

If your site . . .	Then EPA . . .
(a) Is not proposed for listing on the NPL or is proposed but no response is underway or scheduled to begin.	will advise you in writing that we are not yet accepting TAG "applications" for your site. EPA may informally notify other interested groups that it has received an LOI.
(b) Is listed on the NPL or is proposed for listing on the NPL and a response action is underway.	will publish a notice in your local newspaper to formally notify other interested parties that they may contact the first group that sent the LOI to form a coalition or they may submit a separate LOI.

**§ 35.4115 After the public notice that EPA has received an LOI, how much time does my group have to form a coalition or submit a separate LOI?**

Your group has 30 days (from the date the public notice appears in your local newspaper) to submit documentation that you have formed a coalition with the first group and any other groups, or to submit a separate LOI. This 30-day period is the first 30 days with which your group must be concerned.

**§ 35.4120 What does my group do next?**

- (a) After you submit an LOI, one of the first steps in applying for your TAG is determining whether your state requires review of your grant application. This review allows your governor to stay informed about the variety of grants awarded within your state. This process is called intergovernmental review. Your EPA regional office can provide you with the contact for your state's intergovernmental review process.
- (b) You should call that state contact as early as possible in the application process so that you can allow time for this review process which may take up to 60 days.
- (c) EPA cannot process your application package without evidence that you have submitted it to the state for review, if your state requires it.
- (d) EPA cannot award a TAG until the state has completed its intergovernmental review.

**§ 35.4125 What else does my group need to do?**

Once you've determined your state's intergovernmental review requirements, you must prepare a TAG appli-

cation on EPA SF-424, Application for Federal Assistance, or those forms and instructions provided by EPA that include:

- (a) A "budget";
- (b) A scope of work;
- (c) Assurances, certifications and other preaward paperwork as 40 CFR part 30 requires. Your EPA regional office will provide you with the required forms.

**§ 35.4130 What must be included in my group's budget?**

- Your budget must clearly show how:
- (a) You will spend the money and how the spending meets the objectives of the TAG project;
  - (b) Your group will provide the required cash and/or in-kind contributions; and
  - (c) Your group derived the figures included in the budget.

**§ 35.4135 What period of time should my group's budget cover?**

- The period of time your group's budget covers (the "funding period" of your grant) will be:
- (a) One which best accommodates your needs;
  - (b) Negotiated between your group and EPA; and
  - (c) Stated in the "award document."

**§ 35.4140 What must be included in my group's work plan?**

- (a) Your scope of work must clearly explain how your group:
  - (1) Will organize;
  - (2) Intends to use personnel you will procure for management/coordination and technical advice; and
  - (3) Will share and disseminate information to the rest of the affected community.

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(b) Your scope of work must also clearly explain your project's milestones and the schedule for meeting those milestones.

(c) Finally, your scope of work must explain how your board of directors, technical advisor(s) and "project manager" will interact with each other.

**§ 35.4145 How much time do my group or other interested groups have to submit a TAG application to EPA?**

(a) Your group must file your application with your EPA regional office within the second 30 days after the date the public notice appears in your local newspaper announcing that EPA has received an LOI. This second 30-day period begins on the day after the first 30-day period § 35.4115 describes ends. EPA will only accept applications from groups that submitted an LOI within 30 days from the date of that public notice.

(b) If your group requires more time to file a TAG application, you may submit a written request asking for an extension. If EPA decides to extend the time period for applications in response to your request, it will notify, in writing, all groups that submitted an LOI of the new deadline for submitting TAG applications.

(c) EPA will not accept other applications or requests for extensions after the final application deadline has passed.

**§ 35.4150 What happens after my group submits its application to EPA?**

(a) EPA will review your application and send you a letter containing written comments telling you what changes need to be made to the application to make it complete.

(b) Your group has 90 days from the date on the EPA letter to make the changes to your application and resubmit it to EPA.

(c) Once the 90-day period ends, EPA will begin the process to select a TAG recipient, or, in the case of a single applicant, if, EPA does not receive a complete application (meaning, an application that does not have the changes provided in the letter described in paragraph (b) of this section), then EPA will readvertise the fact that a

TAG is available and the award process will begin again.

**§ 35.4155 How does EPA decide whether to award a TAG to our group?**

Once EPA determines your group meets the eligibility requirements in § 35.4020 the Agency considers whether and how successfully your group meets these criteria, each of which are of equal weight:

(a) Representation of groups and individuals affected by the site;

(b) Your group's plans to use the services of a technical advisor throughout the Superfund response action; and

(c) Your group's ability and plan to inform others in the community of the information provided by the technical advisor.

**§ 35.4160 What does EPA do if more than one group applies for a TAG at the same site?**

When multiple groups apply, EPA will rank each applicant relative to other applicants using the criteria in § 35.4155.

**§ 35.4161 Does the TAG application process affect the schedule for work at my site?**

No, the schedule for response activities at your site is not affected by the TAG process.

**§ 35.4165 When does EPA award a TAG?**

(a) EPA may award TAGs throughout the Superfund process, including during operation and maintenance, but we will not award a TAG before the start of your site's response action if the site is proposed for listing on the NPL.

(b) Based on the availability of funds, EPA may delay awards of grants to qualified applicants.

**MANAGING YOUR TAG**

**§ 35.4170 What kinds of reporting does EPA require?**

There are several types of reports you need to complete at various points during the life of your group's grant; the number varies based on whether you receive an advance payment: