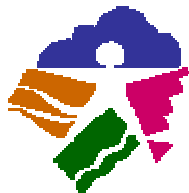


**NIEHS Worker Education and Training Program
Hazardous Materials Worker Health & Safety Training**



Frequently Asked Questions (FAQ's)

ALL OF THE FAQ'S LISTED BELOW APPLY TO BOTH THE HAZARDOUS MATERIALS WORKER HEALTH AND SAFETY TRAINING (RFA-ES-04-005) AND HAZMAT TRAINING AT DOE NUCLEAR WEAPONS COMPLEX (RFA-ES-04-006) UNLESS SPECIFICALLY NOTED.

**** INDICATES QUESTIONS/ANSWERS ADDED MOST RECENTLY.**

SPECIAL NOTICE: Applications in response to RFA ES-04-005 and ES-04-006 must use the 05/2001 versions of the PHS 398.

PROGRAM/TECHNICAL:

Question: Top of page 5 of the RFA..." There is no limiting language regarding training coverage. Thus, the scope covers worker health protection from hazardous waste work and exposure to hazardous substances in the broadest sense." In the previous section, " The language of section 126 (d) (1) and (g) is clear that training scope be broad." Please clarify. Do these statements allow much broader range of target groups who can receive training, e.g., any one who may be exposed to hazardous materials?

NIEHS Response: As the RFA states, The grant focuses on training and education of workers engaged in activities related to hazardous materials and waste generation, removal, containment, transportation and emergency response. This program is not intended to be a general education program for individuals who may be exposed to hazardous materials because that could be anyone.

Question: Can the grant cover training to Mexican nationals as well as U.S. citizens? We are working on border hazmat training, and many Mexican nationals who work for U.S. organizations travel into the U.S. and back. They need training as well.

NIEHS Response: Only those workers who are employed here in the US and its territories or work in the U.S. can receive this training. You must determine if your workers meet these criteria, provide strong justification, and state the need for this training here in the US in your response if you apply under our request for applications.

Question: The RFA lists 4 distinct program areas. Is each area distinct in funding or can we propose a program that covers more than one area? Or should we have separate grant proposals?

NIEHS Response: Each of the 4 program areas are very distinct in training activities, approaches, target populations, scope and funding. If you are considering applying for each program component, you can do so in one application. You must clearly determine if your organizations can adequately demonstrate your expertise in each program area and if you have the organizational capacity to conduct such a large focused training effort in multiple training areas. Note, each program component area (i.e. HWWTP, MWTP, BMWT, etc) will be scored separately and then the entire application will receive an overall priority score.

Question: The BMWTP and the MWTP must be held in 2 BF assessment communities and 2 urban communities, respectively. Can the communities be located within the same State or still the requirement of at least 2 States prevails?

NIEHS Response: Yes, communities can be located within the same state; however, national or regional programs that are multi-state are still preferred. As stated in the RFA "Programs targeted to multi-state and nationwide coverage to reach wider worker populations will be given preference in funding."

Question: If a proposed plan demonstrates that nurses have operations level responsibility after a WMD attack, would a training program that matches this need to protect these workers be consistent with the HDP RFA?

NIEHS Response: Yes.

Question: If my consortium proposes to conduct a national train the trainer institute for an underserved group of participants, who will later return to their locale to conduct direct training under our consortium, can grant funds be used to pay their travel/lodging/per diem?

NIEHS Response: Travel funds can be used to pay for this if your train the trainer institute is used to conduct training that is directly related to hazardous material, operations and ER as delineated in the RFA.

Question: One particular issue is that I have developed a collaboration that could provide training in construction and hazmat cleanup that would be targeted to minorities near a brownfields area where there would be many jobs for minorities in the cleanup (this is to be confirmed) and construction (this is certain). However, the pots of funding for minority funding and brownfields minority funding are pretty small. Is it a bad strategy to maintain this focus?

NIEHS Response: We expect to fund 6 to 10 MWTP and BFMWTP awards. We cannot advise you as to the best strategy. Generally, organizations that can demonstrate expertise and a solid performance record in recruiting, training, and placing minority workers should consider applying for these awards.

Question: How does one determine if 2 states are involved? We have unions that span two states, and a recruitment area that also spans both states, but our plan would be to hold the training only in one state (at least 2 locations) and the brownfield areas are in one particular city where the jobs would also be located. Would this define a 2-state area?

NIEHS Response: The training programs must be held in at least two different Brownfields assessment communities under the BMWTP or two different urban communities under the MWTP.

Question: Women are not specifically listed in the RFA, though obviously minority women are a part. Are Caucasian women part of the minority and Brownfields groups, or not?

NIEHS Response: The RFA states under the MWTP: "We strongly encourage that priority for recruitment is given to young adult persons of color." It also states "The BMWTP will focus on the development of specialized Minority Worker Training Programs that provide training to disadvantaged residents surrounding the over 400 Brownfields Assessment Grants as listed by the US Environmental Protection Agency." It also states that a goal of the BMWTP is to "Recruit minority program adult participants from all age groups." The primary focus of both programs is people of color.

Question: How do you define minorities? For example, does the census identify minorities?

NIEHS Response: The RFA does not specifically define minorities except as stated above: people of color.

Question: Does NIEHS want to see some WMD/Disaster Preparedness classes under the HWWT initiative, and if so, what proportion of the classes should be on this topic?

NIEHS Response: WMD/Disaster Preparedness classes should be offered under the Hazmat Disaster Response Training Program for this solicitation.

Question: Is e-learning something that should be a component of some (or all) of our courses?

NIEHS Response: As Advanced Training Technologies (ATT)/ E-learning is a Ongoing Initiative, each applicant should decide which initiative best fits their organization training goals and how these initiatives should be integrated into their training program.

Question: What does the NIEHS WETP mean by a "quantitative evaluation"? Could you give some examples of the kind of evaluations that would be most useful to you?

NIEHS Response: As described in the Supplemental Instructions, the applicant should.... Describe how each student's progress will be measured and how the student's performance will be monitored and evaluated. Describe methods and procedures for evaluating

appropriateness, quality and effectiveness of worker health and safety training proposed. Evaluation protocols should quantitatively describe a process for assessing instructor effectiveness, trainee retention of knowledge and hands-on skills, and the positive impacts of training activities on work practices and overall worker protection from on-the-job hazards.

For examples of training evaluation methods, go to the NIEHS Clearinghouse at www.wetp.org under <http://www.wetp.org/wetp/index.cfm?Current=25>. Some of the resource documents include: NIEHS Guide to Training Evaluation, NIEHS WETP 1996-97 Compendium, Evaluation of Safety and Health Programs, etc.

Question: We are planning to propose a plan to train DOE workers with OSHA's 7600 disaster site worker and OSHA construction 10 hour cards. We also plan on training the DOE site workers with the 5600 course Disaster Site Worker Train the Trainer class. This is for DOE workers but a HDP program. Should this be included in the DOE or HDP applications? Can we include this proposed program under both grants?

NIEHS Response: Training for DOE workers should be in the DOE application. Remember, DOE courses should be developed with the concurrence of DOE staff and site contractors. No, this proposed program can not be included under both the DOE and HWWT grants.

Question: Under the Hazmat Disaster Preparedness Training Program (HDPTP) and HWWT, if a prospective grantee submits both HWWT and HDPT proposals can the HWWT proposal include 4 day programs that has a module with ICS for WMD events, workplace Shelter in Place and/or toxicology for WMD agents?

NIEHS Response: It could have some information on intentional WMD event response.

Question: If a program is designed to teach workers to respond to major chemical releases at their plant both from unintentional and intentional (WMD) events, which NIEHS application should this plan be included in?

NIEHS Response: For unintentional events preparedness, it would be HWWT; for intentional (WMD) events, it would be HDPT.

Question: The supplemental instructions, Training Plan, 9(f) Training Program asks applicants to "describe curriculum to be used" and that "the outline for each curriculum must not exceed 2 pages". Is NIEHS requiring a 2 page outline for each different course in the proposed training program? Will NIEHS allow 2 page outlines for a number of different courses?

NIEHS Response: Each proposed course should be described in outline or summary form not to exceed 2 pages.

Question: In the training plan, (c) progress report, we plan on summarize the progress under all awards that started from September 1, 2000. Do we need to summarize other awards since the first 1987 NIEHS award through September 2000?

NIEHS Response: Yes, previous program accomplishments should be summarized.

Question: We are submitting both HWWT and HDPTP proposals and we received a WMD supplemental for 2003-2004. Where do we summarize the past WMD work; in both proposals or only one?

NIEHS Response: Previous WMD supplement work would seem more relevant to the HDPT application.

Question: If an applicant is applying for two or more projects, how do we treat it in the TOC?

NIEHS Response: Start with face page and A-K and repeat for every program and then go on to the personnel list. There should only be one personnel list per application. See slide 56 for more clarification.

Question: Do we indicate what part of the appendix goes with each program?

NIEHS Response: Yes, add a cover page for each section of the appendix or do something else to clearly indicate which section of the document the appendices support.

Question: Is the program open to for-profit organizations, as indicated in the RFA?

NIEHS Response: No that was a typo in the original RFA announcement that has been corrected.

Question: Is there a preference for new urban areas or older areas that we have been working on previously?

NIEHS Response: Each applicant must determine what works best for them, but WETP encourages applicants to go after new areas.

Question: Does the Program intend to run the Trainers Exchange in 2006 and 2009?
(Written question)

NIEHS Response: The Trainers Exchange is an excellent forum for instructors and WETP intends to support this but no specific dates have been set.

Question: Can OSHA courses be counted under the program since The OSHA Training Institute Ed Centers (many of which are NIEHS awardees) don't report numbers to OSHA?

NIEHS Response: The intent is not to have double counting. There are already grantees that are both NIEHS and OSHA Education centers. WETP encourage honesty. WETP has to approve curricula, so they will have to see the curricula to see if it applies.

Question: Do you think it is advisable to awardees to partner with OTI Education centers?

NIEHS Response: It is up to the applicants to determine what is in their best interest.

Question: Should there be a ratio in what amounts are requested if an applicant is seeking several grants?

NIEHS Response: No. But there should be some symmetry between the size of your organization and what you can realistically offer.

Question: On the funding level of BMWTP, there is concern that the total amount will drop below \$3M, what do you know about the reality?

NIEHS Response: WETP doesn't know, but have actually asked for an increase.

Question: Do you want a table listing all of the types of courses in the text of the application?

NIEHS Response: No. You don't have to do it that way, it is just a suggestion. (See slide 59 from WETP RFA AIM Presentation)

Question: Can you give us any direction between how to apply for WMD supplemental training versus normal emergency response training under HWWT?

NIEHS Response: If you took hazardous waste worker ER training and modified it for WMD, you should consider going for the supplemental funding.

Question: For those of us who have been doing training for ER for fire fighters, etc. do we move all of that to the WMD Supplementals?

NIEHS Response: That is up to you. Exercise your own judgment.

Question: Is there a problem with too many of the applications going into the WMD supplementals, rather than staying in the HWWT side? If lots of us apply for the WMD funds, are we depleting this?

NIEHS Response: Submit a strong application.

Question: Does HWWT accommodate the area of chemical prevention?

NIEHS Response: Yes.

Question: If we propose MWTP and BMWTP cities that are close together, will we be given better consideration for saving resources and being efficient?

NIEHS Response: You will need to show how the cities and the target populations are different so it doesn't look like you are duplicating efforts by working in two nearby cities with similar or the same populations.

Question: Is there any specific type of evaluation approaches that you would like to see over the next 5 years?

NIEHS Response: At a minimum you must complete a quantitative evaluation as delineated in the RFA. We encourage you to review the Clearinghouse website on evaluation strategies as the program has always encouraged innovative evaluations.

As described in the Supplemental Instructions, the applicant should....

Describe how each student's progress will be measured and how the student's performance will be monitored and evaluated. Describe methods and procedures for evaluating appropriateness, quality and effectiveness of worker health and safety training proposed. Evaluation protocols should quantitatively describe a process for assessing instructor effectiveness, trainee retention of knowledge and hands-on skills, and the positive impacts of training activities on work practices and overall worker protection from on-the-job hazards.

For examples of training evaluation methods, go to the NIEHS Clearinghouse at www.wetp.org under <http://www.wetp.org/wetp/index.cfm?Current=25>. Some of the resource documents include: NIEHS Guide to Training Evaluation, NIEHS WETP 1996-97 Compendium, Evaluation of Safety and Health Programs, etc.

Question: What do you want to see in an Administrative/Organizational Chart that is submitted for a consortium?

NIEHS Response: As stated in the RFA under review criteria, there should be an:

Evaluation of an applicant's organizational structure or consortium, if applicable, that provides adequate knowledge and oversight of resources and administrative management of the program. The applicant must provide:

- Details on how the proposed program fits into existing organizational and/or consortia structure of the non-profit, if applicable.
- Organization chart of the proposed program.

Question: Will new course development be supported or will we only be able to provide the courses currently listed in the NIEHS-WETP database?

NIEHS Response: As stated in the RFA, "It is believed that adequate curricula and training materials exist for worker training that can be adapted with minimal effort". There are opportunities however, especially under the HDPTP, where development of new curricula

may be desirable. It is the applicant's decision on what is best to propose and your submission must be clearly justified.

For example, new curricula could be created in any of the four programs if it is well justified, identifies a new target population, addresses new health and safety risks, utilizes emerging technology, or builds on existing courses or modules.

Question: What is the definition of "hazardous waste/materials," and is beryllium included? Second, would we have the opportunity to develop our own curriculum with the oversight of NIEHS, or would we be obligated to use existing curriculum solely?

NIEHS Response: Below is the link to 29 CFR 1910.120 concerning the OSHA definition of a hazardous substance. Below I have also included a link to ATSDR ToxFac sheet for beryllium which is a hazardous substance. Also here are two other links: the first is to our WETP website <http://www.niehs.nih.gov/wetp/home.htm>; the second is to our contractor's site, the National Clearinghouse for Worker Safety and Health Training <http://www.wetp.org/wetp/>. Both have many resources about worker health and safety training issues. In general, we are looking to fund programs that have extensive worker safety and health training experience and a broader scope than one hazardous substance.

29 CFR 1910.120 link:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765&p_text_version=FALSE

Hazardous substance means any substance designated or listed under (A) through (D) of this definition, exposure to which results or may result in adverse effects on the health or safety of employees:

[A] Any substance defined under section 101(14) of CERCLA;

[B] Any biologic agent and other disease causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations in such persons or their offspring.

[C] Any substance listed by the U.S. Department of Transportation as hazardous materials under 49 CFR 172.101 and appendices; and

[D] Hazardous waste as herein defined.
Hazardous waste means --

[A] A waste or combination of wastes as defined in 40 CFR 261.3, or

[B] Those substances defined as hazardous wastes in 49 CFR 171.8.

ASTDR link: <http://www.atsdr.cdc.gov/tfacts4.html>

Question: Would the applicant need to have top secret clearance to conduct training under the DOE program (HAZMAT TRAINING AT DOE NUCLEAR WEAPONS COMPLEX – RFA-ES-04-006)?

NIEHS Response: We only require that the non-profit training organization/applicant demonstrate access to DOE target populations in order to conduct the training. This could be on a DOE site or an offsite training location. If it is on a DOE site, the trainers from the applicant organization would most definitely have to obtain DOE security clearance.

Question: The RFA provides links to a number of ongoing program initiatives. Is it necessary to include each program initiative into the framework of the program?

NIEHS Response: No, it is not necessary to include each program initiative. These initiatives are provided to stimulate the thinking of potential awardees by illustrating various types of training innovations and showing their application, and potential linkages. This list is not intended to be complete, and investigators may study these and many other topics that meet the objectives of the RFA.

Question: MWTP Training Plan Format - Should each subcontractor under specified programs (MWTP, BMWTP) include sections a-k of the Training Plan separately? Or Should the applicant address a-k and include each of the subcontractor programs under the i. Consultants/Collaborators sub-heading? Or should each of the subcontractors be listed under a-k of the Training Plan?

NIEHS Response: Each component of your application -i.e.. HWWT, MWTP, BMWP, and HDPTP should have only one A-K. Please remember that your Training Plan can not be more than 25 pages per PHS 398 instructions. For example, if you have multiple training sites under MWTP, you should address sections a-k so that no information is duplicated in the application. You can address the different training plans for each site under the Training Program section F.

Question: Are there minimum or maximum amount of training hours required?

NIEHS Response: There is no minimum or maximum amount of hours for a training program. Your training plan should address the needs of your specific target population. Please note that you must address the review criteria and develop your training plan according to the objectives of each program component.

Question: In reference to shared MWTP resources, what is meant by "maximizing worker group coverage" (BMWTP criteria #1)?

NIEHS Response: "Maximizing worker group coverage," means that resources utilized in the MWTP should also be made available to the BMWTP. For example, if you develop a Life

Skills course under the MWTP, use that same course under the BMWTP. Do not duplicate efforts by developing 5 different life skills courses for each of your training sites. Another example is the use of evaluation. Do not have 5 different evaluations to analyze your program. Use one evaluator at the multiple sites.

Question: Can training be delivered at DOE sites where multiple training programs already exist?

NIEHS Response: Yes, there are currently multiple training programs at most of the DOE sites.

Question: Can there be a Brownfields Minority Worker Training Program (BMWTP) and Minority Worker Training Program (MWTP) in the same region/state?

NIEHS Response: Yes, there can be one of each program. Please note that these programs must be different such as addressing different target populations.

Question: Is there an age restriction for the BMWTP?

NIEHS Response: As stated in the RFA, there is no age restriction for trainees in this program.

BUDGET:

****Question:** There appears to be a contradiction between the FAQs and the supplemental instructions as to what is allowable for indirects. The FAQs allow indirects on first \$25,000 per consortia member for the entire five year period whereas supplemental instructions (p.10, #3) indicate indirects per consortia member on first \$25,000 per year. Would you please clarify?

NIEHS Response: The information on page 10, #3 is incorrect. Grantees will only receive F&A on the first \$25,000 per consortia regardless of the period of performance and the number of times the consortia participates.

Question: Is there a \$500,000 per year limit on direct expenses?

NIEHS Response: There is not a limit on direct costs under this program. Applicants may request full funding for all justifiable costs.

Question: Is there a match requirement?

NIEHS Response: There is no matching requirement under this program.

Question: Is there an indirect limit?

NIEHS Response: The only limit on indirect costs is the maximum rate of 8% on applicable direct costs.

Question: Why does NIEHS limit indirect (F&A) costs on contractual arrangements to just the first year of a request? The amount of time that we spend issuing and monitoring subawards does not get any less in subsequent years. Is this a new NIEHS ruling?

NIEHS Response: The NIH rationale for only providing the 8% on the first \$25,000 which is that most of the effort to issue a subgrant is done in the first year with less effort to issue the subgrant in the future years. This is why even though you may issue a new subgrant each year, F&A is only provided on the first \$25,000. The justification is that the grantee expends most of the time and effort in awarding the subgrant during the competing year with only minimal effort in the following years for renewal of the subgrant.

Question: When the sub-contractors do their budget pages, they are supposed to put their indirect cost in the other expense column. Should this be the same for the competing application also? I went through the instructions and I could not find anything regarding this.

NIEHS Response: Please include a separate budget (form page 4) for each subcontractor that includes their F&A in the "Consortium/Contractual Costs, Facilities and Administrative Costs area, not in Other Expenses. Include a form page 5 for each subcontract.

Question: Do we have to do a composite budget for both one year budget & the five year budget. We did this for the last competing application.

NIEHS Response: Include a composite budget for the first year using form page 4 and a composite form page 5 for future year support.

Question: Does there need to be a "lead organization" (i.e. grantee) for a multi-grantee project?

NIEHS Response: It would be acceptable for one grantee organization to step up and offer to organize a multi-grantee project. This organization's budget would then include a request for costs associated with organizing and sponsoring the exchange. This application should include letters of support from other organizations planning to participate.

Question: Can the budget for a non lead applicant's participation (travel, hotel) be included within each non lead organization's application?

NIEHS Response: It is appropriate for each applicant organization to include requested support for participation at a trainers exchange as long as it can be justified as a benefit to the program.

Question: Can the staff/trainer wages be included within each non lead organization's application?

NIEHS Response: It is appropriate for each applicant organization to include requested support for staff/trainer in the non lead organization's application as long as it can be justified as a benefit to the program.

Question: Do you want the "Other Support" section submitted for each consortium member's PI for this 5 year proposal?

NIEHS Response: Applicants should follow PHS 398 instructions for the Biographical Sketch for all key personnel. Other support information will be requested by grants management prior to the issuance of an award.

Question: Are grantees allowed to pay travel costs associated with the Applicant Information Meeting on September 2, 2004 in NC from grant funds, or is it an organizational cost?

NIEHS Response: As a point of clarification, NIEHS grant funds may NOT be used to attend the application information meeting that will be held September 2. These costs are considered 'costs of doing business' and are unallowable under the grant.

Question: Are grantees allowed to pay for travel costs associated with the Applicant Information Meeting on September 2, 2004 in NC with program income?

NIEHS Response: Program income CANNOT be used. Program income is to be used to support the on-going program. Preparing for and submitting an application is not part of the program.

HHS Grants Net: <http://www.hhs.gov/grantsnet/adminis/gpd/gpd303.htm>
"Regardless of the alternative(s) applied, program income may be used only for eligible costs, in accordance with the governing statute, any program regulations, the applicable cost principles, and the terms and conditions of the award."

Question: How much of the 2004 RFA budget will be dedicated to existing programs, and how much to new programs?

NIEHS Response: We have no idea at this point.

Question: Are there budgetary funding caps for these awards?

NIEHS Response: There are no funding caps. The applicant must determine the best use of resources to fit the needs of the program and should only request funding based on what is reasonable and can be justified to support the training plan detailed in the application.

Question: How important is it that applicants/awardees as well as their consortium members report income generated from training?

NIEHS Response: Reporting program income is a measure of self-sufficiency and/or long term viability of your program. As indicated in the review criteria, an applicant should develop....Feasibility of plans for independently continuing the program to include:

- Plans for generation of program income, if applicable.
- Plans for institutionalization of the program.
- Other applicable procedures for assuring the long-term viability of the program.

Question: Should a detailed budget be included for all sub-contractors and consortia members for Year 1 and every year thereafter or only a composite budget for years 2-5?

NIEHS Response: Form pages 4 and 5 should be completed for each consortia and subconsortia and should follow the form pages 4 and 5 for the program that they fall under. A single Composite form pages 4 and 5 should be submitted for the entire grant application and for each program within that application (HWWT, MWT, BMWT, HDPTP).

Question: PHS 398 Budget for Entire Proposed period of Support (2nd - 5th) - Is there a limit and/or guidance on an inflation factor to be utilized?

NIEHS Response: Request what your institutional policy is for operating purposes/grant applications - if awarded, the NIH inflation factor will be used. This ceiling is currently 3%.

Question: PHS398 Checklist - Does the application allow for the establishment and acceptance of a negotiated indirect cost rate?

NIEHS Response: No - 8% is the maximum F&A rate allowed.

Question: The PHS 398 instructions state: Enter the totals under each budget category for all additional years of support requested. Identify with an asterisk (*), and justify any significant increases or decreases from the initial year budget. Also, justify budgets with more than a standard escalation from the initial to the future year(s) of support. Please define "Significant increase" and "Standard escalation"

NIEHS Response: Significant increase or decrease is any deviation from calculated increase or decrease using the institutions escalation factor. Standard escalation factor is the escalation factor that is used by the institution regardless of source of support.

GENERAL: SPECIAL NOTICE indicated by ***

*****Question:** Are applicants permitted to use the most recent revision (09/2004) for submission of applications prior to 12/01/2004?

NIEHS Response: Applications in response to RFA ES-04-005 and ES-04-006 must use the 05/2001 versions of the PHS 398.

Question: In the grants guide material for RFA-ES-04-005, "Eligible Institutions" does not specifically list community colleges, but rather lists universities and historically black colleges. May two-year community colleges apply for the grant?

NIEHS Response: Community Colleges are eligible to apply. I would like to point out that an applicant needs to conduct training in at least two states under the HWWTP component and that past successful applicants had multistate or national programs. You may consider contacting other organizations to explore other collaborative options.

Question: We use lots of worker trainers. Are they key personnel?

NIEHS Response: If you list them, they are restricted to those efforts. You might consider adding them to "all personnel" not "key personnel."

Question: NIEHS rules have never included references cited as part of the 25 pages in the past. Was this a mistake? If not, can you reconsider?

NIEHS Response: WETP purposely included that in the 25 page limit because these applications are very complex and we wanted to make sure the applicants focus on keeping the training program prominent and that their description of training activities are salient.

Question: The supplemental instructions, Training Plan, 9(f) Training Program asks applicants to "describe curriculum to be used" and that "the outline for each curriculum must not exceed 2 pages". Is NIEHS requiring a 2 page outline for each different course in the proposed training program? Will NIEHS allow 2 page outlines for a number of different courses?

NIEHS Response: Each proposed course should be described in outline or summary form not to exceed 2 pages.

Question: In the training plan, (c) progress report, we plan on summarize the progress under all awards that started from September 1, 2000. Do we need to summarize other awards since the first 1987 NIEHS award through September 2000?

NIEHS Response: Yes, previous program accomplishments should be summarized.

Question: NIEHS has requested 5 years of previous training data. Does that include the year 1999-2000 which was under the previous 1995-2000 grant period?

NIEHS Response: The RFA does not request five years of previous training data.

Question: What is the constantly evolving definition of F&A?

NIEHS Response: The 8% modified total direct rate will be the rate to use.

Question: What is the definition of third party?

NIEHS Response: Look at the definitions of roles and responsibilities. It is legally separate from organization. A consortium is more heavily involved than a consultant. It depends on how you define it.

Question: What is the level of detail we should add for consortium members?

NIEHS Response: You can use appendices for clarification. You want to make sure you are providing sufficient detail so that the committee understands how your consortium works. If you list someone in the key person table, you must add percentage of level of effort.

Question: We will be hiring and training an individual for a for profit start up company. Do you think we could get grants for employee training?

NIEHS Response: As stated in our RFA at <http://grants.nih.gov/grants/guide/rfa-files/RFA-ES-04-005.html>, for profit organizations are not eligible. The specific section in the RFA reads....

ELIGIBLE INSTITUTIONS -You may submit (an) application(s) if your institution has any of the following characteristics:

o Non-profit organizations providing worker health and safety education and training. This includes universities, faith-based or community-based organizations and historically black colleges and universities (HBCU's).

For-profit, public or private institutions, such as hospitals, laboratories, units of State and local governments, agencies of the Federal government, foreign organizations and foreign institutions are not eligible to apply.

Question: I'd like to apply for this funding opportunity electronically, but it's not available yet. When will it be available?

NIEHS Response: Electronic application submission is not available for competing applications. The PHS 398 application forms and the application submission information may be accessed at: http://grants1.nih.gov/grants/funding/398_ver0501/phs398.html.

Question: Would NIEHS consider funding a local or statewide program to train first responders in Decontamination and first responder training activities under HAZARDOUS MATERIALS WORKER HEALTH AND SAFETY TRAINING (RFA-ES-04-005)?

NIEHS Response: We fund multi-state programs or programs over large national workforce sectors.

Question: Would the application have a greater chance of being funded with an alliance with another already funded organization?

NIEHS Response: It would be wise to talk with current awardees and explore partnerships.

Question: It says to follow the PHS 398 instructions for the Biographical Sketch page. The new biographical sketch page includes Ongoing Research Support. The Other Support Page instructions say to follow the instructions on page 43. The format page says "do not submit unless requested. Are you going to want ongoing research support and the other support page? It seems a little confusing.

NIEHS Response: Applicants should follow PHS 398 instructions for the Biographical Sketch for all key personnel. Other support information will be requested by grants management prior to the issuance of an award.

Question: For those not planning to be at the briefing at RTP. Will there be published commentary? If not, do you think it real important we attend?

NIEHS Response: There will be briefing minutes as well as answers to all questions asked at the meeting put on the NIEHS Worker Education and Training Program web page at <http://www.niehs.nih.gov/wetp/home.htm>. Attendance at the meeting is of your discretion.

Question: We would like to know if it might be possible to submit two applications, one as an eligible organization and one as a sub-contractor of an eligible organization.

NIEHS Response: Yes. The two applications must be different in scope and target population.

Question: The RFA highlights occupational health and environmental health as a priority area of "Healthy People 2010". Outside of the affirmation that environmental remediation safety and health training helps to increase awareness and reduce occupational risks, how integrated should "Healthy People 2010" be in each section of the proposal?

NIEHS Response: "Healthy People 2010" is meant to be a resource guide to address the priority areas by PHS on health promotion and disease prevention. If your application appropriately attempts to address these priority areas, it should benefit and/or enhance your application.

Question: Should there be a separate personnel table for each program? (HWWTP, MWTP, BMWTP, HDPTP)?

NIEHS Response: Yes.

Question: The Instructions for the Worker Health and Safety Training for the DOE Nuclear Weapons Complex Cooperative Agreement does not say if the 25 pages of the Training Plan narrative is double spaced or single spaced. Please advise.

NIEHS Response: Please refer to the PHS 398 Form instructions for information on this. It states: "Prepare the application single-sided and single-spaced, using the PHS 398 MS Word or PDF form/format pages as provided."

Question: Can municipalities apply for this grant and use the bidding process to obtain a training provider for the municipality?

NIEHS Response: No. As an applicant you must provide direct worker training to apply for this grant.

Question: Specifically, are local, volunteer fire departments eligible to apply for this grant?

NIEHS Response: Please refer to eligibility section of the RFA. Also in the past, we have not funded individual local programs, since our mandate is national. As stated in the RFA: "Programs targeted to multi-state and nationwide coverage to reach wider worker populations will be given preference in funding. Applications will not be considered that cover municipalities or other jurisdictions covering fewer than two states."

REVIEW:

Question: If we apply for 2 different areas under 005, do we get a score for each or a composite?

NIEHS Response: Multi-component applications will receive an overall score in addition to component scores. This allows program people to score each component separately for funding.

Question: On the letter of intent, do we need to specify the amount we are asking for?

NIEHS Response: No.

Question: If I submit an application with multiple components, will the same reviewers look at each component of the application?

NIEHS Response: Reviewers are assigned according to their expertise, and the expertise needed to review that application or component of the application. Reviewers assigned to hazmat applications with multiple components may review more than one component of the application if their expertise is appropriate for more than one component.

Question: Where do we include letters of commitments?

NIEHS Response: Put them right after the budget and budget justifications. Letters of support are different from letters of commitments. Agreements to be a consultant should be in the budget justification.

Question: Is it allowed to submit the letter of intent by e-mail? Or do you need a hard copy in hand by October 22? Please advise!

NIEHS Response: Yes, you can submit your letter of intent by email to eckertt1@niehs.nih.gov.

Question: If you did not submit a letter of intent, can you still apply for this grant?

NIEHS Response: Yes. Please refer to the Letter of Intent section of the RFA's. It states... "Although a letter of intent is not required, is not binding, and does not enter into the review of subsequent application, the information that it contains allows NIEHS staff to estimate the potential review work load and to avoid conflict of interest in the review".

Question: Will the National Advisory Environmental Health and Safety Council serve as readers? Is the council membership available? Are we able to nominate other readers?

NIEHS Response: The National Advisory Environmental Health Sciences Council (NAEHSC) will serve as secondary reviewers/advisors to NIEHS of the applications in accordance with the provisions set forth in Section 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2). The roster for the NAEHSC is found at <http://www.niehs.nih.gov/dert/council.htm>. Applicants do not nominate reviewers of their applications.