



U.S. ENVIRONMENTAL PROTECTION AGENCY

FINDING YOUR WAY THROUGH EPA



Office of Small and Disadvantaged Business Utilization
401 M Street, S.W. (1230C)
Washington, D.C. 20460
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401 M Street, S.W. (1230C)
Washington, D.C. 20460

November 1997

INTRODUCTION

The information contained in this document will assist you in finding your way through the U.S. Environmental Protection Agency (EPA). The EPA's Office of Small and Disadvantaged Business Utilization has developed this publication to help socioeconomic firms to have a better understanding of the function and mission of EPA program offices. Our continuing goal is to provide useful information to socioeconomic firms which will enhance their marketing effort with the Agency. To find out additional information on a particular organization, call EPA Directory Assistance at (202) 260-2090.

TABLE OF CONTENTS

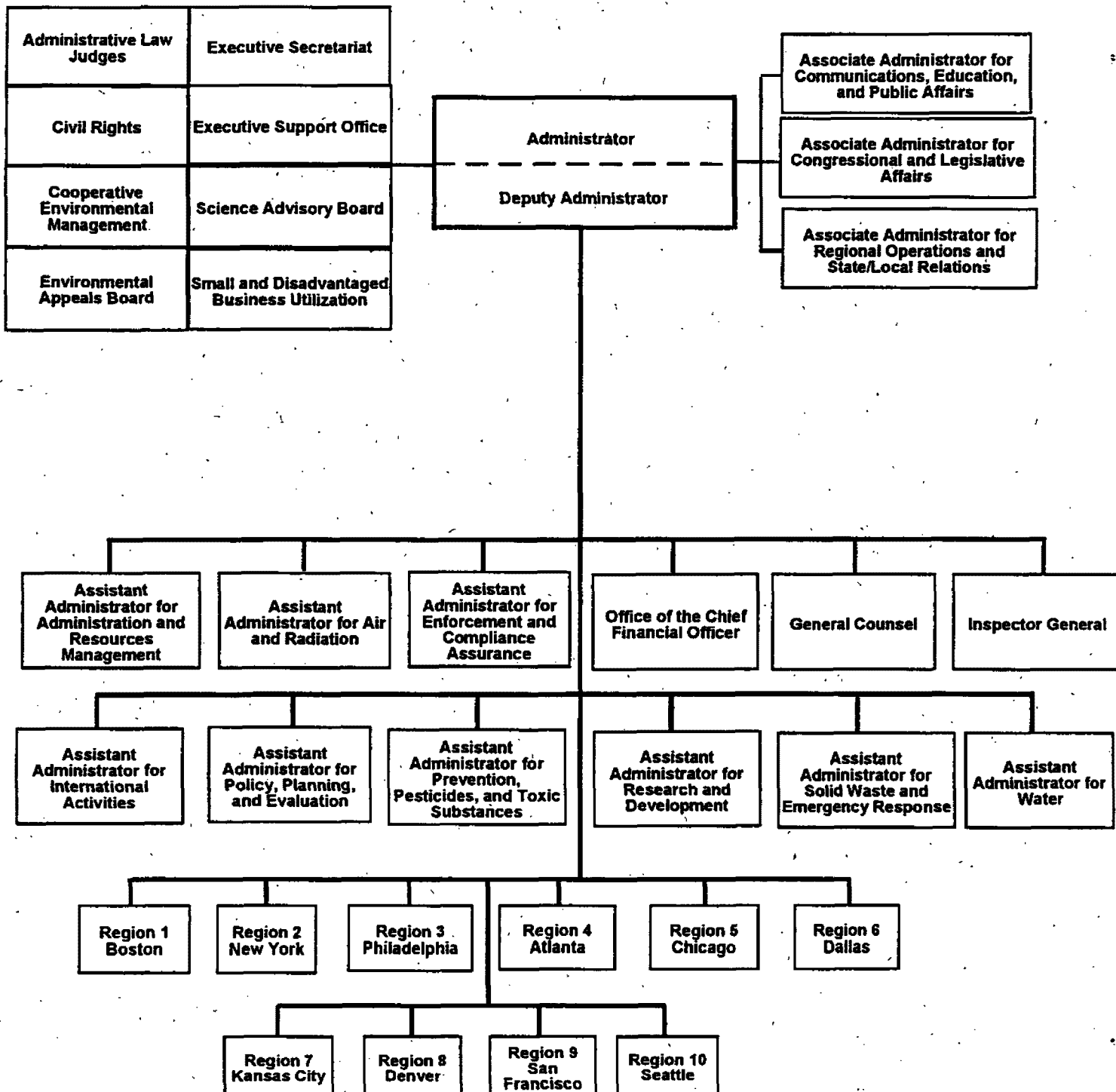
Organization of the U.S. Environmental Protection Agency.....	1
Office of the Administrator/Deputy Administrator.....	3
Assistant Administrator for Administration & Resources Management.....	5
Assistant Administrator for Air & Radiation.....	7
Assistant Administrator for Enforcement & Compliance Assurance.....	9
Office of Chief Financial Officer.....	11
Office of General Counsel.....	13
Office of Inspector General.....	15
Assistant Administrator for International Activities.....	17
Assistant Administrator for Policy, Planning & Evaluation.....	19
Assistant Administrator for Prevention, Pesticides & Toxic Substances.....	21
Assistant Administrator for Research & Development.....	23
Assistant Administrator for Solid Waste & Emergency Response.....	25
Assistant Administrator for Water.....	27
National Buying Offices	
Cincinnati, Ohio.....	29
Research Triangle Park, North Carolina.....	31
Regional Offices.....	32

Organization of the U.S. Environmental Protection Agency

The U.S. Environmental Protection Agency (EPA) was established as an independent agency in the Executive Branch of the U.S. Government, pursuant to Reorganization Plan No. 3 of 1970, effective December 2, 1990. EPA was created to enable coordinated and effective Government action on behalf of the environment. EPA endeavors to achieve systematic control and abatement of pollution, by properly administering and integrating a variety of research, monitoring, standard-setting, and enforcement activities.

EPA also provides coordination and support for research and antipollution activities conducted by State and local governments, private and public groups, individuals, and educational institutions. In addition, EPA reinforces efforts on the part of other Federal agencies to assess the impact of their operations on the environment. EPA furnishes written comments on environmental impact statements and publishes its findings, especially when those reveal that a proposal is unsatisfactory from the standpoint of public health or welfare or environmental treatment. In all, EPA is designed to serve as the public and advocate for a safe, habitable environment.

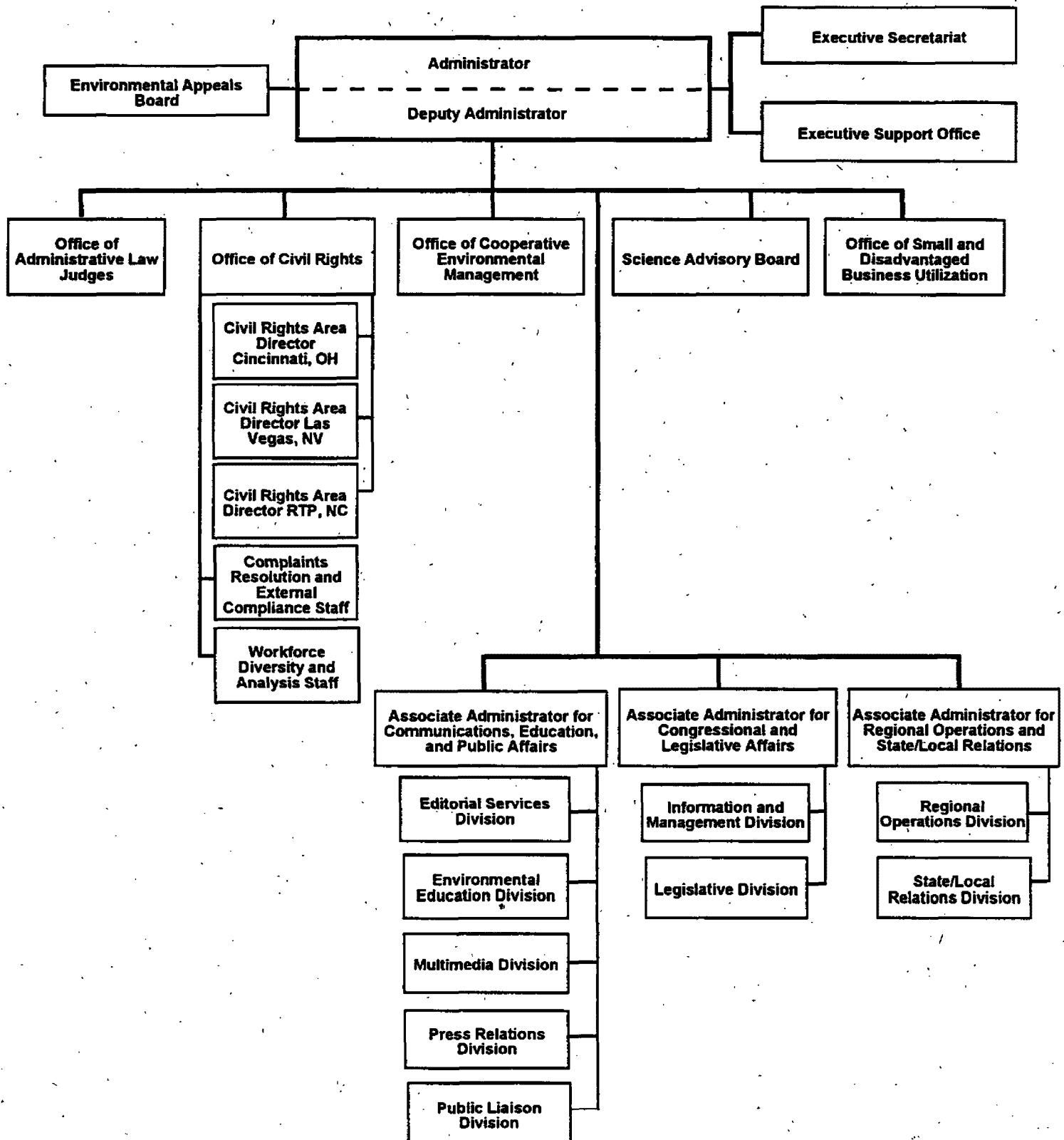
Environmental Protection Agency



Office of the Administrator/Deputy Administrator

The Office of the Administrator provides overall supervision of the Agency. The Administrator, who is responsible directly to the President, is assisted by the Deputy Administrator and by the following Associate Administrators: Regional Operations and State/Local Relations, Communications, Education, and Public Affairs; and Congressional and Legislative Affairs. The Office of the Administrator is further supported by the following staff offices: Administrative Law Judges, Civil Rights, Small and Disadvantaged Business Utilization, Science Advisory Board, Cooperative Environmental Management, Executive Support, Executive Secretariat, Pollution Prevention Policy Staff, and Environmental Appeals Board.

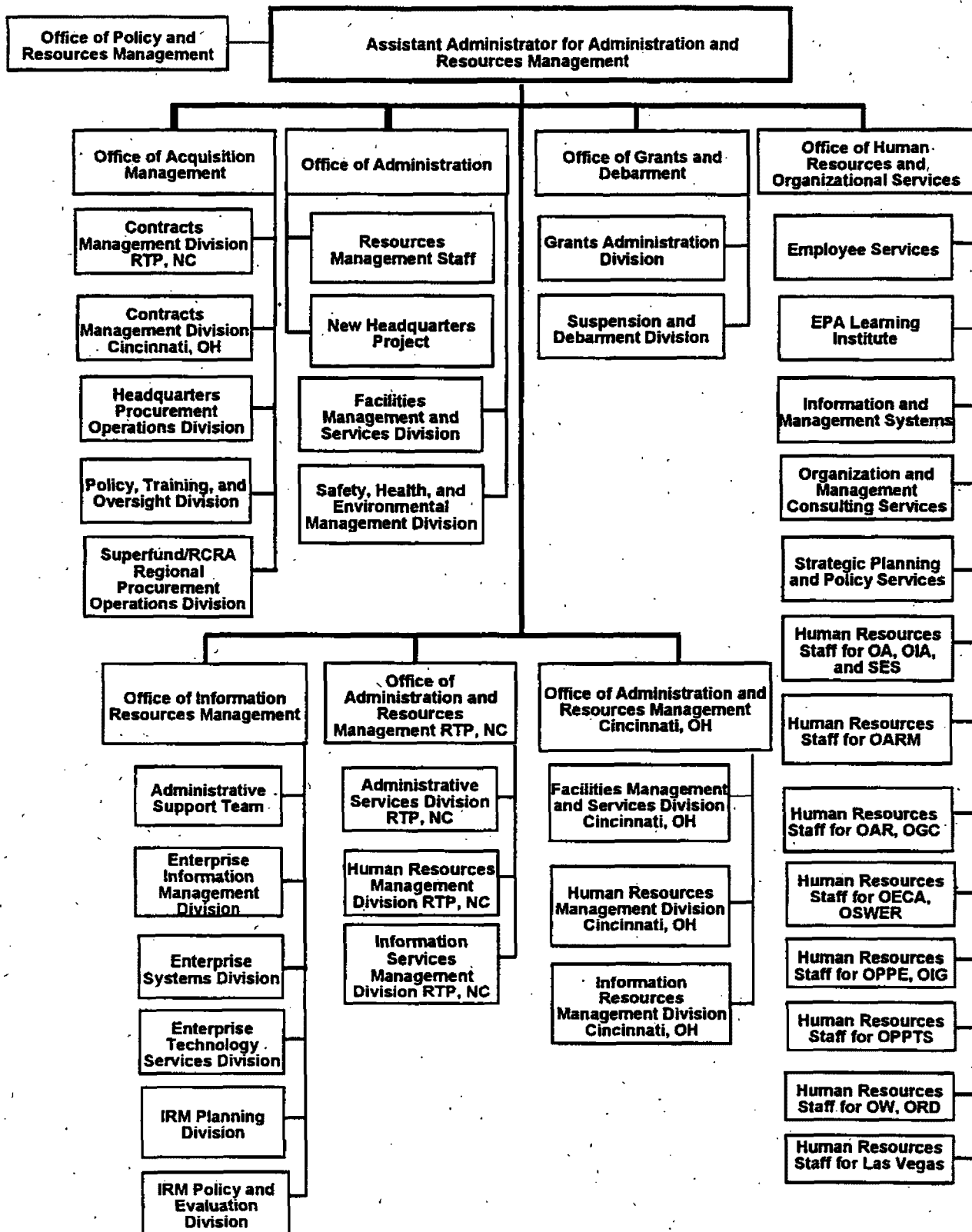
Office of the Administrator



Assistant Administrator for Administrator & Resources Management

The Office of Administration and Resources Management (OARM) provides the management services, infrastructure, and operations that enable EPA to achieve its mission. These management services include procurement through contracts and grants, human resource management, environmental health and safety, facilities management, organization and management analyses, systems development, information management services, and automated data processing systems. OARM is responsible for developing and implementing policies and procedures for these areas as well as delivering operational services. In overseeing these functions, the Assistant Administrator represents the Administrator in communicating with the Office of Management and Budget, Office of Personnel Management, General Accounting Office, General Services Administration, Department of Treasury, and other Federal agencies that prescribe requirements for the conduct of Government management and administrative activities.

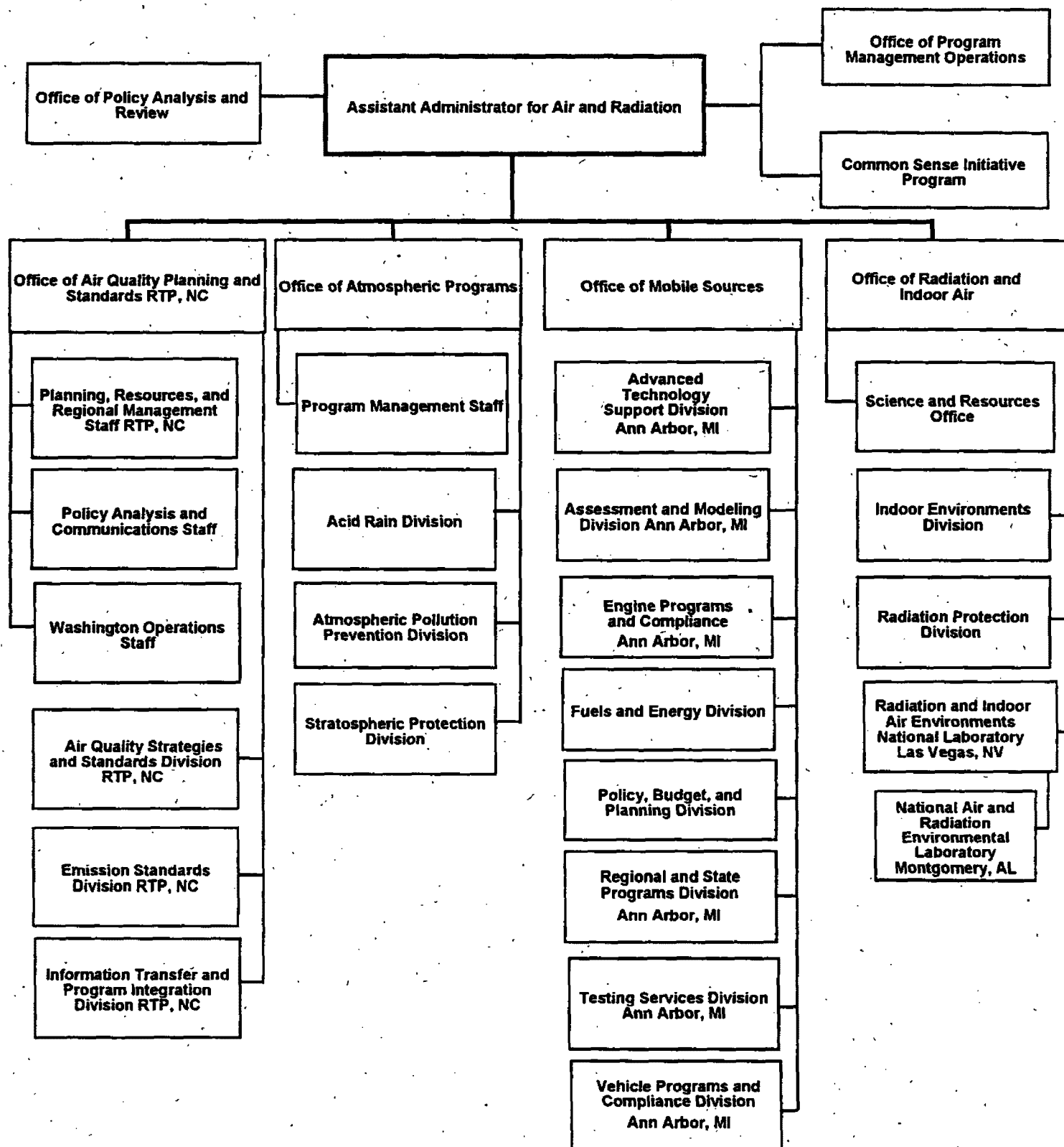
Office of Administration and Resources Management



Assistant Administrator for Air & Radiation

The Office of the Assistant Administrator for Air and Radiation oversees the air activities of the Agency. Air activities include development of national programs, technical policies and regulations for air pollution control. The Office also oversees the development of national standards for air quality, as well as emission standards for new stationary sources and hazardous training in the field of air pollution control. The Office furnishes technical assistance to states and agencies that have radiation protection program and administers a national surveillance inspection program for measuring radiation levels in the environment. Further, the Office conducts comprehensive acid rain research, analyzes the impact of pollutants found at the workplace, and studies the effects of global change.

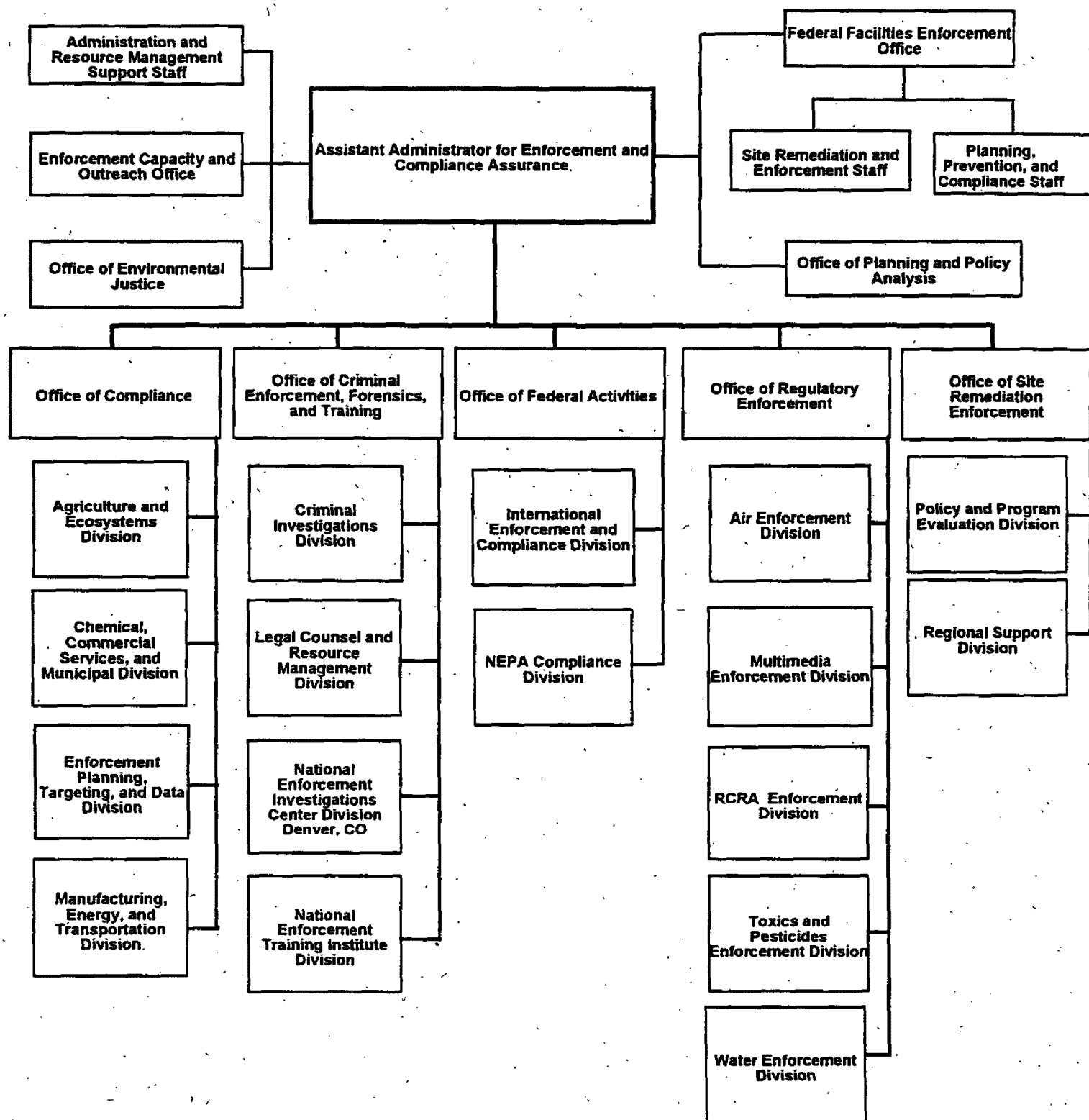
Office of Air and Radiation



Assistant Administrator for Enforcement & Compliance Assurance

The Assistant Administrator for Enforcement and Compliance Assurance (AA/OECA) serves as the U.S. Environmental Protection Agency's (EPA's) National Program Manager and principal advisor to the Administrator for matters concerning the Agency's enforcement and compliance assurance program. OECA manages a national criminal enforcement program and provides technical support to EPA Headquarters, EPA Regions, and the States through the National Enforcement Training Institute. OECA manages the Agency's regulatory, site remediation, and Federal facilities enforcement and compliance assurance programs, as well as the Agency's environmental justice program and Federal activities program responsibilities under the National Environmental Policy Act.

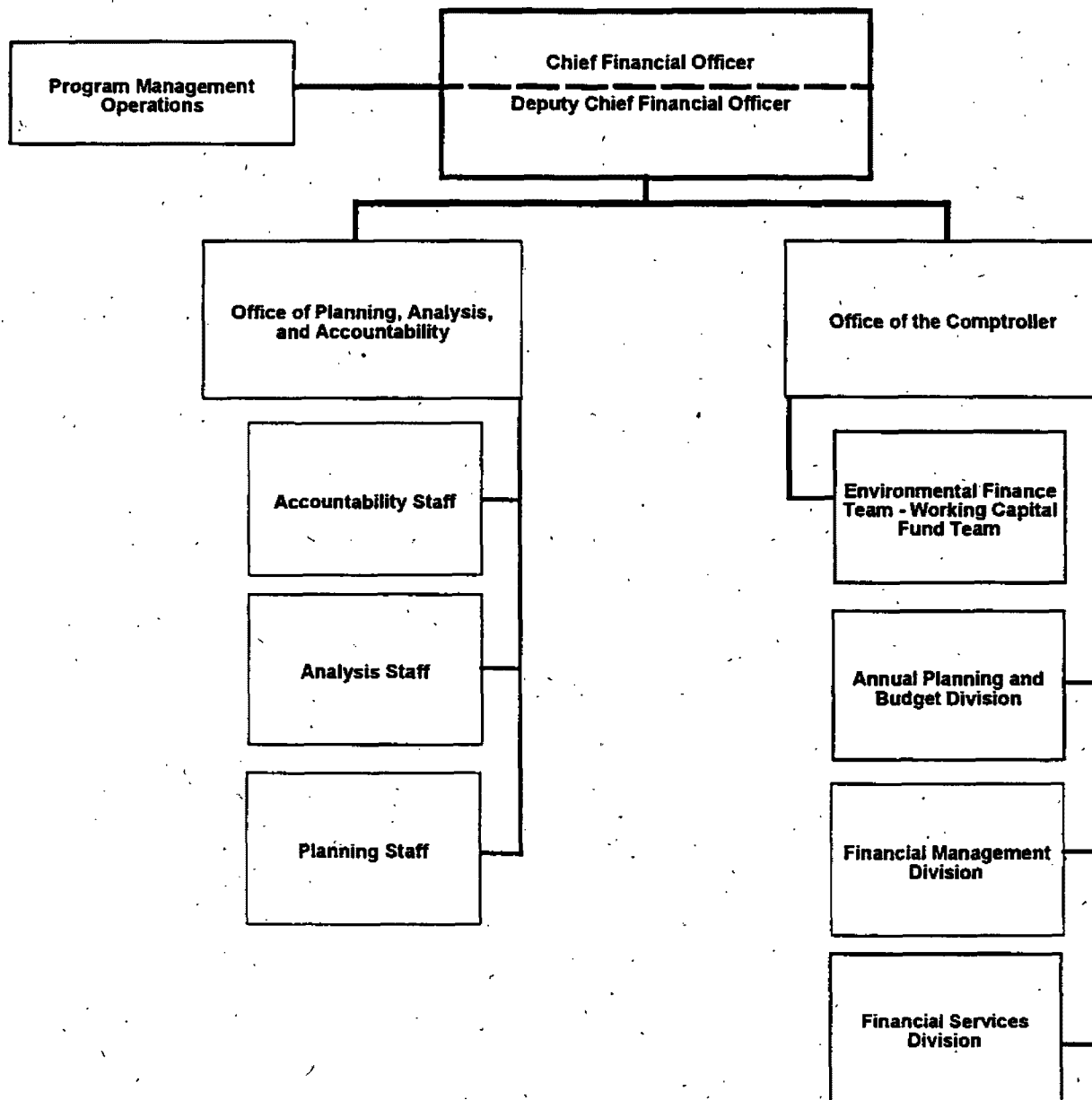
Office of Enforcement and Compliance Assurance



Office of the Chief Financial Officer

The Office of the Chief Financial Officer is responsible for developing, managing, and supporting a goals-based management system for the Agency that involves strategic planning and accountability for environmental, fiscal, and managerial results; Agency-wide budget, resources, and financial management functions, including program analysis and annual planning budget formulation, preparation and execution, and controls systems for payroll and disbursements.

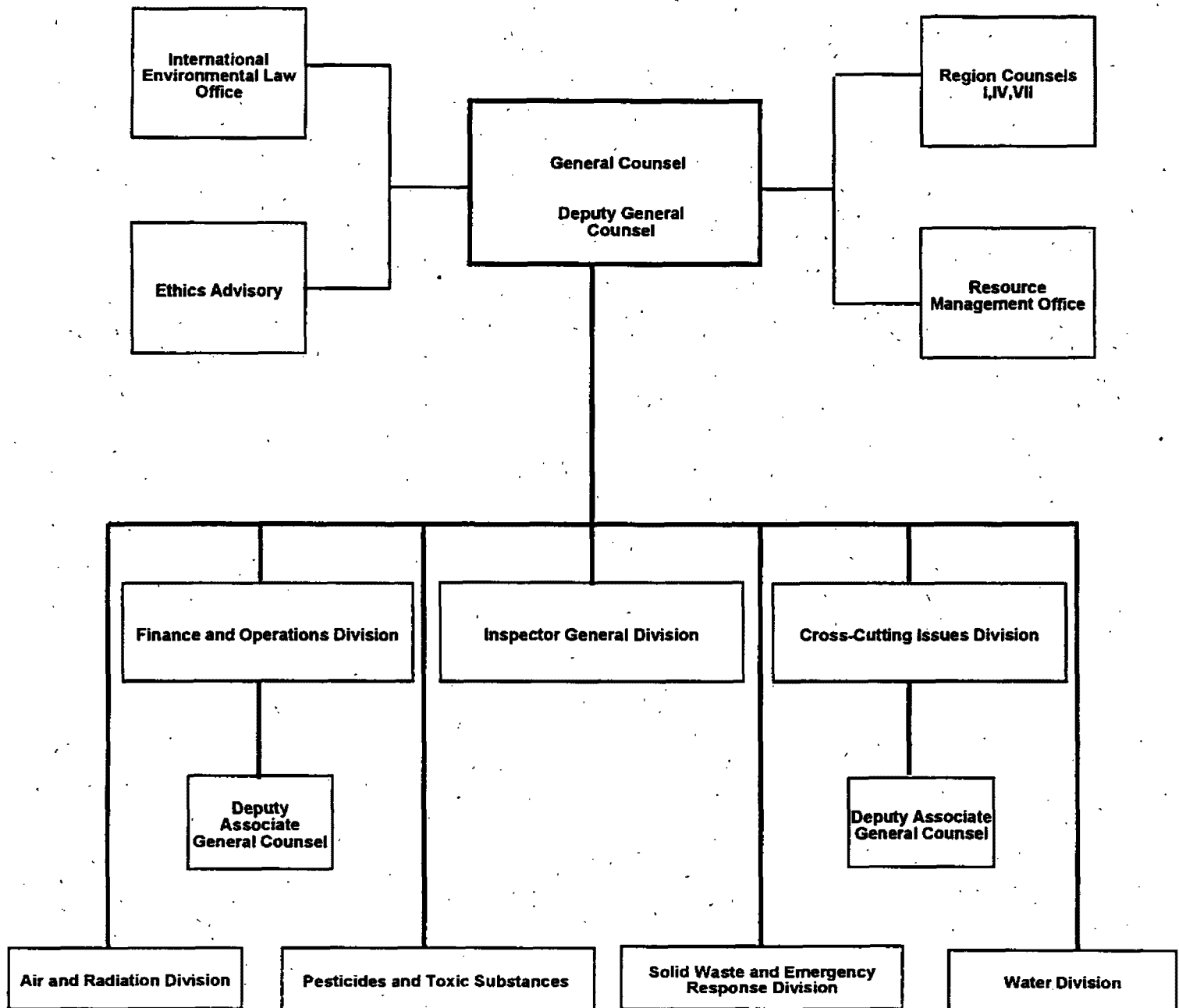
Office of the Chief Financial Officer



Office of General Counsel

The Office of General Counsel provides legal service to all organizational elements of the Agency with respect to Agency programs and activities. The Office of General Counsel provides legal opinions, legal counsel, and litigation support. In addition, the Office assists in the formulation and administration of the Agency's policies and programs as legal advisor.

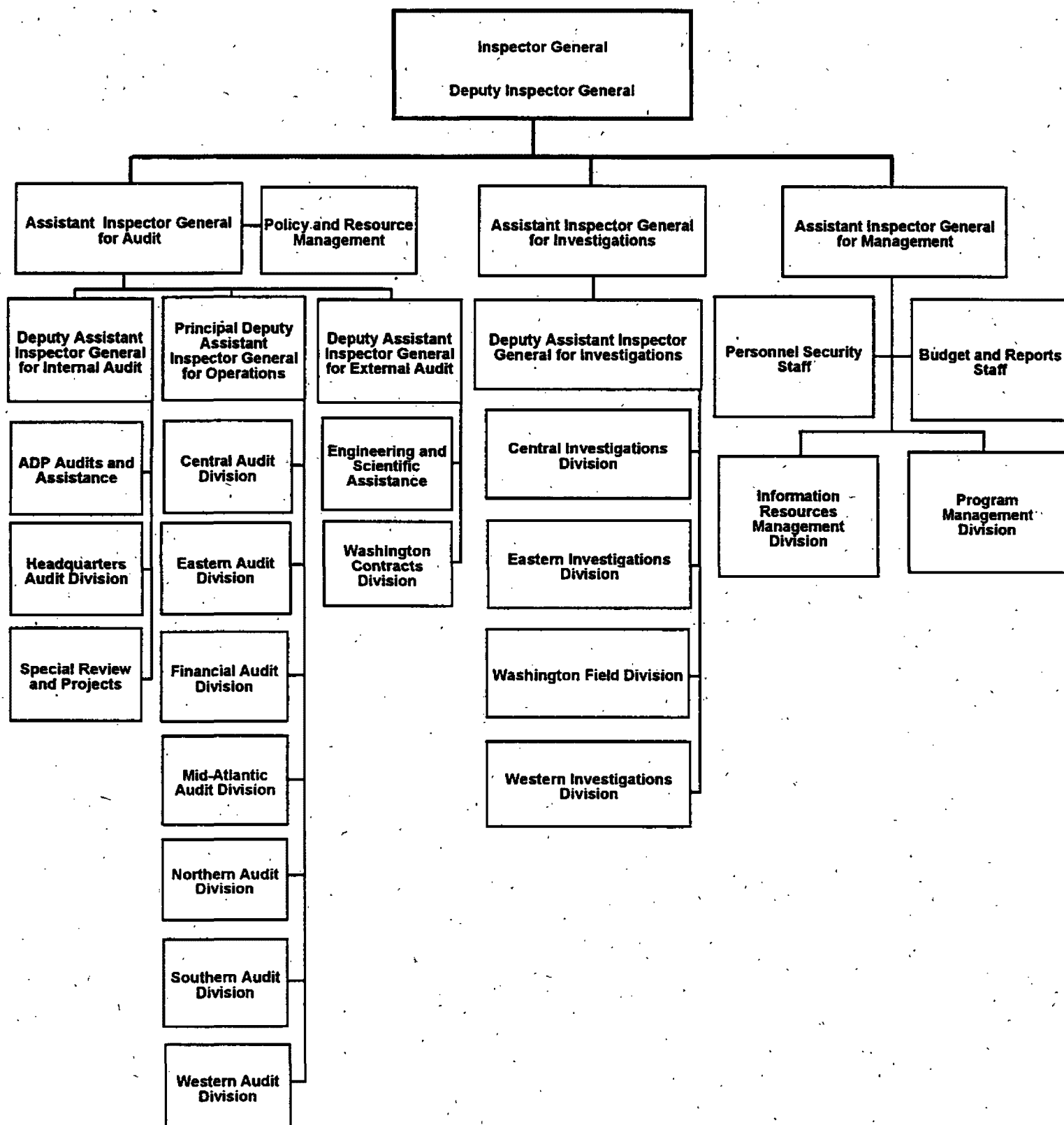
Office of General Counsel



Office of Inspector General

The Office of Inspector General conducts audits and investigations of U.S. Environmental Protection Agency (EPA) programs and operations. The Office of Inspector General provides leadership, coordination, and policy recommendations regarding Agency activities. The purpose of these activities is not only to promote detection of fraud and abuse, but also to maximize economy and efficiency of Agency operations. The Office informs Agency senior management and Congress of serious problems, abuses, and deficiencies relating to EPA programs and operations and the necessity for, and progress of, corrective action.

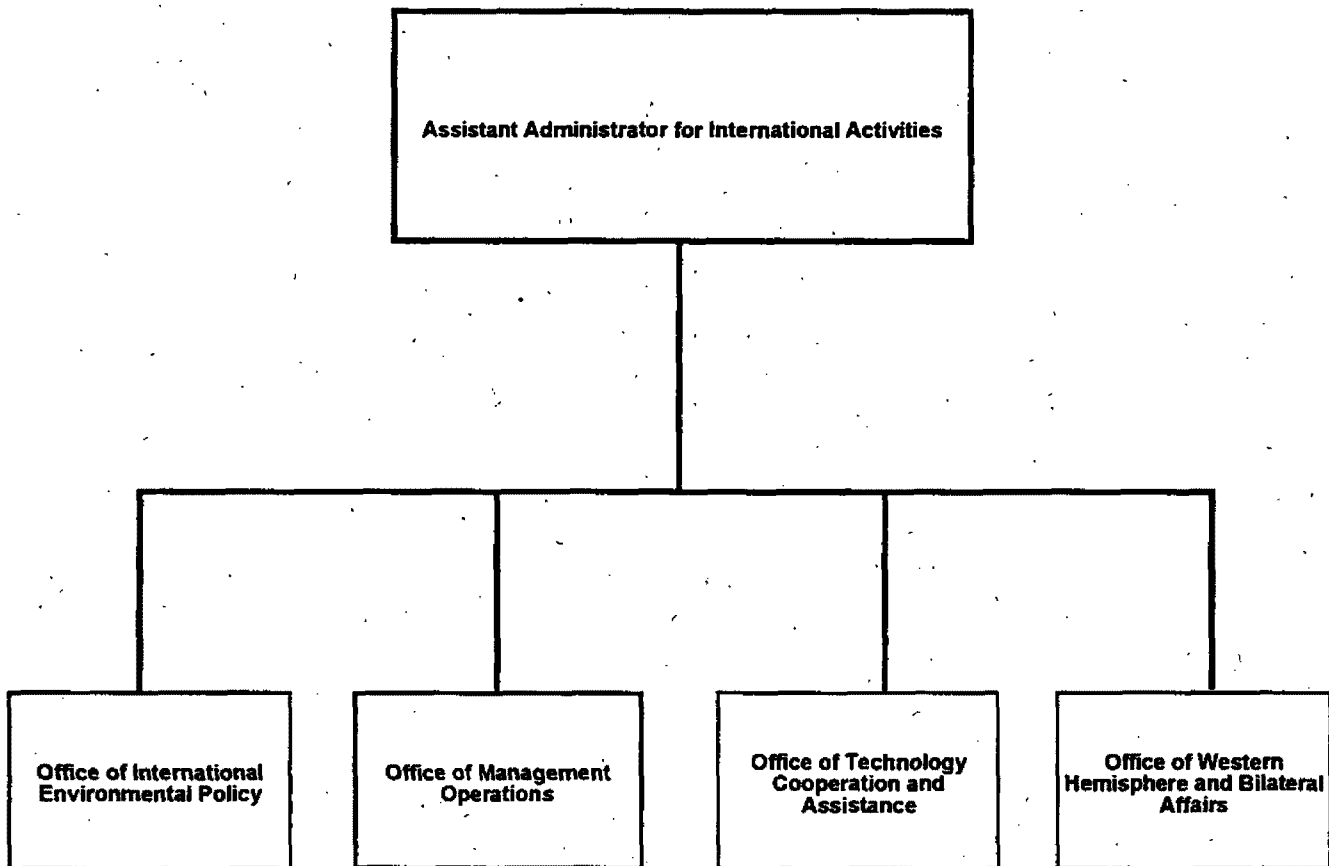
Office of Inspector General



Assistant Administrator for International Activities

The Office of International Activities manages EPA involvement in international policies and programs that cut across EPA offices and regions. Providing leadership and coordination on behalf of the EPA Administrator, the Office serves as the Agency's focal point of international environmental matters. Specific functions include managing EPA programs with Mexico, Canada, and other priority countries; providing leadership, analysis, and coordination for international environmental negotiations; managing the Agency's international technology and information exchange programs; and providing essential support services to other offices and agencies.

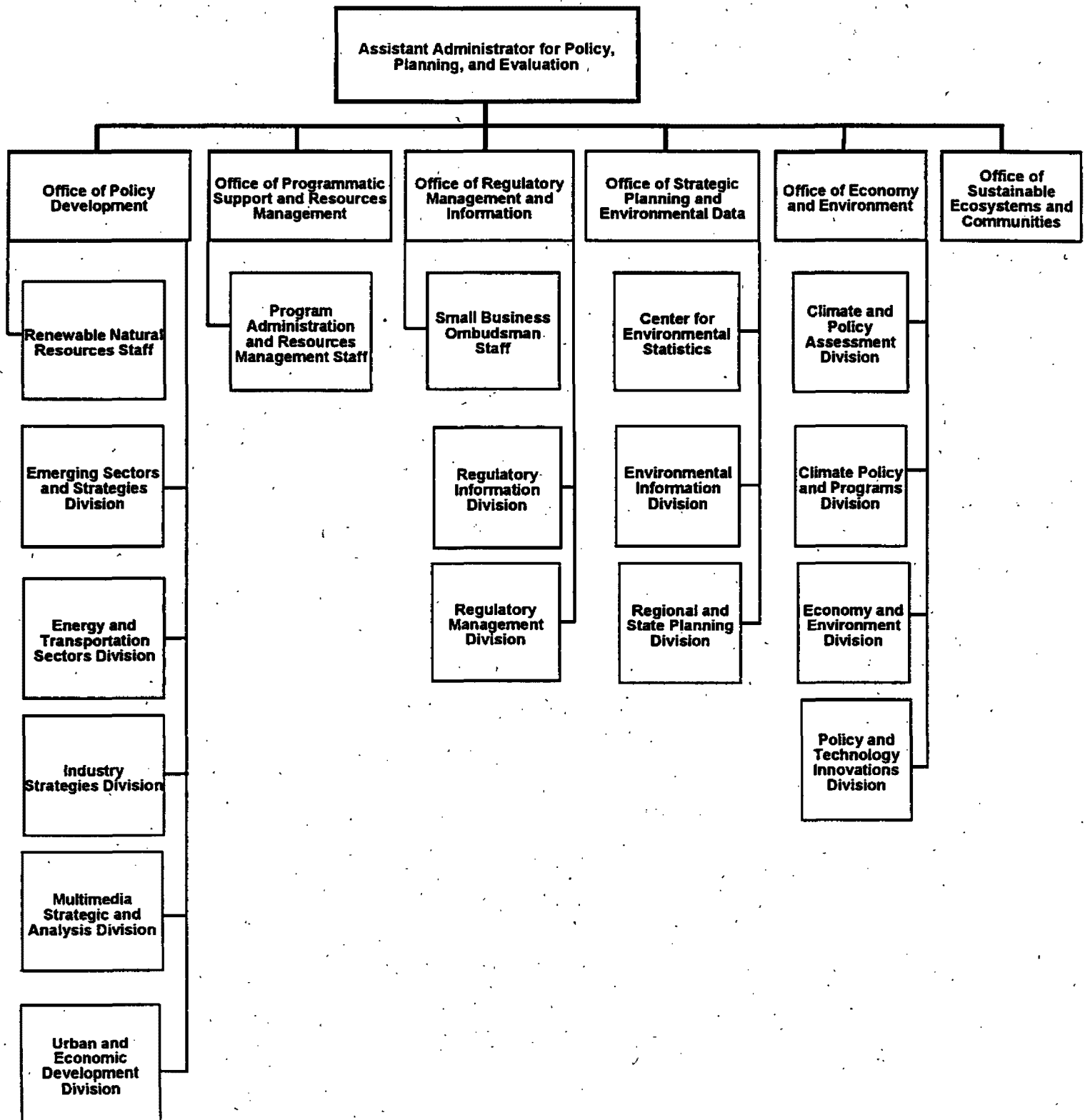
Office of International Activities



Assistant Administrator for Policy, Planning, & Evaluation

The Office of the Assistant Administrator for Policy, Planning, and Evaluation serves as the Agency's focal point for multimedia policy, planning, and evaluation functions. In addition, the Office is primarily responsible for policy and economic analysis in the areas of ecosystem protection, sectors, and the environment, and it manages the regulatory development process.

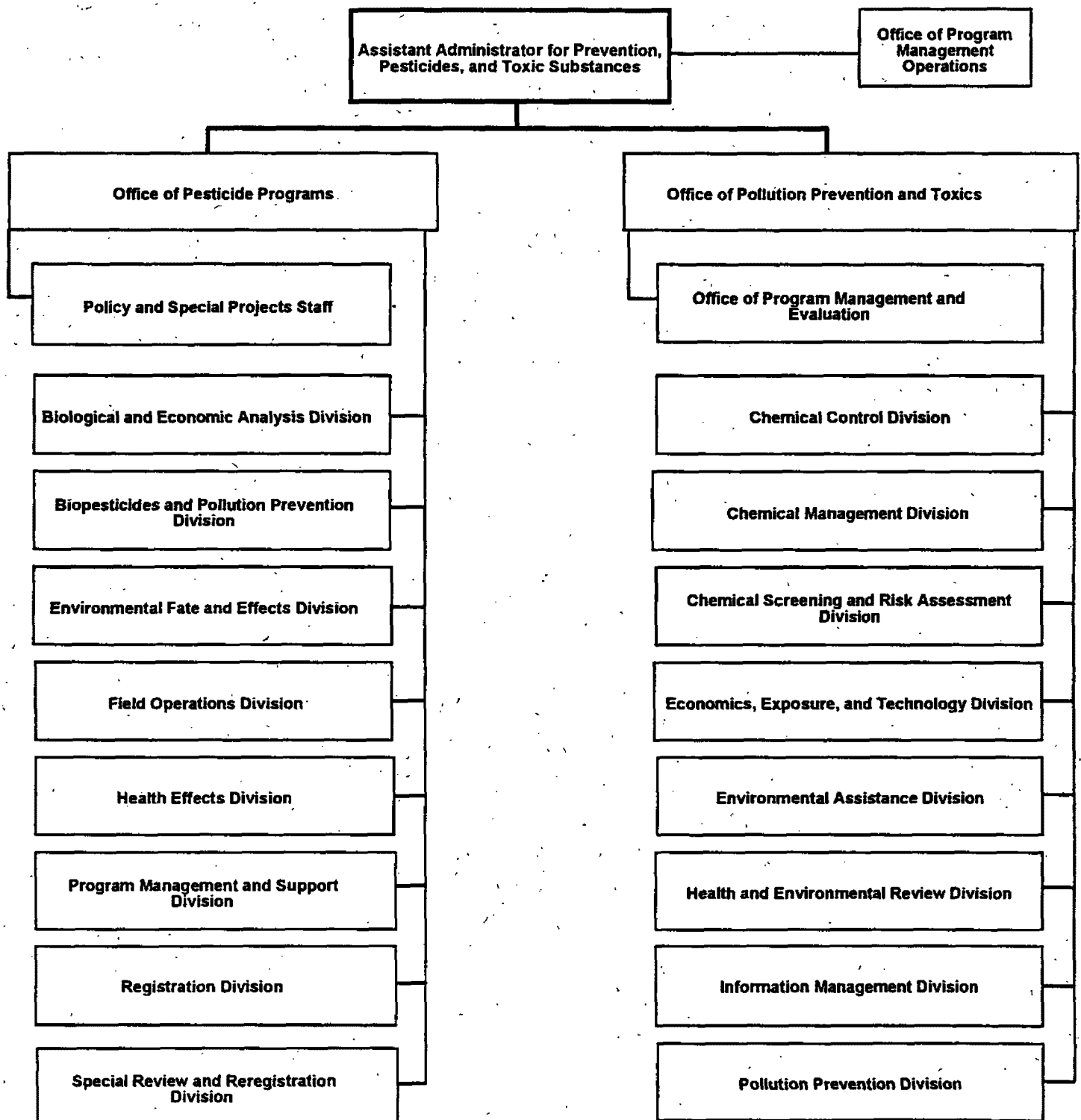
Office of Policy, Planning, and Evaluation



Assistant Administrator for Prevention, Pesticides & Toxic Substances

The Office of the Administrator for Prevention, Pesticides, and Toxic Substances develops national strategies for toxic substance control. The Office establishes criteria for assessing chemical substances and sets standards for chemical testing protocols. The Office develops rules and procedures for industry reporting and regulations for controlling substances deemed hazardous to humans or the environment, the Office also enforces standards. The Office analyzes the effects of new chemicals and new uses of existing chemicals to determine any hazardous and develops restrictions accordingly. The Office also administers activities associated with pesticide control, regulations, and monitoring. These activities comprise promoting the reduction of pesticide use, establishing tolerance levels for pesticides in food, and investigating pesticide accidents.

Office of Prevention, Pesticides, and Toxic Substances



Assistant Administrator for Research & Development

The Office of Research and Development is responsible for the research and development needs of the Agency's operating programs and the conduct of an integrated research and development program for the Agency. The Assistant Administrator for Research and Development serves as the Agency's principal science advisor and is responsible for the development, direction, and conduct of a national program. The national program encompasses health risk assessment, health effects, engineering and technology, processes and effects, acid rain deposition, monitoring systems, and quality assurance. The Office provides for the dissemination of scientific and technical knowledge, including analytical methods, monitoring techniques, and modeling methodologies. The Office also provides technical and scientific advice on Agency-wide technical program issues as well as on the development of Agency policy standards and regulations.

Office of Research and Development

The ORD administers the Agency's Small Business Innovation Research SBIR Program.

The Small Business Research and Development Enhancement Act of 1992 requires EPA and certain other Federal agencies with extramural budgets for research in excess of \$100 million per year to establish SBIR Program. Funding for the program is derived from a fixed percentage (currently 1.5%, increasing to 2.5% Fiscal Year 1997), of the extramural EPA R & D budget. The purpose of the legislation is to:

Stimulate technological innovation.

Use small businesses to meet Federal R & D needs.

Increase private sector commercialization of innovations derived from Federal R & D.

Foster and encourage participation by minority and disadvantaged persons in technological innovation.

Under the SBIR Act, Federal agencies solicit proposals for R & D from science and technology-based firms.

Conducted in eleven Federal R & D agencies, SBIR is one of the most competitive R & D programs in government. Less than one proposal out of ten received is funded in Phase I. Generally, about half of these receive support in Phase II. For example, in 1993, the eleventh year of the program, EPA received 442 Phase I proposals which resulted in 34 awards and 21 Phase II projects were funded from the 41 FY 1992 Phase I awardees.

In Phase I of this three-phase program, EPA will make awards of up to \$55,000 for six months of investigative research to determine whether the research idea, often on high-risk advanced concepts, is technically feasible, whether the firm can do high quality research, and whether sufficient progress has been made to justify a larger Phase II effort. The Phase I report also serves as a base for follow-on commitment discussions. Phase II is the principal research effort. At EPA, Phase II projects are presently limited to a maximum of \$165,000 for up to two years.

The SBIR design involves a third phase, which is to pursue potential commercial applications of the research funded under the first two phases. Phase III is supported solely by non-SBIR funding, usually from third party, venture capital or large industrial firms. Non-SBIR Federal funds may also be used in funding Phase III.

Phase I and II proposals are peer reviewed principally by outside reviewers from universities and private companies. The best proposals, based primarily on the EPA evaluation of technical merit, will receive EPA research support.

Eligibility Requirements to Participate in the SBIR Program

Small Business

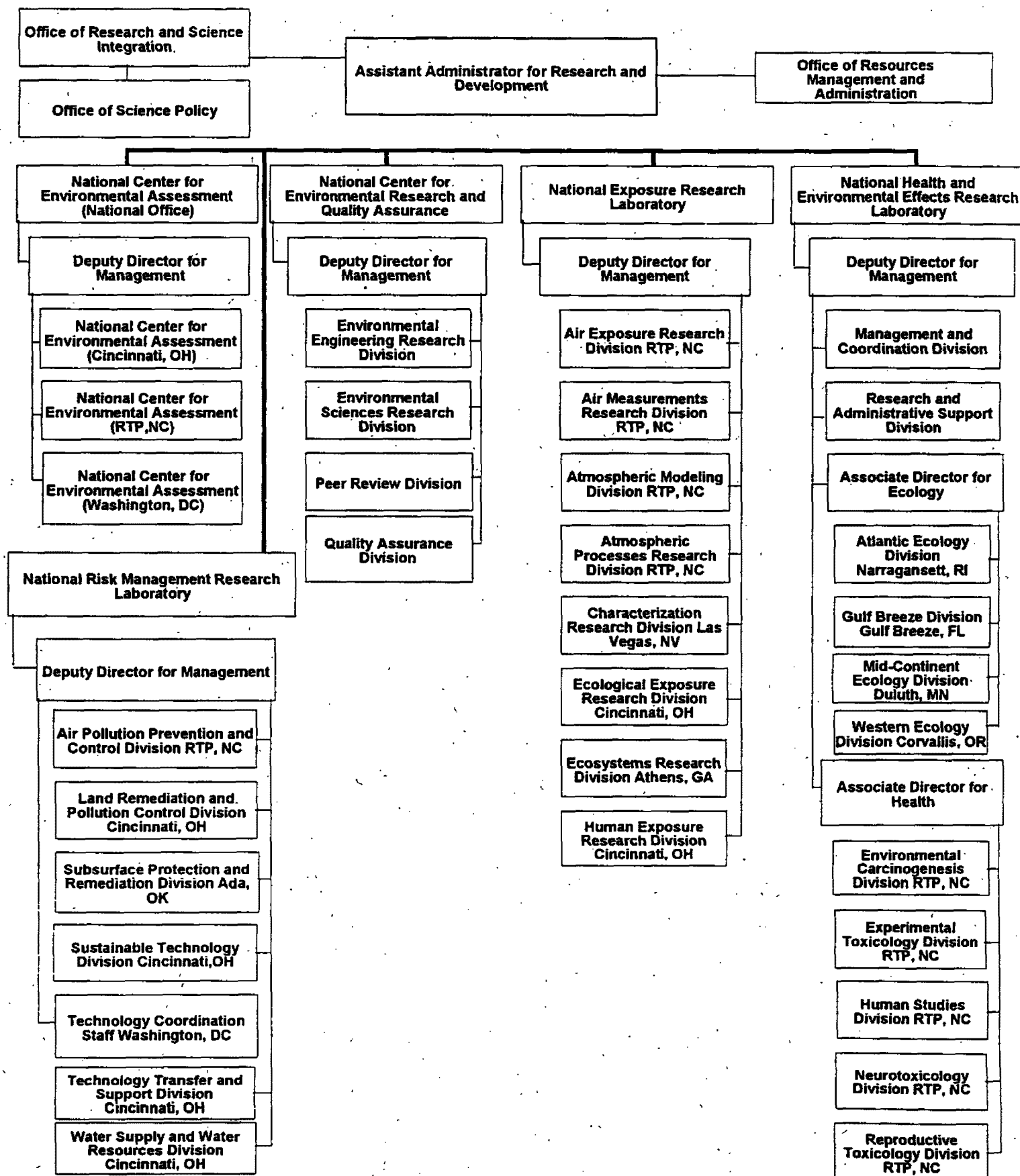
A small concern is one that, at the time of award of the SBIR Phase I and Phase II funding agreements, meets the following criteria:

- (1) Is independently owned and operated, is not dominant in the field of operation in which it is proposing, has its principal place of business located in the United States and is organized for profit.

- (2) Is at least 51% owned, or in the case of a publicly owned business, at least 51% of its voting stock is owned by United States Citizens or lawfully admitted permanent resident aliens.
- (3) Has, including its affiliates, a number of employees not exceeding 500, and meets the other regulatory requirements found in 13 CFR part 121. Business concerns, other than investment companies licensed, or state development companies qualifying under the Small Business Investment Act of 1958; 15 U.S.C. 661, et seq., are affiliates of one another when either directly or indirectly:
 - (a) one concern controls or has the power to control the other, or
 - (b) a third party of parties controls or has the power to control both.

Control can be exercised through common ownership, common management, and contractual relationships. The term "affiliates" is defined in greater detail in 13 CFR 121 as is the partnership, corporation, joint venture, association or cooperative.

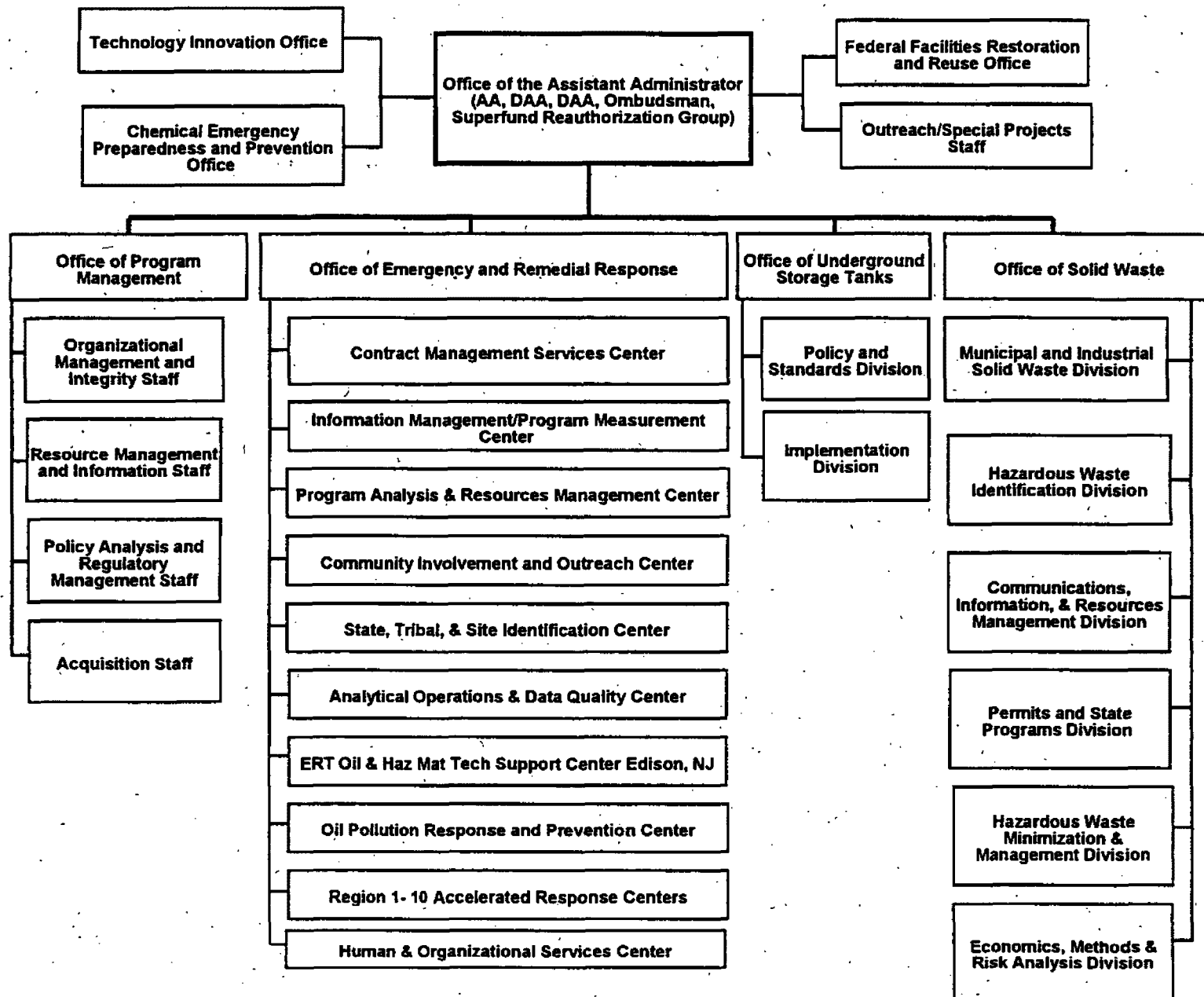
Office of Research and Development



Assistant Administrator for Solid Waste and Emergency Response

The Office of the Assistant Administrator for Solid Waste and Emergency Response provides Agency-wide policy, guidance, and direction for the Agency's solid waste and emergency response program. The Office develops guidelines and standards for the land disposal of hazardous wastes and for underground storage tanks. The Office furnishes technical assistance in the development, management, and operation of solid waste activities, and analyzes the recovery of useful energy from solid waste. The Office has also undertaken the development and implementation of a program to respond to abandoned and active hazardous waste sites and accidental releases (including some oil spills) as well as the encouragement of innovative technologies for contaminated soil and groundwater.

Office of Solid Waste and Emergency Response

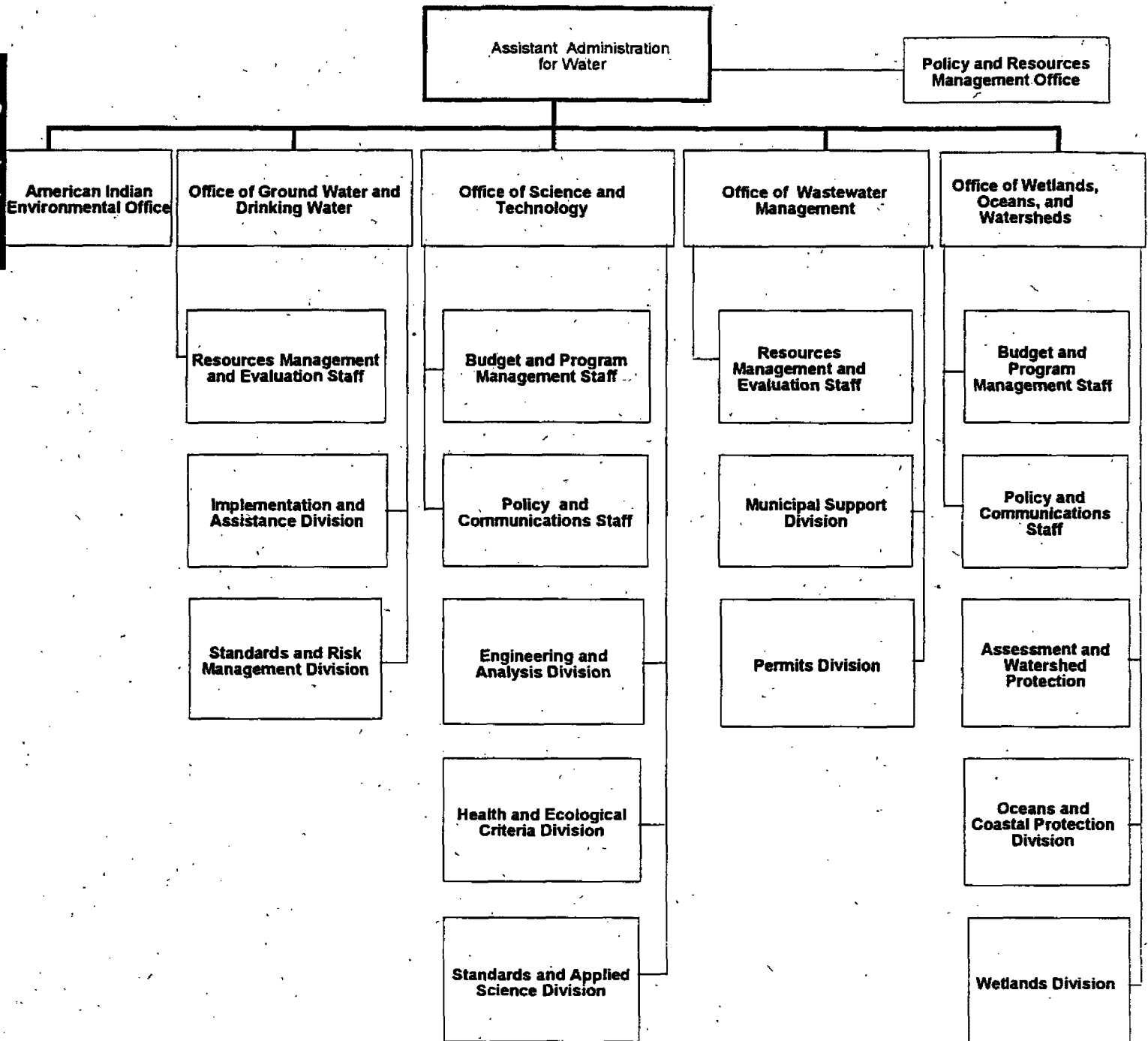


Assistant Administrator for Water

The Office of the Assistant Administrator for Water is responsible for the Agency's water quality activities, which represent a coordinated effort to restore the nation's waters. The functions of this program include developing national programs, technical policies, and regulations relating to drinking water, water quality, and ground water, establishing environmental and pollution source standards; and providing for the protection of wetlands. In addition, this Office furnishes technical direction, support, and evaluation of regional water activities, enforces standards, and develop programs for technical assistance and technology transfer. The Office oversees the provision of training in the fields of water quality, economic and long-term environmental analysis, and marine and estuarine protection.

Office of Water

Organization



**Cincinnati Contracts Management Division
Small and Disadvantaged Business Office**

Contact.....Norman White (513) 366-2024 Phone
(513) 366-2004 Fax

The following Program Offices receive contract support from CMD, Cincinnati for the listed tasks:

I. Office of Research and Development:

a) National Center for Environmental Assessment (HQ/NCEA):

1. Providing Risk Assessment Research, Methods & Guidelines.
2. Performing Health & Ecological Assessments.
3. Risk Assessment Information & Training.

b) National Center for Environ. Res. & Quality Assurance (NCERQA).

1. Peer Reviews.
2. Quality Assurance.
3. Drinking Water Disinfection.
4. Particulate Matter in Air.
5. Endocrine Disrupters.
6. Ecosystem Risk Assessment.
7. Health Risk Assessment.
8. Pollution Prevention & New Technologies.
9. Waste Management & Site Remediation.
10. Waste Site Risk Characterization.

c) National Risk Management Research Lab (NRMRL).

1. Metal Finishing.
2. Electronic Pollution Prevention.
3. Cleaner Alternatives for Solvents & Coatings.
4. Green Engineering for Chemical Synthesis.
5. Adsorbents for Metals.
6. Special Membranes for Solvents.
7. Mine Waste Technology.
8. Metal Forming.
9. Lead Paint Abatement
10. Soil Remediation.
11. Life Cycle Assessment.
12. Soil Remediation.
13. Chemical Simulation & Measurement.
14. Electroplating.
15. Oil Spills.
16. Air Emissions (Biofilter Research).
17. Bioventing.
18. Microbiology.
19. Chemistry, Engineering
20. Computer Modeling.

II. Officer of Water:

- a) Office of Science and Technology (OST).
 - 1. Aquatic Biological Assessment.
 - 2. Sampling Methods.
 - 3. Laboratory Performance Evaluation Program.
- b) Office of Ground Water & Drinking Water (OGWDW).
 - 1. Ground Water & Drinking Water Protection.
 - 2. Provide Information for Consumer Awareness.
- c) Office of Waters, Oceans & Watersheds (OWOW).
 - 1. Abating Nonpoint Source Pollution.
 - 2. Restoring & Protecting Wetlands, Lakes, Rivers Coastal & Marine Environments.
 - 3. Monitoring Watersheds.
- d) Office of Waste Water Management (OWM).
 - 1. Abatement & Prevention of Municipal Water Pollution.
 - 2. Sewage Treatment Plants.
 - 3. Rehabilitation Sewer Systems.

III. National Vehicle & Fuel Emissions Lab (NVFEL).

- a) Reduce Mobile Source Related Air Pollution.
 - 1. Evaluating Emission Control Technology.
 - 2. Testing Vehicles, Engines & Fuels for Off Road and Road Vehicles. (Boats, Tractors, Bulldozers, Lawn & Garden Devices, Construction Machinery).

IV. EPA Facilities & Office of Administration:

- a) Specialized Acquisition.
 - 1. Construction Contracts.
 - 2. A & E Contracts.
 - 3. Small Purchases (commercial and noncommercial items).
 - 4. Guard Services.
 - 5. Janitorial Services
 - 6. Mechanical Contracting.
 - 7. Landscaping
 - 8. Cafeteria Services.

Internet Address: [HTTP://WWW.EPA.GOV/](http://WWW.EPA.GOV/)

**Research Triangle Park Contracts Management Division
Small and Disadvantaged Business Office**

Contact.....Jerry Dodson (919) 541-2249 Phone
(919) 541-5539 Fax

The RTP Contracts Management Division plans, organizes, and directs the procurement support function of the EPA activities located in the Research Triangle Park area and various EPA Headquarters and Regional activities. At RTP, these include: all contracts relating to the ORD/National Health and Environmental Effects Research Laboratory; the ORD/National Exposure Research Laboratory, the ORD/National Center for Environmental Assessment, the ORD/National Risk Management Research Laboratory/Air Pollution Prevention and Control Division, the OAR/Office of Air Quality, Planning and Standards, and the RTP Office of Administration and Resources Management. At Headquarters, these include the Office of Research and Development and the Office of Air and Radiation. The Division is also responsible for the contracting operations in all ten Regional offices for non-Superfund Activities.

Regional Offices

Regional Administrators are responsible for U.S. Environmental Protection Agency (EPA) regional programs within their respective jurisdictions. Regional Administrators cooperate with Federal, State, Interstate, and local agencies, as well as with industry, academic institutions, and other private groups, to ensure that regional needs are addressed and that environmental laws are upheld.

Regional Administrators develop, propose, and implement regional programs for comprehensive and integrated environmental protection activities. Regional Administrators also manage effective regional enforcement and compliance programs. The regional offices support the Agency's overall mission by translating technical program direction and evaluation for various Assistant Administrators and heads of Headquarters staff offices into effective operating programs at the regional level. In addition, regional offices ensure that such programs are executed efficiently, that approval authority for proposed State standards and implementation plans is exercised appropriately and that overall and specific evaluations of regional programs are provided. EPA maintains regional offices in the following cities:

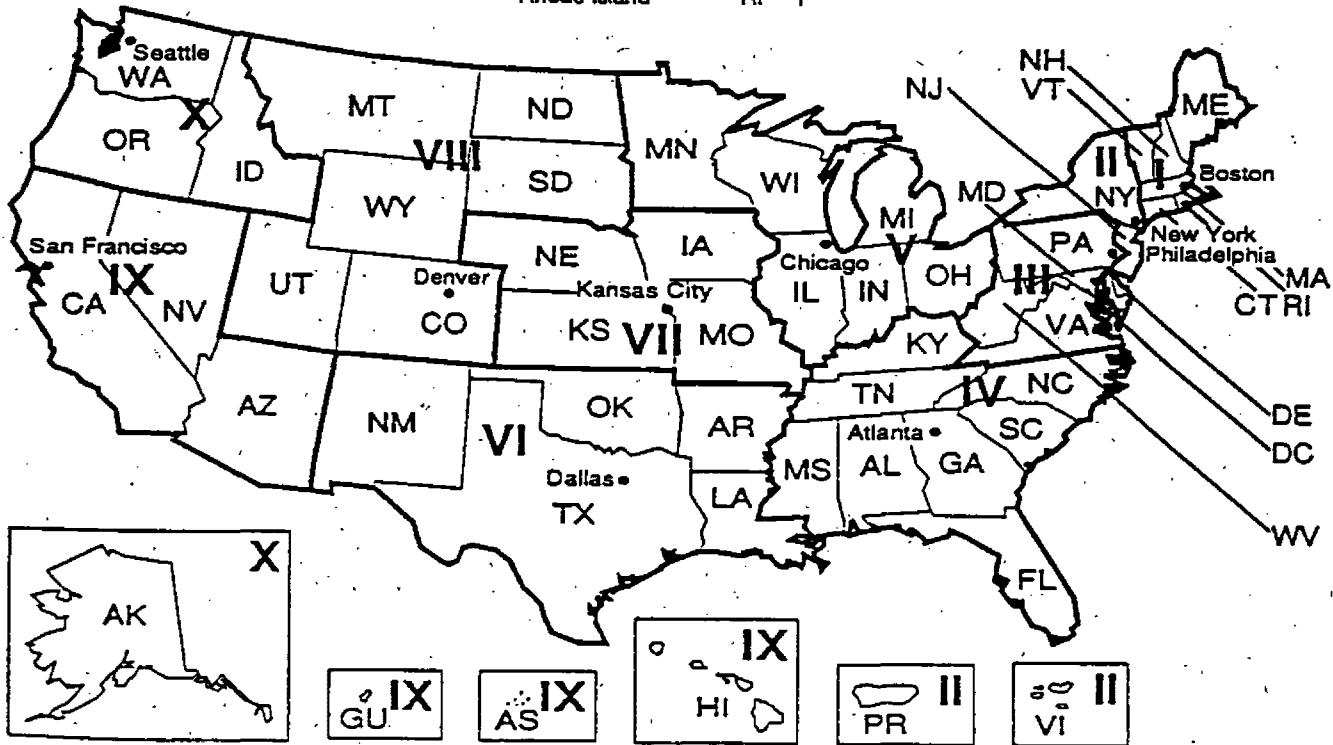
<u>State</u>	<u>Region</u>
Boston	(Region I)
New York	(Region II)
Philadelphia	(Region III)
Atlanta	(Region IV)
Chicago	(Region V)
Dallas	(Region VI)
Kansas City	(Region VII)
Denver	(Region VIII)
San Francisco	(Region IX)
Seattle	(Region X)

EPA Regional Offices and State Breakdown

Alabama AL IV
Alaska AK X
Arizona AZ IX
Arkansas AR VI
California CA IX
Colorado CO VIII
Connecticut CT I
Delaware DE III
District of Columbia DC III
Florida FL IV
Georgia GA IV
Hawaii HI IX
Idaho ID X
Illinois IL V
Indiana IN V
Iowa IA VII
Kansas KS VII
Kentucky KY IV
Louisiana LA VI

Maine ME I
Maryland MD III
Massachusetts MA I
Michigan MI V
Minnesota MN V
Mississippi MS IV
Missouri MO VII
Montana MT VII
Nebraska NE VII
Nevada NV IX
New Hampshire NH I
New Jersey NJ II
New Mexico NM VI
New York NY II
North Carolina NC IV
North Dakota ND VIII
Ohio OH V
Oklahoma OK VI
Oregon OR X
Pennsylvania PA III
Rhode Island RI I

South Carolina SC IV
South Dakota SD VIII
Tennessee TN IV
Texas TX VI
Utah UT VIII
Vermont VT I
Virginia VA III
Washington WA X
West Virginia WV III
Wisconsin WI V
Wyoming WY VIII
American Samoa AS IX
Canal Zone CZ
Guam GU IX
Puerto Rico PR II
Trust Territories TT
Virgin Islands VI II



Region I

CT
ME
MA
NH
RI
VT

Region III

DE
DC
MD
PA
VA
WV

Region V

IL
IN
MI
MN
OH
WI

Region VII

IA
KS
MO
NE

Region IX

AZ
CA
HI
NV
AS
GU

Region II

NJ
NY
PR
VI

Region IV

AL
FL
GA
KY
MS
NC
SC
TN

Region VI

AR
LA
NM
OK
TX

Region VIII

CO
MT
ND
SD
UT
WY

Region X

AK
ID
OR
WA

EPA SMALL AND DISADVANTAGED BUSINESS UTILIZATION OFFICERS
(MBE/WBE) COORDINATORS

REGION I

James Younger
Sharon Molden

(617) 565-3427
(617) 565-9012
FAX (617) 565-3415

U.S. Environmental Protection Agency
Region I
John F. Kennedy Federal Building
One Congress Street
Boston, MA 02203

Younger.james@epamail.epa.gov
Molden.sharon@epamail.epa.gov

States

Connecticut	Massachusetts
Maine	New Hampshire
Rhode Island	Vermont

REGION II

Otto Salamon
Grants and Contracts Management Branch

(212) 637-3417
FAX (212) 637-3518

U.S. Environmental Protection Agency
Region II
290 Broadway - 27th Floor
New York, NY 10007-1866

Salamon.otto@epamail.epa.gov

States

New Jersey	Puerto Rico
New York	Virgin Islands

REGION III

Romona McQueen

(215) 566-5155

FAX (215) 566-2901

U.S. Environmental Protection Agency
Region III
841 Chestnut Building, 3PMOO
Philadelphia, PA 19107

McQueen.romona@epamail.epa.gov

States

Delaware
Virginia
Maryland

Pennsylvania
District of Columbia
West Virginia

REGION IV

Dorothy Dimsdale (AL,FL,GA,MS)

(404) 562-8398

Brenda Banks (KY,NC,SC,TN)

(404) 562-8420

U.S. Environmental Protection Agency
Region IV

FAX (404) 562-8413

Atlanta Federal Center
63 Forsyth Street, S.W.
Atlanta, Georgia 30303-3104

Dimsdale.dorothy@epamail.epa.gov

Banks.brenda@epamail.epa.gov

States

Alabama
Florida
Georgia
Kentucky

Mississippi
North Carolina
South Carolina
Tennessee

REGION V

Robert I. Richardson

(312) 353-5677
FAX(312) 353-9096

U.S. Environmental Protection Agency
Region V - (5M-10J)
77 West Jackson Blvd.
Chicago, IL 60604-3507

Richardson.robert@epamail.epa.gov

States

Illinois
Indiana
Michigan

Minnesota
Ohio
Wisconsin

REGION VI

Debora Bradford
Procurement and Grants Section (6MD-RX)

(214) 665-7406
FAX(214) 665-7284

U.S. Environmental Protection Agency
Region VI
1445 Ross Avenue
Dallas, TX 75202-2733

Bradford.debora@epamail.epa.gov

States

Arkansas
Louisiana
New Mexico

Oklahoma
Texas

REGION VII

Emajo Mayberry
Grants Administration

(913) 551-7338
FAX(913) 551-7579

U.S. Environmental Protection Agency
Region VII
726 Minnesota Avenue
Kansas City, KS 66101

Mayberry.emajo@epamail.epa.gov

States

Missouri
Nebraska

Iowa
Kansas

REGION VIII

Maurice Velasquez

(303) 312-6862
FAX(303) 312-6685

U.S. Environmental Protection Agency
Region VIII
999 18th Street, Suite 500
Denver, CO 80202-2405

Velasquez.maurice@epamail.epa.gov

States

Colorado
Montana

South Dakota
North Dakota

Utah
Wyoming

REGION IX

Melinda Taplin
Grants Program, PMD-7

(415) 744-1693
FAX(415) 744-1678

U.S. Environmental Protection Agency
Region IX
75 Hawthorne Street
San Francisco, CA 94105

Taplin.melinda@epamail.epa.gov

States

Arizona
Hawaii

California
Nevada

Guam
American Samoa

Commonwealth of the
Northern Mariana Islands
(CNMI)
Republic of Palau

REGION X

Marie L. McPeak
Grants and Acquisition Unit (OMP-145)

(206) 553-2894
FAX(206) 553-4957

U.S. Environmental Protection Agency
Region X
1200 6th Avenue
Seattle, WA 98101

McPeak.marie@epamail.epa.gov

States

Alaska
Idaho

Oregon
Washington

Awards Made By EPA Headquarters

CINCINNATI CMD

Norman G. White

(513) 366-2024
FAX(513) 366-2004

U.S. Environmental Protection Agency
Cincinnati Contracts Management Division
26 W. Martin Luther King Dr.
Cincinnati, OH 45268

White.norman@epamail.epa.gov

Western States

HEADQUARTERS

Lupe Saldana

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FAX(202) 564-2467

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401 M Street, S.W.
Washington, D.C. 20460

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Eastern States