

ALL ITEMS FOR CONSIDERATION BY THE CITY COUNCIL AND CITY COUNCIL AS SUCCESSOR AGENCY TO THE COMMERCE COMMUNITY DEVELOPMENT COMMISSION ARE AVAILABLE FOR PUBLIC VIEWING IN THE OFFICE OF THE CITY CLERK AND THE CENTRAL LIBRARY

Agendas and other writings that will be distributed to the Councilmembers in connection with a matter subject to discussion or consideration at this meeting and that are not exempt from disclosure under the Public Records Act, Government Code Sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, are available for inspection following the posting of this agenda in the City Clerk's Office, at Commerce City Hall, 2535 Commerce Way, Commerce, California, and the Central Library, 5655 Jillson Street, Commerce, California, or at the time of the meeting at the location indicated below.

**AGENDA FOR THE CONCURRENT ADJOURNED SPECIAL MEETINGS OF
THE CITY COUNCIL OF THE CITY OF COMMERCE AND
THE GOVERNING BODY OF THE SUCCESSOR AGENCY TO
THE COMMERCE COMMUNITY DEVELOPMENT COMMISSION
(HEREINAFTER "SUCCESSOR AGENCY")**

**COUNCIL CHAMBERS
5655 JILLSON STREET, COMMERCE, CALIFORNIA**

TUESDAY, NOVEMBER 13, 2012 – 4:00 P.M.

CALL TO ORDER

Mayor/Chairperson Leon

ROLL CALL

City Clerk/Secretary Olivieri

PUBLIC COMMENT

Citizens wishing to address the City Council and City Council as Successor Agency to the Commerce Community Development Commission ("Successor Agency") on any item on the agenda or on any matter not on the agenda may do so at this time. However, State law (Government Code Section 54950 et seq.) prohibits the City Council/Successor Agency from acting upon any item not contained on the agenda posted 72 hours before a regular meeting and 24 hours before a special meeting. Upon request, the City Council/Successor Agency may, in their discretion, allow citizen participation on a specific item on the agenda at the time the item is considered by the City Council/Successor Agency. Request to address City Council/Successor Agency cards are provided by the City Clerk. If you wish to address the City Council/Successor Agency at this time, please complete a speaker's card and give it to the City Clerk prior to commencement of the City Council/Successor Agency meetings. Please use the microphone provided, clearly stating your name and address for the official record and courteously limiting your remarks to five (5) minutes so others may have the opportunity to speak as well.

To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

No person shall make any remarks which result in disrupting, disturbing or otherwise impeding the meeting.

ORDINANCES & RESOLUTIONS

1. A Resolution of the City Council of the City of Commerce, California, Approving a Contract with E. Avico, Inc., of Los Angeles, California, for the

Construction of a New Emergency Operations Center (Cash Contract No. 1207)

The **City Council** will consider for approval and adoption a proposed Resolution approving a Contract with E. Avico, Inc., of Los Angeles, California, for the Construction of a New Emergency Operations Center (Cash Contract No. 1207).

SCHEDULED MATTERS

2. EPA Brownfields Assessment Grant Funding Opportunity

At the request of Mayor Pro Tempore Baca Del Rio and Councilmember Robles, the **City Council** will consider for receipt and filing, and take the appropriate action as deemed necessary with respect to, a report on the feasibility and applicability of an EPA grant funding opportunity for the City known as the "Brown to Green Project".

3. Joint Meeting with All Commissioners and Committee Members

At the November 5, 2012, Concurrent Council/Successor Agency meeting, Mayor Leon requested that the Council consider holding a joint meeting with the Councilmembers' appointed Commissioners and Committee Members, to include a brief discussion of the Brown Act and Roberts Rules of Order and provide the Commissioners and Committee Members an opportunity to interact with the Council as a whole.

At the request of Mayor Leon, the **City Council** will consider, and take the appropriate action as deemed necessary, with respect to approval of a draft agenda for the proposed joint meeting, tentatively scheduled for December 3, 2012.

4. 2012 Strategic Goals

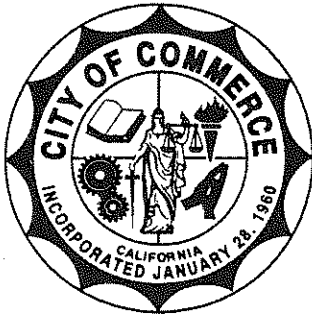
At its meetings of April 21, 2012, and May 9, 2012, the City Council held Strategic Planning Workshops, which provided the Council with the opportunity to establish six strategic goals for the organization.

The **City Council** will review, and take the appropriate action as deemed necessary with respect to, the established 2012/2013 Strategic Goals.

ADJOURNMENT

Adjourn to Tuesday, November 20, 2012, at 5:00 p.m., in the City Council Chambers.

**LARGE PRINTS OF THIS AGENDA ARE AVAILABLE UPON REQUEST
FROM THE CITY CLERK'S OFFICE, MONDAY-FRIDAY,
8:00 A.M. - 6:00 P.M.**



AGENDA REPORT

MEETING DATE: November 13, 2012

TO: HONORABLE CITY COUNCIL
FROM: CITY ADMINISTRATOR
SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING A CONTRACT WITH E. AVICO, INC., OF LOS ANGELES, CALIFORNIA, FOR THE CONSTRUCTION OF A NEW EMERGENCY OPERATIONS CENTER (CASH CONTRACT NO. 1207)

RECOMMENDATION:

Approve the Resolution and assign the number next in order.

MOTION:

Move to approve the recommendation.

BACKGROUND:

The Federal Government recognizes the need to provide agencies with the necessary equipment to manage and respond to emergencies and disasters in an effective manner. Grant funds were made available to agencies to use towards upgrading existing Emergency Operations Centers (EOC) or to construct new ones. City staff believes that the existing EOC is not adequate to serve its purpose of allowing the City to manage potential emergency incidents.

On January 5, 2010, the City Council authorized staff to pursue EOC funding offered by the U.S. Department of Homeland Security. On August 17, 2010, the City Council approved a Resolution to authorize the submittal of an application for the Fiscal Year 2010 EOC Grant funds in the amount of \$1,000,000 under the California Emergency Management Agency (Cal-EMA) Subgrant Program.

On October 10, 2011, the City received a letter from Cal-EMA, stating that the City's application for grant funds was approved in the amount of \$1,000,000.

On December 6, 2011, the City Council approved the Request for Proposals for design and engineering services for a new EOC, under Grant No. 2010-0016, Cal-EMA #037-14974.

On March 6, 2012, the City Council awarded a Professional Services Agreement to WLC Architects, Inc., for architectural and engineering services for the new Commerce EOC.

On May 15, 2012, the City Council received and filed a report and presentation on the final design of the new EOC. The design meets the grant guidelines and does not impact the existing fields used for recreational activities between City Hall and Rosewood Community Center.

On June 19, 2012, as part of the Fiscal Year 2012/13 Capital Improvement Program, the City Council appropriated \$1,333,333 for the design and construction of a new EOC.

On September 4, 2012, the City Council approved and authorized the issuance of the Project Plans and Specifications.

ANALYSIS:

On October 1, 2012, in accordance with the Notice of Sealed Bids, the following 9 proposals were received and opened by the City Clerk:

Council Agenda Report – Meeting of 11/13/12
 Resolution Approving A Contract with E. Avico, Inc. (New Emergency Operations Center)

1	E. Avico, Inc., Los Angeles, CA	\$876,560
2	Monet Construction Development, Glendale, CA*	\$1,145,000
3	Interlog Corp., Brea, CA	\$1,187,787
4	DLE Construction, West Covina, CA	\$1,335,638
5	SBS Corporation, Westlake Village, CA	\$1,387,073
6	Unique Performance, Anaheim, CA	\$1,398,000
7	Hoffman, Los Angeles, CA	\$1,481,000
8	G2K Construction, San Gabriel, CA	\$1,575,000
9	Minako Amer. Corp., Gardena, CA	\$1,777,000

*Submitted letter on 10/16/12 withdrawing their bid.

E. Avico, Inc., submitted the lowest responsive bid. After careful examination and consideration of all bids, including reference checks of E. Avico, Inc., and a detailed review of their bid with company representatives and the project architect, staff is recommending that the City Council consider approval of a contract with E. Avico, Inc., for construction of a new EOC. The contractor will be responsible for providing all labor, materials, equipment, tools, and incidentals necessary to deliver a turn-key system that meets all City needs, as well as all grant guidelines and Federal, State and local regulations for essential buildings.

The attached project schedule takes into consideration the Cal-EMA Grant deadlines of May 31, 2013, by which date all construction activities will be completed.

FISCAL IMPACT

As part of CIP budget, the City Council approved a project funding level of \$1,333,333 for design and construction.

Staff is recommending the reallocation of the \$80,000 that the City will receive from Los Angeles County as the result of the cancellation of Agreement No. 73584 (Goodrich Boulevard at Union Pacific Improvements) to this project to ensure adequate funding for the construction of the new Emergency Operations Center.

RELATIONSHIP TO 2012 STRATEGIC GOALS:

The issue before the Council is applicable to the following Council’s strategic goal: *“Improve and maintain infrastructure and beautify our community”* as identified in the 2012 Strategic Plan.

Recommended and prepared by:


 Danilo Batson
 Assistant Director of Public Services

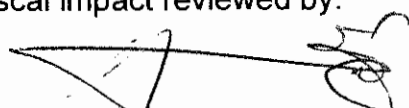
Respectfully submitted:


 for Jorge Rifá
 City Administrator

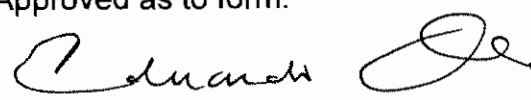
Recommended by:


 Loretta Gutierrez
 Interim Director of Safety & Community Services

Fiscal impact reviewed by:


 Vilko Domic
 Director of Finance

Approved as to form:


 Eduardo Olivo
 City Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING A CONTRACT WITH E. AVICO, INC., OF LOS ANGELES, CALIFORNIA FOR THE CONSTRUCTION OF A NEW EMERGENCY OPERATIONS CENTER (CASH CONTRACT NO. 1207)

WHEREAS, on September 4, 2012, the City Council approved the Plans and Specifications for Cash Contract No. 1207 – Construction of a New Emergency Operations Center and the Notice Inviting Sealed Bids; and

WHEREAS, E. Avico, Inc. of Los Angeles, California, submitted the lowest bid; and

WHEREAS, the City desires a contract to E. Avico, Inc. for the construction of the new Emergency Operations Center.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. The Contract between the City of Commerce and E. Avico, Inc. is hereby approved. The Mayor is hereby authorized to execute the Contract for and on behalf of the City.

PASSED, APPROVED and ADOPTED this 13th day of November, 2012.

Lilia R. Leon, Mayor

ATTEST:

Linda Kay Olivieri, MMC
City Clerk

**CITY OF COMMERCE
STANDARD CONTRACT
CASH CONTRACT 1207
IN THE CITY OF COMMERCE, CALIFORNIA**

THIS AGREEMENT is made and entered into this _____ day of November 2012, by and between the CITY OF COMMERCE, a Municipal corporation (the "CITY") and E. Avico, Inc. ("CONTRACTOR").

RECITALS

WHEREAS, the CITY duly advertised a Notice Inviting Bids for the construction of a new City of Commerce Emergency Operations Center (the "PROJECT");

WHEREAS, E. Avico, Inc., submitted the lowest responsive bid response to the Notice Inviting Bids.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements herein contained, the parties do hereby agree as follows:

ARTICLE I. CONTRACT DOCUMENTS.

The CONTRACT DOCUMENTS for the PROJECT shall consist of the Notice Inviting Sealed Bids, the Instructions to Bidders, Bidders Proposal, Addendums, General Specifications and all referenced specifications, details, standard drawings, and appendices, together with this Contract and all required bonds, and insurance certificates. All of the "Contract Documents" are intended to complement the other documents so that any work called for in one, and not mentioned in the others, or vice versa, is to be executed the same as if mentioned in all of said documents. The CONTRACT DOCUMENTS are incorporated herein by this reference and made part hereof as though they were fully set forth herein.

ARTICLE II. THE WORK.

For and in consideration of the payments and agreements to be made and performed by CITY, CONTRACTOR agrees to furnish all materials and perform all work required for the PROJECT and to fulfill all other obligations as set forth in the CONTRACT DOCUMENTS.

ARTICLE III. COMPENSATION.

CONTRACTOR hereby agrees to receive and accept the total amount of **\$876,560.00**, which is based on performing all of the work shown on Bidders Proposal as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole

thereof in the manner and time specified in the CONTRACT DOCUMENTS, and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. CITY shall herein retain five percent (5%) of said price until said time as the provisions of Article XII herein have been met.

ARTICLE IV. UNDOCUMENTED WORKERS.

CONTRACTOR hereby promises and agrees to comply with all of the provisions of Federal and/or State law as the same shall apply to this PROJECT pertaining to the employment of unauthorized aliens as defined therein. Should CONTRACTOR so employ unauthorized aliens for the performance of work and/or services covered by this Contract, and should the Federal Government impose sanctions against the CITY for use of unauthorized aliens, CONTRACTOR hereby agrees to, and shall, reimburse CITY for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the CITY in connection therewith.

ARTICLE V. NOTICE TO PROCEED.

CONTRACTOR shall commence work on the date specified in the Notice to Proceed to be issued to CONTRACTOR by the CITY and shall complete work on the PROJECT within one hundred twenty four (124) working days from the commencement thereof.

ARTICLE VI. DISCOVERY OF HAZARDOUS OR LATENT CONDITIONS.

- A. CONTRACTOR shall, without disturbing the condition, notify CITY in writing as soon as CONTRACTOR, or any subcontractor, agent or employees have knowledge and reporting is possible, of the discovery of any of the following conditions:
1. The presence of any material that the CONTRACTOR believes is hazardous waste, as defined in Section 25117 of the Health and Safety Code;
 2. Subsurface or latent physical conditions at the site differing from those indicated in the specifications; or,
 3. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract.
- B. Pending a determination by the CITY of appropriate action to be taken, CONTRACTOR shall provide security measures (e.g., fences) adequate to prevent the hazardous waste or physical conditions from causing bodily injury to any person.
- C. CITY shall promptly investigate the reported conditions. If CITY, through the City Engineer or his/her designee, and in the exercise of its sole discretion, determines that the conditions do materially differ, or do involve hazardous waste, and will cause a decrease or increase in the CONTRACTOR's cost of or time required for performance of any part of the work, then CITY shall issue a change order.

D. In the event of a dispute between CITY and CONTRACTOR as to whether the conditions materially differ or involve hazardous waste or cause a decrease or increase in the CONTRACTOR's cost of, or time required for performance of any part of the work, CONTRACTOR shall not be excused from any schedule completion date, and shall proceed with all work to be performed under the Contract. CONTRACTOR shall retain any and all rights which pertain to the resolution of disputes and protests between the parties.

ARTICLE VII. INDEMNIFICATION.

CONTRACTOR shall assume the defense of and indemnify and save harmless the CITY, its elective and appointive boards, officers, agents and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from the performance of CONTRACTOR's work under this Contract; and from any and all claims, loss, damage, injury and liability, howsoever the same may be caused, resulting directly or indirectly from the nature of the work covered by the Contract; provided:

- (a) That CITY does not, and shall not, waive any rights against CONTRACTOR which it may have by reason of the aforesaid hold-harmless agreement because of the deposit with CITY by CONTRACTOR, of any of the insurance policies hereinafter described herein.
- (b) That the aforesaid hold-harmless agreement by CONTRACTOR shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations of CONTRACTOR or any subcontractor, regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

ARTICLE VIII. PERFORMANCE BOND.

CONTRACTOR, before commencing the PROJECT, shall furnish and file with CITY, a performance bond, or bonds in the sum of one hundred percent (100%) of the Contract price thereof conditioned upon the faithful performance of this Contract and upon the payment of all labor and materials furnished in connection with this Contract.

ARTICLE IX. INSURANCE REQUIREMENTS.

Prior to commencing work hereunder, CONTRACTOR shall provide the CITY with proof of insurance naming the CITY and each of its directors, officers, agents, and employees as additional-named insureds on a policy or policies of insurance providing and maintaining the coverages set forth in the Insurance Schedule attached hereto as Exhibit "A."

ARTICLE X. LIQUIDATED DAMAGES.

The parties agree that it would be impractical and extremely difficult to fix the actual damages to the CITY in the event the PROJECT is not commenced and/or completed on or before the dates specified for commencement and completion of the PROJECT in the CONTRACT DOCUMENTS. The parties have considered the facts of breach of this Contract and have agreed that the liquidated damages sum hereinafter set forth is reasonable as liquidated damages in the event of a breach, and that said sum shall be presumed to be the amount of the damages sustained by the CITY in the event of such a breach. The parties therefore agree that in the event such work is not begun and/or completed and accepted by the times so specified in the CONTRACT DOCUMENTS, the sum of One thousand five hundred dollars (\$1,500) shall be presumed to be the amount of damages suffered by the CITY for each day's delay in the starting and/or completion and acceptance of said PROJECT after the dates specified in the CONTRACT DOCUMENTS for the start and/or completion thereof, and CONTRACTOR hereby agrees to pay said sum of One thousand dollars five hundred (\$1,500) as liquidated damages for each day of delay in the starting and/or completion and acceptance of said PROJECT beyond the date specified in the CONTRACT DOCUMENTS. The parties agree that the liquidated damages set forth herein are not intended to constitute a fine, forfeiture or penalty within the meaning of, California Civil Code § 3275 or § 3369, and that they are based on a reasonable and fair estimate of the damages that the City will incur as a result of the breached set forth herein. Any and all such liquidated damage assessed shall be done so in accordance with that certain edition of the Specification for Public Works Construction, currently in effect as of the date of this Contract.

ARTICLE XI. COMPLIANCE WITH APPLICABLE LAWS.

CONTRACTOR hereby promises and agrees to comply with all of the provisions of all applicable state and federal laws in connection with the performance of its obligations under this Contract.

ARTICLE XII. NOTICE OF COMPLETION.

Upon completion of the PROJECT and acceptance of same by the City Council, the CITY Administrator shall have cause to be recorded a Notice of Completion with the office of the Los Angeles County Recorder; and, after thirty-five (35) days from the date said Notice of Completion is recorded, the Director of Finance of CITY shall release the funds retained pursuant to Article III hereof; provided there have been no mechanics' liens or stop notices filed against said work which have not been paid, withdrawn or eliminated as liens against said work.

ARTICLE XIII. NON-ASSIGNABILITY.

This Contract shall not be assignable, either in whole or in part, by the CONTRACTOR.

ARTICLE XIV. CUMULATIVE REMEDIES.

The provisions of this Contract are cumulative and in addition to and not in limitation of any rights or remedies available to CITY.

ARTICLE XV. ATTORNEY'S FEES.

If either party to this Contract is required to initiate or defend, or is made a party to, any action or proceeding in any way connected with this agreement, the party prevailing in the final judgment in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorney's fees and costs. Attorney's fees shall include reasonable costs for investigating such action.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed on the date first above written by their respective officers duly authorized in that behalf.

CITY OF COMMERCE

By: _____
Lilia R. Leon, Mayor

ATTEST:

By: _____
Linda Olivieri, MMC
City Clerk

E. AVICO Inc. (CONTRACTOR)

By: _____
Roya Arshadni, President

APPROVED AS TO FORM:

By: _____
Eduardo Olivo,
City Attorney

EXHIBIT A

INSURANCE REQUIREMENTS

On or before beginning any of the work called for by any term of this Contract, CONTRACTOR, at its own cost and expense, shall carry, maintain for the duration of this Contract, and provide proof thereof that is acceptable to CITY of its procurement of the insurance specified below from insurers and under forms of insurance satisfactory in all respects to CITY. Such insurance shall not be in derogation of CONTRACTOR's obligations to provide indemnity under this Contract.

1. Comprehensive General Liability and Automobile Liability Insurance Coverage.

CONTRACTOR shall carry and maintain Comprehensive General Liability and Automobile Liability Insurance which provides the following:

Minimum coverage: Bodily injury limits of \$2,000,000 for each person and \$2,000,000 for each occurrence; property damage limits of \$2,000,000 for each occurrence, \$2,000,000 aggregate.

Products/Completed Operations Hazard Insurance in an amount of not less than TWO MILLION DOLLARS (\$2,000,000);

A combined single limit policy with aggregate limits in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) shall be considered equivalent to the said required minimum limits set forth herein above.

If a Commercial General Liability Insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Contract or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting there from, and damage to property resulting from activities contemplated under this Contract, including the use of owned and non-owned real property and automobiles. Insurance coverage shall not be subject to any type of pollution exclusion or owned property exclusions.

2. Errors and Omissions Insurance Coverage.

CONTRACTOR shall carry and maintain Errors and Omissions Coverage Insurance which provides a minimum coverage of at least \$1,000,000 for each occurrence, \$2,000,000 aggregate, triggered by manifestation of injury.

3. Worker's Compensation.

CONTRACTOR shall carry and maintain worker's compensation as required by the California Labor Code for all persons employed directly or indirectly in connection with this Contract by CONTRACTOR. To the extent that CONTRACTOR utilizes any subcontractor for the performance of any part of the work under this Contract, CONTRACTOR shall require and assure that such subcontractor also carry and maintain worker's compensation as required by the California Labor Code for all persons employed directly or indirectly in connection with this Contract.

4. Additional Insureds.

The CITY, its officers, agents and employees must be named as additional insureds or as additional loss payees in all insurance policies required by this Contract. An endorsement to this effect shall be delivered to CITY prior to the commencement of any work. Satisfaction of any deductible requirement shall be the responsibility of CONTRACTOR. Such insurance shall be primary and noncontributory with any other insurance maintained by the CITY.

5. Cancellation Clause.

Each of the policies of insurance shall contain a clause substantially as follows:

It is hereby understood and agreed that this policy may not be canceled nor the amount of the coverage thereof be reduced until 30 days after receipt by the City Administrator of the written notice of such cancellation or reduction of coverage, as evidenced by receipt of a certified letter.

6. Severability Clause.

Each of the policies of insurance shall contain a clause substantially as follows:

The insurance afforded by this policy applies separately to each insured against whom a claim or suit is made or suit is brought, except with respect to the limit of the insurer's liability.

7. Qualifications of Insurer.

All policies of insurance shall be issued by an insurance company acceptable to CITY and authorized to issue said policy in the State of California.

8. Approval of Insurer.

The insurance carrier providing the insurance shall be chosen by CONTRACTOR subject to approval by CITY, provided that such approval shall not be unreasonably withheld.

9. Payment of Premiums.

All premiums on insurance policies shall be paid by CONTRACTOR making payment, when due, directly to the insurance carrier, or in a manner agreed to by CITY.

10. Evidence of Insurance and Claims.

CITY shall have the right to hold the policies and policy renewals, and CONTRACTOR shall promptly furnish to CITY all renewal notices and all receipts of paid premiums. In CITY may make proof of loss if not made promptly by CONTRACTOR.



AGENDA REPORT

DATE: November 13, 2012

TO: HONORABLE CITY COUNCIL

FROM: CITY ADMINISTRATOR

SUBJECT: EPA BROWNFIELDS ASSESSMENT GRANT FUNDING OPPORTUNITY

RECOMMENDATION:

Receive and file a report from staff on the EPA Brownfields Assessment Grant Funding opportunity.

MOTION:

Approve the recommendation and provide the appropriate direction.

BACKGROUND/ANALYSIS:

At the request of Mayor Pro Tem Del Rio and Councilmember Robles, staff is presenting information on feasibility and applicability of an EPA grant funding opportunity for the City of Commerce. Known as the "Brown to Green Project", this grant funding opportunity through the United States Environmental Protection Agency (EPA), would provide the City funding in an amount of up to \$200,000 to identify and assist in the characterization of blighted and contaminated properties in the City. The goal of this would be to assess and remediate blighted and contaminated properties and return them to productive uses consistent with community wide goals and values.

The grant funding opportunity would be a collaborative effort between the City, East Yard Communities for Environmental Justice, the Commerce Industrial Council and State Department of Toxic Substance Control (DTSC). It is important to note that the grant funding is for the property identification and assessment only, and participation in the program by property owners would be entirely **voluntary**. Once the assessments are done, further grant funding opportunities may exist for any/all remediation activities in the future.

The grant funding application deadline is November 19, 2012. If the Council provides direction to proceed, staff can immediately work with all the partners in this collaboration, to complete a draft application and submit to the City Attorney for review and consideration.

There are obviously some technical and legal considerations relating to the application and staff needs to thoroughly review and consider before submitting the final application to the EPA.

Staff will report on the status of the grant application at the November 20, 2012 City Council meeting.

FISCAL IMPACT:

This activity can be carried out at this time without additional impact on the current operating budget.


RELATIONSHIP TO 2009 STRATEGIC GOALS:

The issue before the Council is applicable to the following Council strategic goal to "Protect and Enhance Quality of Life in the City of Commerce".

Respectfully submitted,

for 
Jorge Rifa
City Administrator


Recommended and prepared by:


for Alex Hamilton
Assistant Director of Community Development

Fiscal impact reviewed by:


Vilko Domic
Director of Finance

Approved as to form:


Eduardo Olivo
City Attorney

The Brown to Green Project

A Business, Community, Academic, Agency and Local Government Collaborative.

Goal: Revert blighted and contaminated properties to productive uses, reduce toxic exposure to residents and improve the environment. This will happen through the identification, assessment, and successful cleanup of selected brown fields through a collaborative process.

The proposed Collaborative would be made up of the following members:

City of Commerce, Industrial Council, DTSC, USC PERE Program, and East Yard Communities For Environmental Justice.

The collaborative will work together to achieve the following:

- Identify priority properties (Brown Fields)
- Leverage funding for Nov. 19th Deadline **Assessments**
- Leverage funding for **Remediation**
- Achieve assessment and cleanup at priority properties
- Deploy a education and outreach plan for the Community

Support and Resources

- (SEJCA EPA grant) *Active*
 - Achieve measurable and meaningful environmental and/or public health results in communities;
 - Build broad and robust, results-oriented partnerships, particularly with community organizations within affected area;
 - Pilot activities in specific communities that create models, which can be expanded or replicated in other geographic areas; and
 - Strengthen the development and implementation of specific approaches to achieve environmental justice.
- Apply for US-EPA Brown Field Grants *–projected*
 - Incorporated cities - 104k brownfields grant (Assessment Grant)
 - Regional Assessment Grant - Oversight, Clean-Up Plan
 - Clean up grant 20% matching (EPA Brown Fields Grant)

FY13 Guidelines for Brownfields Assessment Grants

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: FY13 Guidelines for Brownfields Assessment Grants

ACTION: Request for Proposals

RFP NO: EPA-OSWER-OBLR-12-07

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.818

DATES: Proposals may be sent through the U.S. Postal Service, commercial delivery service, or electronically through www.grants.gov. Only one method should be used for the submission of the original, complete proposal package. Proposals sent through the U.S. Postal Service or via a commercial delivery service must be postmarked by November 19, 2012. Proposals sent electronically through www.grants.gov must be received by www.grants.gov by 11:59 p.m. Eastern Time on November 19, 2012. Please refer to Section IV.B, *Due Date and Mailing Instructions*, for further instructions.

SUMMARY: The Small Business Liability Relief and Brownfields Revitalization Act ("Brownfields Law", P.L. 107-118) requires the U.S. Environmental Protection Agency (EPA) to publish guidance to assist applicants in preparing proposals for grants to assess and clean up brownfield sites. EPA's Brownfields Program provides funds to empower states, communities, tribes, and nonprofits to prevent, inventory, assess, clean up, and reuse brownfield sites. EPA provides brownfields funding for three types of grants:

1. Brownfields Assessment Grants – provides funds to inventory, characterize, assess, and conduct planning (including cleanup planning) and community involvement related to brownfield sites.
2. Brownfields Revolving Loan Fund (RLF) Grants – provides funds for a grant recipient to capitalize a revolving fund and to make loans and provide subgrants to carry out cleanup activities at brownfield sites.
3. Brownfields Cleanup Grants – provides funds to carry out cleanup activities at a specific brownfield site owned by the applicant.

Under these guidelines, EPA is seeking proposals for **Assessment Grants only**. If you are interested in requesting funding for RLF and/or Cleanup Grants, please refer to announcement EPA-OSWER-OBLR-12-08 (RLF Grant guidelines) and

EPA-OSWER-OBLR-12-09 (Cleanup Grant guidelines) posted separately on www.grants.gov and www.epa.gov/brownfields.

For the purposes of these guidelines, the term “grant” refers to the cooperative agreement that EPA will award to a successful applicant. Please refer to Section II.C for a description of EPA’s anticipated substantial involvement in the financial assistance agreements awarded under these guidelines.

EPA urges applicants to review the Frequently Asked Questions which can be found at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

In addition, prior to naming a contractor or subawardee in your proposal, please carefully review Section IV.E and F of these guidelines.

FUNDING/AWARDS: The total funding available under the national competition for assessment, cleanup, and RLF grants is estimated at **\$60 million subject to the availability of funds and other applicable considerations**. EPA must expend 25 percent of the amount appropriated for brownfields grants on sites contaminated with petroleum. EPA anticipates awarding an estimated **219** grants among all three grant types. **Under this announcement, EPA anticipates awarding an estimated 133 assessment grants for an estimated \$34 million.**

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

The Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or the Superfund law) was amended by the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law) to include section 104(k), which provides federal financial assistance for brownfields revitalization, including grants for assessment, cleanup, and RLF.

A brownfield site is defined as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land.

As described in Section V of this announcement, proposals will be evaluated based, among other factors, on the extent to which the applicant demonstrates: economic and environmental needs of the targeted communities; a vision for the reuse and redevelopment of brownfield sites and the capability to achieve that vision; reasonable and eligible tasks; partnerships and leveraged resources to complete the project; livability and sustainability principles; and economic,

environmental, health, and social benefits associated with the reuse and redevelopment of brownfield sites.

A critical part of EPA's assessment and cleanup efforts is to ensure that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination have an opportunity to reap the benefits from brownfields redevelopment. EPA's Brownfields Program has a rich history rooted in environmental justice and is committed to helping communities revitalize brownfield properties, mitigate potential health risks, and restore economic vitality.

I.A. Description of Grant

Assessment grants provide funding for developing inventories of brownfields, prioritizing sites, conducting community involvement activities and conducting site assessments and cleanup planning related to brownfield sites. Assessment grant funds may not be used to conduct cleanups. Assessment grants for individual applicants can be either community-wide or site-specific. Community-wide proposals are appropriate when a specific site is not identified and the applicant plans to spend grant funds on more than one brownfield in its community. Site-specific proposals are appropriate when a specific site has been identified and the applicant plans to spend grant funds on this one site only. The performance period for assessment grants is three years. For a list of certain grant and programmatic requirements refer to Section VI.

1. Community-Wide Assessment Grants

For community-wide proposals, applicants may request up to \$200,000 from the hazardous substances funding¹ for sites with potential contamination of hazardous substances, pollutants, or contaminants and up to \$200,000 from the petroleum funding² for sites with potential petroleum contamination. Applicants may either combine requests for hazardous substances funding and petroleum funding into one proposal if both types of funding will address the same target community for a total not to exceed \$400,000; or applicants may submit separate proposals requesting up to \$200,000 each for hazardous substances and petroleum funding. An applicant that submits a combined community-wide assessment grant proposal or two separate community-wide assessment grant proposals may also apply for a site-specific assessment grant.

2. Site-Specific Assessment Grants

For site-specific proposals, applicants may request up to \$200,000 to address hazardous substances¹ or petroleum contamination² at a specified site. Applicants can apply for only one site-specific assessment grant. Site-specific assessment proposals must respond to the site eligibility threshold criteria in section III.C.3 appropriate to the contamination at the

¹ Sites eligible for hazardous substances funding are those sites with the presence or potential presence of hazardous substances, pollutants, contaminants, sites that are contaminated with controlled substances or that are mine-scarred lands. For more information on sites eligible for hazardous substance funding, please refer to the Brownfields FAQs at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

² Sites eligible for petroleum funding are those sites that meet the definition set forth in CERCLA § 101(39)(D)(ii)(II), as further described in Appendix 1, section 1.3.2.

site. If the site has both hazardous substance and petroleum contamination and the hazardous substance and petroleum-contaminated areas of the site are distinguishable, the proposal must address both eligibility criteria and indicate the dollar amount of funding requested for each type of contamination. If the petroleum and hazardous substances are not easily distinguishable, the applicant must indicate which contaminant is predominant based on available information and respond to the appropriate site eligibility criteria. (Contact your Regional Coordinator listed in Section VII for more information). **Note that an applicant cannot propose an alternate site if the site identified in the proposal is determined by EPA to be ineligible for brownfields funding.** Applicants may request a waiver of the \$200,000 limit and request up to \$350,000 for a single site based on the anticipated level of contamination, size, or status of ownership of the site. Applicants requesting a waiver must attach a **one-page** justification for the waiver request. Further pages will not be considered. The justification should include a description of the extent of contamination at the site, the size of the site, and the reasons for requesting additional funding. For more information on the site-specific waiver justification, please refer to the Brownfields Frequently Asked Questions (FAQ) at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

3. Coalition Assessment Grants

Additionally, assessment proposals may be submitted by one “lead” eligible entity on behalf of a coalition of eligible entities to create a “pool” of grant funds (see Section III.A for a list of entities eligible to apply for an assessment grant; existing grantees are eligible entities). A coalition is a group of three or more eligible entities that submits one grant proposal under the name of one of the coalition participants who will be the grant recipient, if selected. Coalition members may not have the same jurisdiction (for example, different departments in the same county) unless they are separate legal entities (for example, a city and a redevelopment agency). The grant recipient must administer the grant, be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members. Coalition members may not be members of other coalitions or apply for their own assessment funding. Assessment coalitions may submit only one proposal with requested grant funding of up to \$600,000. All coalition assessment grant proposals must be community-wide proposals; therefore, the applicant does not need to respond to the site eligibility threshold criteria in Section III.C.3. Site eligibility will be determined after grant award and prior to expending grant funds at any site. Coalitions will be required to assess a minimum of five sites.

Please note that once the “lead” eligible entity submits the proposal it becomes the applicant and the coalition members may not substitute another eligible entity as the lead eligible entity after the deadline for submitting proposals has passed.

A Memorandum of Agreement (MOA) documenting the coalition’s site selection process must be in place prior to the expenditure of any funds that have been awarded to the coalition. The coalition members should identify and establish relationships necessary to achieve the project’s goal. A process for successful execution of the project’s goal, to include a description and role of each coalition member should be established along with

the MOA. The purpose of the MOA is for coalition members to agree internally about the distribution of funds and the mechanisms for implementing the assessment work. MOAs do not need to be included as part of your proposal.

Coalition members are not eligible as applicants for additional community-wide or site-specific assessment grants. A coalition member wishing to apply as a separate applicant must withdraw from the coalition to be eligible for individual assessment funds.

4. Assessment Grant Option Summary

Community-Wide	Site-Specific	Coalition
Up to \$200,000 for hazardous substances and/or \$200,000 for petroleum	Up to \$200,000 for hazardous substances or petroleum	Up to \$600,000 for hazardous substances and/or petroleum
No waiver of funding limit	May request a waiver for up to \$350,000	No waiver of funding limit
Maximum combined amount \$400,000	Maximum amount \$350,000	Maximum amount \$600,000
May also apply for a site-specific grant; may not apply as a member of a coalition	May also apply for a community-wide grant; may not apply as a member of a coalition	May not apply for an individual community-wide or site-specific grant or as part of another coalition

Applicants that exceed the maximum number of proposals allowable for assessment grants will be contacted, prior to review of any of the proposals by EPA, to determine which proposals the applicant will withdraw from the competition.

For more information on a range of brownfields topics, please refer to the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf. If you do not have access to the Internet, you can contact your Regional Coordinator listed in Section VII.

I.B. Uses of Grant Funds

In addition to direct costs associated with the inventory, assessment, and cleanup planning for brownfield sites, grant funds also may be used for the following activities:

1. Grant funds may be used for direct costs associated with programmatic management of the grant, such as required performance reporting and environmental oversight.

All costs charged to assessment grants must be consistent with the applicable OMB Cost Circulars. The cost principles for universities and educational institutions are found at 2 CFR Part 220. The cost principles for governmental units are found at 2 CFR Part 225.

2. A **local government** (as defined in 40 CFR Part 31.3, *Local Government*) may use up to 10 percent of its grant funds for any of the following activities:

- a. health monitoring of populations exposed to hazardous substances, pollutants, or contaminants from a brownfield site;
- b. monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance, pollutant, or contaminant from a brownfield site; and
- c. other related program development and implementation activities (e.g., writing local brownfields-related ordinances) to effectively oversee assessments and cleanups described in an EPA-approved work plan.

The term local government **does not include state or tribal governments** but may include, among others, public housing authorities, school districts, and councils of governments.

3. A portion of any brownfields grant or loan may be used to purchase insurance.

Grant funds cannot be used for the following activities:

1. Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs.
2. Proposal preparation costs.

See the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for additional information on ineligible grant activities and ineligible costs.

I.C. EPA Strategic Plan Linkage

EPA's Strategic Plan defines goals, objectives and sub-objectives for protecting human health and the environment. All three brownfields grant types will support progress toward Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), Objective 3.1 (Promote Sustainable and Livable Communities). Specifically, these grants will help sustain, clean up and restore communities and the ecological systems that support them by providing funds to assess and clean up brownfield sites. EPA will negotiate work plans with recipients to collect information about the hazardous substances, pollutants and petroleum contaminants addressed and the amount of land made safe for communities' economic and ecological use.

(View EPA's Strategic Plan on the Internet at <http://www.epa.gov/planandbudget/strategicplan.html> and view EPA's Order 5700.7 at <http://www.epa.gov/ogd/grants/award/5700.7.pdf>)

I.D. Livability Principles and Sustainability

Link to the HUD-DOT-EPA Partnership for Sustainable Communities

EPA's Brownfields Assessment, Revolving Loan, and Cleanup (ARC) Program is being carried out consistent with the principles for the Partnership for Sustainable Communities (PSC) among the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Transportation (DOT), and EPA. The PSC was conceived to advance development patterns and

infrastructure investment programs that achieve improved economic prosperity, and healthy, environmentally sustainable, and opportunity-rich communities for all Americans, regardless of race or income. Recognizing the fundamental role that public investment plays in achieving these outcomes, the Administration charged three agencies whose programs impact the physical form of communities—HUD, DOT, and EPA—to coordinate and incorporate the Livability Principles into their policies and funding programs to the maximum degree possible. The Livability Principles can be found at www.sustainablecommunities.gov and include: (1) provide more transportation choices, (2) promote equitable, affordable housing, (3) increase economic competitiveness, (4) support existing communities, (5) leverage federal investment, and (6) value communities and neighborhoods.

Linking BF Assessment, Revolving Loan Fund, and Cleanup Approaches to Sustainable and Equitable Development Outcomes

Applicants should incorporate sustainable and equitable cleanup and reuse approaches into their proposed BF Assessment, Revolving Loan Fund, and Cleanup (BF ARC) project. The Agency may also consider how well an Applicant's proposed project is coordinated with HUD, DOT, EPA programs and programs available from other potential federal and non-federal partners. Sustainable and equitable approaches can ensure brownfields are cleaned up and reused in ways that:

- contribute to greener and healthier homes, buildings, and neighborhoods;
- mitigate environmental conditions through effective deconstruction and remediation strategies which address solid and hazardous waste, and improve air and water quality;
- improve access by residents to greenspace, recreational property, transit, schools, other nonprofit uses (e.g., libraries, health clinics, youth centers, etc.), and healthy and affordable food;
- improve employment and affordable housing opportunities for local residents;
- reduce toxicity, illegal dumping, and blighted vacant parcels; and
- retain residents who have historically lived within the area affected by brownfields.

Sustainable development practices facilitate environmentally-sensitive brownfields cleanup and redevelopment while also helping to make communities more attractive, economically stronger, and more socially diverse. While ensuring consistency with community-identified priorities, sustainable development approaches encourage brownfield site reuse in ways that provide new jobs, commercial opportunities, open space amenities, and/or social services to an existing neighborhood. Brownfields site preparation strategies that prevent contaminant exposure through green building design, materials recycling, enable urban agricultural reuse, promote walkability to/around the site and contribute to community walkability, and on-site stormwater management through green infrastructure, among other approaches, can contribute to sustainable development outcomes.

Equitable development outcomes come about when intentional strategies are put in place to ensure that low-income and minority communities not only participate in, but benefit from, decisions that shape their neighborhoods and regions. There are many different approaches that promote equitable development, such as ensuring a mix of housing types across a range of incomes, access to fresh food, access to jobs, and access to local capital. Programs or policies can be put in place to help ensure creation or integration of affordable housing; local or first-

source hiring; minority contracting; inclusionary zoning (where a percentage of new housing is designated as affordable housing); healthy food retailers in places where they do not exist (e.g. food deserts); co-operative ownership models where local residents come together to run a community-owned, jointly owned business enterprise; rent control or community land trusts (to help keep property affordable for residents); supportive local entrepreneurial activities, and adherence to equal lending opportunities.

EPA encourages applicants to provide specific examples of how the proposed BF Assessment project will work to remove economic, environmental and social barriers to make sustainable and equitable brownfields reuse of the highest priority.

Under the Program Benefits ranking criterion in Section V, applicants will be evaluated on how their proposed BF ARC project will advance the livability principles discussed above. In addition, the project will be evaluated on the extent to which it will lead to sustainable and equitable development outcomes as discussed above.

I.E. Measuring Environmental Results: Anticipated Outputs/Outcomes

Pursuant to EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes.

EPA must report on the success of its Brownfields Program through measurable outputs and outcomes, such as the number of sites assessed, number of jobs created and amount of funding leveraged. Applicants are required to describe how funding will help EPA achieve environmental outputs and outcomes in their responses to the ranking criteria (Section V.B.2., *Project Description and Feasibility of Success*). **Outputs specific to each project will be identified as deliverables in the work plan negotiated after a grant is awarded.** Grantees will be expected to report progress toward the attainment of expected project outputs and outcomes during the project performance period.

Outputs and Outcomes are defined as follows:

1. **Outputs:** The term “outputs” refers to an environmental activity, effort and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the project period. The expected outputs for the grants awarded under these guidelines may include but are not limited to the number of brownfield sites identified, development of an area-wide plan, number of Phase I and Phase II site assessments and number of community meetings held.
2. **Outcomes:** The term “outcomes” refers to the result, effect, or consequence that will occur from carrying out the activities under the grant. Outcomes may be environmental, behavioral, health-related, or programmatic; must be quantitative; and may not necessarily be achievable during the project period. Expected outcomes of brownfields grants include the number of jobs leveraged and other funding leveraged through the economic reuse of sites; the number of acres made ready for reuse or acres of greenspace

created for communities; and whether the project will minimize exposure to hazardous substances.

SECTION II - AWARD INFORMATION

II.A. What is the amount of available funding?

The total estimated funding available under the national competition for assessment, cleanup, and RLF grants is estimated at **\$60 million subject to the availability of funds and other applicable considerations**. Separate announcements are posted for the RLF and cleanup competitions. EPA must expend 25 percent of the amount appropriated for all three types of brownfields grants on sites contaminated with petroleum. EPA anticipates awarding an estimated **219** grants among all three grant types. **Under this announcement, EPA anticipates awarding an estimated 133 assessment grants for a total amount of approximately \$34 million in funding**. In addition, EPA reserves the right to award additional grants under this competition should additional funding become available. Any additional selections for awards will be made no later than six months from the date of the original selection decision. EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated.

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

II.B. What is the project period for awards resulting from this solicitation?

The project period for assessment grants is up to three years.

II.C. Substantial Involvement

The brownfield assessment grant will be awarded in the form of a cooperative agreement. Cooperative agreements permit the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipients. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project may include:

- close monitoring of the recipient's performance to verify the results
- collaborating during performance of the scope of work
- reviewing substantive terms of proposed contracts
- reviewing qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient)
- reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient)
- reviewing sites as meeting applicable site eligibility criteria

SECTION III - APPLICANT AND SITE ELIGIBILITY INFORMATION

III.A. Who Can Apply?

The following information indicates which entities are eligible to apply for an assessment grant. Nonprofit organizations are not eligible to apply for an assessment grant.

- General Purpose Unit of Local Government. (For purposes of the brownfields grant program, EPA defines general purpose unit of local government as a “local government” as defined under 40 CFR Part 31.)
- Land Clearance Authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government.
- Government Entity Created by State Legislature.
- Regional Council or group of General Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.
- Indian Tribe other than in Alaska. (The exclusion of Alaskan tribes from brownfields grant eligibility is statutory at CERCLA §104(k)(1). Intertribal Consortia, comprised of eligible Indian Tribes, are eligible for funding in accordance with EPA’s policy for funding intertribal consortia published in the *Federal Register* on November 4, 2002, at 67 Fed. Reg. 67181. This policy also may be obtained from your Regional Brownfields Coordinator listed in Section VII.)
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations and Alaska Native Village Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following). For more information, please refer to Brownfields FAQs at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.)

III.B. Site Eligibility (Site-Specific Proposals Only)

The following items provide important information related to determining if a proposed brownfield site is eligible for funding. Refer to this section when responding to the Threshold Criteria in Section III.C.3. The information you submit will be used by EPA solely to make site eligibility determinations for Brownfields grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions.

1. Basic Site Definition

To be eligible for a grant, sites must meet the definition of a brownfield as described in Appendix 1.

The following types of properties are not eligible for brownfields funding:

- facilities listed (or proposed for listing) on the National Priorities List (NPL),
- facilities subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA and

- facilities that are subject to the jurisdiction, custody, or control of the U.S. government. (Note: Land held in trust by the U.S. government for an Indian tribe is **eligible** for brownfields funding.)

2. Property-Specific Determination for Eligibility

The following special classes of property require a “Property-Specific Determination” from EPA to be eligible for brownfields funding:

- properties subject to planned or ongoing removal actions under CERCLA,
- properties with facilities that have been issued or entered into a unilateral administrative order, a court order, an administrative order on consent, or judicial consent decree or to which a permit has been issued by the United States or an authorized state under the Resource Conservation and Recovery Act (RCRA), the Federal Water Pollution Control Act (FWPCA), the Toxic Substances Control Act (TSCA), or the Safe Drinking Water Act (SDWA),
- properties with facilities subject to RCRA corrective action (§3004(u) or §3008(h)) to which a corrective action permit or order has been issued or modified to require the implementation of corrective measures,
- properties that are land disposal units that have submitted a RCRA closure notification or that are subject to closure requirements specified in a closure plan or permit,
- properties where there has been a release of PCBs and all or part of the property is subject to TSCA remediation and
- properties that include facilities receiving monies for cleanup from the Leaking Underground Storage Tank (LUST) trust fund (see Appendix 1, Section 1.5.6 for a definition of LUST Trust Fund sites).

EPA’s approval of Property-Specific Determinations will be based on whether or not awarding a grant will protect human health and the environment and either promote economic development or enable the property to be used for parks, greenways, and similar recreational or nonprofit purposes. Property-Specific Determination requests must be attached to your proposal and do not count in the 15-page limit for Narrative Proposals. (See Appendix 1, Section 1.5, for more information or contact your Regional Coordinator listed in Section VII if you think your site requires a Property-Specific Determination.)

Additionally, applicants eligible for brownfields grant funds cannot be liable for contamination on the site. Site eligibility related to liability is determined differently at sites contaminated with hazardous substances than for sites contaminated by petroleum or petroleum product.

3. Hazardous Substances, CERCLA Liability, and Demonstration of a Bona Fide Prospective Purchaser

Please see AAI fact sheet, "EPA Brownfields Grants, CERCLA Liability and All Appropriate Inquiries," for more information:
<http://www.epa.gov/brownfields/aai/aaicerclafs.pdf>

For sites contaminated by hazardous substances, persons, including government entities, who may be found liable for the contamination under CERCLA §107 (the Superfund law) are not eligible for grants. Liable parties may include all current owners and operators, former owners and operators of the site at the time of disposal of hazardous substances, and parties that arranged for, or contributed to, the disposal or treatment of hazardous substances on the site. Therefore, even owners who did not cause or contribute to the contamination may be held liable. To be eligible for a site-specific brownfields grant to address contamination at a brownfields property, eligible entities who fall within one of the categories of potentially liable parties must demonstrate that they meet one of the liability protections or defenses set forth in CERCLA by establishing that they are: (1) an innocent landowner; (2) a bona fide prospective purchaser (BFPP); (3) a contiguous property owner; or (4) a local or state government entity that acquired the property involuntarily through bankruptcy, tax delinquency, or abandonment, or by exercising its power of eminent domain. To claim protection from liability as an innocent landowner, contiguous property owner, or bona fide prospective purchaser, property owners, including state and local governments, must conduct all appropriate inquiries prior to acquiring the property. (Please note that these requirements apply to all property acquisitions, including properties acquired by donation or title transfer at zero cost).

Because current owners of contaminated property are potentially liable under CERCLA, all site-specific assessment grant applicants must demonstrate in their proposals that they are not a liable party by establishing that they meet the requirements of one of the liability protections or defenses set forth in CERCLA. For more information on these liability protections, please refer to the Brownfields Law, the April 2009 Fact Sheet entitled: "EPA Brownfields Grants, CERCLA Liability and All Appropriate Inquiries," or EPA guidance entitled *Interim Guidance Regarding Criteria Landowners Must Meet in Order to Qualify for Bona Fide Prospective Purchaser, Contiguous Property Owner, or Innocent Landowner Limitations on CERCLA* ("Common Elements") (<http://www.epa.gov/compliance/resources/policies/cleanup/superfund/common-element-guide.pdf>). Applicants may also call the Regional Brownfields Coordinator listed in Section VII with questions about eligibility.

The most common liability protection asserted by applicants is the bona fide prospective purchaser protection (BFPP). Although the statute limits eligibility for BFPP liability protection to entities that purchase property after January 11, 2002, a brownfields grant applicant can take advantage of this protection, for grant purposes only, even if it acquired a site prior to January 11, 2002. Applicants must demonstrate that they complied with all the other BFPP requirements, including:

- All disposal of hazardous substances at the site occurred before the person acquired the site.
- The owner must not be liable in any way for contamination at the site or affiliated with a responsible party. Affiliations include familial, contractual, financial, or corporate relationships that are the result of a reorganization of a business entity with potential liability.
- The owner must have conducted all appropriate inquiries (AAI) prior to acquiring the property. AAI, typically met by conducting a Phase 1 environmental site assessment using the ASTM E1527-05 standard practice, must be conducted or updated within one year prior to the date the property is acquired (i.e., the date on which the entity takes title to the property). In addition, certain aspects of the AAI or Phase I site assessment must be updated, prior to property acquisition, if the activities were conducted more than six months prior to the date of acquisition. Please see the fact sheet “EPA Brownfields Grants, CERCLA Liability and All Appropriate Inquiries,” or EPA’s AAI Final Rule (70 FR 66070) (<http://www.epa.gov/brownfields/aai/index.htm>).
- The owner must take appropriate care regarding any hazardous substances found at the site, including preventing future releases and exposures to hazardous substances on the site.
- The owner must provide all legally required notices and cooperate with authorized response persons in the event of discovery or release of any hazardous substances at the site.
- The owner must comply with any land-use restrictions associated with response actions at the site.

4. Petroleum Site Eligibility

The Brownfields Law outlines specific criteria by which petroleum sites may be eligible for brownfields grant funding. In contrast to eligibility of hazardous substance sites, which is related to the applicant’s potential liability under CERCLA, petroleum site eligibility is not related to potential liability under the Resource Conservation and Recovery Act (RCRA), which governs petroleum site liability. Instead, Congress set forth specific criteria briefly described as follows: the site must be of “relatively low risk,” there can be no viable responsible party, the applicant cannot be potentially liable for cleaning up the site, and the site must not be subject to a RCRA corrective action order. If a party is identified as being responsible for the site and that party is financially viable, then the site is not eligible for brownfields grant funds (refer to Appendix 1, Section 1.3.2 for more information). Generally, petroleum site eligibility will be determined by EPA or the state, as appropriate. Where the state is unable to make the eligibility determination, EPA will make the determination. EPA will make the determination for tribes.

III.C. Threshold Criteria for Assessment Grants

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive assessment grants. Threshold criteria are pass/fail. Threshold criteria include applicant eligibility

and site eligibility (See also Section III.B). The information you submit will be used by EPA solely to make site eligibility determinations for Brownfields grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions. Only those proposals that pass all the threshold criteria will be evaluated against the ranking criteria in Section V of this announcement.

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination. Applicants must respond to the items listed below to ensure that they are eligible for funding.

Your responses to these items are required and **must** be included as an attachment to your Narrative Proposal and transmittal letter you submit to EPA. See Section IV.C for a complete list of required proposal content.

For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information and/or consider information from other sources, including EPA files.

Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement **or they will be rejected**. Pages in excess of the page limits described in Section IV for the narrative proposal and transmittal letter, and attachments not specifically required, will not be reviewed.

Proposals must be postmarked (if sent by hard copy), or received electronically at www.grants.gov, by **11:59 pm Eastern Time on November 19, 2012**. Proposals postmarked or received at grants.gov after the proposal deadline will be considered late and will not be reviewed unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems attributable to grants.gov. Applicants should confirm receipt of their proposal with the appropriate Regional Brownfields Coordinator listed in Section VII as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed. **Facsimile or email delivery of proposals is not permitted and will not be considered.**

There is **no** required cost share for assessment grants. See Section IV.I for information on leveraging.

1. Applicant Eligibility

Applicants must demonstrate that they are an eligible entity for an assessment grant. Refer to the description of applicant eligibility in Section III.A., *Who Can Apply?* **For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (e.g., resolutions, statutes, etc.).**

Coalitions applying for assessment grants must document how all coalition members are eligible entities. All coalition members must submit a letter to the grant applicant (lead coalition member) in which they agree to be part of the coalition. **Attach these letters to your proposal.**

2. Letter from the State or Tribal Environmental Authority

For an applicant other than a state or tribal environmental authority, attach a **current** letter from the appropriate state or tribal environmental authority acknowledging that the applicant plans to conduct assessment activities and is planning to apply for federal grant funds. Failure to submit this letter will result in the rejection of the proposal for further consideration. **Letters regarding proposals from prior years are not acceptable.** If you are applying for multiple types of grant program activities, you need to receive only one letter acknowledging the relevant grant activities. However, you must **provide a copy of this letter as an attachment to each proposal.** Please note that general correspondence and documents evidencing state involvement with the project (i.e., state enforcement orders or state notice letters) are not acceptable. It is the applicant's responsibility to provide advance notice to the appropriate state or tribal environmental authority to allow adequate time for you to obtain the acknowledgement letter and attach it to your proposal.

3. Site Eligibility and Property Ownership Eligibility (Site-Specific Proposals Only)

If the site is a hazardous substances site, please respond to items a-h.

If the site is a petroleum site, please respond to items a-d and i, including the requirement to provide a petroleum determination letter.

If the site is commingled hazardous substance and petroleum, the applicant must determine whether the predominant contaminant is petroleum or hazardous substances, and respond to the corresponding items (as noted above).

If applicants are applying for petroleum and hazardous substances funding at the same site, and the hazardous substance and petroleum contaminated areas of the site are distinguishable, the proposal must respond to items a – i, including the requirement to provide a petroleum determination letter.

Refer to III.B., *Site Eligibility (Site-Specific Proposals Only)* when responding to this section.

Site Eligibility:

- a. **Basic Site Information.** Identify (a) the name of the site; (b) the address of the site, including zip code; and (c) the current owner of the site.
- b. **Status and History of Contamination at the Site.** Identify (a) whether this site is contaminated by petroleum or hazardous substances; (b) the operational history and current use(s) of the site; (c) environmental concerns, if known, at the site; and (d) how the site became contaminated, and to the extent possible, describe the nature and extent of the contamination.

- c. **Sites Ineligible for Funding.** Affirm that the site is (a) not listed or proposed for listing on the National Priorities List; (b) not subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA; and (c) not subject to the jurisdiction, custody, or control of the U.S. government. (Note: Land held in trust by the U.S. government for an Indian tribe is eligible for brownfields funding.) Please refer to CERCLA §§ 101(39)(B)(ii), (iii), and (vii) and Appendix 1.
- d. **Sites Requiring a Property-Specific Determination.** Certain types of sites require a property-specific determination in order to be eligible for funding. Please refer to Appendix 1, Section 1.5, to determine whether your site requires a property-specific determination. If your site requires a property-specific determination, then you must attach the information requested in the Brownfields FAQ at:
http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

Property Ownership Eligibility:

EPA grant funding may not be used to pay for response costs at a brownfield site for which the recipient of the grant is potentially liable under CERCLA §107. The following items are intended to help EPA ensure that you are not liable under CERCLA for response costs at the site designated in your proposal, or determine, if necessary, that your site is eligible for funding as a petroleum site. **Please respond to the following items fully and in the order that they appear** (note that based on your responses, EPA may need to obtain additional information to make this determination).

- e. **CERCLA § 107 Liability.** Affirm that you are not potentially liable for contamination at the site under CERCLA §107 (e.g., as a current owner or operator of a facility, an owner or operator of a facility at the time of disposal of a hazardous substance, a party that arranged for the treatment or disposal of hazardous substances, or a party that accepted hazardous substances for transport to disposal or treatment facilities at the site) by establishing that you are eligible for one of the CERCLA liability protections or defenses (see Section III.B.3) **and explain why.** *Please note that brownfields grant applicants that otherwise meet the requirements for a bona fide prospective purchaser, except for having acquired the property prior to January 11, 2002, may still be eligible for brownfields grants. For further information, please see FAQs on All Appropriate Inquiry for more information at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.*
- f. **Enforcement or Other Actions.** Identify known ongoing or anticipated environmental enforcement or other actions related to the brownfield site for which funding is sought. Describe any inquiries or orders from federal, state, or local government entities that the applicant is aware of regarding the responsibility of any party (including the applicant) for the contamination or hazardous substances at the site, including any liens. The information provided in this section may be verified, and EPA may conduct an independent review of information related to the applicant's responsibility for the contamination or hazardous substances at the site.

g. **Information on Liability and Defenses/Protections Where Applicant Does NOT Own the Site.** If you, the applicant, do not own the site to be assessed, please:

- i) affirm that you did not arrange for the disposal of hazardous substances at the site or transport hazardous substances to the site, and that you did not cause or contribute to any releases of hazardous substances at the site
- ii) describe your relationship with the owner and the owner's role in the work to be performed
- iii) indicate how you will gain access to the site

h. **Information on Liability and Defenses/Protections Where Applicant Owns the Site or Will Own the Site During the Performance of the Grant.** If you, the applicant, own the site to be assessed or will own the site at some point during the performance of the grant, please respond to the following:

- i) **Information on the Property Acquisition.** To save space, you may combine responses to the following into one response, though please be sure to answer each item fully. Describe:
 - 1. how you acquired or will acquire ownership (e.g., by negotiated purchase from a private individual, by purchase or transfer from another governmental unit, by foreclosure of real property taxes, by eminent domain, or other (describe))
 - 2. the date you acquired or will acquire the property
 - 3. the name and identity of the party from whom you acquired or will acquire ownership (i.e., the transferor) and
 - 4. all familial, contractual, corporate, or financial relationships or affiliations you have or had with all prior owners or operators (or other potentially responsible parties) of the property (including the person or entity from which you acquired the property)
- ii) **Timing and/or Contribution Toward Hazardous Substances Disposal.** Identify whether all disposal of hazardous substances at the site occurred before you acquired (or will acquire) the property and whether you caused or contributed to any release of hazardous substances at the site. Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.
- iii) **Pre-Purchase Inquiry.** Describe any inquiry by you or others into the previous ownership, uses of the property, and environmental conditions conducted prior to taking ownership. Please include in your description:
 - 1. The types of site assessments performed (e.g., ASTM EI527-05 Phase I), the dates of each assessment, and the entity for which they were performed (state whether the assessment was performed specifically for you, or if not, the name

of the party that had the assessment performed and that party's relationship to you). Please note that to be eligible for a brownfields grant, parties who may be potentially liable under CERCLA (which includes current owners of the property) must demonstrate they are not liable for contamination at the property. In most cases, this demonstration must include evidence that an AAI investigation or Phase I Environmental Site Assessment in compliance with ASTM E1527-05 (or ASTM E2247-08) was conducted prior to property acquisition.

2. Who performed the AAI investigation or Phase I environmental site assessments and identify his/her qualifications to perform such work.
3. If your original AAI investigation or Phase I environmental site assessment was conducted more than 180 days prior to the date you acquired the property, affirm that you conducted the appropriate updates of the original assessment within 180 days prior to your acquisition of the property in order to take advantage of the bona fide prospective purchaser, innocent landowner, or contiguous property owner provision.

iv) Post-Acquisition Uses. Describe all uses to which the property has been put since you acquired ownership (or the uses that you anticipate once you acquire the property) through the present, including any uses by persons or entities other than you. Please provide a timeline with the names of all current and prior users during the time of your ownership; the dates of all uses; the details of each use, including the rights or other reason pursuant to which the use was claimed or taken (e.g., lease, license, trespass); and your relationship to the current and prior users.

v) Continuing Obligations.³ Describe **in detail** the specific appropriate care that you exercised (or if you have yet to acquire the property, that you will exercise upon acquiring the property) with respect to hazardous substances found at the site by taking **reasonable steps**⁴ to:

1. Stop any continuing releases;
2. Prevent any threatened future release; and
3. Prevent or limit exposure to any previously released hazardous substance.

³ Applicants that own contaminated land should be aware that some CERCLA liability protections require that the site owner meet certain continuing obligations. For example, grantees must comply with land-use restrictions and institutional controls; take reasonable steps with respect to the hazardous substances on the property; cooperate with, assist, and allow access to authorized representatives; and comply with CERCLA information requests and subpoenas and provide legally required notices. For more information on the obligations of owners of contaminated property, see EPA's *Common Elements Reference Sheet* at <http://www.epa.gov/compliance/resources/policies/cleanup/superfund/common-elem-ref.pdf>.

⁴ Please note that reasonable steps may include actions such as limiting access to the property, monitoring known contaminants and complying with state and/or local requirements. The steps taken to prevent or limit exposure to previously released hazardous substances may depend, for example, on such things as the location of the site in relation to the public and whether the public has been known to use (or even trespass on) the site.

Please confirm your commitment to:

1. Comply with all land-use restrictions and institutional controls;
2. Assist and cooperate with those performing the assessment and provide access to the property;
3. Comply with all information requests and administrative subpoenas that have or may be issued in connection with the property; and
4. Provide all legally required notices.

i. **Petroleum Sites.** (Disregard this item if you do not have a petroleum site.)

Non-tribal applicants must provide the information required for a petroleum site eligibility determination (listed below) to your state, so that the state can make the necessary determination on petroleum site eligibility. You must provide EPA with a copy of the state determination letter as an attachment to your proposal. If the state does not make the determination before the proposal due date or is unable to make the determination, please attach a copy of the request you sent to the state. (**Note:** You must provide EPA with the date you requested your state to make the petroleum site determination. EPA will make the petroleum site eligibility determination if a state is unable to do so following a request from an applicant.) Also in your letter to the state, please request that the state provide information regarding whether it applied EPA's guidelines in making the petroleum determination, or if not, what standard it applied.

Tribal applicants must submit the information required for a petroleum site eligibility determination (listed below) as an attachment to your proposal. EPA will make the petroleum site eligibility determinations for tribes.

Information required for a petroleum site eligibility determination:

- i) Current and Immediate Past Owners. Identify the current and immediate past owner of the site. For purposes of petroleum eligibility determinations in these guidelines only, the current owner is the entity that will own the site at time of proposal submission.
- ii) Acquisition of Site. Identify when and by what method the current owner acquired the property (e.g., purchase, tax foreclosure, donation, eminent domain).
- iii) No Responsible Party for the Site. Identify whether the current and immediate past owner (which includes, if applicable, the applicant): (1) dispensed or disposed of petroleum or petroleum product contamination, or exacerbated the existing petroleum contamination at the site; and (2) owned the site when any dispensing or disposal of petroleum (by others) took place; and (3) took reasonable steps with regard to the contamination at the site.
- iv) Assessed by a Person Not Potentially Liable. Identify whether you (the applicant) dispensed or disposed of petroleum or petroleum product, or exacerbated the existing petroleum contamination at the site, and whether you took reasonable steps with regard to the contamination at the site.
- v) Relatively Low Risk. Identify whether the site is of "relatively low risk" compared to other petroleum or petroleum product-only contaminated sites in

- the state in which the site is located, including whether the site is receiving or using Leaking Underground Storage Tank (LUST) trust fund monies.
- vi) Judgments, Orders, or Third Party Suits. Provide information that no responsible party (including the applicant) is identified for the site through, either:
 1. A judgment rendered in a court of law or an administrative order that would require any person to assess, investigate, or clean up the site; or
 2. An enforcement action by federal or state authorities against any party that would require any person to assess, investigate, or clean up the site; or
 3. A citizen suit, contribution action, or other third-party claim brought against the current or immediate past owner, that would, if successful, require the assessment, investigation, or cleanup of the site.
 - vii) Subject to RCRA. Identify whether the site is subject to any order under section 9003(h) of the Solid Waste Disposal Act.
 - viii) Financial Viability of Responsible Parties. For any current or immediate past owners identified as responsible for the contamination at the site, provide information regarding whether they have the financial capability to satisfy their obligations under federal or state law to assess, investigate, or clean up the site. **Note:** If no responsible party is identified in iii) or vi) above, then the petroleum-contaminated site may be eligible for funding. If a responsible party is identified above, EPA or the state must next determine whether that party is viable. **If any such party is determined to be viable, then the petroleum-contaminated site may not be eligible for funding.** For more information, see Appendix 1, Section 1.3.2.

SECTION IV - PROPOSAL SUBMISSION INFORMATION

IV.A. How to Obtain a Proposal Package

Electronic copies of these guidelines can be obtained from the EPA brownfields website (<http://www.epa.gov/brownfields/applicat.htm>), or through www.grants.gov. Hard copies may be requested by contacting your Regional Brownfields Coordinator listed in Section VII.

In order to maintain the integrity of the competition process, EPA staff cannot meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. EPA's limitations on staff involvement with grant applicants are described in EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1). However, EPA staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about this announcement.

IV.B. Due Date and Mailing Instructions

Proposals are due November 19, 2012. Applicants may submit their proposals through the U.S. Postal Service, commercial delivery service, or electronically through www.grants.gov. Only one method should be used for the submission of the original, complete proposal package as described in IV.C. below.

1. Hard Copy Submissions

Proposals sent through the U.S. Postal Service or a commercial delivery service must be postmarked by **November 19, 2012**. **Two copies of the complete proposal are required.**

Mail one complete, original proposal to:
Environmental Management Support, Inc.
Attn: Mr. Don West
860I Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone 301-589-5318

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

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

Proposals postmarked by the USPS/commercial delivery service after November 19, 2012, will not be considered for funding.

2. Electronic Submissions

Proposals sent electronically through grants.gov must be received by grants.gov by 11:59 p.m. Eastern Time on **November 19, 2012**. **Proposals received after 11:59 p.m. Eastern Time on November 19, 2012, will not be considered for funding.** Refer to Appendix 2 for specific instructions on the use of grants.gov. In the event that an applicant experiences difficulties transmitting its proposal(s) through grants.gov, please refer to the procedures in Appendix 2. **Note: There is a registration process to complete for electronic submission via grants.gov, which may take a week or more to complete. Occasionally, technical and other issues arise when using grants.gov. EPA encourages applicants to submit their proposals early.**

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

If you have not received a confirmation of receipt from EPA within 30 days of the proposal deadline, please contact **Jeanette Mendes at 202-566-1887 or mendes.jeanette@epa.gov**. Failure to do so may result in your proposal not being reviewed.

IV.C. Content and Form of Proposal Submission

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

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

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

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

2. Transmittal Letter: The transmittal letter shall identify the applicant and a contact for communication with EPA. **The transmittal letter, including the applicant identification information, shall not exceed two single spaced pages.** Any pages submitted over the page limit will not be considered. The transmittal letter must be written on the applicant's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. Applicants are to **submit separate transmittal letters for each proposal** they submit. EPA does not consider information in transmittal letters to be responses to the ranking criteria. Each transmittal letter must also include:
- a. Applicant Identification: Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA for the proper expenditure of funds.
 - b. Applicant DUNS number [Refer to Section VI.H. for more information if you do not have a DUNS number.]
 - c. Funding Requested:
 - i) Grant type: Indicate Assessment
 - ii) Federal Funds Requested: \$_____ and whether you are requesting a waiver for a site-specific proposal (please refer to funding limitations for each grant type)
 - iii) Contamination: Hazardous Substances, Petroleum, or both
Note: if both, provide a breakdown of the amount of funding you are requesting by contaminant type (e.g., \$200,000 hazardous substances and \$200,000 petroleum)
 - iv) Community-wide, Site-specific, or Coalition
 - d. Location: City, county, and state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields community(ies) that you propose to serve. For assessment grant coalitions, list all jurisdictions covered under the proposal.
 - e. For site-specific proposals, please provide the property name and complete site address, including zip code.
 - f. Contacts:
 - i) Project Director: Provide name, phone/fax numbers, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main point of contact for the project, and should be the person responsible for the project's day-to-day operations. The Project Director may be contacted if other information is needed.
 - ii) Chief Executive/Highest Ranking Elected Official: Provide the name, phone/fax numbers, email address, and mailing address of the applicant's Chief Executive or highest ranking elected official. For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization's

Executive Director or President. These individuals may be contacted if other information is needed.

- g. **Date Submitted:** The date your proposal is submitted to EPA via U.S. Postal Service, commercial delivery service, or electronically through www.grants.gov.
 - h. **Project Period:** The project period must not exceed three years for assessment grants.
 - i. **Population:**
 - i) Provide the general population of your jurisdiction and the jurisdictions of any coalition partners.
 - ii) If you are not a municipal form of government, provide the population of the target area addressed by this proposal. Tribes must provide the number of tribal/non-tribal members affected. Your jurisdiction's population can be found at: <http://www.census.gov>
 - j. Please attach the "Special Considerations" Checklist in Appendix 3 to the transmittal letter identifying which, if any, of the items are applicable to your proposal. The "Special Considerations" Checklist does not count towards the two-page limit for this section.
3. **Narrative Proposal:** The narrative proposal includes responses to all ranking criteria (see Section V.B). **The narrative proposal shall not exceed 15 single spaced pages.** Any pages submitted over the page limit will not be evaluated. The narrative proposal must be clear, concise, and specifically address all of the applicable ranking criteria. Responses to the criteria must include the criteria number and title but need not restate the entire text of the criteria. Proposals must provide sufficient detail to allow for an evaluation of the merits of the proposal. Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal.
4. **Attachments** – See List Above (IV.C.1).

IV.D. Intergovernmental Review

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

IV.E. Use of Funds to Make Subawards, Contract Services, or Fund Partnerships

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

IV.F. Evaluation of Subawardees and Contractors

Section V of this announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of the following:

(i) an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses

with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal evaluation process unless the applicant complies with these requirements.

IV.G. Confidential Information

EPA recommends that you do not include confidential business information (“CBI”) in your proposal. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. The Agency protects competitive proposals from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

IV.H. Management Fees

When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs or at the rate provided for by the terms of the agreement negotiated with EPA. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

IV.I. Voluntary Cost Share/Leveraging

Voluntary cost sharing is when an applicant voluntarily proposes to provide costs/ contributions to support the project when a cost share is not required as is the case under this competition or to provide costs/contributions above any required cost share. When preparing proposals, applicants should remember that voluntary cost share is a form of leveraging and can be included in the response to the leveraging criteria. If an applicant proposes a voluntary cost share, the following apply: (1) A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable); (2) The recipient may not use other sources of federal funds to meet a voluntary cost share unless the federal statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant; and (3) A voluntary cost share may only be met with eligible and allowable costs. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget, should the applicant be selected for award.

SECTION V - PROPOSAL REVIEW INFORMATION

V.A. Review and Selection Process

Timely submitted proposals initially will be reviewed by the appropriate EPA Regional Office to determine compliance with the applicable threshold criteria for assessment grants (Section III.C). The threshold criteria review is pass/fail. Applicants deemed ineligible for funding consideration as a result of the threshold criteria review will be notified within 15 calendar days of the ineligibility determination. All proposals that pass the threshold criteria review will then be evaluated by national evaluation panels chosen for their expertise in the range of activities associated with the National Brownfields Program. The national evaluation panels will be composed of EPA staff and potentially other federal agency representatives. Eligible proposals will be evaluated based on the criteria below.

For evaluation and selection purposes, EPA's Office of Brownfields and Land Revitalization (OBLR) will prepare two ranked lists of eligible proposals. One list will be comprised of "new" applicants defined as those applicants who have never received an EPA brownfields grant before with the exception of a pilot grant EPA awarded in 2002 or earlier. A second list will be comprised of "existing and former" applicants defined as those applicants who have a current brownfields grant or have had a grant that was awarded in 2003 or later. The Agency intends to use approximately 50% of the total amount of funding available under this announcement for grants to "new" applicants. This percentage is an estimate and is subject to change based on funding levels, the quality of proposals received and other applicable considerations.

OBLR will provide both lists to the Selection Official, who is responsible for further consideration of the proposals and final selection of grant recipients. Proposals will be selected for award by this Official based on their evaluated point scores, the availability of funds, and, if and as appropriate, consideration of the other factors described in Section V.C.

V.B. Ranking Criteria for Assessment Grants

Respond to the ranking criteria below in your proposal. If your proposal passes the threshold eligibility review (see Section III.C), your responses to the ranking criteria below will be evaluated and scored by national evaluation panels. Your proposal may be assigned up to 200 points based on the criteria below.

1. Community Need [40 points]

Under this criterion, proposals will be evaluated based on the quality and extent of the applicant's description of the health, welfare, environmental, and financial needs of the targeted community as it is affected by the presence of brownfields, including a description of the environmental justice concerns affecting the targeted community such as the disproportionately high burden of environmental pollution that is often borne by low-income, minority and other disadvantaged populations. Responses should clearly identify the sources of information used in this section. In addition, Coalition proposals may be evaluated more favorably if the proposal demonstrates it will serve coalition

partners and communities that would otherwise not have access to resources to address brownfields. For example, a state or county may put together a coalition that includes small cities that do not have the capacity to apply for brownfields funding on their own.

a. Health, Welfare, and Environment [20 Points]

i) Describe the effect brownfields currently have on your targeted community by providing information on the number and size of the brownfields and the health, welfare, and environmental impacts of these sites. In addition to brownfields, provide a summary of the various cumulative environmental issues and describe how they have resulted in a disproportionate impact on the targeted community (e.g. siting of industry, highways and other sources of air, water and land pollution). Provide information describing the health and welfare of sensitive populations such as children, pregnant women, minority or low-income communities, or other sensitive populations in the targeted community.

b. Financial Need [20 Points]

i) Use the table format below to provide demographic information about that community including the population, unemployment rate, poverty rate, percent minority, and per capita income. In addition to the table, describe the economic impact of brownfields on the targeted community. Provide other widely available demographic or other supporting information that puts the community's economic need in context. This may include regional considerations such as a significant economic disruption (e.g. plant closures) or other signs of economic distress impacting the community. Describe factors such as fiscal condition or population size that limit your ability to draw on other sources of funding for assessment of brownfield sites. If you already have a brownfields grant(s) from EPA, describe why you need additional funding.

Format for Demographic Information

	Target Community/Census Tract	County/City	State	National
Population:				308,745,538 ¹
Unemployment:				8.2% ²
Poverty Rate:				15.1 % ³
Percent Minority:				26.7% ¹
Median Household Income:				\$49,445 ³
Other:				
¹ Data is from the 2010 U.S. Census data and is available at http://www.census.gov/ . ² Data is from the Bureau of Labor Statistics and is available at www.bls.gov ³ Data is from the 2010 American Community Survey and is available at http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html				

For resources to gather demographic information, please go the FAQs at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

2. Project Description and Feasibility of Success [100 points]

Under this criterion, proposals will be evaluated based on the feasibility of the project to be funded under this grant. Specifically, proposals will be evaluated on the extent and quality to which the applicant demonstrates a reasonable approach to the project, sufficient resources to complete the project, and a capability to complete the project in a timely manner. Those communities with existing community plans may be evaluated more favorably. In addition, Coalition proposals may be evaluated more favorably if they budget grant funds to address a minimum of five sites under the grant. Refer to Section VI.E, *Brownfields Programmatic Requirements*, to read EPA expectations of projects funded with brownfields assessment grants. [Refer to section I.E.2 for an explanation of outcomes.]

a. Project Description [20 Points]

- i) Describe the project you are proposing to be funded under this grant and how the project fits in with the targeted community's plans, including products or outputs from recent community planning processes. Specifically, describe your proposed inventory, assessment and/or cleanup planning activities in the context of your overall community planning efforts and your vision for revitalization in your community.

b. Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources [40 Points]

- i) Use the table format below to identify specific tasks for which EPA funding will be used. **Applicants requesting hazardous substance and petroleum funding in the same proposal must provide either two separate budget tables, or two separate line items within one budget table**, that shows the planned petroleum and hazardous substance funded activities. Show the costs (by budget category) associated with each task. In addition to the budget table, describe each task in detail, including the basis for the estimated cost as well as the projected outputs where possible (e.g., conduct Phase I assessments on five sites at a cost of \$2,500 each for a total of \$12,500). (Refer to Section I.E for a definition and examples of "outputs.")

Do not include tasks for activities or costs that are ineligible uses of funds under EPA's assessment grant (e.g., land acquisition, building demolition that is not necessary to assess contamination at the site, building or site preparation, or administrative costs, such as indirect costs). Please refer to the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for additional examples of ineligible uses of funds. For questions not covered by the FAQ, contact your Regional Coordinator.

Reminder on additional use of grant funds (refer to Section I.B.): Applicants may conduct area-wide planning activities and develop an area-wide plan using assessment grant funds. Also, a local government (does not include state or tribal governments) may use up to 10 percent of its grant funds for health monitoring of populations, monitoring and enforcement of institutional control(s), or other

related program development and implementation activities. These additional uses should be addressed in separate tasks in the budget table and task description. [20 Points]

NOTE: Even if applying via Grants.gov, please use the table format below.

Format for Budget.

Budget Categories	Project Tasks					
	(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel						
Fringe Benefits						
Travel ¹						
Equipment ²						
Supplies						
Contractual ³						
Other (specify) _____						
Total						
¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds. ² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for assessment grants. ³ Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.						

- ii) Describe your plan for tracking and measuring your progress towards achieving the expected short-term and long-term project outcomes and outputs. (See Section I.E.) [10 Points]
- iii) **Leveraging.** *Under this criterion applicants who can demonstrate firm commitments for additional funds/resources for completion of the project may be evaluated more favorably.* Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities. Specifically, describe how these funds will be used to contribute to the performance and success of the proposed project. This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments. Describe the **amount(s)** and **type(s)** of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during the grant, the strength of the leveraging commitment and the specific role the leveraged resources will play to support the proposed activities. Attach letters or other documentation from sources, if

applicable, indicating additional funds/resources are committed to the project. [10 Points]

c. Programmatic Capability and Past Performance [40 Points]

i) Programmatic Capability

Describe the management system you will have in place to direct activities under the grant. Include a description of your project manager and staff and a discussion of their expertise, qualifications, and experience. Discuss the means you will use to retain project leadership or recruit qualified staff should employee turnover occur. Describe the system(s) you have in place to acquire additional expertise and resources required to perform the proposed project. If you intend to contract for the necessary expertise, describe the system you have in place to acquire that expertise. Please note the conditions in Sections IV. E and F regarding contractors and subawards. [24 points]

ii) Adverse Audits

Describe any adverse audit findings associated with a state or federal grant. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems. Or, please affirm that you have not had any adverse audit findings. Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement. [4 points]

iii) Past Performance

If you have ever received an EPA brownfields grant, please respond to item 1. If you have never received an EPA brownfields grant, but have received other federal or non-federal assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) please respond to item 2. If you have never received any type of federal or non-federal assistance agreements please indicate this in your proposal and you will receive a neutral score of 6 points for this factor. [Failure to indicate anything in response may result in zero points for this factor.] In evaluating an applicant's response to this factor, in addition to the information provided by the applicant, EPA may consider relevant information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant. [12 points]

1. Currently or Has Ever Received an EPA Brownfields Grant

- Identify the EPA Brownfields grant(s) you currently have or have received in the past. Please provide information on no more than five of your most recent grants. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under the previous or existing grant(s), including whether the desired outcomes of the project(s) were met by providing information on [12 points]:
 - Funds Expenditure: the balance of grant funds not drawn down (funds remaining).

- Compliance with grant requirements: information regarding your compliance with the work plan, schedule, terms and conditions, timely reporting (e.g., quarterly reports, financial status reports, Assessment, Cleanup, Redevelopment Exchange System (ACRES), and any other required submittals), and reporting on whether you were making progress towards achieving the expected results under the grants and if not whether you explained why not.
- Accomplishments: Describe your success using EPA grant funds to assess, clean up, and redevelop brownfield sites, including whether you reported accomplishments to EPA in ACRES, or alternatively, via the Property Profile Form.

or

2. Has Not Received an EPA Brownfields Grant but has received other federal and/or non-federal assistance agreements
 - Identify current and/or prior federally and/or non-federally funded assistance agreements received. Please provide information on no more than five of your most recent assistance agreements. Describe your history of successfully managing these agreements and performing the agreements including meeting and complying with reporting requirements, submitting final acceptable technical reports, and reporting on whether you were making progress towards achieving the results under those agreements and, if not, whether you explained why. [12 points]

3. Community Engagement and Partnerships [30 points]

Under this criterion, proposals will be evaluated on the extent to which: 1) the applicant's plan engages the targeted community in the project to be funded under this grant; 2) the applicant has identified and established relationships with the partners necessary to achieve the project's goals; and 3) the support letters provided by community-based organizations involved with the project demonstrate specific and valuable commitments to the project. In addition, Coalition proposals may be evaluated more favorably if they demonstrate that the recipient will ensure that community engagement will be tailored specifically to the needs of each targeted community. [Refer to Section IV.E and IV.F for requirements related to financial transactions with community-based organizations.]

- a. Discuss your plan for involving the affected community (e.g., neighborhood organizations, citizens' groups, borrowers, developers, and other stakeholders) in site selection for assessments, cleanup decisions, or reuse planning, including activities that have already occurred. Describe your plan for communicating the progress of your project to citizens, including plans for communicating in languages commonly used in the community. *Note: Applicants may address this criterion by various means that show meaningful public engagement where information is shared and views and input are actively solicited, including public meetings, webinars, use of media, and*

internet forums. Applicants must demonstrate how they will engage the targeted community in meaningful ways to ensure success of the proposed project. [10 Points]

- b. Describe your current efforts and plans to develop partnerships with the following entities including a description of the role they would play to ensure your brownfields project is successful: i) your local/state/tribal environmental and health agencies; ii) other relevant federal and state governmental agencies; and iii) any local environmental job training program, which may include a brownfields job training grantee. If there are no environmental job training programs in your immediate local area, describe any efforts you plan to link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your proposed projects. [10 Points]
- c. Provide a **description of, and role of, the key** community-based organizations involved in your project. These organizations may include, but are not limited to, local citizen or business groups, environmental or civic organizations, educational institutions, and local labor organizations. [Note: Community-based organizations do **not** include local government departments, the local planning department/district/office, local contractors, the mayor's office, or other elected officials.] If Community-based organizations do not exist in your area, please provide background information affirming the lack of such organizations. Then, demonstrate how the community is engaged and involved in your project (can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.). Attach letters from all community-based organizations mentioned that describe their roles and affirm any referenced commitments. If you intend to fund a community based organization with a subaward, please review Section IV.F carefully. Please refer to the FAQs for a definition of Community Based Organizations at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf. [10 Points]

Note: EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.

4. Project Benefits [30 points]

Under this criterion, proposals will be evaluated on the extent to which the project's anticipated outcomes promote general welfare through the improvement of the public health and safety, economy, and environment of the targeted community(ies) and how these outcomes will contribute to your overall community "vision" for the revitalization of brownfield sites. Applicants must demonstrate how the proposed project considers and addresses identified health, economic, and environmental needs of concern to the community and must identify the planned outcomes of the project. Consideration will be given to how public health issues are addressed during the project. While citing to health statistics is appropriate the preparation or citing to health studies is unnecessary. Other considerations will be given to the anticipated benefits of redevelopment, and the degree to which the project incorporates the sustainability, equitable development outcomes, and livability principles as described in Section I.D.

- a. **Welfare and/or Public Health**
Describe how the site assessments will lead to cleanups and redevelopment that supports your proposed project. Specifically, describe the social and/or public health benefits anticipated from the revitalization of the site assessed under this grant. Describe the efforts you have taken to integrate equitable development principles and outcomes as discussed in Section I.D into the reuse of the site and not displace residents historically affected by brownfields. [10 Points]
- b. **Economic Benefits and/or Greenspace**
Explain how the grant will produce:
- i) Economic benefits, such as increased employment and expanded tax base, through the redevelopment of sites assessed under this grant. Provide quantitative estimates where feasible; **and/or**
 - ii) **Other non-economic benefits associated with sites to be reused for greenspace** or other not-for-profit activities. Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers. Other not-for-profit activities include the work of governmental or charitable organizations. [10 Points]
- c. **Environmental Benefits from Infrastructure Reuse/Sustainable Reuse**
Describe any anticipated environmental benefits, beyond the assessment and remediation of contaminants, expected to result from the project, and how the project addresses the **sustainable redevelopment and livability principles** described in Section I.D. Sustainable redevelopment includes the use of existing infrastructure, such as utilities and equitable access to public transit. Sustainable redevelopment also includes green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields. [Refer to the Brownfields FAQ at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for a description of these and other EPA initiatives.] [10 Points]

V.C. Other Factors

In making final selection recommendations from among the most highly ranked applicants on each of the lists discussed in Section V.A., EPA's Selection Official may consider the following factors if, and as, appropriate. In their proposals, applicants should provide a summary on whether and how any of these applicable special considerations apply:

- Fair distribution of funds between urban and non-urban areas including an equitable distribution to "micro" communities (those communities with populations of 10,000 or less). EPA strongly encourages non-urban communities, including "micro" communities to apply.
- A balanced distribution of funds among EPA's ten Regions and among the states and territories or the project is assisting a Tribe or territory;
- Compliance with the 25 percent statutory petroleum funding allocation;
- Whether the applicant is a federally recognized Indian tribe or United States territory;

- The need to provide funding to address specific types of contamination identified in the Brownfields law such as whether a site is mine-scarred or contaminated with controlled substances;
- The needs of communities adversely affected by natural disasters (2005 or later);
- Whether the project primarily focuses on Phase II assessments;
- The applicant's score under the leveraging criterion in Section V, including the extent to which they have demonstrated firm leveraging commitments for project completion by identifying amounts and contributors in the proposal;
- Communities experiencing plant closures (or other significant economic disruptions) that occurred in 2007 or later, including communities experiencing auto plant closures due to bankruptcy;
- Whether the applicant is a recipient or a core partner of a HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant that is directly tied to the project area, and can demonstrate that funding from a PSC grant has or will benefit the project area. To be considered, **the applicant must attach documentation** which demonstrates this connection to a HUD-DOT-EPA PSC grant;
- Whether the applicant is a recipient of an EPA Brownfields Area-Wide Planning grant; and
- Communities implementing green remediation plans.

V.D. Proposal Checklist for Assessment Grants

Before you submit your proposal(s) for assessment grants, please ensure the following documents are included in your package submitted to EPA and EPA's contractor.

<input checked="" type="checkbox"/> Transmittal Letter (2-page limit)	
<input checked="" type="checkbox"/> The Narrative Proposal, which includes the responses to ranking criteria (15-page limit)	
<input checked="" type="checkbox"/> Documentation of all applicable threshold criteria (see Section III. B and C)	
<input checked="" type="checkbox"/> Letter from the state or tribal environmental authority (see Section III.C.2)	
<input checked="" type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section III.C.1)	
<input checked="" type="checkbox"/> Documentation indicating committed leveraged resources, if applicable (see Section V.B.2.b.iii)	
<input checked="" type="checkbox"/> Letters of Support from all community-based organizations identified in the community engagement and partnerships ranking criteria (see Section V.B.3)	
<input checked="" type="checkbox"/> Justification for requested waiver of the \$200,000 limit for a site-specific assessment, if applicable (see Section I.A.2)	
<input checked="" type="checkbox"/> Property-specific determination request, if applicable (see Section III.C.3.d)	
<input checked="" type="checkbox"/> Letters of commitment from assessment coalition members, if applicable (see section III.C.1)	
<input checked="" type="checkbox"/> Petroleum eligibility determination information, if applicable (see Section III.C.3.i)	
<input checked="" type="checkbox"/> Special Considerations Checklist (located in Appendix 3), if applicable (see Section IV.C.2.j)	

SECTION VI - AWARD ADMINISTRATION INFORMATION

VI.A. Award Notices

EPA Regions will notify applicants who fail threshold eligibility requirements within 15 calendar days of the Agency's determination of ineligibility. EPA will notify applicants who have not been selected for award based on the ranking criteria and other factors within 15 calendar days of EPA's final decision on selections for this competition.

EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by Spring 2013. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. For example, if statutory funding or other issues are discovered during the award process that may affect the ability of EPA to make an award to an applicant. The successful applicant must also prepare a work plan and submit application forms, which must be approved by EPA, before the grant can officially be awarded. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

VI.B. Administrative and National Policy Requirements

1. Funding will be awarded as a cooperative agreement. The applicants whose proposals are selected will be asked to submit a cooperative agreement application package to their EPA Regional Office. This package will include the application (Standard Form 424), a proposed work plan, a proposed budget, and other required forms. An EPA Project Officer will work with you to finalize the budget and work plan. It is EPA's expectation that the selected applicants will complete the award process within six months of the announcement.
2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 40 CFR 30.51 or 40 CFR 31.40. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm

VI.C. Reporting Requirements

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within 30 days after each reporting period. The reporting period (i.e., quarterly, annually) is set forth in the terms and conditions of the cooperative agreement. These reports shall cover work status, work progress, difficulties encountered, an accounting of

financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel involved with the project.

Grant recipients will be required to report site-specific accomplishments on Property Profile Forms and preferably submit them electronically to EPA's ACRES reporting system. Failure to comply with the reporting requirements may result in an early termination of the grant and return of grant funds.

At the end of the cooperative agreement, a final project report also is required. The final report will summarize accomplishments, expenditures, outcomes, outputs, lessons learned, and any other resources leveraged during the project and how they were used.

VI.D. Disputes

Disputes related to this competition will be resolved in accordance with the dispute resolution procedures published in 70 FR (*Federal Register*) 3629, 3630 (January 26, 2005), which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures also may be requested by contacting your EPA Regional Brownfields Coordinator identified in Section VII of this announcement.

VI.E. Brownfields Programmatic Requirements

Brownfields grantees must comply with all applicable federal and state laws to ensure that the assessment and cleanup protects human health and the environment. Brownfields grantees also must comply with the program's technical requirements, which may include, but are not limited to, the following:

1. Quality Assurance (QA) Requirements

When environmental samples are collected as part of any brownfields cooperative agreement (e.g., assessment and site characterization, cleanup verification sampling, post-cleanup confirmation sampling), recipients shall submit to EPA for approval a **Quality Assurance Project Plan (QAPP)** prior to the collection of environmental samples. The QAPP must document quality assurance practices sufficient to produce data adequate to meet project objectives and minimize data loss. Compliance with the Quality Assurance requirements is an eligible use of grant funds for all three grant types.

2. Historic Properties or Threatened and Endangered Species

If historic properties or threatened or endangered (T&E) species may be impacted by the assessment or cleanup of a site, the requirements of the National Historic Preservation Act (NHPA) or the Endangered Species Act (ESA) may apply, respectively. Grantees are required to consult with EPA prior to conducting any on-site activity (such as invasive sampling or cleanup) that may affect historic properties or T&E species to ensure that the requirements of Section 106 of NHPA and Section 7(a)(2) of the ESA are met. Assessment grantees should plan for these consultation requirements.

3. All Appropriate Inquiries

All Appropriate Inquiries (AAI) final reports produced with funding from this agreement must comply with 40 C.F.R. Part 312 and must, at a minimum, include the information below. All AAI reports submitted to EPA Project Officers as deliverables under this agreement must be accompanied by a completed “Reporting Requirements Checklist” that EPA’s Project Officer will provide to the recipient. The checklist also is available to grantees on the EPA website at www.epa.gov/brownfields/aai/index.htm.

- a. An *opinion* as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- b. An identification of “*significant*” *data gaps* (as defined in 40 C.F.R. 312.10), if any, in the information collected for the inquiry. Significant data gaps include missing or unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property. The documentation of significant data gaps must include information regarding the significance of these data gaps.
- c. **Qualifications and signature** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”
- d. In compliance with §312.31(b), the environmental professional must include in the final report an *opinion regarding additional appropriate investigation*, if the environmental professional has such an opinion.

EPA may review checklists and AAI final reports for compliance with the AAI regulation documentation requirements at 40 CFR part 312 (or comparable requirements for those using ASTM Standard 1527-05). Any deficiencies identified during an EPA review of these documents must be corrected by the recipient within 30 days of notification.

Failure to correct any identified deficiencies may result in EPA disallowing the costs for the entire AAI report as authorized by 40 CFR 31.43(a)(2). If a recipient willfully fails to correct the deficiencies, the Agency may consider other available remedies under 40 CFR 31.43 and 2 CFR Part 180.

4. Sufficient Progress

EPA will evaluate whether the recipient has made sufficient progress 18 months from the date of award. For purposes of assessment grants, the recipient demonstrates “sufficient progress” when 35% of funds have been drawn down and obligated to eligible activities; for assessment coalition grants “sufficient progress” is demonstrated when a solicitation for services has been released, sites are prioritized or an inventory has been initiated if necessary, community involvement activities have been initiated and a Memorandum of Agreement is in place. If EPA determines that the recipient has not made sufficient progress, the recipient must implement a corrective action plan approved by EPA. Failure to comply with the reporting requirements may result in an early termination of the grant and return of grant funds to the EPA.

5. Collection of Post-Grant Information

Under the Government Performance and Results Act, EPA reports on the many benefits of brownfields funding. One such measure provides information on additional resources leveraged as a result of using brownfields grant funds. These leveraged, non-EPA funds may include additional cleanup funds or redevelopment funding from other federal agencies, state, tribal, and local governments, or private organizations. As many of these activities occur beyond the grant period, please note that EPA may contact you well after the grant period of performance to collect this information.

6. Protection of nearby and sensitive populations

Grantees are required to protect all nearby populations, including sensitive populations in the targeted community from contaminants during assessment work conducted on brownfield sites under this grant. Activities include implementing procedures necessary to mitigate any potential exposure from the contamination.

VI.F. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

VI.G. Central Contractor Registration (CCR)/System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR/SAM information can be found at <https://www.sam.gov/portal/public/SAM/>.
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

Please note that the CCR has been replaced by the System for Award Management (SAM). To learn more about SAM, go to [SAM.gov](https://www.sam.gov) or <https://www.sam.gov/portal/public/SAM/>.

VI.H. Website References in Solicitations

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

VI.I. Unfair Competitive Advantage

EPA personnel will take appropriate actions in situations where it is determined that an applicant may have an unfair competitive advantage, or the appearance of such, in competing for awards under this announcement. Affected applicants will be provided an opportunity to respond before any final action is taken.

VI.J. Use of Funds

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

SECTION VII – AGENCY CONTACTS

Regional Brownfields Coordinators

REGION & STATES		ADDRESS/PHONE NUMBER
EPA Region 1 Diane Kelley Kelley.Diane@epa.gov	CT, ME, MA, NH, RI, VT	5 Post Office Square Suite 100, Mail code: OSRR7-2 Boston, MA 02109-3912 Phone (617) 918-1424 Fax (617) 918-1291
EPA Region 2 Lya Theodoratos Theodoratos.Lya@epa.gov	NJ, NY, PR, VI	290 Broadway 18th Floor New York, NY 10007 Phone (212) 637-3260 Fax (212) 637-4360
EPA Region 3 Tom Stolle Stolle.Tom@epa.gov	DE, DC, MD, PA, VA, WV	1650 Arch Street Mail Code 3HS51 Philadelphia, PA 19103 Phone (215) 814-3129 Fax (215) 814-5518
EPA Region 4 Philip Vorsatz Vorsatz.Philip@epa.gov	AL, FL, GA, KY, MS, NC, SC, TN	Atlanta Federal Center 61 Forsyth Street, S.W. 10TH FL Atlanta, GA 30303-8960 Phone (404) 562-8789 Fax (404) 562-8689
EPA Region 5 Deborah Orr Orr.Deborah@epa.gov	IL, IN, MI, MN, OH, WI	77 West Jackson Boulevard Mail Code SM-7J Chicago, IL 60604-3507 Phone (312) 886-7576 Fax (312) 886-7190
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Appendix 1

Information on Sites Eligible for Brownfields Funding Under CERCLA §104(k)

1.1 Introduction

The information provided in this Appendix will be used by EPA in determining the eligibility of any property for brownfields grant funding. The Agency is providing this information to assist you in developing your proposals for funding under CERCLA §104(k) and to apprise you of information that EPA will use in determining the eligibility of any property for brownfields grant funding.

This information is used by EPA solely to make applicant and site eligibility determinations for Brownfields grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions.

1.2 General Definition of Brownfield Site

The Brownfields Law defines a “Brownfield Site” as:
“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”
Brownfield sites include all “real property,” including residential, as well as commercial and industrial properties.

1.3 Additional Areas Specifically Eligible for Funding

The Brownfields Law also identifies three additional types of properties that are specifically eligible for funding:

1. Sites contaminated by **controlled substances**.
2. Sites contaminated by **petroleum or a petroleum product**.
3. **Mine-scarred lands**.

See below for guidance on determining the scope of each of these three types of sites. Applicants should identify properties included within their funding proposals that fall within the scope of any of the following three areas.

1.3.1 Contamination by Controlled Substance

Sites eligible for funding include real property, including residential property, that is contaminated by a controlled substance. A “controlled substance” is defined under the Controlled Substances Act as “a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of this title (21 USC Section 812). The term does not include distilled spirits, wine, malt beverages, or tobacco...” For example, sites eligible for brownfields funding may include private residences formerly used for the manufacture and/or

distribution of methamphetamines or other illegal drugs where there is a presence or potential presence of controlled substances or pollutants, contaminants, or hazardous substances (e.g., red phosphorous, kerosene, acids).

1.3.2 Contamination by Petroleum or Petroleum Product

Petroleum-contaminated sites must meet certain requirements to be eligible for brownfields funding. Petroleum is defined under CERCLA as “crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance under that section.”

For a petroleum-contaminated site(s) that otherwise meets the definition of a brownfield site to be eligible for funding, EPA or the state must determine:

1. The site is of “relatively low risk” compared with other “petroleum-only” sites in the state; and
2. There is no viable responsible party.
3. The site will not be assessed, investigated, or cleaned up by a person that is potentially liable for cleaning up the site.
4. The site must not be subject to a corrective action order under the Resource Conservation and Recovery Act (RCRA) §9003(h).

Site-specific assessment or cleanup grant proposals for petroleum-contaminated sites must provide information in their proposal indicating whether the site meets each of the criteria listed above. If EPA awards an applicant a revolving loan fund grant, the state or EPA must make the same determinations for site(s) that will be cleaned up under a loan or subgrant. These criteria are explained below.

Please note that states may, but are not required to, use this guidance to determine whether sites contaminated by petroleum or petroleum products are eligible for brownfields grant funding. States may apply their own laws and regulations, if applicable, to eligibility determinations under this section.

Note: A petroleum eligibility determination by the EPA or a state under CERCLA section 101(39)(D) for the purpose of brownfields funding does not release any party from obligations under any federal or state law or regulation, or under common law, and does not impact or limit EPA or state enforcement authorities against any party.

“Relatively Low Risk”

Applicants whose brownfield site(s) include properties or portions of properties contaminated with petroleum or petroleum products must provide information in their proposal indicating that the property represents a relatively low risk (compared to other petroleum-only sites). EPA’s view is that the following types of petroleum-contaminated sites are high-risk sites, or are not of “relatively low risk:”

1. “High risk” sites currently being cleaned up using LUST trust fund monies.
2. Any petroleum-contaminated site that currently is subject to a response under the Oil Pollution Act (OPA).

Note: Any site that does not fall under any of the provisions listed above would be considered to be of relatively low risk for purposes of determining eligibility for a brownfields grant.

“A Site for Which There is No Viable Responsible Party”

EPA or the state is required to determine that there is no viable responsible party that can address the petroleum contamination at the site. If EPA, or the state, identifies a party that is responsible for the activities contemplated by the grant proposal, and that party is financially viable, then the site is not eligible for funding and EPA cannot award the grant. This analysis is twofold – EPA or the state must first determine whether a responsible party exists and, if a responsible party is identified, then determine whether that party is viable for the activities identified in the grant proposal. Applicants are responsible for providing information in their proposal that demonstrates that the activities for which they seek funding have no viable responsible party.

A petroleum-contaminated site may be determined to have no responsible party if the site was last acquired (regardless of whether the site is owned by the applicant) through tax foreclosure, abandonment, or equivalent government proceedings, and that the site meets the criteria in (1) below. Any petroleum-contaminated site not acquired by a method listed above will be determined to have a responsible party if the site fails to meet the criteria in both (1) and (2) below.

1. No responsible party has been identified for the site through:
 - a. An unresolved judgment rendered in a court of law or an administrative order that would require any party (including the applicant) to conduct the activities (including assessment, investigation or cleanup) contemplated by the grant proposal ;
 - b. An unresolved enforcement action by federal or state authorities that would require any party (including the applicant) to conduct the activities (including assessment, investigation, or cleanup) contemplated by the grant proposal; or
 - c. An unresolved citizen suit, contribution action, or other third party claim brought against the current or immediate past owner for the site that would, if successful, require the activities (including assessment, investigation, or cleanup) contemplated by the grant proposal to be conducted; and

2. The current and immediate past owner did not dispense or dispose of, or own the subject property during the dispensing or disposal of, any contamination at the site, did not exacerbate the contamination at the site, and took reasonable steps with regard to the contamination at the site.³

If no responsible party is identified above, then the petroleum-contaminated site may be eligible for funding. If a responsible party is identified above, EPA or the state must next determine

³ For purposes of determining petroleum brownfield grant eligibility, “reasonable steps with regard to contamination at the site” includes, as appropriate: stopping continuing releases, preventing threatened future releases, and preventing or limiting human, environmental, or natural resource exposure to earlier petroleum or petroleum product releases. Reasonable steps are discussed in more detail on pages 9-12 of EPA’s March 6, 2003, “*Common Elements*” guidance.

whether that party is viable. If any such party is determined to be viable, then the petroleum-contaminated site is not eligible for funding.

If there is a responsible party for the site, the applicant should explain in its application what steps it took to determine a responsible party's financial status, and why the information presented indicates that the responsible party is not viable. A state making the "viable responsible party" determination for the applicant may use the standards contained in this Appendix or its own standard. If a state is not making the determination or a tribe is the applicant, EPA will follow the standard set forth in this Appendix. Note that any viability determination made by EPA is for purposes of the CERCLA Section 104(k) grant program only.

EPA will consider a party to be viable if the party is financially capable of conducting the activity (i.e., assessment, investigation, or cleanup) identified in the grant proposal.

Generally, EPA will consider ongoing businesses or companies (corporations, LLCs, partnerships, etc.) and government entities to be viable. EPA will generally deem a defunct or insolvent company and an individual responsible party to be not viable. EPA will apply these assumptions to its petroleum grant viability determinations, unless there is information suggesting that the assumption is not appropriate in a particular case (e.g., if there is information that an individual has adequate financial resources to address contamination at a site, or if there is information indicating an ongoing business is not, in fact, viable). An applicant should indicate if one of the above assumptions applies and provide support for the assertion. In circumstances not covered by one of the above assumptions, the applicant should explain why the responsible party is not viable.

An applicant seeking to determine the financial status (i.e., the viability) of a responsible party should consider consulting the following resources and any other resources it may deem to be useful to make this determination:

1. **Responsible Party:** Ask the responsible party for its financial information (tax returns, bank statements, financial statements, insurance policies designed to address environmental liabilities, etc.), especially if the responsible party is still associated with the site or is the applicant, and, therefore, will receive the benefit of the grant. An applicant that is a responsible party and claiming it is not viable should provide conclusive information, such as an INDIPAY or MUNIPAY analysis, on its inability to pay for the assessment or cleanup.
2. **Federal, State, and Local Records:** Federal, state, and local (i.e., county and city) records often provide information on the status of a business. An applicant that is a state or local government should at the very least search its own records for information on a responsible party. Examples of such resources include regulatory records (e.g., state hazardous waste records), Secretary of State databases, and property/land records.
3. **Public and Commercial Financial Databases:** Applicants also may obtain financial data from publicly available and commercial sources. Listed below are examples of sources for financial data that applicants may consider. Please note that some commercial

sources may charge fees. EPA does not endorse the use of any specific sources, and EPA will accept reliable data from other sources as part of a proposal for funding.

Examples of sources: Lexis/Nexus, Dun & Bradstreet reports, Hoover's Business Information, Edgar Database of Corporate Information, Thomas Register of American Manufacturers, The Public Register, Corporate Annual Reports, Internet search engines (Google, Ask).

"Cleaned Up by a Person Not Potentially Liable"

Brownfields funding may be awarded for the assessment and cleanup of petroleum-contaminated sites provided:

1. The applicant has not dispensed or disposed of or owned the property during the dispensing or disposal of petroleum or petroleum product at the site, and
2. The applicant did not exacerbate the contamination at the site and took reasonable steps with regard to the contamination at the site.

"Is not subject to any order issued under §9003(h) of the Resource Conservation and Recovery Act (RCRA)"

Proposals that include requests for an assessment or direct cleanup grant to address petroleum-contaminated sites must not be subject to a corrective action order under RCRA §9003(h). If EPA awards an applicant a revolving loan fund grant, the state or EPA must make the same determination for site(s) that will be cleaned up under a loan or subgrant.

1.3.3 Mine-Scarred Lands

Mine-scarred lands are eligible for brownfields funding. EPA's view is that "mine-scarred lands" are those lands, associated waters, and surrounding watersheds where extraction, beneficiation, or processing of ores and minerals (including coal) has occurred. For the purposes of this section, the definition of extraction, beneficiation, and processing is the definition found at 40 CFR 261.4(b)(7).

Mine-scarred lands include abandoned coal mines and lands scarred by strip mining.

Examples of coal mine-scarred lands may include, but are not limited to:

- Abandoned surface coal mine areas
- Abandoned deep coal mines
- Abandoned coal processing areas
- Abandoned coal refuse areas
- Acid or alkaline mine drainage
- Associated waters affected by abandoned coal mine (or acid mine) drainage or runoff, including stream beds and adjacent watersheds

Examples of non-coal hard rock mine-scarred lands may include, but are not limited to:

- Abandoned surface and deep mines
- Abandoned waste rock or spent ore piles;
- Abandoned roads constructed wholly or partially of waste rock or spent ore
- Abandoned tailings, disposal ponds, or piles
- Abandoned ore concentration mills
- Abandoned smelters
- Abandoned cyanide heap leach piles
- Abandoned dams constructed wholly or partially of waste rock, tailings, or spent ore;
- Abandoned dumps or dump areas used for the disposal of waste rock or spent ore;
- Acid or alkaline rock drainage
- Waters affected by abandoned metal mine drainage or runoff, including stream beds and adjacent watersheds

1.4 Sites Not Eligible for Brownfields Funding

The following three types of properties are not eligible for brownfields funding under the Brownfields Law, even on a property-specific basis. Applicants should not include these types of sites in the funding proposals.

- 1) Facilities listed or proposed for listing on the National Priorities List (NPL).
- 2) Facilities subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA.
- 3) Facilities that are subject to the jurisdiction, custody, or control of the U.S. government. Facilities owned by, or under the custody or control of, the federal government are not eligible for brownfields funding. EPA's view is that this exclusion may not extend to:
 - a. Privately-owned, Formerly Used Defense Sites (FUDS);
 - b. Privately-owned, Formerly Utilized Sites Remedial Action Program (FUSRAP) properties; and
 - c. Other former federal properties that have been disposed of by the U.S. government.

Note that land held in trust by the U.S. government for an Indian tribe is not excluded from funding eligibility. In addition, eligibility for brownfields funding does not alter a private owner's ability to cost recover from the federal government in cases where the previous federal government owner remains liable for environmental damages.

1.5 Particular Classes of Sites Eligible for Brownfields Funding Only With Property-Specific Determinations

The following special classes of property are generally ineligible brownfield sites unless EPA makes a "Property-Specific Determination":

- Properties subject to planned or ongoing removal actions under CERCLA.
- Properties with facilities that have been issued or entered into a unilateral administrative order, a court order, an administrative order on consent, or judicial consent decree or to

which a permit has been issued by the United States or an authorized state under RCRA, FWPCA, TSCA, or SDWA.

- Properties with facilities subject to RCRA corrective action (§3004(u) or §3008(h)) to which a corrective action permit or order has been issued or modified to require the implementation of corrective measures.
- Properties that are land disposal units that have submitted a RCRA closure notification or that are subject to closure requirements specified in a closure plan or permit.
- Properties where there has been a release of PCBs and all or part of the property is subject to TSCA remediation.
- Properties that include facilities receiving monies for cleanup from the LUST trust fund.

EPA's approval of Property-Specific Determinations will be based on whether or not awarding a grant will protect human health and the environment and either promote economic development or enable the property to be used for parks, greenways, and similar recreational or nonprofit purposes. Property-Specific Determination requests should be attached to your proposal and do not count in the 15-page limit. See the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for more information on how to prepare and submit a Property-Specific Determination.

1.5.1 Facilities Subject to CERCLA Removal Actions

Properties (including parcels of properties) where there are removal actions may not receive funding, unless EPA makes a property-specific determination of funding eligibility.

EPA's view is that a removal may be identified by the occurrence of one of the following events, whichever occurs first in time: EPA issues an action memo; EPA issues an Engineering Evaluation/Cost Analysis approval memo; EPA mobilizes onsite; EPA issues a notice of federal interest to one or more potentially responsible parties (PRPs), which in emergencies may be made verbally; or EPA takes other actions that are consistent with a removal.

Once a removal action is complete, a property is eligible for brownfields funding without having to obtain a property-specific funding determination. EPA's view is that, solely for the purposes of eligibility to receive brownfields funding, a removal is complete when the actions specified in the action memorandum are met, or when the contractor has demobilized and left the site (as documented in the "pollution report" or POLREP). Applicants applying for brownfields funding for sites at which removal actions are complete must include documentation of the action being complete with their funding proposal.

Parcels of facilities not affected by removal action at the same property may apply for brownfields funding and may be eligible for brownfields funding on a property-specific basis. Property-specific funding decisions will be made in coordination with the on-scene coordinator (OSC) to ensure that all removals and cleanup activities at the property are conducted in safe and protective manners and to ensure that the OSC retains the ability to address all risks and contamination.

Please note that if a federal brownfields-funded site assessment results in identifying the need for a new removal action, the grantee may continue to expend assessment grant funds on additional assessment activities. However, any additional expenditure of federal brownfields funds and any additional site assessment activities should be conducted in coordination with the OSC for the site.

1.5.2 Facilities to which a permit has been issued by the United States or an authorized state under the Resource Conservation and Recovery Act (RCRA), the Federal Water Pollution Control Act, the Toxic Substances Control Act, or the Safe Drinking Water Act

Generally, in cases where a property or a portion of a property is permitted under the Resource Conservation and Recovery Act, Section §1321 of the Clean Water Act, the Safe Drinking Water Act, and/or the Toxic Substances and Control Act, the property, or portion of the property, may not receive funding without a property-specific determination. Therefore, applicants should review the following guidance regarding which types of permitted facilities may not receive funding unless EPA makes a property-specific determination to provide funding. Applicants should note that the exclusion for permitted facilities does not extend to facilities with National Pollutant Discharge Elimination System (NPDES) permits issued under the authorities of the Federal Water Pollution Control Act, but is limited to facilities issued permits under the authorities of the Oil Pollution Act (i.e., §1321 of FWPCA).

In cases where one or more portions of a property are not eligible for funding, the applicant should identify the specific permit and situation that causes the property to be excluded. In addition, the applicant must include, within the proposal, documentation that federal brownfields funding for the assessment or cleanup of the property will further the goals established for property-specific funding determinations as described in the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

In some cases, a facility may not have a permit or order because it is not in compliance with federal or state environmental laws requiring that it obtain a permit or the facility has failed to notify EPA of its regulatory status. Such facilities are not eligible for brownfields funding. For example, a RCRA treatment unit operator is required to obtain a permit and/or notify EPA of its operation. An operator that fails to fulfill those obligations will likely not have a permit or order as EPA will be unaware of its existence. Therefore, it is EPA's view that such facilities are ineligible to receive brownfields funds as a result of their failure to comply with a basic regulatory requirement. Additional guidance on the eligibility of RCRA-permitted facilities, including facilities under administrative or court orders, including corrective action orders, is provided in the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

1.5.3 RCRA Sites

RCRA Facilities that are Eligible for Funding

EPA's view is that the following types of RCRA facilities are eligible for brownfields funding and do not require Property-Specific Determinations:

- a. RCRA interim status facilities that are not subject to any administrative or judicial order or consent decree.
- b. RCRA interim status facilities that are subject to administrative or judicial orders that do **not** include corrective action requirements or any other cleanup provisions (e.g., RCRA §3008(a) orders without provisions requiring the owner/operator to address contamination).
- c. Parcels of RCRA facilities that are not under the scope of a RCRA permit or administrative or judicial order.

RCRA Facilities that Require Property-Specific Determinations

EPA's view is that the following types of RCRA facilities **may not receive funding without a property-specific determination**:

- a. RCRA-permitted facilities.
- b. RCRA interim status facilities with administrative orders requiring the facility to conduct corrective action or otherwise address contamination, including facilities with orders issued under the authorities of RCRA §3008(a), §3008(h), §3013, and §7003.
- c. Facilities under court order or under an administrative order on consent or judicial consent decree under RCRA or CERCLA that require the facility to conduct corrective action or otherwise address contamination at the facility.
- d. Land disposal units that have notified EPA or an authorized state of their intent to close and have closure requirements specified in closure plans or permits.

1.5.4 Land disposal units that have filed a closure notification under Subtitle C of RCRA and to which closure requirements have been specified in a closure plan or permit

RCRA hazardous waste landfills that have submitted closure notifications, as required under 40 CFR 264.112(d) or 265.112(d), generally will not be funded. This may include permitted facilities that have filed notification of closure and for which EPA and/or an authorized state is proceeding with final closure requirements for the facility. For interim status facilities, this is done through approval of a closure plan submitted with closure notification. For permitted facilities, this is routinely done as a modification to the permit, requested by the facility at the time of closure notification.

Please note that RCRA hazardous waste landfills that have submitted closure notifications may be eligible for brownfields funding with a Property-Specific Determination.

1.5.5 Sites Contaminated with PCBs

The Brownfields Law excludes from funding eligibility portions of facilities where there has been a release of PCBs that are subject to remediation under TSCA.

EPA's view is that all portions of properties **are eligible** for brownfields site assessment grants, except where EPA has initiated an involuntary action with any person to address PCB contamination. Also, it is EPA's view that all portions of properties **are eligible** for cleanup and RLF grants, except where EPA has an ongoing action against a disposer to address PCB contamination. However, any portion of a property where EPA has initiated an involuntary action with any person to address PCB contamination and portions of properties where EPA has an ongoing action against a disposer to address PCB contamination will require a Property-Specific Determination to be eligible for brownfields funding, including:

- There is a release (or disposal) of any waste meeting the definition of "PCB remediation waste" at 40 CFR 761.3; **and**
- At which EPA has initiated an involuntary action with any person to address the PCB contamination. Such involuntary actions could include:
 - Enforcement action for illegal disposal;
 - Regional Administrator's order to characterize or remediate a spill or old disposal (40 CFR 761.50(b)(3));
 - Penalty for violation of TSCA remediation requirements;
 - Superfund removal action; or
 - Remediation required under RCRA §3004(u) or §3004(v).

PCBs may be remediated under any one of the following provisions under TSCA:

- a. Section 761.50(b)(3), the directed characterization, remediation, or disposal action.
- b. Section 761.61(a), the self-implementing provision.
- c. An approval issued under §761.61(c), the risk-based provision.
- d. Section 761.61(b) to the level of PCB quantification (i.e., 1 ppm in soil).
- e. An approval issued under §761.77, the coordinated approval provision.
- f. Section 761.79, the decontamination provision.
- g. An existing EPA PCB Spill Cleanup Policy.
- h. Any future policy or guidance addressing PCB spill cleanup or remediation specifically addressing the remediation of PCBs at brownfield sites.

1.5.6 LUST Trust Fund Sites

The Brownfields Law requires a Property-Specific Determination for funding at those sites (or portions of properties) for which assistance for response activity has been obtained under Subtitle I of RCRA from the LUST trust fund. EPA's view is that this provision may exclude UST sites where money is being spent on actual assessment and/or cleanup of UST/petroleum contamination.

However, in cases where the state agency has used LUST trust fund money for state program oversight activities on an UST site, but has not expended LUST trust funds for specific assessment and/or cleanup activities at the site, the site would be eligible for brownfields funding and does not need a Property-Specific Determination. Such sites may receive brownfields funding on a property-specific basis, if it is determined that brownfields funding will protect human health and the environment and the funding will promote economic development or

enable the creation of, preservation of, or addition to greenspace (see guidance on documenting eligibility for property-specific funding determinations provided in the Brownfields FAQ at:http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf).

Examples of sites receiving LUST trust fund monies that EPA would consider to be good candidates to receive brownfields grants or loans:

- a. All USTfields pilots (50 pilots).
- b. Sites (or portions of properties) where an assessment was completed using LUST trust fund monies and the state has determined that the site is a low-priority UST site, and therefore, additional LUST trust fund money cannot be provided for the cleanup of petroleum contamination, but the site still needs some cleanup and otherwise is a good candidate for economic revitalization.
- c. Sites (or portions of properties) where LUST trust fund money was spent for emergency activities, but then the site was determined to be ineligible for further expenditures of LUST trust funds, yet the site needs additional funding for continued assessment and/or cleanup that will contribute to economic revitalization of the site.

1.6 Eligible Response Sites/Enforcement Issues

The Brownfields Law limits EPA's enforcement and cost recovery authorities at "eligible response sites" where a response action is conducted in compliance with a state response program. Section 101(40) of CERCLA defines an "eligible response site" by referencing the general definition of a "brownfield site" in §101(39)(A) and incorporating the exclusions at §101(39)(B). The law places further limitations on the types of properties included within the definition of an eligible response site, but grants EPA the authority to include within the definition of eligible response site, and on a property-specific basis, some properties that are otherwise excluded from the definition. Such property-specific determinations must be based upon a finding that limits an enforcement will be appropriate, after consultation with state authorities, and will protect human health and the environment and promote economic development or facilitate the creation of, preservation, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes. While the criteria appear similar to those for determining eligibility for funding on a property-specific basis, the determinations are distinct, will be made through a separate process, and may not be based on the same information requested in this document for property-specific funding determinations.

Also, please note that in providing funding for brownfield sites, and given that a limited amount of funding is available for brownfields grants, EPA's goal is to not provide brownfields funding to sites where EPA has a planned or ongoing enforcement action. While EPA does not intend that the existence of a planned or ongoing enforcement action will necessarily disqualify a site from receipt of brownfields funding, EPA does believe it is necessary that EPA be aware of the existence of any such action in making funding decisions. As a result, EPA will conduct an investigation to evaluate whether a site is, or will be, subject to an enforcement action under CERCLA or other federal environmental statutes. EPA is requesting that applicants identify ongoing or anticipated environmental enforcement actions related to the brownfield site for which funding is sought.

Appendix 2 Grants.gov Proposal Submission Instructions

General Proposal Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and who is authorized to sign applications for federal assistance. For more information, go to www.grants.gov and click on “Get Registered” on the left side of the page. **Note that the registration process may take a week or longer to complete.** If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to www.grants.gov and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-OSWER-OBLR-12-07, or the CFDA number that applies to this announcement (66.818), in the appropriate field. Then complete and submit the proposal package as indicated. **You may also be able to access the proposal package by clicking on the “Application” button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the “Browse by Agency” feature to find EPA opportunities).**

Proposal Submission Deadline. Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than November 19, 2012, 11:59 p.m. EDT. **Please submit all proposal materials described below.**

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal including transmittal letter. See Section IV.C for details on the content of the narrative proposal and transmittal letter and the associated page limits.
- IV. Required Attachments. See Section IV.C of this announcement.

The proposal package **must** include all of the following materials:

- I. Application for Federal Assistance, Standard Form (SF-424).** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- II. Standard Form SF 424A – Budget Information.** Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.
- III. Narrative Proposal and Transmittal Letter** (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>). The documents should be readable in PDF, MS Word or Word Perfect and consolidated into a single file. See Section IV.C of this Announcement (EPA-OSWER-OBLR-12-07) for details on the content of the narrative proposal and transmittal letter.
- IV. Other Attachments Form – For Required Attachments.** Use the “Other Attachments Form” to attach a copy of required attachments. (See Section IV.C of this Announcement (EPA-OSWER-OBLR-12-07) for more details of the required attachments.)

Proposal Preparation and Submission Instructions.

Document I through IV, listed under Proposal Materials above, should appear in the “Mandatory Documents” box on the <http://www.grants.gov> “Grant Application Package” page.

For Documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Package” page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document III, you will need to attach electronic files. Prepare your narrative proposal (including transmittal letter) as described in Section IV.C of this announcement (EPA-OSWER-OBLR-12-07) and save the document to your computer as an MS Word, PDF, or WordPerfect file. When you are ready to attach them to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach them (previously saved to your computer) using the browse window that appears. You

may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

To attach the required attachments (Document IV), use the “Other Attachments Form.” After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List.”

Please note that applicants are limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-8 characters:

A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.

If applicants use any other characters when naming their attachment files their applications will be rejected by grants.gov.

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY13 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 13 Assoc Prog Supp Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY13 Assoc Prog Supp - 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through <http://www.grants.gov>.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY13), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact <http://www.grants.gov> for assistance by

phone at 1-800-518-4726, or email at <http://www.grants.gov/help/help.jsp> or contact Jeanette Mendes at mendes.jeanette@epa.gov.

Proposal materials submitted through <http://www.grants.gov> will be time/date stamped electronically.

TRANSMISSION DIFFICULTIES

If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted proposal are experienced, follow the guidance below. EPA may decide to review the proposal if it is clearly demonstrated that these transmission difficulties were due solely as a result of problems associated with the transfer to Grants.gov. The decision regarding acceptance of the proposal for review will be made by EPA and provided to the applicant within ten working days of the request. All e-mails, as described below, are to be sent to mendes.jeanette@epa.gov with the Applicant Name in the Subject Line.

- (1) Late transfer or no transmission due to electronic submission problems: Should electronic submission problems result in the proposal being transferred to Grants.gov after 11:59 p.m. Eastern Time on the solicitation closing date, send an e-mail documenting the problem, include the Grants.gov "case number" and attach the entire proposal.
- (2) Grants.gov rejection of proposal: If a notification is received from Grants.gov stating that the proposal has been rejected **for reasons other than late submittal**, immediately send an email which include the notice provided by Grants.gov documenting rejection and attach the entire proposal.

If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the proposal deadline, please contact **Jeanette Mendes** at mendes.jeanette@epa.gov. Failure to do so may result in your proposal not being reviewed.

Appendix 3 Special Considerations Checklist

Please identify (with an **X**) if any of the below items apply to your community or your project as described in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. Describe how each consideration applies to your proposal and/or attach documentation.

- Community population is 10,000 or less
- Federally recognized Indian tribe
- United States territory
- Applicant assisting a Tribe or territory
- Targeted brownfield sites are impacted by mine-scarred land
- Targeted brownfield sites are contaminated with controlled substances
- Community is impacted by recent natural disaster(s) (2005 or later). To be considered, applicant must identify here the timeframe and type of natural disaster.
- Project is primarily focusing on Phase II assessments
- Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation
- Community experiencing plant closures (or other significant economic disruptions) (2007 or later), including communities experiencing auto plant closures due to bankruptcy or economic disruptions. To be considered, applicant must identify here the timeframe and name of the plant recently closed and jobs lost, or reason for other significant economic disruption.
- Applicant is a recipient or a core partner of a HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant that is directly tied to the project area, and can demonstrate that funding from a PSC grant has or will benefit the project area. To be considered, **applicant must attach documentation** which demonstrates this connection to a HUD-DOT-EPA PSC grant.
- Applicant is a recipient of an EPA Brownfields Area-Wide Planning grant
- Community is implementing green remediation plans.



AGENDA REPORT

Meeting Date: November 14, 2012

TO: Honorable City Council
FROM: City Administrator
SUBJECT: JOINT MEETING WITH COMMISSIONERS AND COMMITTEE MEMBERS

RECOMMENDATION:

Review and provide appropriate direction as deemed necessary with respect to the agenda for a joint meeting with the Councilmembers' appointed Commissioners and Committee Members.

MOTION:

Council discretion.

BACKGROUND:

At the November 5, 2012, Concurrent Council/Successor Agency meeting, Mayor Leon requested that the Council consider holding a joint meeting with the Councilmembers' appointed Commissioners and Committee Members. It was suggested that the meeting be held on Monday, December 3, 2012, and potentially include a brief discussion of the Brown Act and Roberts Rules of Order and provide the Commissioners and Committee Members an opportunity to interact with the Council as a whole.

The item was continued to November 13, 2012, to provide the City Attorney and City Clerk an opportunity to meet with the Mayor and prepare a draft agenda of the proposed joint meeting.

ANALYSIS:

The Council will receive a draft of, review and consider for approval, an agenda for the joint meeting.

FISCAL IMPACT:

At the present time, the fiscal impact is unknown and dependent on the Council's final decision with respect to the joint meeting.

RELATIONSHIP TO 2012 STRATEGIC GOALS:

This item is not specifically related to any of the 2012 Strategic Goals.

Prepared by:




Linda Kay Olivieri
City Clerk

Respectfully submitted,


for Jorge J. Rifá
City Administrator

Fiscal impact reviewed by:



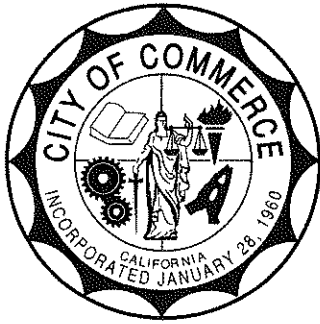
Vilko Domic
Director of Finance

Reviewed as to form:



Eduardo Olivo
City Attorney

SUM (JOINT MEETING WITH COMMISSIONERS AND COMMITTEE MEMBERS) – 11-13-2012.DOC



AGENDA REPORT

MEETING DATE: November 13, 2012

TO: Honorable City Council
FROM: City Administrator
SUBJECT: 2012 Strategic Goals Report

RECOMMENDATION:

City Council will receive and file a staff report presentation on the 2012/2013 Strategic Goals, and may direct City staff as deemed appropriate.

MOTION:

Council discretion.

BACKGROUND:

On April 21, 2012 and May 9, 2012, the City Council held their 2012 Strategic Planning Workshop Session. The workshop provided the Council with the opportunity to establish their goals and values for FY 2012/2013 in order to communicate those to the community and the City's organization.

On July 17, 2012, the Council received a staff report presentation on the following six 2012 Strategic Goals:

- Implement Staff Development
- Grow revenues to ensure all expenses are being met so that we can remain fiscally responsible and continue to provide services to the residents
- Improve and maintain infrastructure and beautify our community
- Develop a tangible environmental mitigation plan
- Implement strategic communication plan for all key stakeholders
- Establish protocol to ensure decision making and evaluation process for new ideas are clear and timely.

ANALYSIS:

This process continues to provide Council with the opportunity to receive periodic general progress reports on each respective strategic goal objective and offer the Management Team any comments on the established goals.

Given the City Administrator's personal family situation, he is respectfully requesting that you provide him with the opportunity to personally report on the following strategic goal, *Project Objective 2D, Review and update services and activities to increase efficiency*, upon his return to the office after November 20th, so that he may personally brief Council on his forthcoming specific organization study recommendation.

BUDGET IMPACT:

This activity can be carried out without additional impact on the current operating budget.

RELATIONSHIP TO 2012 STRATEGIC GOALS:

This agenda item report is applicable to the following Council strategic goals: *“Implement strategic communication plan for all key stakeholders”* and *“Establish protocol to ensure decision making and evaluation process for new ideas are clear and timely”*.

Respectfully submitted,

for 
Jorge Rifa
City Administrator

Recommended and Prepared by:


David Hill
Interim Director of Human Resources

Fiscal Impact Reviewed by:


Vilko Domic
Director of Finance

Attachment: 2012 Project Status Update Worksheets

PROJECT STATUS UPDATE

Project Name 1: Implement Staff Development

Date of Update: 7/17/2012

Project Objective 1A: Rotate Department/Division meetings with City Council to create collaborative open environment, instill ownership, and empower employees

Project Leader(s): Jorge Rifa, Ivan Altamirano

Target Comp. Date: 6/2012

Estm'd Comp. Date: Met initiatives and continue to work on this activity

Status: Project on-Track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Transportation Department completed 6/13/2012 • Library Department completed 7/10/2012 • Parks and Recreation completed August 7, 2012 • Human Resources Department completed ▪ Community Services Department & Finance Department completed 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Community Development (TBD) • Administration/PIO/City Clerk's Office (TBD)
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • n/a 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 1: Implement Staff Development

Date of Update: 07/17/2012

Project Objective 1B: Implement departmental shadowing program and interdepartmental sharing process

Project Leader(s): Claude McFerguson, Fernando Mendoza

Estm'd Comp. Date: On-going

Target Date: 07/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Department Heads learning from each other in an effort to improve the City's overall effectiveness • Interdepartmental collaboration resulted in the recent City Hall front counter coverage, redesign of lobby, and flat panel monitor. • Transportation implemented a process whereas supervisors are assigned various business related topics to present during staff meetings, which improves their verbal communication skills and help develop staff's leadership abilities. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Department directors to explore participating in other department training sessions as a form of "shadowing" to gain insight and perspective on related departmental issues. • Implement Webinar type training sessions throughout the City to mitigate cost • Department directors may participate with the Interim HR director in the JLM process to gain experience in problem solving related to employee issues.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Time, resources and staff availability 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name1: Implement Staff Development

Date of Update: 7/17/2012

Project Objective 1C: Each Department to define customer service metrics and enhance existing customer service training.

Project Leader(s): Dave Hill, Ivan Altamirano

Estm'd Comp. Date: ongoing

Target Comp. Date: 7/6/2012 & 8/8/2012

Status: Project on-Track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> On June 18, 2012 each department was provided the following customer service metrics from the City's Mission Statement and were asked to provide any additional metrics in which they would like to define for their respective departments: <p>Employees are to provide municipal services as <i>sensitively, courteously, efficiently and effectively</i> as possible.</p> <ul style="list-style-type: none"> On June 27, 2012, the Customer Service Committee met to recommend a Secret Shopper Customer Service Program. August 14, 2012, Park Center Supervisors and the Parks and Recreation management team reviewed the mission and values statement and clarified customer service expectations. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> Customer Service Training Scheduled for August 16, 2012. Meet and confer with Association regarding revision to employee performance evaluation – to include customer service metrics as defined by the departments and outlined in the City's Mission Statement. Scheduled for Aug. 30th City Council approval on the Customer Service Secret Shopper Program. Customer Service Committee finalizing specifics. Human Resources to send Customer Service Program information to City Council for their review/approval.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> n/a 	<p>Additional Information</p> <ul style="list-style-type: none"> n/a

PROJECT STATUS UPDATE

Project Name 1: Implement Staff Development

Date of Update: 10/03/2012

Project Objective 1D: Promote awareness and education on programs and job descriptions through employee orientations, mentoring and coaching. Incorporate services of ERO to assist employees with other career opportunities

Project Leader(s): Loretta Gutierrez

Estm'd Comp. Date: On-going

Target Date: 01/13

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Identified existing programs, local agencies and partnerships, such as EBDC, Library, Print Resources and Online Resources • Workshops on: Application Process, Resume Writing, Interview Skills, Dress and Grooming Techniques, Cover Letter and Thank You Letters Referrals to Trade Schools 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Approval to conduct employee survey • Job Scout- an electronic resource that the library will receive compliments of the State Library. It is a web-based resource to raise computer skills for job seekers.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Employees have to use their own time • Appealing Interest • Target Audience 	<p>Additional Information</p> <ul style="list-style-type: none"> • Series of Workshops (options depending on survey results) • General Informational Meetings (provide information on career development)

PROJECT STATUS UPDATE

Project Name 1: Implement Staff Development

Date of Update: 07/17/2012

Project Objective 1E: Post Values statement and core values of the City; (2) Review and discuss at department meetings (one paragraph per meeting discussed)

Project Leader(s): Jason Stinnett, Fernando Mendoza

Estm'd Comp. Date: 08/2012

Target Date: 06/11/2012, 8/2012

Status: Project completed.

Key Accomplishments <ul style="list-style-type: none">• City's Value Statement: Redesigned and posted in all departments- Project completed: 10/2012• Values statement reviewed and discussed at Department Directors meeting.	Upcoming Milestones
Challenges / Action Plans <ul style="list-style-type: none">• n/a	Additional Information n/a

PROJECT STATUS UPDATE

Project Name 1: Implement Staff Development

Date of Update: 7/17/2012

Project Objective 1F: Implement employee rewards and recognition program to create achievement-driven culture

Project Leader(s): Dave Hill, Ivan Altamirano

Estm'd Comp. Date: ongoing

Target Comp. Date: 9/10/2012

Status: Project in progress

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Annual Employee Recognition Program in March 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Human Resources will coordinate with the Library Department on the following: <ul style="list-style-type: none"> ○ Conduct survey to determine what other cities do or provide in the area of employee recognition, incentives and rewards. • Department recognition once a month <ul style="list-style-type: none"> ○ Place department photo on City Hall main lobby monitor. ○ Place employee of the month picture on City Hall main lobby monitor. • Innovative idea recognition
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Potential funding 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 1: Implement Staff Development

Date of Update: 7/17/2012

Project Objective 1G: Update employee evaluation process with development action plans to increase accountability and follow-up

Project Leader(s): Dave Hill

Estm'd Comp. Date: Ongoing

Target Comp. Date: 8/6/2012

Status: Project on-Track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Performance Evaluation Tracking method process has been implemented. Notification sent to departments on past due evaluations • Departments provided monthly performance evaluation reports. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Performance Evaluation Training – ½ day session • Update on Logos • City Administrator to periodically emphasize at department directors staff meeting.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Untimely performance evaluations will impact supervisor's evaluation criteria on supervisory duties 	<p>Additional Information</p> <ul style="list-style-type: none"> • Part-time employees evaluations are based upon 1664 hours worked.

PROJECT STATUS UPDATE

Project Name 1: Implement Staff Development

Date of Update: 07/17/2012

Project Objective 1H: Continue to provide staff training/workshops; Revisit what is considered mandated training. **Project Leader(s):** Beatriz Sarmiento, Ivan Altamirano

Estm'd Comp. Date: ongoing

Target Date: TBD

Status: (need to refine this goal)

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Department Heads reviewed this goal and provided input for its refinement and accomplishment 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • By July 2012; Ask City Departments to research customer service trainings for their particular customer base. • Human Resources will provide Library with a list of professional organizations that HR belongs to.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Good customer service has different elements for each department and its level of customer service beyond greetings. • Some departments may not have access to specific customer service training in their field of service. 	<p>Additional Information</p> <ul style="list-style-type: none"> • HR & Library Partnership in the following areas: <ul style="list-style-type: none"> ○ ROPES Program (off site) ○ Team building exercises ○ Obstacle course activity at Rosewood ○ Assess possibility of window installation in departments with no outside light/view. • Logos training

PROJECT STATUS UPDATE

Project Name 2: Grow Revenues

Date of Update: 07/17/2012

Project Objective 2A: Audit Revenue Sources and Develop Audit Plan

Project Leader(s): Vilko Domic,

Estm'd Comp. Date:

Target Date: 07/3/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Bid proposal from audit firm has been received to perform transient occupancy tax audits on hotels in the City 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Staff and City Administrator have selected hotels to be audited and are working with MHM to establish a start date. • Business Cooperation Program (BCP) – We have received positive movement from BNSF. They are trying to initiate changes to facilitate participation in the Business Cooperation Program • Business License Amnesty Program – Implementation Date (mid 2013)
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • n/a 	<p>Additional Information</p> <ul style="list-style-type: none"> • The plan is to implement a 3 year cycle – auditing 3 establishments annually

PROJECT STATUS UPDATE

Project Name 2: Grow Revenues

Date of Update: 07/17/2012

Project Objective 2B: Develop marketing plan to target companies for additional revenue and jobs that are consistent with the general plan

Project Leader(s): Fernando Mendoza, Jason Stinnett, Alex Hamilton, Ivan Altamirano

Estm'd Comp. Date: Dec. 2012

Target Date: 07/9/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Created marketing material that is used for Council business visits. • HDTV with marketing messages at City Hall Main Entrance. • Marketing ads displayed on Citadel displays. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • December 2012 – Team to present Council with a marketing strategy outline.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Focus marketing efforts to achieve maximum results consistent with City resource allocation. • Targeted Marketing Program-Print and digital media ads requiring funding to augment use of existing resources (i.e., Hyundai and Citadel digital signs). 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 2: Grow Revenues

Date of Update: 07/17/2012

Project Objective 2C: Look for non-traditional implementation – models and partnerships (seek Federal funding, grant writing, transportation opportunity, BID)

Project Leader(s): Jason Stinnett, Fernando Mendoza, Ivan Altamirano

Estm'd Comp. Date: Ongoing

Target Date: 07/15/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Business sponsorship of recent local community events <ul style="list-style-type: none"> ◦ Citadel Clean-up Event • Federal transportation funding used for Citadel Outlets Express Shuttle and partnership with Citadel & The Commerce Hotel for bus wrap. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Survey other cities to research and evaluate non-traditional partnerships and models used • Evaluate use of consultants to pursue potential grant funding opportunities. • Obtain 3 or 4 other grant writing companies to compare and select one, including a meeting with Omar Hernandez, grant consultant.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Lack of available federal, state, and local funding • City staff resources • Partnerships with the local chamber to encourage “buy local” and business to business strategies. • Develop materials, including a website marketing the City of Commerce as a location for filming, possibly in conjunction with local commercial realtors/developers. 	<p>Additional Information</p> <ul style="list-style-type: none"> • Past non-traditional partnership – Commerce Child Care Development Center – Joint Partnership between the City, YMCA and the Industrial Council. Proposition 10: Cigarette Tax

PROJECT STATUS UPDATE

Project Name 2: Grow Revenues

Date of Update: 07/17/2012

Project Objective 2D: Review and update services and activities to increase efficiency

Project Leader(s): Josh Brooks

Estm'd Comp. Date:

Target Date: 07/10/2012

Status: Project on-track.

Key Accomplishments <ul style="list-style-type: none">• The RFP and Staff report have been drafted	Upcoming Milestones <ul style="list-style-type: none">• Item will be discussed at special meeting regarding the strategic plan on November 13, 2012.• The Interim HR Director will connect with the Finance Director on this item.
Challenges / Action Plans <ul style="list-style-type: none">• n/a	Additional Information <ul style="list-style-type: none">• n/a

PROJECT STATUS UPDATE

Project Name 2: Grow Revenues

Date of Update: 07/17/2012

Project Objective 2E: Review Fee structure (i.e. permits all areas)

Project Leader(s): Scott Wasserman, Alex Hamilton

Estm'd Comp. Date: 8/15/2012

Target Date: 08/15/2012

Status: Project completed

<p>Key Accomplishments</p> <ul style="list-style-type: none">• Conducted planning meeting to discuss approach to conducting a new fee study in all areas• Project completed September 6, 2012.	<p>Upcoming Milestones</p> <ul style="list-style-type: none">• By July 11, 2012 – Will meet with other departments to coordinate their portion of the fee study• By August 1, 2012 – Project coordinators to receive preliminary fee status updates from other departments
<p>Challenges / Action Plans</p> <ul style="list-style-type: none">• Timing of Fee Schedules in conjunction with budget process	<p>Additional Information</p> <ul style="list-style-type: none">• n/a

PROJECT STATUS UPDATE

Project Name 3: Improve and maintain infrastructure and beautify our community

Date of Update: 07/17/2012

Project Objective 2F: Seek partnerships (i.e.; new sidewalks; tree sponsorships; on-off ramps sponsorship)

Project Leader(s): Danilo Batson, Robert Lipton, Ivan Altamirano

Estm'd Comp. Date: 10/10/12

Target Date: 10/10/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Identified potential areas for Business Improvement Districts (BID) • Identified potential partners • Obtained on/off ramp landscape design from Caltrans, and secured Citadel participation. • Steve Craig providing a plant design for off-ramps in Commerce. • Casino providing more TLC on Telegraph on-ramp across from their property. • Working with Caltrans on the ramp extension encroaching onto Bandini Park. • Staff obtained Caltrans litter abatement permit to clean certain on/off ramps in Commerce. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • By 7/24/12 – Kick-off Meeting • By 7/24/12 – Establish Regular Meeting • By 8/07/12 – Identify List of Potential Partners • By 11/05/12 – Develop Action Plan • By 11/15/12 – Submit Plan to City Administrator • By 12/10/12 – Present Final Plan to City Council
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Coordination and feedback from outside agencies/businesses (Caltrans, etc). 	<p>Additional Information</p> <ul style="list-style-type: none"> • Revised schedule

PROJECT STATUS UPDATE

Project Name 3: Improve and maintain infrastructure and beautify our community

Date of Update: 07/17/2012

Project Objective 3A: Develop comprehensive strategic infrastructure and beautification plan (including vision, landscape blueprint, assessment of fiscal policy impact; contingencies)

Project Leader(s): Danilo Batson, Alex Hamilton, Robert Lipton, Jason Stinnett, Ivan Altamirano

Estm'd Comp. Date:

Target Date: 12/10/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Working directly with Caltrans and BNSF to address clean-up areas • Began landscape median inventory • Obtained on/off ramp landscape design from Caltrans, and secured Citadel participation • Painted BNSF railroad bridge over I-5 Freeway • Installation of bus shelters • Landscaped lot at the corner of Jardine/Astor • Met with KCB on other beautification efforts. • Proceeding with 2012 holiday decorations • Engineer/landscape architect for Washington Blvd are working on beautification elements of the project. • Teamed up with Citadel on clean up of Telegraph, Hoefner, Smithway, Tubeway and adjacent properties. • Obtained info on Adopt-the-Street Program 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Partnership with Steve Craig to plant bougainvilleas at key locations throughout the city • By 8/7/12 – Identify/Inventory Beautification Locations • By 10/19/12 – Develop Action Plan • By 11/19/12 – Submit Plan to City Administrator • By 12/10/12 – Present Final Plan to City Council
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Areas in need of irrigation and electrical systems • Coordination and feedback from outside agencies 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 3: Improve and maintain infrastructure and beautify our community

Date of Update: 07/17/2012

Project Objective 3B: Explore Federal funding opportunities to improve infrastructure related goods movement and open space

Project Leader(s): Claude McFerguson, Fernando Mendoza

Estm'd Comp. Date: 9/2012

Target Date: 9/25/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • I710 EIR Release – Opportunity for early action • I-5 Consortium JPA <ul style="list-style-type: none"> ◦ Proposed Telegraph Road improvements • Recently received notification of a Federal Grant award in the amount of \$253,000, which shall be used to mitigate startup costs for the new Citadel route. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Measure R Funding – Call for Projects I-710 – Funding opportunities for infrastructure related projects • Transportation and Administration shall schedule follow up meetings to explore new funding opportunities • Sustain at least 25% Federal funding increase related to goods movement and open space • City receives payment (Nov. 2012) of \$253K towards new transit service (Citadel Express) • City shall use part of the \$253K towards accommodating service demands at the Commerce 26th Street Metrolink station.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Impacts of freeway construction (I710 & I5) on Commerce traffic circulation 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 3: Improve and maintain infrastructure and beautify our community

Date of Update: 07/17/2012

Project Objective 3C: Enhance signage in the City of Commerce and within City Hall Building

Project Leader(s): Jason Stinnett, Fernando Mendoza, Ivan Altamirano

Estm'd Comp. Date: 11/2012

Target Date: 7/1/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Modern interior department signs created for City Hall wing • The Graphics Division has implemented a new design element standard that will provide for a more uniform image throughout the organization (i.e. branding) 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Update some exterior signage with new design element at the City Hall Complex (EOC exterior sign).
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Funding for exterior signage 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 4: Develop a tangible environmental mitigation plan

Date of Update: 07/17/2012

Project Objective 4A: Continue analyzing feasibility of green zones

Project Leader(s): Alex Hamilton, Matt Marquez

Estm'd Comp. Date: December 2013 **Target Date:** 7/17/2012

Status: Project on-track.

Key Accomplishments <ul style="list-style-type: none">• Kick-off meeting with core team (Eastyards, Staff, EOA, & MIG) set for July 11, 2012• Initiative: goals and objectives established	Upcoming Milestones <ul style="list-style-type: none">• Stakeholder identification & outreach.• Kick off meeting with Stakeholders by August 2012.
Challenges / Action Plans <ul style="list-style-type: none">• n/a	Additional Information <ul style="list-style-type: none">• n/a

PROJECT STATUS UPDATE

Project Name 4: Develop a tangible environmental mitigation plan

Date of Update: 07/17/2012

Project Objective 4B: Improve housing stock – Environmental retrofit (i.e.; Ayers/Astor Avenue. Explore funding sources

Project Leader(s): Alex Hamilton

Estm'd Comp. Date: Fall 2012

Target Date: 9/10/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> Ongoing research for grant funds for housing/environmental rehabilitation. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> By September 10, 2012 report to City Council on funding sources/options. Communication with Assemblymember Ricardo Lara to present special legislation
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> Serious funding constraints caused by uncertain State conditions relating to the dissolution of redevelopment (AB1X26 & AB1484). If Commerce can retain housing funds, then programs may be implemented. If not, there are significant funding limitations through other grant funds. 	<p>Additional Information</p> <ul style="list-style-type: none"> n/a

PROJECT STATUS UPDATE

Project Name 4: Develop a tangible environmental mitigation plan

Date of Update: 07/17/2012

Project Objective 4C: Maximize tree planning for environmental mitigation (i.e.; smog, noise)

Project Leader(s): Danilo Batson, Alex Hamilton, Robert Lipton

Estm'd Comp. Date: 12/10/12

Target Date: 12/10/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Identified tree vacant sites throughout city • Engineer/landscape architect for Washington Blvd are developing landscaping plants that will include tree planting in medians/parkways • Plant large trees in median • Identified potential funding sources • Continue to encourage landscaping in all major developments through existing codes. • Discussed with UP Railroad the possibility of planting Italian Cypress trees on their property along Astor Ave. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • By 7/24/12 – Kick-off Meeting • By 7/24/12 – Establish Regular Meeting (2nd & 4th Tuesday) • By 8/17/12 – Identify List of Potential Trees & Locations • By 10/24/12 – Develop Action Plan • By 11/19/12 – Submit Plan to City Administrator • By 12/10/12 – Present Final Plan to City Council
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Limited grant availability 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 4: Develop a tangible environmental mitigation plan

Date of Update: 07/17/2012

Project Objective 4D: Pursue mitigation of intermodal impact (through legislation, political connections, new revenues, partnerships with key stakeholders; pollution tax viability; legislative updates)

Project Leader(s): Fernando Mendoza, Vilko Domic, Claude McFerguson, Jason Stinnett, Ivan Altamirano

Estm'd Comp. Date:

Target Date: 9/10/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Commerce will continue to be engaged in rail yard and diesel emission reduction discussions at the state and local level (i.e., CARB, SCAQMD) • Commerce employees met 2012 AQMD Average Vehicle Ridership(AVR) resulting in reduced traffic and improving air quality/pollution • On July 5, 2012, CARB certified that the City is in compliance with both the PM and NOx emissions requirements for the Urban Bus and Transit Fleet Vehicle portions of the Transit Fleet Rule. • Held meeting with Congresswoman Roybal-Allard on goods movement impact I-710 Project comment letter submitted to Caltrans • City recently received notification of a Federal Grant award in the amount of \$253K, which shall be used to mitigate startup cost for the new Citadel route 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • By August 9, 2012, Project Team members will meet to discuss strategies for mitigating intermodal impacts. • City receives payment (Nov. 2012) of \$253K towards new transit service (Citadel Express) • City shall use part of the \$253K towards accommodating service demands at the Commerce 26th Street Metrolink station
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> - Interstate Commerce (federal regulation) preemption on state and local laws 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 4: Develop a tangible environmental mitigation plan

Date of Update: 07/17/2012

Project Objective 4E: Explore regional growth strategy; Enhance regional representation for Commerce voice

Project Leader(s): Alex Hamilton, Jason Stinnett, Fernando Mendoza

Estm'd Comp. Date: Fall 2012 and ongoing **Target Date:** 9/10/2012

Status: Project on-track.

Key Accomplishments <ul style="list-style-type: none">• Commerce has a voice through ongoing lobbying efforts by staff and lobbyist.	Upcoming Milestones
Challenges / Action Plans <ul style="list-style-type: none">• This will take a prolonged lobbying effort to insure Commerce has a voice.	Additional Information <ul style="list-style-type: none">• n/a

PROJECT STATUS UPDATE

Project Name 4: Develop a tangible environmental mitigation plan

Date of Update: 07/17/2012

Project Objective F: Establish plan to enhance relationship with railroads

Project Leader(s): Tina Baca Del-Rio, Lilia Leon (Jorge Rifa, Alex Hamilton, Fernando Mendoza)

Estm'd Comp. Date:

Target Date: 6/7/2012

Status: Project on-track.

Key Accomplishments <ul style="list-style-type: none">• Meetings are held quarterly with UPRR• Secured BNSF's cooperation on key clean-up projects	Upcoming Milestones <ul style="list-style-type: none">• Explore BNSF quarterly meetings• BNSF fuel sales tax discussions
Challenges / Action Plans <ul style="list-style-type: none">• n/a	Additional Information <ul style="list-style-type: none">• n/a

PROJECT STATUS UPDATE

Project Name 5: Implement strategic communication plan for all key stakeholders

Date of Update: 07/17/2012

Project Objective 5A: Develop communication plan utilizing and enhancing existing communication platforms to communicate key issues—beyond crime—important to city. Communicate successes and what we are doing;

Project Leader(s): Jason Stinnett, Laura Tilley, Beatriz Sarmiento, Loretta Gutierrez, Fernando Mendoza, Denise Robles

Estm'd Comp. Date:

Target Date: 10/8/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Interactive sites like Facebook and Twitter are being used more effectively by staff as mediums for communication. • Use of TV monitor at main City Hall entrance to promote and communicate key information. • Established business community coverage in the RTPP on a consistent basis (enhances existing platform) • Utilized the Citadel and Hyundai digital media signs (new communications platforms) to increase and enhance communication. • Enhanced content in the Industrial Council's bi-annual publication "Focus on Business." • Monitors at all circulation desks at each library display programs and services 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • Use of Cable to develop short news reports
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • Limited bandwidth in City Hall creates inefficiencies when dealing with web based social media and City website updates. 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 5: Implement strategic communication plan for all key stakeholders

Date of Update: 07/17/2012

Project Objective 5B: Create bilingual communication plan

Project Leader(s): Scott Wasserman, Beatriz Sarmiento

Estim'd Comp. Date: 10/1/2012

Target Date: 8/1/2012

Status: Project complete.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Conducted planning meeting to discuss what materials or mode of bilingual communication would be most effective • Discussed priorities and listed oral Spanish communication as first priority • Prepared written summary for Council, describing the organization's current capacity to communicate with Spanish speakers and additional measures that can improve communication with Spanish speakers, as part of a broader bilingual communication plan. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • By July 2012- Talk to Department Heads about looking at their department's staff for bilingual speakers
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> - Looking at existing staff members in each department for bilingual speakers who can accurately translate orally. - Having staff members at community events to translate may pose shortage of staff at their respective facilities. 	<p>Additional Information</p> <ul style="list-style-type: none"> • Looking at the Neighborhood Watch model and going out to speak to the community in Spanish about existing programs and services.

PROJECT STATUS UPDATE

Project Name 5: Implement strategic communication plan for all key stakeholders

Date of Update: 07/17/2012

Project Objective 5C: Update and publish Master Calendar

Project Leader(s): Linda Olivieri, Al Vela, Rebecca Kuhn

Estim'd Comp. Date: **Target Date: 6/25/2012**

Status: Project on-track.

Key Accomplishments <ul style="list-style-type: none">• Project "Overview Calendar" is completed and is ready to be implemented on Council iPhones and iPads.	Upcoming Milestones <ul style="list-style-type: none">• Training to be provided by the IT Division in accordance with individual councilmember availability
Challenges / Action Plans <ul style="list-style-type: none">• Software application between Apple and Microsoft Suite have different operating platforms and different degrees of compatibility• Possible expansion of viewing in Administration Conference Room in mid-November	Additional Information <ul style="list-style-type: none">• n/a

PROJECT STATUS UPDATE

Project Name 5: Implement strategic communication plan for all key stakeholders

Date of Update: 07/17/2012

Project Objective 5D: Provide the Council and promote evaluation forms for programs and services

Project Leader(s): Scott Wasserman

Estm'd Comp. Date:

Target Date: 6/25/2012

Status: Project ongoing.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • The Parks and Recreation Department provided Council with the program evaluation from Cinco De Mayo on June 28, 2012 via email and a subsequent CRF. • Evaluations for the city's dance program were forwarded to Council on September 19, 2012. 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • The Parks and Recreation Department will provide the event evaluation for the Independence Day Celebration when the evaluation process is complete.
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • n/a 	<p>Additional Information</p> <p>The Parks and Recreation Department will provide additional program evaluations and results from parent surveys, as they are completed.</p>

PROJECT STATUS UPDATE

Project Name 5: Implement strategic communication plan for all key stakeholders

Date of Update: 07/17/2012

Project Objective 5E: Develop a community committee to include neighboring cities and stakeholders to discuss/assess areas of concern

Project Leader(s): Ivan Altamirano, Tina Baca Del-Rio, Fernando Mendoza

Estm'd Comp. Date:

Target Date: 6/26/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> • Departments and City Council are actively participating on the following regional and local collaborative committees: <ul style="list-style-type: none"> League of California Cities Gaming Cities Gateway Council of Governments Homeless Committee I-5 Consortium I-710 Project Committee Southeast Water Coalition Municipal Transit Operators Committee • Some Departments participate in regional and local committee meetings 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> • n/a
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> • City is well represented and actively participating in a regional network of cities 	<p>Additional Information</p> <ul style="list-style-type: none"> • n/a

PROJECT STATUS UPDATE

Project Name 6: Establish protocol to ensure decision making and evaluation processes for new ideas are clear and timely.

Date of Update: 07/17/2012

Project Objective 6A: Establish Council subcommittee to meet with senior management committee to establish criteria

Project Leader(s): Joe Aguilar, Loretta Gutierrez, Beatriz Sarmiento, Jorge Rifa

Estm'd Comp. Date: **Target Date: 7/10/2012**

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> Discussions underway on how to improve communication 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> November 13, 2012 Council Workshop
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> Consideration to consolidating the following goals because of their interrelatedness 	<p>Additional Information</p> <ul style="list-style-type: none"> n/a

PROJECT STATUS UPDATE

Project Name 6: Establish protocol to ensure decision making and evaluation processes for new ideas are clear and timely.

Date of Update: 07/17/2012

Project Objective 6B: City Council suggestion box/process (internal and external)

Project Leader(s): Tina Baca Del-Rio, Denise Robles, Fernando Mendoza

Estm'd Comp. Date:

Target Date: 7/10/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> On-line City Council Suggestion Box drafted. Implementation process reviewed with Council Team members 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> City Council approval to activate the website Suggestion Box
<p>Challenges / <u>Action Plans</u></p> <ul style="list-style-type: none"> E-mails received via the online Suggestion Box will be screened by Admin, forward to Council and the respective department. Council will receive submitted suggestions on a weekly basis and only discuss viable suggestions. 	<p>Additional Information</p> <ul style="list-style-type: none"> n/a

PROJECT STATUS UPDATE

Project Name 6: Establish protocol to ensure decision making and evaluation processes for new ideas are clear and timely.

Date of Update: 07/17/2012

Project Objective 6C: Communicate proper chain of command to Council (Clear communication in both directions)

Project Leader(s): Eduardo Olivo, Linda Olivieri

Estm'd Comp. Date:

Target Date: 7/10/2012

Status: Project on-track.

<p>Key Accomplishments</p> <ul style="list-style-type: none"> Chain of Command Policy III-1 adopted by City Council on Jan 6, 2009 	<p>Upcoming Milestones</p> <ul style="list-style-type: none"> Review and communicate existing Chain of Command Policy
<p>Challenges / Action Plans</p> <ul style="list-style-type: none"> n/a 	<p>Additional Information</p> <ul style="list-style-type: none"> n/a