

1. Hard Copy Submissions

Proposals sent through the U.S. Postal Service or a commercial delivery service must be postmarked by November 28, 2011. **Two copies of the complete proposal are required.**

Mail one complete, original proposal to:
 Environmental Management Support, Inc.
 Attn: Mr. Don West
 8601 Georgia Avenue, Suite 500
 Silver Spring, MD 20910
 Phone 301-589-5318

(Note: Overnight mail must include Mr. West's phone number in the address.)

A second complete copy of the proposal must be mailed to the appropriate EPA Regional Brownfields Coordinator listed in Section VII.

Proposals postmarked by the USPS/commercial delivery service after November 28, 2011, will not be considered.

2. Electronic Submissions

Proposals sent electronically through grants.gov must be received by grants.gov by 11:59 p.m. Eastern Time on November 28, 2011. **Proposals received after 11:59 p.m. Eastern Time on November 28, 2011, will not be considered.** Refer to Appendix 2 for specific instructions on the use of grants.gov. In the event that an applicant experiences difficulties transmitting its proposal(s) through grants.gov, please refer to the procedures in Appendix 2. **Note: There is a registration process to complete for electronic submission via grants.gov, which may take a week or more to complete. Occasionally, technical and other issues arise when using grants.gov. EPA encourages applicants to not wait until the deadline to submit a proposal.**

In addition to electronic submission through www.grants.gov, a complete copy of the proposal should be mailed to the appropriate EPA Regional Brownfields Coordinator listed in Section VII.

If you have not received a confirmation of receipt from EPA within 30 days of the proposal deadline, please contact **Megan Quinn at 202-566-2773 or quinn.megan@epa.gov**. Failure to do so may result in your proposal not being reviewed.

IV.C. Content and Form of Proposal Submission

Refer to Section I.A. for information on the number of assessment grants and amount of funding that may be requested. Applicants must submit separate proposals for community-wide and site-specific assessment grants. Each proposal must stand on its own merits based on the responses given to the relevant criteria for that grant type and must not reference responses to criteria in another proposal.

Pages exceeding stated page limits will not be evaluated. The page limits indicated for the Transmittal Letter and Narrative Proposal do not include the required attachments described in item 1.c. in the Proposal Content below. Only required attachments are allowed – **no other attachments will be considered.**

Upon receipt, proposals will be reviewed for content and threshold eligibility issues and copied for distribution to evaluators. Do not include binders, spiral binding, or color printing. All proposal materials must be in English. The narrative proposal, transmittal letter and attachments must be typed, on letter-sized (8.5 x 11-inch) paper, and should use standard 12-point font and 1-inch margins. While these guidelines establish the minimum type size requirements, applicants are advised that readability is of paramount importance. Applicants are responsible for submitting a complete proposal, as described below, by the due date.

1. Proposal Content: Refer to the sections indicated for detailed instructions on what to include in your proposal.
 - a. Transmittal Letter (2 single spaced-page limit)- See No. 2 below
 - b. The Narrative Proposal, which includes the responses to all ranking criteria (15 single spaced-page limit)- See No. 3 below
 - c. Attachments (**Only** the listed attachments will be accepted- all others will be removed from the proposal prior to review. There is no page limit for attachments.)
 - i) Threshold Documentation (see Section III.B and C)
 - ii) Letter from the state or tribal environmental authority (see Section III.C.2)
 - iii) Documentation of applicant eligibility if other than city, county, state, or tribe (see Section III.C.1.)
 - iv) Letters of support from all community-based organizations identified in the community engagement and partnerships ranking criteria (see Section V.B.3)
You must attach support letters to your proposal or EPA will not consider them.
 - v) Documentation indicating leveraged funds are committed to the project (see Section V.B.2.b.iii)
 - vi) Justification for requested waiver of the \$200,000 limit for a site-specific assessment, if applicable (see Section I.A.2)
 - vii) Property-specific determination request, if applicable (see Section III.C.3.d)
 - viii) Letters of commitment from assessment coalition members, if applicable (see Section III.C.1)
 - ix) Petroleum eligibility determination information, if applicable (see Section III.C.3.i)
 - x) Special Considerations checklist (located at Appendix 3), if applicable (see Section IV.B.2.j)
 - d. For grants.gov submissions applicants must also submit the SF 424 and 424A forms. See Appendix 2.
2. Transmittal Letter: The transmittal letter shall identify the applicant and a contact for communication with EPA. **The transmittal letter, including the applicant**

identification information, shall not exceed two single spaced pages. Any pages submitted over the page limit will not be considered. The transmittal letter must be written on the applicant's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. Applicants are to **submit separate transmittal letters for each proposal** they submit. EPA does not consider information in transmittal letters to be responses to the ranking criteria. Each transmittal letter must also include:

- a. Applicant Identification: Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA for the proper expenditure of funds.
- b. Applicant DUNS number [Refer to Section VI.H. for more information if you do not have a DUNS number.]
- c. Funding Requested:
 - i) Grant type: Indicate Assessment
 - ii) Federal Funds Requested: \$_____ and whether you are requesting a waiver for a site-specific proposal (please refer to funding limitations for each grant type)
 - iii) Contamination: Hazardous Substances, Petroleum, or both
Note: if both, provide a breakdown of the amount of funding you are requesting by contaminant type (e.g., \$200,000 hazardous substances and \$200,000 petroleum)
 - iv) Community-wide, Site-specific, or Coalition
- d. Location: City, county, and state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields community(ies) that you propose to serve. For assessment grant coalitions, list all jurisdictions covered under the proposal.
- e. For site-specific proposals, please provide the property name and complete site address, including zip code.
- f. Contacts:
 - i) Project Director: Provide name, phone/fax numbers, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main point of contact for the project, and should be the person responsible for the project's day-to-day operations. The Project Director may be contacted if other information is needed.
 - ii) Chief Executive/Highest Ranking Elected Official: Provide the name, phone/fax numbers, email address, and mailing address of the applicant's Chief Executive or highest ranking elected official. For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization's Executive Director or President. These individuals may be contacted if other information is needed.

- g. **Date Submitted:** The date your proposal is submitted to EPA via U.S. Postal Service, commercial delivery service, or electronically through www.grants.gov.
 - h. **Project Period:** The project period must not exceed three years for assessment grants.
 - i. **Population:**
 - i) Provide the general population of your jurisdiction and the jurisdictions of any coalition partners.
 - ii) If you are not a municipal form of government, provide the population of the target area addressed by this proposal. Tribes must provide the number of tribal/non-tribal members affected. Your jurisdiction's population can be found at: <http://www.census.gov>
 - j. Please attach the "Special Considerations" Checklist in Appendix 3 to the transmittal letter identifying which, if any, of the items are applicable to your proposal.
3. **Narrative Proposal:** The narrative proposal includes responses to all ranking criteria (see Section V.B). **The narrative proposal shall not exceed 15 single spaced pages.** Any pages submitted over the page limit will not be evaluated. The narrative proposal must be clear, concise, and specifically address all of the applicable ranking criteria. Responses to the criteria must include the criteria number and title but need not restate the entire text of the criteria. Proposals must provide sufficient detail to allow for an evaluation of the merits of the proposal. Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal.
4. **Attachments** – See List Above.

IV.D. Inter governmental Review

As appropriate for your state, applicants are encouraged to contact their State Intergovernmental Review Office early to start the required intergovernmental review process. The review process will be needed if you are selected to receive a grant. This effort is separate from the threshold criteria related to a state environmental letter attachment (see Section III.C.2). Contact your Regional Brownfields Coordinator listed in Section VII for assistance.

IV.E. Use of Funds to Make Subawards, Contract 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, which includes using subawards or subgrants 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. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the