (5 U.S.C. §552) and DOC's regulations at 15 C.F.R. part 4 set forth the requirements and procedures that EDA must follow in order to make requested material, information, and records publicly available. Unless prohibited by law and to the extent permitted under FOIA, contents of applications and other information submitted by applicants may be released in response to a FOIA request. Applicants should be aware that EDA may make certain application information publically available. Accordingly, the applicant should notify EDA if it believes any application information to be confidential.

### **F. Administrative and National Policy Requirements**

Administrative and national policy requirements for all DOC awards are contained in the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements, published in the *Federal Register* on February 11, 2008 (73 FR 7696).

### **G. Environmental and Historic Preservation Requirements**

All applicants for EDA construction assistance (including design and engineering assistance) are required to provide adequate environmental information in order to facilitate EDA's required National Environmental Policy Act of 1969 (42 U.S.C. § 4321 *et seq.*) (NEPA) analysis. During the NEPA review process, applicants may be instructed to contact the relevant State or Tribal Historic Preservation Officer (SHPO/THPO), seek comments of other government agencies, or provide more detailed environmental information. EDA, after complying with requirements for consulting with Federally recognized Indian Tribes, may require applicants to participate in Tribal consultation, as necessary. The implementing regulations of NEPA require EDA to provide public notice of the availability of project-specific environmental documents, such as environmental impact statements, environmental assessments, findings of no significant impact, and records of decision, to the affected public.<sup>3</sup> For further guidance and information, please contact the applicable Regional Environmental Officer at the applicable Regional Office listed in section VII. of this FFO.

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<sup>3</sup> See 40 C.F.R. § 1506.6 (b)

## H. Regulations, Administrative Requirements, and Costs Principles

Specific regulations, administrative requirements,<sup>4</sup> and cost principles<sup>5</sup> govern the use of EDA funds.<sup>6</sup> Note that EDA funds may not be used directly or indirectly to reimburse any attorneys' or consultants' fees incurred in connection with expediting applications for investment assistance.<sup>7</sup> Funds awarded cannot necessarily pay for all the costs that the recipient may incur in the course of carrying out the project. Applicable administrative requirements and Federal cost principles are incorporated by reference into the terms and conditions of each EDA award. Generally, costs that are allowable include salaries, supplies, and other expenses that are reasonable and necessary for the completion of scope of work. Indirect costs are not allowed on construction projects under this FFO, and indirect costs are not allowed on awards to implement a strategic plan that involves construction projects.

In general, EDA does not reimburse pre-award project costs. Applicants that are in need of such reimbursement should work closely with EDA Regional Office staff to determine if their pre-award costs may be considered for reimbursement. In order for these costs to be eligible for reimbursement, the applicant must competitively procure services pursuant to the Federal government's procurement procedures.<sup>8</sup> Such costs are incurred at an applicant's own risk, and these pre-award costs will be considered for reimbursement, in EDA's sole discretion, only if an applicant receives an award. Neither EDA nor DOC will be held responsible for application preparation expenditures, which are distinguishable from pre-award project costs.

### I. Nonrelocation

Applicants are advised that should an application be selected for award, the recipient will be required to adhere to a special award condition relating to EDA's nonrelocation policy as follows:

*In signing this award of financial assistance, Recipient(s) attests that **EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs.** In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to*

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<sup>4</sup> The uniform administrative requirements for DOC grants and cooperative agreements are codified at 15 C.F.R. parts 14 and 24. For EDA's purposes, 15 C.F.R. part 14 governs awards made to institutions of higher education and non-profit organizations and 15 C.F.R. part 24 governs awards made to States and local governments.

<sup>5</sup> Allowable costs under an EDA award are determined in accordance with the following regulations (incorporated by reference at 15 C.F.R. parts 14 and 24): (i) C.F.R. part 220, "Cost Principles for Educational Institutions (OMB Circular A-21)"; (ii) 2 C.F.R. part 225, "Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)"; (iii) 2 C.F.R. part 230, "Cost Principles for Nonprofit Organizations (OMB Circular A-122)"; and (iv) Federal Acquisition Regulation Subpart 31.2, "Contracts with Commercial Organizations," codified at 48 C.F.R. § 31.2.

<sup>6</sup> The general and administrative requirements for EDA awards are set forth in 13 C.F.R. parts 300-302. Specific application and award requirements for the Economic Adjustment Assistance program are provided in 13 C.F.R. part 307.

<sup>7</sup> See 13 C.F.R. § 302.10.

<sup>8</sup> Procurement requirement for institutions of higher education and non-profits are set out in 15 C.F.R. §§ 14.40-14.48 and requirements for State and local governments are set out in 15 C.F.R. § 24.36.

*pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspensions of disbursements and termination of the award for convenience or cause, which may include the establishment of a debt requiring the Recipient to reimburse EDA.*

For purposes of ensuring that EDA assistance will not be used to merely transfer jobs from one location in the United States to another, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project assisted by EDA. EDA will consider an employer to be a “primary beneficiary” if the applicant estimates that such employer will create or save 100 or more permanent jobs as a result of the investment assistance, provided that such employer also is specifically named in the application as benefiting from the project, or is or will be located in any EDA-assisted building, port, facility, or industrial, commercial, or business park constructed or improved in whole or in part with investment assistance prior to EDA’s final disbursement of funds. In smaller communities, EDA may extend this policy to the relocation of 50 or more jobs.

**VII. Agency Contacts**

As stated in section I.A above, this competitive solicitation is for the FY2012 Disaster Relief Opportunity only. If you have a project that will be located in one of the disaster-impacted regions declared under the Stafford Act, please contact the appropriate Regional Office listed below. EDA’s Internet website at [www.eda.gov](http://www.eda.gov) provides additional information on EDA and its programs.

**H. Philip Paradise, Jr., Regional Director, Atlanta Regional Office**, 401 West Peachtree Street, NW Suite 1820, Atlanta, Georgia 30308-3510, Telephone: (404) 730-3002, Fax: (404) 730-3025

Economic Development Representatives or Regional Office Contacts      States Covered:

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COOLEY, Robin.....	North Carolina, South Carolina
1835 Assembly Street, Suite 1075 Columbia, SC 29201 Telephone: (803) 253-3640	
CORSO, Jonathan.....	Georgia, Alabama
401 West Peachtree Street, NW Suite 1820 Atlanta, GA 30308-3510 Telephone: (404) 730-3023	
FARMER, Pamela.....	Kentucky
401 West Peachtree Street, NW Suite 1820 Atlanta, GA 30308-3510 Telephone: (606) 674-2302	
TRADER, Philip T.....	Florida
401 West Peachtree Street, NW	

Suite 1820  
 Atlanta, GA 30308-3510  
 Telephone: (404) 730-3017  
 PATTERSON, Gilbert (Gil).....Mississippi  
 401 West Peachtree Street, NW  
 Suite 1820  
 Atlanta, GA 30308-3510  
 Telephone: (404) 730-3032  
 PARTIN, Bertha.....Tennessee  
 401 West Peachtree Street, NW  
 Suite 1820  
 Atlanta, GA 30308-3510  
 Telephone: (606) 337-4031  
 DYCHE, Keith.....Regional Environmental Officer  
 401 West Peachtree Street, NW  
 Suite 1820  
 Atlanta, GA 30308-3510  
 Telephone: (404) 730-3029

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**Pedro R. Garza, Regional Director, Austin Regional Office, 504 Lavaca, Suite 1100, Austin, Texas 78701-2858, Telephone: (512) 381-8144, Fax: (512) 381-8177**

Area Directors: States Covered:

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FRERKING, Sharon T.....Arkansas, New Mexico, Texas, Oklahoma Texas (North)  
 Austin Regional Office  
 504 Lavaca, Suite 1100  
 Austin, Texas 78701-2858  
 Telephone: (512) 381-8176  
 AYALA, Jorge.....Louisiana, Texas (South)  
 Austin Regional Office  
 504 Lavaca, Suite 1100  
 Austin, Texas 78701-2858  
 Telephone: (512) 381-8150  
 MARKLEY, Jonathan.....Regional Environmental Officer  
 Austin Regional Office  
 504 Lavaca, Suite 1100  
 Austin, Texas 78701-2858  
 Telephone: (512) 381-8150

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**Jeannette P. Tamayo, Regional Director, Chicago Regional Office, 111 North Canal Street, Suite 855, Chicago, IL 60606, Telephone: (312) 353-8156 Ext. 121, Fax: (312) 353-8575**

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Economic Development Representatives or Regional Office Contacts States Covered:

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OVERALL, Patricia.....Indiana

Chicago Regional Office  
111 North Canal Street, Suite 855  
Chicago, IL 60606  
Telephone: (312) 353-8143, ext. 145

JOHNSON, Ean.....Illinois

Chicago Regional Office  
111 North Canal Street, Suite 855  
Chicago, IL 60606  
Telephone: (312) 353-8143, ext. 128

SHIREY, Lee.....Michigan, Ohio

5444 Albany Ridge  
New Albany, OH 43054  
Telephone: (614) 855-4804

FOLDENAUER, Dennis.....Minnesota, Wisconsin

Chicago Regional Office  
111 North Canal Street, Suite 855  
Chicago, IL 60606  
Telephone: (312) 353-8143, ext. 139

BUSH, Robin.....Regional Environmental Officer

Chicago Regional Office  
111 North Canal Street, Suite 855  
Chicago, IL 60606  
Telephone: (312) 353-8143, ext. 146

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**Robert Olson, Regional Director, Denver Regional Office**, 410 17<sup>th</sup> Street, Suite 250, Denver, Colorado 80202, Telephone: (303) 844-4714, Fax: (303) 844-3968

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Economic Development Representatives or Regional Office Contacts      States Covered:

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STEIN, Laura.....Iowa, Eastern and Central Missouri

Federal Building, Room 823  
210 Walnut Street  
Des Moines, IA  
Telephone: (515) 284-4746  
Fax: (515) 284-6641

WERTHMANN, Mark.....Western Missouri, Kansas, Nebraska

Charles Evan Whittaker Courthouse  
400 E. 9<sup>th</sup> Street, Suite 9353  
Kansas City, MO 64106  
Telephone: (816) 471-2623  
Fax: (816) 471-7867

ROGERS, John C.....Montana, Wyoming, North Dakota

P.O. Box 578  
301 S. Park Avenue, Room 123  
Helena, MT 59624  
Telephone: (406) 449-5380

Fax: (406) 449-5381  
KORBAS, Trisha.....Colorado, Utah, South Dakota  
410 17<sup>th</sup> Street, Suite 250  
Denver, CO 80202  
Telephone: (303) 844-4902  
Fax: (303) 844-3968

BENZ, Jenny.....Regional Environmental Officer  
410 17<sup>th</sup> Street, Suite 250  
Denver, CO 80202  
Telephone: (303) 844-5363  
Fax: (303) 844-3968

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**Willie C. Taylor, Regional Director, Philadelphia Regional Office**, Curtis Center, 601 Walnut Street, Suite 140 South, Philadelphia, PA 19106, Telephone: (215) 597-4603, Fax: (215) 597-1063

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Economic Development Representatives or Regional Office Contacts      States Covered:

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BRIGHAM, Alan.....Maine, New Hampshire  
U.S. Department of Commerce  
Economic Development Administration  
100 Middle Street  
East Tower – 2<sup>nd</sup> Floor  
Portland, ME 04101  
Telephone: (207) 347-3139

CAVALIER, Anne.....West Virginia  
U.S. Department of Commerce  
Economic Development Administration  
405 Capitol Street, Suite 411  
Charleston, WV 25301  
Telephone: (304) 347-5252

GITTLER, Robert.....Virginia  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-4360

EDGHILL, Calvin.....New Jersey, New York City/Long Island  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-4360

MARSHALL, Harold J.....New York  
1123 Woodworth Road  
Skaneateles, NY 13152



Telephone: (315) 382-7206  
MCGINLEY, Marguerite.....Rhode Island, Connecticut  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-8822

PLUMMER, Alma.....District of Columbia, Maryland, Puerto Rico, Virgin Islands  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-7538

REID, Andrew.....Pennsylvania  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (267) 687-4317

SUCHODOLSKI, Matt.....Massachusetts, Vermont  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-1242

WALLACE, Jerome.....Delaware  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-2808

HUMMEL, Edward.....Regional Environmental Officer  
Philadelphia Regional Office  
The Curtis Center – Suite 140 South  
601 Walnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-6767

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**A. Leonard Smith, Regional Director, Seattle Regional Office,** Jackson Federal Building,  
Room 1890, 915 Second Avenue, Seattle, Washington 98174, Telephone: (206) 220-7660, Fax:  
(206) 220-7669

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Economic Development Representatives or Regional Office Contacts      States Covered:

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PORTER, David.....Oregon, Clark County, and Eastern Washington  
One World Trade Center

Suite 244  
121 SW Salmon Street  
Portland, OR 97204  
Telephone: (503) 326-3078

FARNWORTH-MARTIN, David.....California (Northern and Coastal)  
Seattle Regional Office  
Jackson Federal Building  
915 Second Avenue, Room 1890  
Seattle, WA 98174  
Telephone (206) 220-7699

FUJITA, Gail S.....Hawaii, Guam, American Samoa, Marshall Islands,  
Micronesia, Northern Marianas, Republic of Palau  
Federal Building, Room 5180  
300 Ala Moana Boulevard  
P.O. Box 50264  
Honolulu, HI 96850  
Telephone: (808) 541-3391

MACIAS, Jacob.....Arizona, Western Washington (except Clark County)  
Seattle Regional Office  
Jackson Federal Building  
915 Second Avenue, Room 1890  
Seattle, WA 98174  
Telephone (206) 220-7666

MARSHALL, Wilfred.....California (Central and Southern)  
5777 West Century Boulevard  
Suite 1675  
Los Angeles, CA 90045  
Telephone: (310) 348-5386

KELLY, Shirley.....Alaska  
510 L Street, Suite 444  
Anchorage, AK 99501  
Telephone: (907) 271-2272

TREMBLAY, Richard, B.....Idaho, Nevada  
550 W. Fort Street, Room 111  
Boise, ID 83724  
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FITZGERALD, Shannon.....Regional Environmental Officer  
Seattle Regional Office  
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