



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

NOTICE OF INTENT TO AWARD

This Funding Announcement is not a request for applications. This announcement is to provide public notice of the National Park Service's intention to fund the following project activities without full and open competition.

ABSTRACT	
Funding Announcement	P14AS00025
Project Title	Capacity Building & Brownfield Initiatives
Recipient	Groundwork USA
Principle Investigator / Program Manager	Rick Magder
Total Anticipated Award Amount	\$139,960.64
Cost Share	none
New Award or Continuation?	Continuation
Anticipated Length of Agreement	From date of award to March 31, 2015
Anticipated Period of Performance	From date of award to March 31, 2015
Award Instrument	Cooperative Agreement
Statutory Authority	16 USC 1 g & 16 USC 460.1-1(d)
CFDA # and Title	15.921 Rivers, Trails and Conservation Assistance
Single Source Justification Criteria Cited	(2) Continuation
NPS Point of Contact	June Zastrow, 303-987-6718 june_zastrow@nps.gov

OVERVIEW

Cooperative Agreement Number H4531110704 was entered into by and between the Department of the Interior, National Park Service (NPS), and Groundwork USA (GW USA) for the purpose of supporting the reuse of Brownfields, and other derelict sites for conservation, recreation, economic development, and community benefit through development of Groundwork Trust organizations as part of the Groundwork USA Initiative. Brownfields are defined as derelict sites that have been contaminated or perceived to have been contaminated through previous uses of the site. Groundwork USA, the national office of the Groundwork USA network, is a critical component of the Groundwork model. Its mission is to support the development of the existing and new Groundwork Trusts, promote and coordinate the work of the network, access national resources and partnerships to support local projects and programs and establish and maintain best practices across the network of Groundwork Trusts. Unless otherwise specified herein, the terms and conditions as stated in the Cooperative Agreement will apply to this Task Agreement.

The objectives of this task agreement are:

- To build the capacity of Groundwork USA to support the development of the Groundwork USA network, document the work accomplished, and support the reuse of brownfields for parks, recreation and other community benefits.

RECIPIENT INVOLVEMENT

GW USA agrees to:

1. That the funds made available through this Agreement will be used to develop guidelines for assessing and responding to the needs of Groundwork Trusts facing significant organizational issues, assess performance of new and existing GW Trusts, to support implementation of the Groundwork USA Brownfield Initiative, to document and report on the accomplishments of the Groundwork USA network in 2013, and to develop a two-year strategic plan for building the capacity of GW USA to support development of the GW USA network.
2. That the funds provided under this Agreement cannot be used for construction documents or construction of specific projects.
3. To develop guidelines for assessing and responding to the needs of Groundwork Trusts facing significant organizational issues that could impact their long term viability, by accomplishing the following tasks:
 - (a) Identify and assess the significant organizational issues that have impacted the viability of GW Trusts in the past and what the outcome was;
 - (b) Evaluate how the GW Trust or Groundwork USA responded to the issue and identify what worked and what could have been done better. Include input from GW staff, board members and NPS staff involved, if available;
 - (c) Identify the issues that would impact the long term viability of an existing GW Trust and merit GW USA involvement to help resolve the issues;

- (d) Develop the guidelines for assessing and responding to the needs of Groundwork Trusts facing significant organizational issues that could impact their long term viability that draws on the diverse resources of the GW USA network, including GW USA staff, the GW USA Board, experienced GW Trust Staff and Board members, and organizational development specialists;
 - (e) Assess the organizational health of the existing Groundwork Trusts to identify which Trusts may need assistance from GW USA and the types of issues they are facing. Document the findings in an easily understandable format that can be shared with the existing Groundwork Trusts to help them understand their respective strengths and issues of concern.
4. To assess performance of new Groundwork Trusts and GW Trusts undergoing significant transition by accomplishing the following tasks:
- (a) Plan and organize a Trust Operations Launching Review with Groundwork Cincinnati, which was established in 2013, based on the previously developed One-Year Operations Review process;
 - (b) Plan and organize Trust Operations Transition Reviews with Groundwork New Orleans, Groundwork Wyoming County (now known as Groundwork Upper Guyendotte River), Groundwork Dallas and Groundwork Dona Ana, based on the previously developed One-Year Operations Review process;
 - (c) Document the findings and recommendations from the Operations Reviews. Provide the report to the Groundwork Trusts, with copies to NPS;
 - (d) Engage the Groundwork Trust Board and Executive Director in discussion about the findings and recommendations and follow up those discussions within six (6) months to assess progress toward addressing any issues raised through the review process.
5. To assess performance of established Groundwork Trusts through completion of a Peer Planning and Review (PAR) at one (1) GW Trust based on the process and format previously developed by NPS and Groundwork USA by accomplishing the following tasks:
- (a) Identify the GW Trust to undertake the PAR with;
 - (b) Convene the PAR team and organize the PAR for the selected GW Trust;
 - (c) Complete the PAR site visit and document findings in a PAR Report for the GW Trust;
 - (d) Complete follow-up as needed to assess how the PAR recommendations are being implemented by the selected GW Trust.

6. To support development of new Groundwork Trusts and provide them guidance by accomplishing the following tasks:
 - (a) Monitor and provide assistance to the recently established Groundwork Trusts as they work to achieve the development benchmarks established by GW USA for the network;
 - (b) Participate in Board Development and Executive Director hiring;
 - (c) Provide templates for incorporation, by-laws and 501c3 documentation, websites and outreach materials and assist new GW Trusts with using these materials as needed;
 - (d) Provide new Groundwork Trusts with orientation and training materials on establishing their GW Trusts and developing the national programs of the GW USA network, such as the Green Team Youth Environmental Service Learning Program.
7. To support implementation of the Groundwork USA Brownfield Initiative to support the work of Groundwork Trusts in the work of assessing, remediating and reusing brownfields for community benefit with funding and technical assistance, by accomplishing the following tasks:
 - (a) Develop an overview of the Brownfield Initiative describing how it will work, budget, timeline, list of potential GW Trusts to participate and description of potential activities that would be eligible for support under the initiative;
 - (b) Develop and undertake a selection process and designate a minimum of four (4) GW Trusts to participate in the Initiative, with a focus on engaging those GW Trusts who are ready to take on their first brownfield project to help reduce the learning curve and bring the expertise of the larger network to assist;
 - (c) Develop funding agreements with the selected GW Trusts to provide them funds from this Task Agreement to support their work in this Initiative. The total funds distributed through the Brownfield Initiative should be \$40,000.00 in funding for the selected GW Trusts and sharing of technical assistance and expertise to support their work;
 - (d) Provide technical assistance to the GW Trusts selected to participate in the Initiative and provide them with opportunities to draw on the expertise of GW Trusts who have significant experience transforming brownfields for community benefit;
 - (e) Coordinate the implementation of the Brownfield Initiative with NPS and the Trusts;
 - (f) Assess and document the Brownfield Initiative and submit a report compiling information from each of the participating GW Trusts to NPS with pictures summarizing activities, results, feedback from participants and recommendations for improvement.

8. To document and report on the accomplishments of the Groundwork USA network in 2013 by accomplishing the following tasks:
 - (a) Compile the 2013 Groundwork USA Network Performance Measures;
 - (b) Compile project accomplishments on the reuse of brownfields for community benefit and prepare a report for NPS and EPA and other key partners highlighting those accomplishments;
 - (c) Compile project accomplishments on the conservation and restoration of urban waters for community benefit and prepare a report for NPS and EPA and other key partners highlighting those accomplishments;
 - (d) Compile project accomplishments on the engagement of youth in the conservation and restoration of parks and natural resources in their community and at their local National Parks and prepare a report for NPS and other key partners highlighting those accomplishments;
 - (e) Identify four (4) community members who have been involved with their local Groundwork Trusts and document their involvement and what they accomplished in a format similar to the Groundwork Youth Profiles.
9. To develop a two-year strategic plan, approved by the GW USA Board of Directors, for building the capacity of GW USA, by accomplishing the following tasks:
 - (a) Review the status of Groundwork USA projects, programs and operations;
 - (b) Assess upcoming needs and opportunities and build upon the accomplishments to date to build the capacity of Groundwork USA to support the development of the Groundwork Network;
 - (c) Review the current National Programs of the Groundwork USA network and assess whether they adequately represent the breadth of work that the GW USA network undertakes and whether or not additional national programs should be developed;
 - (d) Meet with NPS, EPA and other key partners to present findings and recommendations and solicit input for strategic planning;
 - (e) Prepare a GW two-year strategic plan to guide development of Groundwork USA, including, but not limited to, operations, staffing, projects, programs, governance, board recruitment, and long-term sustainability.
10. To document all funding, in-kind services, volunteer hours and materials leveraged by GW USA to complete the above tasks.

To submit quarterly narrative reports to the National Park Service documenting the work completed on the tasks outlined above and required financial reports, in accordance with NPS requirements.

NATIONAL PARK SERVICE INVOLVEMENT

Substantial involvement on the part the National Park Service is anticipated for the successful completion of the objectives to be funded by this award. In particular, the National Park Service will be responsible for the following:

NPS agrees to:

1. That the funds made available through this Agreement will be used to develop guidelines for assessing and responding to the needs of Groundwork Trusts facing significant organizational issues, assess performance of new and existing GW Trusts, to support implementation of the Groundwork USA Brownfield Initiative, to document and report on the accomplishments of the Groundwork USA network in 2013, and to develop a two-year strategic plan for building the capacity of GW USA to support development of the GW USA network.
2. To support GW USA with the funding from this Agreement.
3. To participate in the work of Groundwork USA to develop guidelines for assessing and responding to the needs of Groundwork Trusts facing significant organizational issues, assess performance of new and existing GW Trusts, to support implementation of the Groundwork USA Brownfield Initiative, and to develop a two-year strategic plan for building the capacity of GW USA to support development of the GW USA network.
4. To provide staff support and technical assistance through the Rivers & Trails Program to complete the work of this agreement.

SINGLE-SOURCE JUSTIFICATION

DEPARTMENT OF THE INTERIOR SINGLE SOURCE POLICY REQUIREMENTS
Department of the Interior Policy (505 DM 2) requires a written justification which explains why competition is not practicable for each single-source award. The justification must address one or more of the following criteria as well as discussion of the program legislative history, unique capabilities of the proposed recipient, and cost-sharing contribution offered by the proposed recipient, as applicable.
In order for an assistance award to be made without competition, the award must satisfy one or more of the following criteria: (1) Unsolicited Proposal – The proposed award is the result of an unsolicited assistance application which represents a unique or innovative idea, method, or approach which is not the subject of a current or planned contract or assistance award, but which is deemed advantageous to the program objectives;

- (2) Continuation – The activity to be funded is necessary to the satisfactory completion of, or is a continuation of an activity presently being funded, and for which competition would have a significant adverse effect on the continuity or completion of the activity;
- (3) Legislative intent – The language in the applicable authorizing legislation or legislative history clearly indicates Congress' intent to restrict the award to a particular recipient of purpose;
- (4) Unique Qualifications – The applicant is uniquely qualified to perform the activity based upon a variety of demonstrable factors such as location, property ownership, voluntary support capacity, cost-sharing ability if applicable, technical expertise, or other such unique qualifications;
- (5) Emergencies – Program/award where there is insufficient time available (due to a compelling and unusual urgency, or substantial danger to health or safety) for adequate competitive procedures to be followed.

The National Park Service did not solicit full and open competition for this award based the following criteria:

(2) CONTINUATION

Single Source Justification Description:

THIS IS A NOTICE OF INTENT TO AWARD

This is a Task Agreement (P14AC00124) under Cooperative Agreement (H4531110704) in the amount of \$139,960.64 with a period of performance from date of award until March 31, 2015.

STATUTORY AUTHORITY

- A. 16 U.S.C. §1g authorizes the NPS 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 National Park Service programs.
- B. 16 USC 460.1-1(d) of the Outdoor Recreation Act