

U.S. Environmental Protection Agency

Region III

Grants and Audit Management Branch



Intergovernmental Review

and

Single Points of Contact

FACT SHEET FOR APPLICANTS
INTERGOVERNMENTAL REVIEW PROCESS

When submitting your application for Federal assistance, please observe the following steps pertaining to the intergovernmental review process.

1. Identify whether or not the respective program is eligible for intergovernmental review under Executive Order (E.O.) 12372. A listing of EPA programs which are eligible for intergovernmental review can be found in the [April 29, 2004 Federal Register \(69 FR 23500\)](#). The Catalog of Federal Domestic Assistance (CFDA) also lists programs eligible for intergovernmental review under E.O. 12372. The CFDA listing can be found at <http://www.cfda.gov>, under "Search for Assistance Programs," then "By Programs Requiring Executive Order 12372 Review."
2. After confirming the program's intergovernmental review eligibility, indicate whether your application is subject to the process by responding to the E.O. 12372 question on the SF-424, Application for Federal Assistance.
3. If a program is eligible for the intergovernmental review process, you must respond accordingly on the application, and forward a copy of your completed application to your State Single-Point-of-Contact (SPOC). Before forwarding a copy of your application, you may call the SPOC directly to determine if that office has chosen to review the program.
4. If the SPOC has chosen not to review the program, or if your State does not have a SPOC, you must forward a copy of your completed application to the area-wide/regional/local planning agency (or agencies), so that they may have the opportunity to review your application for comment. You may consult your local EPA office to obtain contact information for the planning agency in your area.
5. Keep in mind that once you sign the SF-424, you are certifying that the SPOC or area-wide/regional/local planning agency (or agencies) has received or will receive a copy of your application. Your application might be considered deficient if a copy of your application is not forwarded to one of those agencies.
6. The application must be sent to the SPOC or area-wide/regional/local planning agency in a timely manner, in order for it to be reviewed before the end of the respective comment period. Under E.O. 12372, the comment period is 60 days for new and competitive awards, and 30 days for non-competing continuation awards.
7. If you subsequently receive comments about your application from the SPOC area-wide/regional/local planning agency (or agencies), you should forward them immediately to the EPA office (generally the awarding office) where you mailed your application package. Before making a funding decision, EPA is required to consider comments made by the SPOC or planning agency. Therefore, the awarding office may contact you to discuss concerns that may be raised by the SPOC or planning agency.

SINGLE POINTS OF CONTACT

<p>DELAWARE Meaghan Brennan, Director Office of Management and Budget Budget Development, Planning & Administration Haslet Armory, Third Floor 122 William Penn Street Dover, Delaware 19901 Telephone: (302) 739-4206 Fax: (302) 739-5661 Email: meagan.brennan@state.de.us</p>	<p>DISTRICT OF COLUMBIA Rashad M. Young, City Administrator Office of the City Administrator 1350 Pennsylvania Avenue, NW Suite 513 Washington, DC 20004 Telephone: (202) 478-9200 Fax: (202) 727-9898 Email: oca.eom@dc.gov</p>
<p>MARYLAND Linda C. Janey, J.D. Director, Maryland State Clearinghouse For Intergovernmental Assistance Maryland Department of Planning 301 West Preston Street, Room 1104 Baltimore, MD 21201-2305 Telephone: (410) 767-4490 Fax: (410) 767-4480 Email: linda.janey@maryland.gov</p>	<p>WEST VIRGINIA Mary Jo Thompson, Director Community Development Division West Virginia Development Office Building 6, Room 553 Capitol Complex Charleston, West Virginia 25305 Telephone: 304-558-2234 Fax: 304-558-3248 Email: mary.j.thompson@wv.gov</p>

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<p>ARMSTRONG COUNTY PLANNING AND DEVELOPMENT</p>	<p>Richard L. Palilla, Executive Director Armstrong County Planning and Development 402 Market Street Kittanning, PA 16201 Telephone: (724) 548-3223 Fax: (724) 545-7050 Email: rlpalilla@co.armstrong.pa.us</p>
<p>BEAVER COUNTY PLANNING COMMISSION</p>	<p>Frank Mancini, Jr., Director Beaver County Planning Commission Courthouse 810 Third Street Beaver, PA 15009 Telephone: (724) 770-4420 Fax: (724) 775-3915 Email: fmancini@beavercountypa.gov</p>
<p>BEDFORD COUNTY PLANNING COMMISSION</p>	<p>Don Schwartz, Executive Director Bedford County Planning Commission 200 South Juliana Street Bedford, PA 15522 Telephone: (814) 623-4827 Fax: (814) 623-6455 Email: dschwartz@bedfordcountypa.org</p>
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	<p>Fax: (610) 478-6316 Email: planning@countyofberks.com</p>
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VIRGINIA ASSOCIATION OF PLANING DISTRICT COMMISSIONS

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<p>4 – NEW RIVER VALLEY RC Kevin Byrd, AICP Executive Director New River Valley Regional Commission 6580 Valley Center Drive, Suite 124 Radford, VA 24141 Telephone: (540) 639-9313 Fax: (540) 831-6093 Email: kbyrd@nrvc.org</p>	<p>5 – ROANOKE VALLEY – ALLEGHENY RC Wayne G. Strickland, Executive Director Roanoke Valley-Allegheny Regional Commission P.O. Box 2569 Roanoke, VA 24010 Telephone: (540) 343-4417 Fax: (540) 343-4416 Email: wstrickland@rvarc.org</p>	<p>6 – CENTRAL SHENANDOAH PDC Bonnie Riedesel, Executive Director Central Shenandoah Planning District Commission 112 Mac Tanly Place Staunton, VA 24401 Telephone: (540) 885-5174 Fax: (540) 885-2687 Email: bonnie@cspdc.org</p>
<p>7 – NORTHERN SHENANDOAH VALLEY RC Martha Shickle, Executive Director Northern Shenandoah Valley Regional Commission 400 E. Kendrick Lane, Suite E Front Royal, VA 22630 Telephone: (540) 636-8800 Email: mshickle@nsvregion.org</p>	<p>8 – NORTHERN VIRGINIA RC G. Mark Gibb, Executive Director Northern Virginia Regional Commission 3040 Williams Drive, Suite 200 Fairfax, VA 22031 Telephone: (703) 642-4646 Fax: (703) 642-5077 Email: gmg@novaregion.org</p>	<p>9 – RAPPAHANNOCK-RAPIDAN RC Jeffrey Walker, AICP, Executive Director Rappahannock-Rapidan Regional Commission 420 Southridge Parkway, Suite 106 Culpeper, VA 22701 Telephone: (540) 829-7450 Fax: (540) 829-7452 Email: jpwalker@rrregion.org</p>

<p>10 – THOMAS JEFFERSON PDC Chip Boyles, Executive Director Thomas Jefferson Planning District Commission 401 E. Water Street P.O. Box 1505 Charlottesville, VA 22902-1505 Telephone: (434) 979-7310 Fax: (434) 979-1597 Email: cboyles@tjpd.org</p>	<p>11 – VIRGINIA’S REGION 2000 LOCAL GOVERNMENT COUNCIL Gary F. Christie, Executive Director Virginia’s Region 2000 Local Government Council 828 Main Street, 12th Floor Lynchburg, VA 24504 Telephone: (434) 845-5678 Fax: (434) 845-3493 Email: gchristie@region2000.org</p>	<p>12 - WEST PIEDMONT PDC David R. Hoback, Executive Director West Piedmont Planning District Commission P.O. Box 5268 1100 Madison Street Martinsville, VA 24115 Telephone: (276) 638-3987 Fax: (276) 638-8137 Email: dhoback@wppdc.org</p>
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<p>16 – GEORGE WASHINGTON RC Tim Ware, Executive Director George Washington Regional Commission 406 Princess Anne Street Fredericksburg, VA 22401 Telephone: (540) 373-2890 Fax: (540) 899-4808 Email: ware@gwregion.org</p>	<p>17 – NORTHERN NECK PDC Jerry W. Davis, Executive Director Northern Neck Planning District Commission 457 Main Street P.O. Box 1600 Warsaw, VA 22572 Telephone: (804) 333-1900 Fax: (804) 333-5274 Email: jdavis@nnpdc17.state.va.us</p>	<p>18 – MIDDLE PENINSULA PDC Lewis L. Lawrence III, Executive Director Middle Peninsula Planning District Commission 125 Bowden Street Saluda, VA 23149 Telephone: (804) 758-2311 Fax: (804) 758-3221 Email: llawrence@mppdc.com</p>
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