



AGENDA

Regular Board Meeting

The Oceana County Brownfield Redevelopment Authority will hold its **Regular Meeting on Tuesday, October 11, 2022 beginning at 10:00 a.m.** in the Oceana County Boardroom, 100 S. State Street, Hart, MI 49420.

Board Chair: Sara Bizon

Board Vice-Chair: Ron Maynard

Presenter	Description	Item #
Ms. Bizon	Pledge of Allegiance Call to Order Roll Call Approval of minutes from September 13 th . Conflict of Interest Disclosure Regarding Agenda Items Changes to the Agenda Approval of the Agenda Public Comment (<i>state your name, current address, and agenda item or topic</i>)	
Ms. Bizon	Discussion on Public Comment	
Mr. Maynard	Review Draft RFP – timelines and review process	
COMMENTS FROM BOARD MEMBERS		
	Adjournment	

Competitive Brownfields Grants (104(k)): Pre-Award Phase

Application Basics	Application Submission	Award Process
<p>Application forms are available at http://www.epa.gov/grants/epa-grantee-forms</p> <p>Application Components:</p> <p>Applications for Federal Assistance – SF 424</p> <p>Budget Information – SF 424A</p> <p>Assurances for non-construction – SF424B</p> <p>EPA Form 6600-06 – Certification Regarding Lobbying</p> <p>EPA Form 4700-4 Pre-Award Compliance</p> <p>Review Report</p> <p>Key Contact Form</p> <p>Workplan</p> <p>Biographical Sketch/ Narrative (Refer to RFP for workplan and budget narrative guidance)</p> <p>General Budget Narrative Guidance</p> <ul style="list-style-type: none"> EPA reviews in accordance with the OMB cost principles (necessary, allowable, allocable, reasonable) Budget narrative should match the funds requested on the SF424/424A Should reflect both the federal share and match (for cleanup and RLF only) Match: Should be distributed across the object class categories Can be presented in a table format Refer to RFP for additional information on Object Class Categories Program Manager and Authorized Representative should be 2 different people from organization 	<p>Submit via email to: Region5applications@epa.gov and EPA Project Manager</p> <p>Applications are due by July 1, 2022</p> <p>Project Period Dates: 10/1/22 – 9/30/25(CW SS Assessment, Cleanup) 10/1/22 – 9/30/27 (RLF & CWAGST)</p> <p>CFDA# (www.cfda.gov) 66.818 for Assessment/Cleanup/Multipurpose 616.815 for EWDJT</p> <p>How to ensure a timely award (common application issues)</p> <ul style="list-style-type: none"> Incomplete applications: Missing or outdated certifications, workplans/budget not approved by the program office, etc. Inconsistent information throughout the application: -budget narrative not matching the 424A -workplan timeframes do not match the SF424, etc. A registered DUNS is required to receive federal funds: -Ensure your organization has a DUNS -Register your organization DUNS in SAM.gov (Refer to RFP for guidance) Review workplan timeline to make sure it matches project dates on SF424 Dates should cover the workplan Budget issues: -Math errors -Calculations/breakdown not provided -Incorrect categorization of budget items -Ensure that federal and recipient match is consistent with budget narrative in workplan - All calculations/funds requested should be in whole dollars – no cents allowed 	<p>Proposal /Award Timeline</p> <p>Awards are generally made within 60 days of application receipt.</p> <p>You may be contacted by the Project Manager/Project Officer with questions during this timeframe.</p> <p>Grants Award Process</p> <p>Recipients will receive the award agreement via email (sent to Project Manager and Authorized Representative listed on SF424/Key Contacts)</p> <p>“Recipient’s signature is not required on this agreement. The recipient demonstrates its commitments to carry out this award by either:</p> <ol style="list-style-type: none"> 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date.” <ul style="list-style-type: none"> Notice of disagreement must be furnished to the EPA Award Official Until the disagreement is resolved, the recipient should not draw down funds <p>EPA Contacts</p> <p>Refer to Award Document for Project Manager/Project Officer and Grants Specialist contact information</p> <p>Payment Information</p> <p>ASAP registration and financial contact information. Submit forms to Research Triangle Park Finance Center rtpfc-grants@epa.gov & Andre Fairley fairley.andre@epa.gov</p>