



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION VIII
Colorado, Montana,
North Dakota,
South Dakota,
Utah and Wyoming

12300 West Dakota Avenue
Suite 310
Lakewood, Colorado 80228
720-963-3300 (voice)
720-963-3333 (fax)

REGION 8 BULLETIN NO: 12-11

Date: October 26, 2012

Subject: Groundwork USA Program – National Park Service
Sustainable Communities Opportunity

Dear Grantees:

We would like to provide to you the following information on the National Park Service (NPS) Groundwork USA Program. Instructions on the application process are also attached.

Sincerely,

Linda M. Gehrke
Regional Administrator

Program Title: Groundwork USA Program

Lead Partners: National Park Service Rivers, Trails and Conservation Assistance Program in partnership with Environmental Protection Agency Brownfield Program and Groundwork USA.

Program Goal(s):

- Increase the capacity of communities to improve and care for their local environments themselves and improve access to parks, recreation and conserved natural resources.
- Develop holistic community specific approaches to improving environmental health and community well being – physical improvements, education and job training, community leadership and civic engagement.
- Transform vacant and derelict lands into community assets for conservation, recreation and economic development.
- Raise the profile of urban environmental transformation as part of a comprehensive approach to smart growth strategies, community stabilization, and economic redevelopment.

Brief Description: The Groundwork USA Initiative is a growing network of community ‘do-tanks’ for the environment called Groundwork Trusts. Locally organized and controlled, each Groundwork Trust delivers projects and programs to address local environmental justice issues through a creative mix of professional staff, volunteers, partners and stakeholders, with funding from the public and private sector. There are now 20 Groundwork USA pilot communities across the US; 19 Groundwork Trusts are established. The network is led by Groundwork USA, a national

nonprofit working to increase the effectiveness of the local Trusts with information sharing, training, resource development, technical assistance and quality control. For more information, www.groundworkusa.org

Program Design: Beginning in 1997, the Network is designed to encourage information sharing, support, and collaborative thinking among established and developing Groundwork Trusts and the communities they serve. The NPS and EPA support the Network and establishment of GW Trusts through technical assistance (NPS) and seed funding (EPA).

Establishing a new Groundwork Trust is a multi-step competitive process and brings many public, private and community stakeholders to the table to build consensus on community assets and needs and the role for a GW Trust in their community to address those needs. This diverse group, many who have not worked with each other before, forms a local Groundwork Steering Committee to work with the National Park Service to evaluate Groundwork for their community. If in agreement, they apply to NPS for Groundwork USA Pilot Funding and Technical Assistance. If their proposal is selected, they then work with NPS and Groundwork USA on in-depth feasibility study and launching strategy. Upon completion, if the final decision is to establish the new GW Trust, NPS provides seed funding and technical assistance to help establish the new GW Trust in partnership with the local government and the partners on the Steering Committee. The new Groundwork Trust also becomes part of the GW USA Network to draw on the expertise of the other GW Trusts and the Groundwork USA national office.

Target audience: The focus is the community itself and their role in leading the environmental restoration of their own community. To accomplish this, each GW Trust engages municipal government, business and civic leaders, foundations, churches, community organizations, nonprofits, residents and other stakeholders to build consensus and achieve results. Engaging youth as leaders and doers is a high priority for all GW projects and programs.

Role of the Community The community, integral to achieving success, leads the Groundwork Trust from establishing a steering committee and leading the feasibility process to governing the organization and directing and participating in projects and programs.

Results: Groundwork USA Network Accomplishments in 2011

- Environmental Improvements
 - # Trees planted: 2,026
 - # Shrubs, Bulbs, Perennials, Flats of vegetables and flowers planted: 9,823
 - # Acres of parks, openspace and derelict land improved: 286
 - Tons of CO2 reduced or sequestered: 7,014
 - # feet of urban river habitat cleaned up/conserved/restored: 86,789
- Community Engagement
 - # Youth (<18 yrs old) actively engaged: 4,153
 - # Adults (> 18 yrs old) actively engaged: 22,619
 - # Volunteer hours: 135,249
 - # Partners engaged: 701
- Integrating the Economy and Environment
 - # Person weeks of green job training provided: 1,228
 - # Jobs created or retained (fulltime, part time, summer): 281
 - Dollars leveraged (public and private sector and in-kind): \$10,757,949.00
- See www.groundworkusa.org for stories and pictures of recent accomplishments

Evaluation: NPS and Groundwork USA evaluate work being accomplished by the GW Trusts and the benefits to the communities they serve through quarterly reports, annual performance measures, regular network conference calls and an annual conference and Youth Summit. Each GW Trust is also evaluated after their first year of operation and assisted through a more intensive Peer Planning and Review (PAR) which includes site visits and interviews with staff, board members and partners.

Funding and Technical Assistance: In addition to RTCA technical assistance, each selected community receives significant staff assistance from Groundwork USA to develop their Groundwork Feasibility Study, which includes up to \$5,000.00 for the local steering committee to support their work. If the feasibility study is approved, \$80,000.00 is provided by NPS-EPA to support the launch of the new GW Trust. The funds are disbursed over a 12 – 18 month period based on the accomplishment of a work plan to launch the new GW Trust that was agreed to by NPS and the new Groundwork Trust. Upon successful completion of the workplan to launch the new GW Trust and a 1 year operations review by GW USA, the new Trust is eligible to receive up to \$100,000 (in \$25,000, \$50,000 and \$25,000 increments) over three years to build capacity and undertake more project and program work.

**FINANCIAL ASSISTANCE
OPPORTUNITY TO APPLY FOR GROUNDWORK USA PILOT FUNDING
AND TECHNICAL ASSISTANCE AND JOIN THE GROUNDWORK USA
NETWORK**



**U.S. Department of Interior
National Park Service**

Groundwork USA Program

Letter of Interest Opportunity Announcement Number:

NPS- WASO-P13AC32345

Announcement Type: Original

CFDA Number 15.931

Issue Date: October 17, 2012

Letter of Interest Due Date: December 14, 2012 COB

SECTION I – GROUNDWORK USA PILOT FUNDING CALL FOR LETTERS OF INTEREST

- A. Legislative Authority**
- B. Project Background Information**
- C. Project Objectives**
- D. Selection Information**
- E. Application and Selection Process**

SECTION II – ELIGIBILITY INFORMATION

- A. Eligible Applicants**
- B. Letter of Interest**

SECTION III – SUBMISSION INFORMATION

- A. Letter of Interest Content and Format**
- B. Submission Dates and Times**

SECTION IV – GROUNDWORK USA PILOT FUNDING AND TECHNICAL ASSISTANCE PROGRAM EVALUATION CRITERIA

SECTION V – REVIEW AND SELECTION PROCESS

- A. Review Process**
- B. Notice of Selection**

SECTION VI – QUESTIONS

SECTION VII – OTHER INFORMATION

- A. Modifications or Changes to the Announcement**
- B. Evaluation and Administration by Non-Federal Personnel**
- C. Notice of Potential Disclosure under Freedom of Information Act**

APPENDICES/REFERENCE MATERIAL

Appendix A - Definitions

Appendix B - Personally Identifiable Information (PII)

**NATIONAL PARK SERVICE
GROUNDWORK USA PROGRAM**

CFDA NUMBER 15.931

SECTION I: GROUNDWORK USA PILOT FUNDING CALL FOR LETTERS OF INTEREST

A. Legislative Authority

16 U.S.C. 1g authorizes the National Park Service (NPS), beginning in fiscal year 1997 and thereafter, to enter into cooperative agreements that involve the transfer of NPS appropriated funds to State, local and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out NPS programs pursuant to 31 U.S.C. 6305 to carry out public purposes of NPS programs.

16 U.S.C. 4601 et seq. Outdoor Recreation Act of 1963 promotes the coordination and development of effective programs relating to outdoor recreation and for other purposes.

B. Project Background Information

The Groundwork USA Pilot Program (Groundwork Program) builds capacity to improve the environmental, economic and social conditions in communities impacted by brownfields and derelict lands by supporting the establishment and early success of locally organized and governed independent nonprofit environmental businesses called Groundwork Trusts.

Groundwork Trusts work locally to create strong partnerships with municipal government, schools, neighborhood groups, other agencies and organizations, businesses, foundations, and individual residents, and to engage them in the transformation of their own communities through projects and activities that use a creative mix of staff, volunteers and leveraged resources.

The Groundwork Program is funded by Environmental Protection Agency (EPA) Brownfields Program and administered by the National Park Service (NPS) Rivers, Trails and Conservation Assistance Program (RTCA). The EPA provides NPS with the funds to implement the Groundwork Program under an Interagency Agreement. NPS awards and administers the funds to successful applicant(s) through Cooperative Agreements and provides technical assistance to grantees.

The Groundwork Program has created a “network” of Groundwork Trusts in communities across the United States. The Groundwork USA network now comprises 19 Trusts. The nonprofit organization Groundwork USA (GW USA) works in cooperation with NPS to coordinate, manage, and develop the national network, and also to provide technical assistance to the individual Groundwork Trusts. Visit www.groundworkusa.org for more information about GW USA.

C. Project Objectives

The mission of the Groundwork Program is to *“bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well being.”*

The objective of the Groundwork Program and the national network of Groundwork Trusts is to build capacity to improve the local environment and quality of life in communities impacted by brownfields, derelict land, distressed natural resources and other environmental issues.

The joint objectives of the National Park Service, the Environmental Protection Agency, Groundwork USA, and the communities selected to participate in the Groundwork Program, are to assess the feasibility of developing and sustaining a Groundwork Trust organization in the applicant community; to establish a new Groundwork Trust if appropriate; to initiate conservation, recreation, and economic development projects and programs that improve the environment and overall quality of life.

Groundwork Trusts use a holistic approach by establishing working relationships to carry out multiple projects and programs that, over time:

- **Transform derelict and abandoned land** into community assets such as pocket parks, community gardens, recreation facilities and nature preserves;
- **Remediate and transform brownfields and waterways**, in general land that is or perceived to be contaminated or polluted, as well as land along waterways –and the waterways themselves - for community benefit;
- **Improve outdoor school facilities** for recreation and education, and develop programs to **engage students** in community regeneration;
- **Enhance commercial areas** to support community economic development, and **engage businesses** in community service;
- **Involve youth** in projects and programs that develop job, leadership, and other life skills.

D. Selection Information

This is a call for Letters of Interest (LOI) (Step E 1 below). LOI preparation guidelines are in Section II B. Criteria to evaluate Letters of Interest are in Section IV. Approximately ten (10) communities will be invited based on the LOI to participate in a follow-up assessment (Step E 2 below).

E. Application and Selection Process

Establishment of a new Groundwork Trust involves a multi-step process as outlined below (timeframes are approximate) to determine the needs, opportunities, capacity, and level of commitment to establish a Groundwork Trust in the applicant community, and if appropriate,

to receive federal funding and technical assistance to start and support the organization in its first critical years of operation.

Community participation in the Groundwork Program should be sponsored by a locally convened "Groundwork Steering Committee" with broad and diverse representation from the community's local government, civic leaders, business interests, neighborhood representatives and other organizations and individuals interested in the potential for establishing a Groundwork Trust in their community.

Interested communities may request assistance with this process from their regional NPS Rivers, Trails and Conservation Assistance Program. RTCA Program and staff contact information is available at www.nps.gov/rtca.

Step 1 - Letter of Interest (due December 14, 2012 COB)

Interested communities submit a Letter of Interest from the local Groundwork Steering Committee to the National Park Service that explains how the Groundwork Program might address the environmental, social and economic needs of the community. See the *Guidelines for the Groundwork USA Letter of Interest* in Section II B for the format and recommended content of this letter. Approximately ten (10) communities will be selected to participate in the assessment process below.

Step 2 – Assessment/Proposal (February 1, 2013 – May 31, 2013 due date for final proposal will be June 28, 2013)

Based on the Letter of Interest, representatives of NPS and Groundwork USA will meet with the local Groundwork Steering Committee and other community members as appropriate to explain the Groundwork Program in detail; visit local potential Groundwork project sites; learn more about the community's interest in the Groundwork Program; answer questions and react to initial ideas about the potential for the Groundwork Program in the community. These meetings should involve regional representatives of EPA's Brownfield's Program.

Based on the assessment, NPS (in consultation with EPA and GW USA) will invite selected communities to submit a **Proposal for Groundwork Pilot Funding and Technical Assistance**. The local Groundwork Steering Committee submits the proposal in partnership with the chief local elected official. **The proposal must include a commitment letter from the Mayor or chief elected official to provide the local match (\$25,000 per year for the first three (3) years of the Groundwork Trust if established).**

(Proposal guidelines will be provided directly to the selected communities and NPS and Groundwork USA staff will be available by phone to answer questions regarding proposal preparation.)

Step 3 – Feasibility Study (9 to 12 months)

Based on the proposals one (1) to three (2) communities will be selected to develop a **Groundwork Feasibility Study and Strategic Plan** under the auspices of the local

Groundwork Steering Committee with technical assistance from the National Park Service. The purpose of the Feasibility Study is to assess whether the Groundwork Program is a “fit” for the community and if so how a local Groundwork Trust would be established and sustained over time. Groundwork USA will work closely with the selected communities to develop the Feasibility Study, and may provide \$4-5,000 to the local Steering Committee to support this work.

Upon completion of the Feasibility Study and Strategic Plan the Groundwork Steering Committee and chief local elected official will decide whether to proceed with establishment of the local Groundwork Trust. Letters in support of the community’s decision are required by NPS, EPA and GW USA to admit the new Trust to the national Groundwork network and to provide the federal funds to help start up the new Groundwork Trust.

Step 4 – Start-Up (12 – 18 months)

NPS provides funding in the amount of \$80,000 along with technical assistance to support the start-up of the new Groundwork Trust in the host community. The funds are disbursed over the period of 12 to 18 months based on the accomplishment of a work plan negotiated between the Groundwork Trust and NPS. These funds may be used to hire staff; secure office space; engage partners; initiate projects and programs such as youth development initiatives, community outreach, creation of conceptual plans, coordination of volunteer events, etc.; and to cover other operational expenses. The funds are tied to deliverables that illustrate how the tasks were completed and how they added to the capacity of the organization. **The funds may not be used for project construction or fundraising.**

PLEASE NOTE: IF THE DECISION IS MADE TO ESTABLISH A GROUNDWORK TRUST, THE APPLICANT COMMUNITY’S LOCAL GOVERNMENT IS REQUIRED TO PROVIDE A MINIMUM \$25,000 CASH MATCH EACH YEAR FOR THE TRUST’S FIRST THREE YEARS OF EXISTENCE. ADDITIONAL CASH AND IN-KIND RESOURCES ARE ENCOURAGED FROM THE COMMUNITY TO SUPPORT THE COST OF START-UP INCLUDING PROJECTS, PROGRAMS AND OPERATIONS.

Step 5 – Building Capacity (3 years)

Upon successful completion of the work plan in Step 4, a full year of operation including incorporation and 501 (c) 3 application, and a 1-year operations review with GW USA, the local Groundwork Trust is eligible to receive funds (as available to the Groundwork USA Program) up to \$100,000 (in \$25,000, \$50,000, and \$25,000 increments) over three (3) years. These funds can be used for purposes similar to those funded in start-up. **The Groundwork Trust must provide a 25% match in cash or ‘in-kind’ to access these funds.**

SECTION II: ELIGIBILITY INFORMATION

A. Eligible Applicants

To be considered for Groundwork USA Pilot Funding and Technical Assistance, interested communities must:

- Have received or be receiving funding from the Environmental Protection Agency Brownfields Program, and have demonstrated success utilizing those resources;
- Convene a local Groundwork Steering Committee representative of the community's diversity, and with representation from from local government, businesses, civic groups, community organizations, institutions, neighborhood residents and other interested stakeholders. The role of the Steering Committee is to apply for Groundwork USA Pilot Funding and Technical Assistance, and if selected, to conduct the Feasibility Study and Strategic Plan as a community partnership effort with the support of NPS and GW USA. The Steering Committee also may also provide transitional support to help coordinate start-up of the new local Groundwork Trust, especially recruitment and selection of the Executive Director and Board Members, if appropriate.

B. Letter of Interest

Guidelines to submit a Letter of Interest (LOI) to the Groundwork Program are provided below. Letters should not exceed four (4) pages in 11 point font. Based on the LOI submittals up to ten (10) communities will be selected to participate in a follow-up site visit and scoping meetings to evaluate the community's potential to submit a full proposal for Groundwork USA Pilot Funding and Technical Assistance.

1. Provide a brief description of the geographic area (e.g. city, watershed, specific areas within a city or county, etc.) where your local Groundwork Trust would operate. Include relevant demographics. Describe the environmental and community development issues that a Groundwork Trust could help address. The area should contain sufficient opportunities to sustain a new organization working in partnership with and/or adding value to the work of existing agencies, institutions and organizations. Once established and as needs arise a Groundwork Trust may expand its geographic scope of operation.
2. Describe the opportunities for a Groundwork Trust to improve the local environment for conservation, recreation, and economic development in terms of:
 - The potential for a Groundwork Trust to facilitate creation, improvement and stewardship of parks, greenways, open spaces and nature reserves, and increase opportunities for recreation, conservation and other environmental improvements in communities impacted by brownfields;
 - The potential for a Groundwork Trust to stimulate economic and environmental rejuvenation of communities impacted by brownfield issues;
 - The potential for a Groundwork Trust to increase the community's capacity to improve the environment, economy and quality of life;

- The potential for a Groundwork Trust to engage the community in planning and development of projects and programs to improve the local environment for parks, recreation facilities, nature areas, waterways, and other community benefits;
 - The potential for a Groundwork Trust to contribute to the use or reuse of existing infrastructure.
3. Describe the opportunities for a Groundwork Trust to help address brownfield issues in your community in terms of:
- The potential to leverage funds to support brownfield assessment, remediation, and reuse for parks, recreation facilities, nature areas, waterways, and other community benefits;
 - The potential to engage the community in planning and implementation of projects and programs to assess, cleanup, and reuse brownfields for parks, recreation facilities, nature areas, waterways, and other community benefits;
 - The potential to help reduce threats to human health and the environment associated with the presence of hazardous substances, pollutants and/or contaminants in the community;
 - The potential to help address, or facilitate identification and reduction of threats to the health and welfare of populations at risk in the community.
4. Identify the organization or agency convening and leading the local Groundwork Steering Committee, and describe the agency or organization's experience with community and environmental improvement activities. Provide the name and contact information for a lead contact person, and describe the person's anticipated role in the work of the Groundwork Steering Committee.
5. Describe the level of community interest and commitment to learn about, evaluate and possibly establish a Groundwork Trust. Identify the local organizations, businesses, institutions, government agencies and/or community groups interested in evaluating the potential for the Groundwork Program in your community in terms of:
- The breadth of community participation on the Steering Committee, i.e. business, government, philanthropic, nonprofit, civic groups, church groups, community organizations and residents;
 - The diversity of the larger community reflected on the Steering Committee;
 - The commitment of local government to participate on the Steering Committee and provide the local government funding match should a Groundwork Trust be established;

- The potential for a Groundwork Trust to be viewed as competition by other non-profit organizations in the community;
 - The potential for other resources to be leveraged to support development of the local Groundwork Trust.
6. Describe any funding and/or technical assistance your community has received or currently receives from the U.S Environmental Protection Agency Brownfields Program, and the resulting accomplishments in remediation and reuse of brownfields (note: you may need to contact your local municipal official responsible for overseeing such funds).
 7. Provide the name and contact information for your regional staff contact in the EPA Brownfields Program. Describe the person's anticipated role with the local Groundwork Steering Committee.
 8. Describe any assistance your community has received or is currently receiving from the Rivers, Trails and Conservation Assistance Program of the National Park Service, and/or your community's work experience with other NPS programs or park units. Describe any accomplishments from these partnerships to improve opportunities for conservation and recreation in your community.
 9. Identify a local staff contact in the Rivers, Trails and Conservation Assistance (RTCA) Program of the National Park Service. Describe the anticipated involvement of NPS staff with the local Groundwork Steering Committee. The Groundwork USA Program is administered by the RTCA Program in cooperation with the EPA Brownfields Program and Groundwork USA, and NPS involvement is important to the establishment of new Groundwork Trusts. Interested communities may receive assistance from RTCA by contacting the regional RTCA program at www.nps.gov/rtca.

Section III: SUBMISSION INFORMATION

A. Letter of Interest Content and Format

Format and content for the LOI should follow the guidelines in Section II B. Letters of Interest will be evaluated for consistency with these guidelines and for compliance with the Groundwork USA Pilot Funding and Technical Assistance Program evaluation criteria in Section IV.

B. Submission Dates and Times

Applicants are responsible to ensure the LOI is received by the National Park Service by December 14, 2012. **LOI's RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR REVIEW.** Applicants removed from consideration for this reason will be notified. **LOI preparation time may take several weeks. Please start the process as soon as possible.**

WHERE TO SUBMIT

**LETTERS OF INTEREST MUST BE SUBMITTED TO THE NATIONAL PARK SERVICE BY THE DUE DATE, BY MAIL, FEDEX, UPS, ETC., TO THE FOLLOWING ADDRESS:
NOTE: for FEDEX, UPS, and any other delivery service, use the Suite number. Do not use the Box number in the address. These services will not deliver to a Box.**

FedEx Address:

National Park Service
Washington Contracting Office
7333 W. Jefferson Avenue
Suite 100
Denver, CO 80235
Attn: Jaime Mijares
Letter of Interest Opportunity Announcement **NPS- WASO-P13AC32345**

USPS Address:

National Park Service
12795 W. Alameda Parkway
Mail Stop WCP
Lakewood, CO 80228
Attn: Jaime Mijares
Letter of Interest Opportunity Announcement **NPS- WASO-P13AC32345**

Section IV: Groundwork USA Pilot Funding and Technical Assistance Program Evaluation Criteria

The Environmental Protection Agency provides funding for the Groundwork USA Program and has established the following priorities for participating communities:

- Groundwork shall help reduce the threats to human health and the local environment associated with the presence of hazardous substances, pollutants or contaminants;
- Groundwork shall address or facilitate the identification and reduction of threats to the health and welfare of populations at risk;
- Groundwork shall contribute to the use or reuse of existing infrastructure.

Consideration of the above priorities and the following specific criteria will be used to evaluate applicant communities from the initial Letter of Interest through proposals for Groundwork USA Pilot Funding and Technical Assistance:

1. The status of the community/local government as a current or past recipient of funding from the EPA Brownfields Program and demonstrated success in those efforts.
2. The breadth of community participation on the local Groundwork Steering Committee and support for establishing a Groundwork Trust from a broad array of stakeholders including business, government, philanthropic, nonprofit, civic groups, church groups, community organizations and residents.
3. The Steering Committee reflects the diversity of the larger community.
4. The commitment of local government to support the effort, participate in the process and provide the local government funding match.
5. The extent to which Groundwork would facilitate the creation, improvement and stewardship of parks, greenways, open space, waterways, and nature reserves and increase opportunities for recreation, conservation and other environmental improvements in communities impacted by brownfields.
6. The extent to which other resources will be leveraged to support development of the local Groundwork Trust.
7. The extent to which Groundwork will leverage/stimulate funds from other sources to support the assessment and remediation of brownfields and their reuse for parks, recreation facilities, nature areas, waterways, and other community benefits.
8. The potential of Groundwork to stimulate economic and environmental rejuvenation of communities impacted by brownfield issues.
9. The extent to which Groundwork would increase the capacity of communities to improve the environment, economy and quality of life.
10. The extent to which Groundwork would engage the local community in planning and development of projects and programs to improve the local environment, including the assessment, cleanup and reuse of brownfield sites for parks, recreation facilities, nature areas, waterways, and other community benefits.
11. The community/local government has a current or past partnership with the National Park Service and demonstrated success in those efforts.

Section V: REVIEW AND SELECTION PROCESS

A. Review Process

LOI's will be reviewed and ranked by NPS with the assistance of EPA, Groundwork USA and members of a Groundwork USA advisory committee using the criteria in Section IV.

B. Notice of Selection

NPS will notify applicants selected for further consideration based on the submitted Letter of Interest and invite them to participate in the next step of the process involving a site visit and scoping meetings.

Selected communities should expect to receive this notice approximately six (6) to eight (8) weeks after the LOI submission.

Communities that were not selected on the basis of the submitted Letter of Interest will receive a notice as promptly as possible with an explanation why the LOI was not selected.

Section VI: Questions

Questions regarding the content of the announcement must be submitted by e-mail to:

Jaime Mijares (Contract Specialist) – Jaime_mijares@nps.gov or 303-969-2755

And to:

Douglas Evans – Groundwork USA Program Manager
douglas_evans@nps.gov

Linda Stonier – Groundwork USA Program contact
Linda_Stonier@nps.gov

Section VII: Other Information

A. Modification or Changes to the Announcement

Notices of any modifications to this announcement will be posted on Grants.gov. You can receive an email when a modification or an announcement message is posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

B. Evaluation and Administration by Non-Federal Personnel

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its LOI, consents to the use of non-Federal reviewers/administrators. Non-

Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

C. Notice of Potential Disclosure Under Freedom of Information Act

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

REFERENCE MATERIAL

Appendix A Definitions

"Applicant" means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a Funding Opportunity Announcement.

"Application" means the documentation submitted in response to a Funding Opportunity Announcement.

"Authorized Organization Representative (AOR)" is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization's E-Business Point of Contact designated in the CCR.

"Award" means the written documentation executed by a NPS Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

"Budget" means the cost expenditure plan submitted in the Application, including both the contribution and the Applicant Cost Share.

"Consortium (plural consortia)" means the group of organizations or individuals that have chosen to submit a single Application in response to a Funding Opportunity Announcement.

"Contracting Officer" means the NPS official authorized to execute Awards on behalf of NPS and who is responsible for the business management and non-program aspects of the Financial Assistance process.

"Cooperative Agreement" means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between NPS and the Applicant during the performance of the contemplated activity.

"Cost Matching or Cost Sharing" means that portion of project or program costs not borne by the Federal Government.

"Central Contractor Registry (CCR)" is the primary database which collects, validates, stores and disseminates data in support of agency missions. Funding Opportunity Announcements which require application submission through Grants.gov require that the organization first be registered in the CCR at <http://www.grants.gov/CCRRegister>.

"Credential Provider" is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity

Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at <https://apply.grants.gov/OrcRegister>.

“Data Universal Numbering System (DUNS) Number” is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge. http://www.grants.gov/applicants/request_duns_number.jsp

“E-Business Point of Contact (POC)” is the individual who is designated as the Electronic Business Point of Contact in the CCR registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov.

“E-Find” is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants <http://www.grants.gov/search/searchHome.do>

“Financial Assistance” means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For NPS, it NPSs not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

“Funding Opportunity Announcement (FOA)” is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

“Grant” means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between NPS and the Applicant during the performance of the contemplated activity.

“Grants.gov” is the “storefront” web portal which allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. <http://www.grants.gov>

“Key Personnel” mean the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants.

“Letter of Interest” means a written-response solicited from cooperators through advertisements. It is often employed in pre-qualifying the respondents for specific services, based on their resources and experience, before sending a funding opportunity announcement.

“Marketing Partner Identification Number (MPIN)” is a very important password designated by your organization when registering in CCR. The E-Business Point of Contact will need the MPIN to

login to Grants.gov to assign privileges to the individual(s) authorized to submit applications on behalf of your organization. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

“Modification” means a revision to a Funding Opportunity Announcement.

"Participant" for purposes of this Funding Opportunity Announcement only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the Funding Opportunity Announcement.

"Project" means the set of activities described in an Application, State plan, or other document that is approved by NPS for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

“Proposal” is the term used for the documentation submitted in response to a Funding Opportunity Announcement. Also see Application.

“Recipient” means the organization, individual, or other entity that receives a Financial Assistance Award from NPS, is financially accountable for the use of any NPS funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

"Selection" means the determination by the NPS Selection Official that negotiations take place or certain Projects with the intent of awarding a Financial Assistance instrument.

"Selection Official" means the NPS official designated to select Applications for negotiation toward Award under a subject Funding Opportunity Announcement.

"Substantial Involvement" means significant involvement on the part of the Government. NPS's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

"Total Project Cost" means all the funds to complete the effort proposed by the Applicant, including NPS funds plus all other funds that will be committed by the Applicant as Cost Sharing.

Appendix B – Personally Identifiable Information

In responding to this Announcement, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and

information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

1. **Public PII:** PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.
2. **Protected PII:** PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that Applicants must not include in the files listed above to be evaluated by the Merit Review Committee.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual
- Ratings
- Disciplinary actions
- Performance elements, standards, or work expectations are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual
- Credit card numbers
- Bank account numbers
- Security clearance history or related information (not including actual clearances held)

Listed below are examples of Public PII that Applicants may include in the files listed above to be evaluated by the Merit Review Committee:

- Phone numbers (work, home, cell)
- Street addresses (work and personal)
- Email addresses (work and personal)
- Digital pictures
- Birthday cards
- Birthday emails

- Medical information pertaining to work status (i.e. individual A is out sick today)
- Medical information included in a health or safety report
- Employment information that is not PII even when associated with a name
- Resumes, unless they include a Social Security Number
- Present and past position titles and occupational series
- Present and past grades
- Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
- Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work email address, or other identifying information regarding buildings, room numbers, or places of employment)
- Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
- Security clearances held
- Written biographies (e.g. to be used in a program describing a speaker)
- Academic credentials
- Schools attended
- Major or area of study
- Personal information stored by individuals about themselves on their assigned workstation or laptop unless it contains a Social Security Number