



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**REGION V**  
77 West Jackson Boulevard  
Chicago, Illinois

June 5, 2019

**VIA EMAIL**

Thomas Otto  
City of Madison  
Economic Development Division  
215 Martin Luther King Jr. Blvd.  
Suite 130  
Madison, WI 53703

Dear Mr. Otto:

Congratulations on the selection of City of Madison's proposal for Community-wide assessment grant funding. I will be your Project Officer/Project Manager at U.S. EPA and I look forward to working with you over the next few years. I can be reached at (312) 353-2071 or via email at [mangrum.linda@epa.gov](mailto:mangrum.linda@epa.gov).

The next step in the process is to complete an Application for Federal Assistance. This award will be a Cooperative Agreement (CA) which means there will be substantial federal involvement in reviewing the project and providing technical assistance as requested.

Please print and follow the Checklist for Applications which is attached to this email. The application and all forms identified on the checklist can be found at the following website:

<https://www.epa.gov/grants/epa-grantee-forms>

Since you submitted a draft SF-424A form with your proposal through [www.grants.gov](http://www.grants.gov), you will need to provide an updated form with the work plan once it's been negotiated and approved and submit these documents with the rest of the required application forms. There are separate instructions for each form. If you have any problems, please give me a call or send me an email. There is no standard form for the detailed itemized budget but it is required to show how you calculated the object class category amounts. For tips on preparing the budget detail, see:

[https://www.epa.gov/sites/production/files/2014-08/documents/ogd\\_budget\\_detail\\_guidance\\_5\\_31\\_11.pdf](https://www.epa.gov/sites/production/files/2014-08/documents/ogd_budget_detail_guidance_5_31_11.pdf)

Prior to submission of the application forms, you will need to develop a work plan for the project. The work plan is based on the proposal that you submitted and must be approved by me and submitted as an attachment to your CA application. I would be happy to send you an example of a workplan upon request.

Region 5 will be holding 2 trainings to assist new grantees with completing the required forms for the application. The trainings will be offered via conference line on Tuesday, June 18, 2019 and Thursday, June 20, 2019, from 1:30pm to 3:00pm. A separate email and invitation will be forthcoming.

Your first draft of the work plan should be submitted electronically to me no later than June 28, 2019 (but earlier is best).

Please submit the application package consisting of all the elements on the attached checklist and the EPA approved work plan no later than **COB July 26, 2018 (earlier is better)**. You must submit applications to: [region5applications@epa.gov](mailto:region5applications@epa.gov) and please provide a courtesy copy to your Project Officer/Project Manager (me) at: [mangrum.linda@epa.gov](mailto:mangrum.linda@epa.gov) .

Please call me at 312-353-2017 at your earliest convenience so that we can discuss these grant requirements, and get the process completed as soon as possible.

Again, congratulations and I look forward to working with you on this new grant.

Sincerely,

Linda Mangrum  
Brownfields Project Manager  
U.S. EPA Region 5