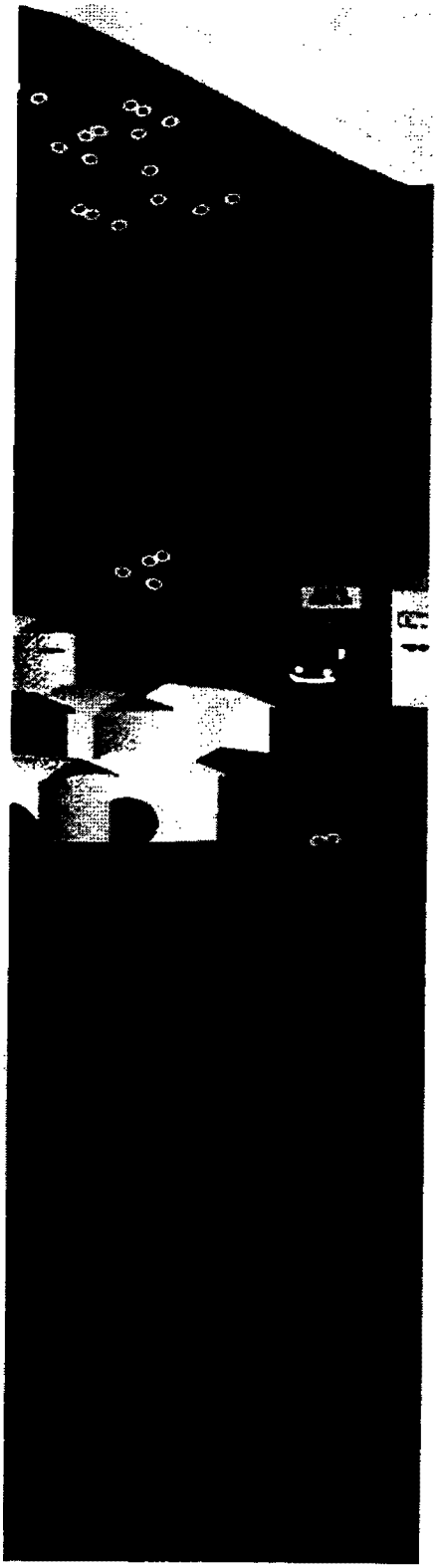
United States Environmental Protection Agency

Pollution Prevention and Toxics

EPA 742-B-01-001
February 2001
www.epa.gov/oppt/ejp2

2001 Grant Guidance

Environmental Justice Through Pollution Prevention



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INTRODUCTION

This guidance outlines the purpose, goals, and general procedures for application and award of Environmental Justice Through Pollution Prevention (EJP2) grants for **Fiscal Year (FY) 2001.** EPA anticipates that approximately *$750,000* in grant funds will be available to eligible organizations. Applications must be mailed to EPA's contractor, Eastern Research Group Inc., (ERG) (please see address listed in Section III. B), and **received no later than 5 p.m. e.s.t. Friday, April 20, 2001.**

I. SCOPE AND PURPOSE OF EJP2 GRANT PROGRAM

Since 1995, the EJP2 grant program has funded projects which have sought to encourage innovative, non-regulatory pollution prevention techniques in environmental justice communities. Over the last five years of the program, eligible grant recipients have experimented with a variety of different approaches. With experience, we are better able to assess the types of projects and techniques that might be replicated in other affected communities, and the types of projects that should be deferred. We anticipate having less money than in previous years, and applicants can make better use of their time and energy if all eligibility requirements are followed. This grant program is designed specifically to fund only those projects that directly benefit minority and low-income communities by applying pollution prevention approaches. EPA will not award EJP2 funds to proposals for cleanup and disposal activities, trash collection, recycling, and/or pest removal, and/or other initiatives that are aimed at avoiding the generation of pollution.

This year, EPA will limit eligibility to projects involving:

- **Helping Small Businesses Prevent Pollution in Communities.** Projects in this category should involve forging voluntary partnership programs, demonstration projects, and/or general technical assistance and training.

- **Fostering Partnerships Between Industrial Facilities and Communities.** Projects in this category should involve helping community residents forge relationships with large industrial facilities in their neighborhoods in an attempt to work with the facilities to make environmental improvements and address community concerns.

- **Demonstrating Agricultural Pollution Prevention.** Projects in this category should involve providing tools to farm workers on best management practices that attempt to reduce pesticide use and worker exposure.

- **Improving Tribal Environments.** Projects in this category should involve developing strategies that address environmental concerns and promote the development of tribal environmental legislation essential for pollution prevention.

This year, EPA ***will not*** fund projects primarily involving:

- **Educating Communities about Pollution Prevention.** Projects in this category provided outreach materials and technical assistance on pollution prevention approaches through the medium of television broadcasts, brochures, and newsletters to affected communities.

- **Promoting Efficient Resource Use Within Communities.** Projects in this category promoted energy efficiency, advocated alternative modes of transportation, and launched the development of urban gardens.

- **Fostering Youth Education and Involvement.** Projects in this category involved carrying out educational programs and developing curricula to help youth better comprehend environmental issues and develop their capacity to address environmental problems in their communities.

Projects from previous years that fit these various categories are described in more detail in EPA's publication on Promoting Environmental Justice through Pollution Prevention (EPA742K-00-001) and in EPA's Assessment of the Environmental Justice through Pollution Prevention grants program, available in Adobe Acrobat Reader .pdf format on EPA's EJP2 Internet Home Page at: http://www.epa.gov/opptintr/ejp2. Copies of the Assessment are also available by calling 703 841-0483.

A. Background on EJP2 Grant Program

In 1990, Congress enacted the Pollution Prevention Act, which established a national policy to prevent or reduce pollution at the source whenever possible. EPA has increasingly devoted its attention to actively ensuring fair environmental protection for all communities while trying to empower those most often disenfranchised from the decision-making process, namely the poor and people of color. In its 1992 report, *Environmental Equity: Reducing Risk for All Communities,* EPA concluded that people of color and low-income communities are subject to higher levels of toxic pollutant exposure than the general population. Recognizing the disproportionate environmental impacts that many minority and low-income communities face, EPA's Office of Pollution Prevention and Toxics (OPPT) is devising ways to aid these communities solve environmental problems through pollution prevention, which is any practice that reduces or eliminates a pollutant prior to recycling, treatment or disposal. EJP2 grants are meant to aid in the approach toward environmental protection by playing a central role in reducing environmental risks while promoting public involvement and increasing economic benefits.

B. How Does EPA Define Environmental Justice

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

C. How is Pollution Prevention Defined Under the Environmental Justice Through Pollution Prevention Grants Program?

EPA has defined pollution prevention as source reduction, which is any practice that reduces or eliminates a pollutant prior to recycling, treatment, or disposal. EPA further defines pollution prevention as the use of other practices that reduce or eliminate the creation of pollutants through:

- Increased efficiency in the use of raw materials, energy, water, or other resources, and
- Protection of natural resources by conservation.

To help the public better understand pollution prevention, EPA has established a hierarchy of environmental management practices. In order of preference, these practices include:

- **Pollution Prevention and Source Reduction**
- Recycling
- Treatment

- Safe Disposal

This grant program is focused on applying pollution prevention and source reduction techniques to bring about better environmental protection.

D. How is Pollution Prevention Different from Other EPA Programs?

EPA grant programs have traditionally focused on preventing pollution through reactive means, usually by way of treatment, cleanup, recycling, and/or disposal. EJP2 grants, however, use pollution prevention methods as a preferable approach toward reducing pollution at the source, thereby lessening the need to treat, recycle, and dispose of contaminants. By using proven pollution prevention approaches contaminants have less of a chance to enter the environment and potentially cause adverse environmental health and safety side-effects.

E. What If My Project is Not Pollution Prevention?

EPA, along with other federal agencies, may have other grant funds available to address your particular needs. For example, EPA's Environmental Justice Small Grants Program, managed by the Office of Environmental Justice, provides grant funding for projects that address environmental justice problems through ways other than pollution prevention. A list of all EPA grant programs can be found in the Catalog of Federal Domestic Assistance.. You may also find copies at some 1,300 Federal Deposit Libraries around the nation (usually located at major colleges and/or universities), or at National Agricultural Libraries (usually located in rural or agricultural areas). You may also find the Catalog of Federal Domestic Assistance on the Internet at: http://www.cfda.gov. To purchase copies please call the General Services Administration at 202 708-5126.

F. What is the Impact of This Program on Small Entities?

The EJP2 grant program is targeted at nonprofit and community organizations, and therefore benefits small entities. We have informed potential grantees by **Federal Register** publication, updates on the EPA web site, and by maintaining a mailing list of interested parties. We have worked to minimize any potential adverse impacts by clarifying the applicability of the guidance, by encouraging applications that stand little chance of funding, and by providing information on successful projects and approaches.

G. Submission to Congress and the Comptroller General

The Congressional Review Act, 5 U.S.C. §801 et seq., as added by the Small Business Regulatory Enforcement Fairness Act of 1996, generally provides that before a rule may take effect, the agency promulgating the rule must submit a rule report, which includes a copy of the rule, to each House of the Congress and to the Comptroller General of the United States. EPA will submit a report containing this rule and other required information to the U.S. Senate, the U.S. House of Representatives, and the Comptroller General of the United States prior to publication of the rule in the Federal Register. A Major rule cannot take effect until 60 days after it is published in the **Federal Register**. This action is not a "major rule" as defined by 5 U.S.C. §804(2).

II. ELIGIBLE APPLICANTS AND ACTIVITIES

A. Who May Submit Applications, and May an Applicant Submit More Than One Proposal?

Any incorporated non-profit community organization, local government, or federally recognized tribal government may submit an application upon publication of this solicitation. "Non-profit" organization means

any corporation, trust, association, cooperative, or the organization that:

(1) Is operated primarily for scientific, education, service, charitable, or similar purposes in the public interest;

(2) Is not organized primarily for profit; and

(3) Uses its net proceeds to maintain, improve, and/or expand its operations.

While state and local governments and academic institutions are eligible to receive grants, preference will be given to non-profit, community-based/grassroots organizations and state and federally recognized tribal organizations. Organizations must be incorporated by **Friday, April 20, 2001** in order to be eligible to receive EJP2 grant funds. **For-profit organizations, federal agencies, and individuals are not eligible for this grant.** Organizations excluded from applying directly, as well as those inexperienced in grant-writing, are encouraged to develop partnerships and prepare joint proposals with organizations that are eligible for funding. No applicant can receive two grants for the same project at one time. EPA will consider only one proposal per project. Applicants may submit more than one application as long as the applications are for separate and distinct projects.

B. What Types of Projects Are Eligible for Funding?

In past years EPA has encouraged a variety of innovative approaches to pollution prevention through the EJP2 program. The program recently conducted an assessment of previous EJP2 grants. The Assessment includes details on previous grant projects, and factors that contributed to project success. Based on the Assessment, and the fact that the EJP2 program has less money to award in FY 2001, EPA is narrowing the types of projects that will be funded under this program. In past years, this program has been extremely competitive. In the most recent competition, EPA was able to fund fewer than one out of every six applications.

This year, the EJP2 program ***will only*** fund projects in four categories:

(Please refer to Section I for further description)

- Helping Small Businesses Prevent Pollution in Communities;
- Fostering Partnerships Between Industrial Facilities and Communities;
- Demonstrating Agricultural Pollution Prevention;
- Improving Tribal Environments.

More detail on the types of projects that have been funded is available in the Assessment, and in the EPA Brochure entitled Promoting Environmental Justice Through Pollution Prevention. In the past, EPA has funded grants involving:

(Please refer to Section I for further description)

- Fostering Youth Education and Involvement
- Educating Communities about Pollution Prevention; and
- Promoting Efficient Resource Use within Communities.

EPA strongly encourages cooperative efforts between communities, business, industry, and government to address common pollution prevention goals. In addition to narrowing the focus, EPA is encouraging applicants to use already existing information and material rather than use scarce resources to research and develop new initiatives to satisfy a project's goal. **EPA urges <u>all</u> applicants to consult the**

Assessment of EPA's EJP2 Grant Program. The EJP2 Assessment is available by calling: 703 841-0483, or one can obtain a downloadable version in Adobe Acrobat Reader .pdf format via EPA's EJP2 Internet Home Page at: http://www.epa.gov/opptintr/ejp2.

C. How Much Money May Be Requested? Are Matching Funds Required?

Organizations seeking funds from the EJP2 grant program can request up to $75,000 for projects. EPA no longer requires cost sharing or matching for this grant program from institutions of higher education, hospitals, and other non-profit organizations, unless otherwise required by statute, regulation, Executive Order or official Agency policy. Applicants that are governmental entities, such as state and local governments are subject to a 25 percent matching or cost-sharing requirement. Matching or cost-sharing requirements may be satisfied through either cash or in-kind contributions.

D. Are There Any Restriction on the Use of Federal Funds?

Yes. EPA grant funds can only be used for the purposes set forth in the grant agreement. Grant funds from this program cannot be used for matching funds for other federal grants, construction, personal gifts (e.g., t-shirts, buttons, and hats), purchasing furniture, litigation, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, the recipient may not use these federal assistance funds to sue the federal government or any other government entities. For more information, refer to 40 CFR 30.27, "Allowable Costs."

III. APPLICATION REQUIREMENTS

A. What is Required for Applications?

Proposals from eligible organizations **must** include the following information listed below. To save paper, please provide double-sided copies whenever possible. **Please include one original application packet (with original signatures where required) and one copy of the application packet. Proposals that do not include all materials listed below will not be considered for funding.** To obtain copies of the EJP2 grant program guidance and application package or to obtain more information regarding the EJP2 grant program, please call 703 841-0483. A complete electronic copy of the EJP2 grant program guidance and application package is also available via the Internet at EPA's EJP2 Internet Home Page at: http://www.epa.gov/opptintr/ejp2.

Grant Application:
The total number of pages per application may not exceed 25 double-sided pages. Pages must be letter size (8½" x 11"), with normal type size (11 CPI), and have at least 1" margins.

(1) One page summary cover sheet **must** include:
a) name of applicant;
b) address of applicant;
c) phone number & e-mail address for contact;
d) project name;
e) dollar amount requested from EPA;
f) identification of what category the project will address (e.g. helping small businesses prevent pollution in communities, fostering partnerships between industrial facilities and communities, demonstrating agricultural pollution prevention, or improving tribal environments);
g) brief description of the environmental justice issue(s) to be addressed by the project;
h) brief description and explanation of the parties contributing to the concern (e.g. small

business, an industrial/agricultural facility or farm);
i) brief description of what type of pollution prevention approach will be utilized to address the environmental justice issues in the project proposal; and
j) brief description of the purpose of the grant proposal.

(2) Narrative (no more than 5 pages in length). The narrative should include a:
a) description of the affected communities;
b) identification of what category the project will address (e.g. helping small businesses prevent pollution in communities, fostering partnerships between industrial facilities and communities, demonstrating agricultural pollution prevention, or improving tribal environments);
c) description of the environmental justice issue(s) to be addressed by the project;
d) description of the pollution prevention approach that will be utilized in the project;
e) description of the involvement of community and partner organizations in developing and implementing the project;
f) description of the anticipated environmental results and other benefits for the community;

g) description of the approach used to evaluate the project.

(3) Letters of commitment, memoranda of understanding, or other documents that highlight significant involvement of other partners in your grant application.

(4) Resumes or biographical information regarding the lead and other key personnel in the grant application.

(5) Any additional information (e.g., history of the organization(s) and success stories).

(6) Key contacts information sheet.

(7) Application for Federal Assistance, SF 424, the official form required for all federal grants that requests basic information about the grantee and the proposed project.

(8) The Federal Standard Form SF 424A, which provides information on budget and match.

(9) Detailed, itemized budget.

(10) Certification of Non-Construction, SF 424B

(11) Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form.

Please note: your application may be subject to your state's intergovernmental review process, or the consultation requirements of Section 204, Demonstration Cities and Metropolitan Development Act. Check with your state's Single Point of Contact to determine your requirements. Applicants from American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands should also check with their Single Point of Contact. If you do not know who your Single Point of Contact is, please call your EPA regional contact (see Appendix C) or EPA Headquarters Grants Policy, Information and Training Branch at 202 564-5325. ***Federally recognized tribal governments are not required to comply with this procedure.***

B. When and Where Must Applications be Submitted?

Applicants must submit one signed original grant application and one copy by mail, by person,

or by courier on or before 5 p.m. e.s.t., April 20, 2001 to the following address:

EJP2 Grant Program
c/o ERG
2200 Wilson Boulevard, Suite 400
Arlington VA, 22201

To request additional copies of the grant application, or for any questions please call 703 841-0483.

IV. EVALUATION OF PROPOSALS

All proposals must meet three requirements in order to be considered for funding by this program:

(1) Would the project benefit a minority and/or low-income community?

(2) Would the project use a pollution prevention approach to address the environmental problems of the community?

(3) Does the project address one or more of the priority funding areas identified for this program in Section II of this guidance?

Proposals will be evaluated and scored by the reviewers on the basis of the following four criteria:

(1) Is the proposed approach likely to successfully address the community's environmental concerns?

(2) Does the project seem cost-effective?

(3) Does the project identify a method for measuring and documenting the project's environmental results and other benefits for the community, either quantitatively or qualitatively?

(4) Were the affected community, business or other institutions, and other partners and potential participants effectively involved in the development of the proposal?

V. PROCESS FOR AWARDING AND ISSUING GRANTS

A. How Will Applications be Reviewed?

Each EPA Regional office will form a review panel that will review and evaluate all grant applications from communities within that Region. Applications will be screened to ensure that they meet eligibility requirements of this guidance. Postcards of acknowledgment confirming the receipt of a grant package application will be sent to all applicants by April 27, 2001. Official letters notifying grant applicants of the status of their application will be sent out by November 15, 2001.

B. How Will Final Selections be Made?

After individual projects are reviewed and ranked according to the criteria in Section V, EPA Regional offices will compare the best applications and make final selections. Additional factors that EPA may take into

account include geographic and socioeconomic balance, diverse nature of the projects, cost, and projects whose benefits can be sustained after the grant is completed.

The EJP2 grant program has historically been an extremely competitive process. In the most recent competition, EPA was able to fund fewer than one out of every six applications. If your project is not funded, you can refer to information regarding other EPA and federal grant opportunities listed in the Catalog of Federal Domestic Assistance.

Funding decisions for the EJP2 grant program's FY 2001 cycle will be publicly announced by October 31, 2001. Official letters informing all applicants of the status of their application will be sent out not later than November 15, 2001.

VI. EXPECTED TIME FRAME FOR REVIEWING AND AWARDING GRANTS

February 21, 2001	FY 2001 EJP2 Application Guidance is available and published in the Federal Register.
February 21, 2001 to April 20, 2001	Eligible grant recipients develop and complete their applications.
April 20, 2001	Applications must be postmarked by this date and mailed to: **EJP2 Grant Program** **c/o ERG** **2200 Wilson Boulevard,** **Suite 400, Arlington VA, 22201**
April 27, 2001	Postcards will be sent to confirm receipt of grant applications.
April 27, 2001 to October 30, 2001	EPA regional program officials review and evaluate applications and select grant finalists. Applicants will be contacted by the Region if their application is being considered for funding. Additional information may be required from the finalists, as indicated in Unit IV. EPA regional grant offices process grants and make awards.
October 31, 2001	EPA expects to release the national announcement of the FY 2001 Environmental Justice Through Pollution Prevention Grant Recipients
November 2, 2001	All projects must begin on or after this date.
November 15, 2001	Official letters will be sent notifying all applicants of the status of their application.
October 1, 2003	All projects must conclude, and funds must be expended by this date.

VII. PROJECT PERIOD AND FINAL REPORTS

Activities must be completed and funds spent within the time frame specified in the grant award, usually two years. An additional third year may be allowed if a grant extension is extended. Project start dates will depend upon the grant award date (most projects begin in August or September). The recipient organization is responsible for the successful completion of the project. The recipient project manager is subject to approval by the EPA project officer, but EPA may not designate a particular person as the project manager.

All recipients must submit final reports for EPA approval within **sixty (60)** days of the end of the project period. Specific report requirements (e.g., Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, review, and disseminate grantees' final reports to serve as model programs.

VIII. DEFINITIONS

Affected Communities-Individuals or groups of individuals who are subject to an actual or potential health, economic or environmental threat arising from or which arose from pollution sources or proposed polluting sources. Affected parties for example include individuals who live near pollution sources and whose health is or might be endangered or whose economic interest is directly threatened or harmed.

Community Development Financial Institution (CDFI)- An institution that meets the criteria specified in Section 103 of the Riegle Community Development and Regulatory Improvement Act of 1994.

Environmental Justice-The fair treatment of people of all races, cultures and incomes with respect to the development, implementation and enforcement of environmental laws, regulation programs and polices. Fair treatment means that no racial ethnic or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from the operation of industrial, municipal, and commercial enterprises, and from the execution of federal, state, local, and tribal programs and polices.

Low-Income Community- A population that is classified by the U.S. Bureau of Census as having an aggregated mean income (for a family of four) of $17,029 per year, adjusted for by the cost-of-living index of the locality, and whose income level is at the lowest 25 percent of the total population of a defined area or jurisdiction.

Non-profit organization - Any corporation, trust, association, cooperative, or organization that: 1) is operated primarily for scientific, education, service, charitable, or similar purposes in the public interest; 2) is not organized primarily for profit; and 3) uses its net proceeds to maintain, improve, and/or expand its operations.

People of Color Community-A population that is classified by the U.S. Bureau of the Census as African American, Hispanic American, Asian, and Pacific American, American Indian Eskimo, Aleut and other nonwhite persons, whose compositions at least 25 percent of the total population of a defined area or jurisdiction

Pollution Prevention-The reduction or elimination of pollutants through source reduction, increased efficiency in the use of raw material energy, water, or other resources; or the protection of natural resources by conservation. Pollution prevention measures that reduce the amount of pollutants released into the environment prior to recycling, treatment, and disposal.

Small Business-As defined by the Small Business Administration's (SBA) Small Business Size Regulations in 13 CFR, Part 121. Because SBA's definition of small business is very complex, and varies by industry, Section XI lists information that can help determine if the business you intend to work with qualifies as a small business.

Tribe-All federally recognized American Indian tribes (including Alaska native villages), pueblos, and rancheros. The term tribe refers only to federally-recognized indigenous peoples. Other indigenous peoples are able to apply for grants as long as they are incorporated and otherwise meet eligibility requirements as a nonprofit organization.

IX. EPA REGIONAL CONTACTS

Region 1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	
Primary Contact:	Ronnie Harrington USEPA Region 1 (SAA) 1 Congress Street - Suite 100 Boston, MA 02114-2023	Phone: 617 918-1703 E-mail: harrington.veronica@epa.gov
Secondary Contact:	Pat O'Leary	Phone: 617 918-1978 E-mail: oleary.pat@epa.gov
Region 2	New Jersey, New York, Puerto Rico, U.S. Virgin Islands	
Primary Contact:	Marcia Seidner USEPA Region 2 (SPMMB) 290 Broadway, 25th Floor New York, NY 10007	Phone: 212 637-3584 E-mail: seidner.marcia@epa.gov
Secondary Contact:	Deborah Freeman	Phone: 212 637-3730 E-mail: freeman.deborah@epa.gov
Region 3	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia	
Primary Contact:	Jeff Burke USEPA Region 3 (3EI00) 1650 Arch Street Philadelphia, PA 19103-2029	Phone: 215 814-2761 E-mail: burke.jeff@epa.gov
Region 4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	
Primary Contact:	Dan Ahern USEPA Region 4 61 Forsyth Street, S.W. Atlanta, GA 30303-8960	Phone: 404 562-9028 E-mail: ahern.dan@epa.gov
Secondary Contact:	Gloria Love	Phone: 404 562-9672 E-mail: love.gloria@epa.gov
Region 5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	
Primary Contact:	Phil Kaplan USEPA Region 5 (DW-8J) 77 West Jackson Boulevard Chicago, IL 60604-3590	Phone: 312 353-4669 E-mail: kaplan.phil@epa.gov

Region 6	Arkansas, Louisiana, New Mexico, Oklahoma, Texas	
Primary Contact:	Eli Martinez	Phone: 214 665-2119
	USEPA Region 6 (6EN-XP)	E-mail: martinez.eli@epa.gov
	1445 Ross Avenue, Suite 1200	
	Dallas, Texas 75202-2733	
Region 7	Iowa, Kansas, Missouri, Nebraska	
Primary Contact:	Althea Moses	Phone: 913 551-7649
	USEPA Region 7 (RAECO)	E-mail: moses.althea@epa.gov
	901 North Fifth Street	
	Kansas City, KS 66101	
Region 8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming	
Primary Contact:	Linda Walters	Phone: 303 312-6385
	USEPA Region 8 (8P-P3T)	E-mail: walters.linda@epa.gov
	999 18th Street, Suite 500	
	Denver, CO 80202-2466	
Secondary Contact:	Jean Belille	Phone: 303 312-6556
		E-mail:belille.jean@epa.gov
Region 9	Arizona, California, Hawaii, Nevada, American Samoa, Guam	
Primary Contact:	Eileen Sheehan	Phone: 415 744-2190
	USEPA Region 9 (WST-1-1)	E-mail: sheehan.eileen@epa.gov
	75 Hawthorne Street	
	San Francisco, CA 94105	
Secondary Contact:	John Katz	Phone: 415 744-2150
		E-mail: katz.john@epa.gov
Region 10	Alaska, Idaho, Oregon, Washington	
Primary Contact:	Lucita Valiere	Phone: 206 553-2964
	USEPA Region 10 (01-085)	E-mail: valiere.lucita@epa.gov
	1200 Sixth Avenue	
	Seattle, WA 98101	

X. INFORMATION REGARDING DEFINITION OF SMALL BUSINESS

Small business regulations are contained in Title 13 CFR Part 121, and the Federal Acquisition Regulation 48 CFR Part 19.

For the small business definition of the applicable size standard and for size standard questions, you may contact the SBA located in one of the Area Offices of the office of Government Contracting or in Washington, D.C. A downloadable file with a table of the size standards is also available on "SBA ONLINE" under both the financial assistance and government contracting sections. You may reach SBA ONLINE via your computer at 800 697-4636; or in the Washington Metropolitan Area at 202 401-9600. The SBA ONLINE home page is on the Internet at: http:// www.sbaonline.sba.gov.

Each of the six area offices of the SBA's Office of Government Contracting, and two offices in the Washington, D.C. area, have an employee designated as a Size Specialist. Their addresses and telephone numbers are as follows:

1. Office of Government Contracting
New York Area Office
U.S. Small Business Administration
26 Federal Plaza, Suite 3108
New York, N.Y. 10278
Phone: 212 264-7756

2. Office of Government Contracting
Philadelphia Area Office
U.S. Small Business Administration
475 Allendale Road, Suite 201
King of Prussia, PA 19406
Phone: 610 962-3723

3. Office of Government Contracting
Atalanta Area Office
U.S. Small Business Administration
1720 Peachtree Road, NW
Suite 318 North
Atalanta, GA 30309
Phone: 404 347-7587

4. Office of Government Contracting
Chicago Area Office
U.S. Small Business Administration
300 South Riverside Plaza, Suite 1975
Chicago, IL 60606-6617
Phone: 312 353-7674

5. Office of Government Contracting
Dallas Area Office
U.S. Small Business Administration
8625 King George Drive, Building C
Dallas, TX 75235-3391
Phone: 214 767-7639

6. Office of Government Contracting
San Francisco Area Office
U.S. Small Business Administration
71 Stevenson Street, 20th Floor
San Francisco, CA 94105-2939
Phone: 415 975-4853

7. Office of Size Standards
U.S. Small Business Administration
409 3rd Street, SW
Washington, D.C. 20416
Phone: 202 205-6618

8. Office of Industrial Assistance
U.S. Small Business Administration
409 3rd Street, SW
Washington, D.C. 20416
Phone: 202 205-6475

APPENDIX A: CHECKLIST OF APPLICATION MATERIALS

Please be sure to include all the items listed on the checklist in your application packet. Each item should be clearly identified and arranged in the following order. In order to help conserve paper, please provide double sided copies whenever possible.

- ☐ A **1 page** summary cover sheet.
- ☐ Narrative of the proposal not to exceed 5 pages.
- ☐ Letters of commitment, memoranda of understanding, or other documents.
- ☐ Resumes or biographical information regarding the lead investigator, and other key personnel in the grant application.
- ☐ Any additional information deemed useful by the applicant.
- ☐ Key Contacts Information Sheet
- ☐ Application of Federal Assistance, SF 42 4A.
- ☐ The Federal Standard Form SF 424A.
- ☐ Detailed, itemized budget.
- ☐ Certification of Non-Construction, SF 424B
- ☐ Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

The total number of pages per application may not exceed 25 double-sided pages.

Please include one original (with original signatures where appropriate) and one copy of the application packet.

Grant application must be received by EPA at the following address not later than 5 p.m. e.s.t., April 20, 2001:

EJP2 Grant Program
c/o ERG
2200 Wilson Boulevard, Suite 400
Arlington, VA 22201

For questions concerning the grant program guidance, or for additional information please call 703 841-0483.

APPENDIX B: APPLICATION FORMS AND INSTRUCTIONS

Appendix B contains the following forms and instructions necessary for submitting a grant application:

- Key Contacts Information Sheet.
- Application for Federal Assistance, SF 424.
- Federal Standard Form SF 424A.
- Instructions for Detailed, Itemized Budget.
- Certification of Non-Construction, SF 424B.
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

KEY CONTACTS INFORMATION SHEET

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

Name:_____

Title:_____

Complete Address:_____

_____

Phone Number:_____

Payee: Individual authorized to accept payments.

Name:_____

Title:_____

Complete Address:_____

_____

Phone Number:_____

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

Name:_____

Title:_____

Complete Address:_____

_____

Phone Number:_____

Project Manager: Individual responsible for the technical completion of the proposed work.

Name:_____

Title:_____

Complete Address:_____

_____

Phone Number:_____

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

2. DATE SUBMITTED	Applicant Identifier	
3. DATE RECEIVED BY STATE	State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	

1. TYPE OF SUBMISSION:

Application
- ☐ **Construction**
- ☐ **Non-Construction**

Preapplication
- ☐ **Construction**
- ☐ **Non-Construction**

5. APPLICANT INFORMATION

Legal Name:

Organizational Unit:

Address *(give city, county, State, and zip code)*:

Name and telephone number of person to be contacted on matters involving this application *(give area code)*

6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*:

__ __ – __ __ __ __ __ __ __

7. TYPE OF APPLICANT: *(enter appropriate letter in box)* ___

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify) _____

8. TYPE OF APPLICATION:

☐ **New** ☐ **Continuation** ☐ **Revision**

If Revision, enter appropriate letter(s) in box(es) ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other *(specify)*:

_____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

☐☐ – ☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*:

13. PROPOSED PROJECT

Start Date	Ending Date

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant	b. Project

15. ESTIMATED FUNDING:

a. Federal	$ .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE _____

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ **Yes** **If "Yes," attach an explanation.** ☐ **No**

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative	b. Title	c. Telephone Number

d. Signature of Authorized Representative	e. Date Signed

U.S. ENVIRONMENTAL PROTECTION AGENCY
EJP2 GRANT PROGRAM
CUSTOMIZED INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required factsheet for applications submitted for federal assistance. Certain states have established a review and comment procedure pursuant to Executive Order 12732 and have selected this program to be included in their process. The applicant will use this form to certify that the State has been given an opportunity to review this submission. It will be used by EPA to obtain applicant certification that states that have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:
1.	For the purpose of the EJP2 grant program, all applicants are completing applications for nonconstruction programs only.
2.	Date application submitted to EPA (or state if applicable) & applicant's own control number (if applicable).
3.	State use only (if applicable).
4.	If this application is to continue or revise an existing award, enter present federal identifier number. If this application is for a new project, leave blank.
5.	Legal name of the applicant, name of primary organizational unit that will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7.	Enter the appropriate letter in the space provided. Please note that for-profit organizations, federal agencies, and individuals are not eligible for award under the EJP2 grant program.
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided: --"New" means a new assistance award. --"Continuation" means an extension for an additional funding and budget period for a project with a projected completion date. --"Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9.	Name of the federal agency from which assistance is being requested with this application: U.S. Environmental Protection Agency
10.	The EJP2 grant program does not have a Catalog of Federal Domestic Assistance number. Please fill in "EJP2 grant program" for the title.

Item:	Entry:
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location.
12.	List only the largest political entities affected (e.g., state, counties, and cities).
13.	All EJP2 grant projects must have a starting date on or after October 1, 1999, and a ending date no later than September 30, 2001.
14.	List the applicant's Congressional district and any district(s) affected by the program or project.
15.	Please refer to Section III of the EJP2 grant application package for information regarding cost sharing or matching requirements. Amount requested from the Federal government for the entire life of the grant should go into box (a). Cost-sharing or matching amount by the applicant should go into box (b). Please note that the cost-sharing or matching amount by the applicant should equal to the determined percentage of the total cost of the project (e.g., if the total cost of the project is $100,000, and the mandated applicant cost-sharing or matching amount is 25 percent then the federal portion would equal $75,000, and the applicant portion would equal $25,000). The total (box (g)) should reflect the cost for the entire life of the program.
16.	Applicant should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State inter-government review process. A complete listing of SPOC's are attached in Appendix D of the grant guidance.
17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes.
18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application).

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-004

SECTION A - BUDGET SUMMARY

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

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges *(sum of 6a-6h)*					
j. Indirect Charges					
k. TOTALS *(sum of 6i and 6j)*	$	$	$	$	$
7. Program Income	$	$	$	$	$

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Previous Edition Usable

Standard Form 424A (Rev. 7-97
Prescribed by OMB Circular A-1

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL *(sum of lines 8-11)*	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal					
15. TOTAL *(sum of lines 13 and 14)*	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:

23. Remarks:

U.S. ENVIRONMENTAL PROTECTION AGENCY
EJP2 GRANT PROGRAM
CUSTOMIZED INSTRUCTIONS FOR THE SF 424A

This is a standard form used by applicants as a required budget information for applications submitted for federal assistance. It will be used by the EPA to obtain budget information regarding the application.

Please note that a detailed, itemized budget is also required as a part of the EJP2 grant application. Please refer to Appendix B for guidelines for completing the detailed, itemized budget.

Section:	Entry:
A.	Please leave blank.
B.	Please complete column 1 and column 5 of this Section. The totals for column 1 and column 5 should equal. If the proposed project is expected to generate income as a result of project activity, please complete column 1 and column 5, row 7, Program Income. If no income is expected, please leave blank.
C.	Please leave blank.
D.	Please leave blank.
E.	Please leave blank.
F.	Direct charges (box 21) should equal to the total cost of project from section B. If you have an approved indirect charge rate, include estimate for indirect charges in box 22.

INSTRUCTIONS FOR CONSTRUCTING DETAILED BUDGET INFORMATION

Please follow the format of the sample detailed budget below when constructing your detail budget information form. Whenever possible, include an explanation for specific budget item.

I.	***Personnel***	
	0.2 Full time equivalent (FTE) Executive Director at $40,000 per year	$ 8,000.00
	0.2 FTE Project Coordinator at $12.00 per hour	4,600.00
	0.5 FTE Community Outreach Worker at $10.00 per hour	9,600.00
		22,200.00
II.	***Fringe Benefits at 10 percent***	
	0.2 FTE Executive Director	$ 800.00
	0.2 FTE Project Coordinator	460.00
	0.5 FTE Community Outreach Worker	960.00
		2,220.00
III.	***Travel***	
	Local travel at $0.26 per mile: outreach coordinator travel to outreach communities	$ 500.00
	2 conference travel: from Chicago, IL to Washington, DC at $500 per person to present results of project at the end of project	1,000.00
		1,500.00
IV.	***Equipment (Rental)***	
	Audio visual and projector rental: for community outreach presentations	$ 500.00
	Computer equipment	500.00
		1,000.00
V.	***Supplies***	
	Paper and office supplies	$ 500.00
	Postage	500.00
	Printing, 1,000 copies of report	1,500.00
	Telephone	500.00
		3,000.00
TOTAL:		**$ 29,920.00**

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990, (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE

APPLICANT ORGANIZATION	DATE SUBMITTED

EPA Project Control Number

United States Environmental Protection Agency
Washington, DC 20460

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;

(d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to 5 years, or both.

Typed Name and Title of Authorized Representative

Signature of Authorized Representative Date

_____ I am unable to certify to the above statements. My explanation is attached.

INSTRUCTIONS

Under Executive Order 12549, an individual or organization debarred or excluded from participation in federal assistance or benefit programs cannot receive any assistance award under a federal program, or a subagreement thereunder for $25,000 or more.

Accordingly, each prospective recipient of an EPA grant, loan, or cooperative agreement and any contract or subagreement participant thereunder must complete the attached certification or provide an explanation why they cannot. For further details, see 40 CFR 32.510, participants' responsibilities, in the attached regulation.

Where to Submit

The prospective EPA grant, loan, or cooperative agreement recipient must return the signed certification or explanation with its application to EPA Headquarters or the appropriate regional office as required in the application instructions.

A prospective prime contractor must submit a completed certification or explanation to the individual or organization awarding the contract.

Each prospective subcontractor must submit a completed certification or explanation to the prime contractor for the project.

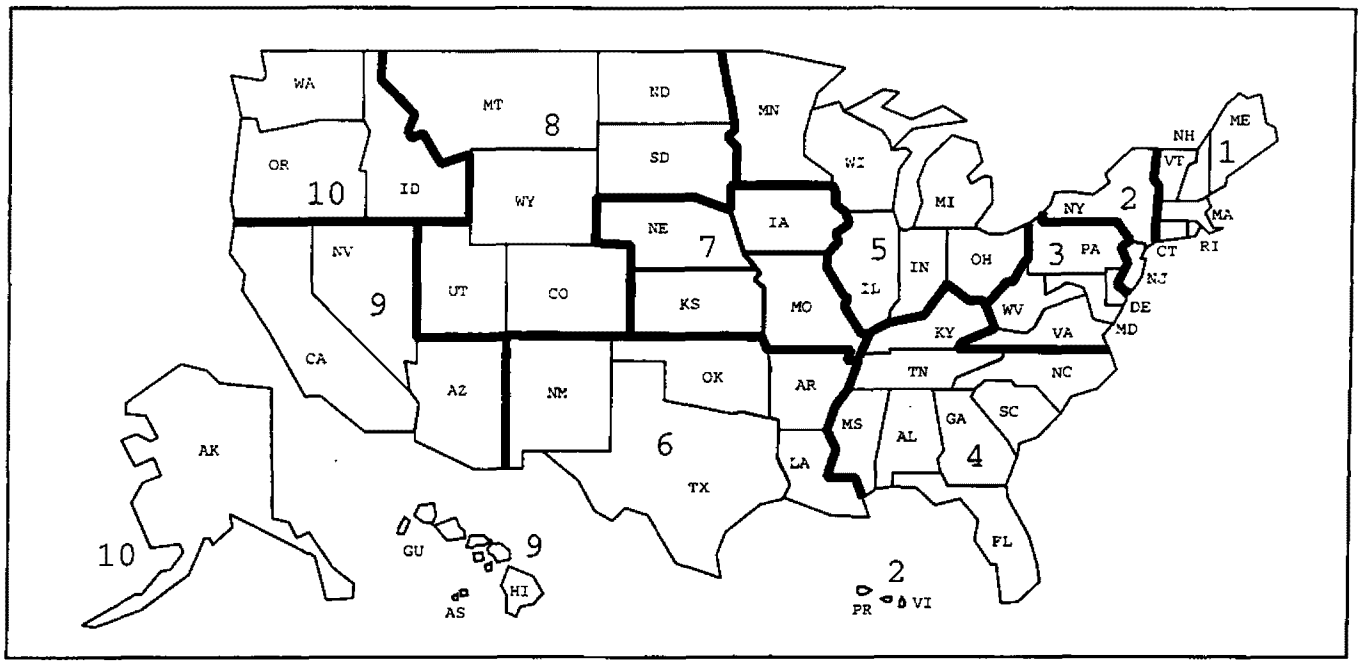
How To Obtain Forms:

EPA includes the certification form, instruction, and a copy of its implementing regulation (40 CFR Part 32) in each application kit. Applicants may reproduce these materials as needed and provide them to their prospective prime contractor, who, in turn, may reproduce and provide them to prospective subcontractors.

Additional copies and assistance may be requested by calling the Grants Administrative Division at 202 564-5315 or by writing to:

Compliance Branch
Grants Administrative Division (PM-216F)
U.S. Environmental Protection Agency
401 M Street, SW
Washington, DC 20460

Appendix C: Map of EPA Regions



EPA Regional Offices and State Breakdown

Alabama	4	Maine	1	Pennsylvania	3
Alaska	10	Maryland	3	Rhode Island	1
Arizona	9	Massachusetts	1	South Carolina	4
Arkansas	6	Michigan	5	South Dakota	8
California	9	Minnesota	5	Tennessee	4
Colorado	8	Mississippi	4	Texas	6
Connecticut	1	Missouri	7	Utah	8
Delaware	3	Montana	8	Vermont	1
District of Columbia	3	Nebraska	7	Virginia	3
Florida	4	Nevada	9	Washington	10
Georgia	4	New Hampshire	1	West Virginia	3
Hawaii	9	New Jersey	2	Wisconsin	5
Idaho	10	New Mexico	6	Wyoming	8
Illinois	5	New York	2	American Samoa	9
Indiana	5	North Carolina	4	Guam	9
Iowa	7	North Dakota	8	Puerto Rico	2
Kansas	7	Ohio	5	Virgin Islands	2
Kentucky	4	Oklahoma	6		
Louisiana	6	Oregon	10		

Region 1
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Region 2
New Jersey
New York
Puerto Rico
Virgin Islands

Region 3
Delaware
District of Columbia
Maryland
Pennsylvania
Virginia
West Virginia

Region 4
Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Region 5
Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Region 6
Arizona
Louisiana
New Mexico
Oklahoma
Texas

Region 7
Iowa
Kansas
Missouri
Nebraska

Region 8
Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

Region 9
Arizona
California
Hawaii
Nevada
American Samoa
Guam

Region 10
Alaska
Idaho
Oregon
Washington

APPENDIX D: STATE SINGLE POINTS OF CONTACT

Your application to an EPA program may be subject to your state's inter-governmental review process and/or consultation requirements under Section 204, Demonstration Cities and Metropolitan Development Act. Listed below are the Single Point- of- Contacts for the states and U.S. territories with a designated Single Point-of-Contact. Please check the list not see if such review is required in your state or territory. Those states and U.S. territories that are not listed do not have an established single point-of-contact. For further information regarding Single Points-of-Contact, please call EPA at (202) 260-9266. ***Please also note that federally recognized tribal organizations are not required to comply with this procedure.***

ARIZONA
Ms. Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, AZ 85012
Phone (602) 280-1315
Fax (602) 280-8144

ARKANSAS
Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th Street, Room 412
Little Rock, AR 72203
Phone (501) 682-1074
Fax (501) 682-5206

CALIFORNIA
Grants Coordinator
Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814
Phone (916) 323-7480
Fax (916) 323-3018

DELAWARE
Mrs. Francine Booth
Federal Aid Coordinator
State Single Point of Contact
Executive Department, Office of the Budget
Thomas Collins Building
P.O. Box 1401
Dover, DE 19903
Phone (302) 739-3326
Fax (302) 739-5661

DISTRICT OF COLUMBIA
Mr. Charles E. Nichols
State Single Point of Contact
Office of Grants Management and Development
717 14th Street, NW, Suite 500
Washington, DC 20001
Phone (202) 727-6554
Fax (202) 727-1617

FLORIDA
Florida State Clearinghouse
Department of Community Affairs
2740 Centerview Drive
Tallahassee, FL 32399-2100
Phone (904) 922-5438
Fax (904) 487-2899

GEORGIA
Mr. Tom Reid, III, Coordinator
Georgia State Clearinghouse
270 Washington Street, SW, Eighth Floor
Atlanta, GA 30334
Phone (404) 656-3855
Fax (404) 656-3828

ILLINOIS
Ms. Virginia Bova
State Single Point of Contact
Dept. of Commerce & Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, IL 60601
Phone (312) 814-6028
Fax (312) 814-1800

INDIANA
Ms. Frances E. Williams
State Budget Agency
212 State House
Indianapolis, IN 46204
Phone (317) 232-5619
Fax (317) 233-3323

IOWA
Mr. Steven R. McCann
Division for Community Progress
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
Phone (515) 242-4719
Fax (515) 242-4809

KENTUCKY
Mr. Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capital Center Drive
Frankfort, KY 40601-8204
Phone (502) 573-2382
Fax (502) 573-2512

MAINE
Ms. Joyce Benson
State Planning Office
184 State Street
State House Station #38
Augusta, ME 04333
Phone (207) 287-3261
Fax (207) 287-6489

MARYLAND
Mr. William G. Carroll, Manager
Plan and Project Review
Maryland Office of Planning
301 West Preston Street, Rm. 1104
Baltimore, MD 21201-2365
Phone (410) 225-4490
Fax (410) 225-4480

MICHIGAN
Mr. Richard Pfaff
Southeast Michigan Council of Governments
660 Plaza Drive, Suite 1900
Detroit, MI 48226
Phone (313) 961-4266
Fax (313) 961-4869

MISSISSIPPI
Ms. Cathy Mallette, Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, MS 39202-3087
Phone (601) 359-6762
Fax (601) 359-6764

MISSOURI
Ms. Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Room 760, Tnunan Building
Jefferson City, MO 65102
Phone (314) 751-4834
Fax (314) 751-7819

NEVADA
Department of Administration
State Clearinghouse
Capital Complex
Carson City, NV 89710
Phone (702) 687-4065
Fax (702) 687-3983

NEW HAMPSHIRE
Mr. Jeffrey H. Taylor, Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
2 1/2 Beacon Street
Concord, NH 03301
Phone (603) 271-2155
Fax (603) 271-1728

NEW JERSEY
Mr. Andrew J. Jaskolka
State Review Process
Intergovernmental Review Unit
Department of Community Affairs
101 South Broad Street
CN 800 (Room 813A)

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460

Trenton, NJ 08625-0800
Phone (609) 292-9025
Fax (609) 633-2132

NEW MEXICO
Mr. Robert Peters
State Budget Division
Bataan Memorial Building, Room 190
Santa Fe, NM 87503
Phone (505) 827-3640

NEW YORK
New York State Clearinghouse
Division of the Budget
State Capitol
Albany, NY 12224
Phone (518) 474-1605
FAX: (518) 486-5617

NORTH CAROLINA
Mrs. Chrys Baggett, Director
North Carolina State Clearinghouse
Office of the Secretary of Administration
116 West Jones Street, Suite 5 106
Raleigh, NC 27603-8003
Phone (919) 733-7232
Fax (919) 733-9571

NORTH DAKOTA
Mr. Jim Void
North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, ND 58505-0170
Phone (701) 224-2094
Fax (701) 224-2308

OHIO
Ms. Linda Wise
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, OH 43266-0411
Phone (614) 466-0698
FAX: (614) 466-5400

RHODE ISLAND
Mr. Kevin Nelson, Review Coordinator
Department of Administration
Office of Strategic Planning
One Capitol Hill, 4th Floor
Providence, RI 02908-5870
Phone (401) 277-2656
Fax (401) 277-2083

SOUTH CAROLINA
Mr. Rodney Grizzle
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton St., Room. 331
Columbia, SC 29201
Phone (803) 734-0494
Fax (803) 734-0356

TEXAS
Mr. Tom Adams, Director
Intergovernmental Coordination
Governor's Office
P.O. Box 12428
Austin, TX 78711
Phone (512) 463-1771
Fax (512) 936-2681

UTAH
Ms. Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
State Capitol, Room 116
Salt Lake City, UT 84114
Phone (801) 538-1535
Fax (801) 538-1547

VERMONT
Ms. Jeanine Crosby
State Single Point of Contact
Pavilion Office Building
109 State Street
Montpelier, VT 05609
Phone (802) 828-3326
Fax (802) 828-3339

WEST VIRGINIA
Mr. Fred Cutlip, Director

Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, WV 25305
Phone (304) 558-4010
Fax (304) 558-3248

WISCONSIN
Mr. Jeff Smith
Federal/State Relations Office
Wisconsin Department of Administration
101 East Wilson St., 6th Floor
P.O. Box 7868
Madison, WI 53707
Phone (608) 266-0267
Fax (608) 267-6931

WYOMING
Mr. Matthew Jones
State Single Point of Contact
Office of the Governor
200 West 24th Street
State Capitol, Room 124
Cheyenne, WY 82002
Phone (307) 777-7446
Fax (307) 632-3909

GUAM
Mr. Giov T. Sgambelluri, Director
Bureau of Budget & Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Phone 011-671-472-2285
Fax 011-671-472-2825

PUERTO RICO
Ms. Norma Burgos, Chairwoman
Mr. Jose E. Caro, Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Phone (809) 727-4444 or (809) 723-6190
Fax (809) 724-3270 or (809) 724-3103

MARIANA ISLANDS
Ms. Jacoba T. Seman, Federal Programs Coordinator
State Single Point of Contact
Planning and Budget Office
Office of the Governor
Saipan, MP 96950
Phone (670) 664-2289
Fax (670) 664-2272

VIRGIN ISLANDS
Ms. Linda Clark
Office of Management & Budget
#41 Norregade Emancipation
Garden Station, Second Floor
Saint Thomas, Virgin Islands 00802
Phone (809) 774-0750
Fax (809) 776-0069