

## OVERVIEW SECTION

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** “AMERICAN RECOVERY AND REINVESTMENT ACT BROWNFIELDS JOB TRAINING GRANTS”

**ACTION:** Request for Applications (RFA) – Economic Stimulus Announcement

**RFA NO:** EPA-ARRA-OSWER-OBLR-JT

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.:** 66.815

**DATES:** The closing date for receipt of applications is April 20, 2009. Applications may be submitted in hard copy or by email. Applications submitted in hard copy as described in Section 4(C) of this announcement must be postmarked or received by the closing date to receive consideration. Applications submitted via email as described in Section 4(C) of this announcement must be submitted by the closing date to receive consideration. Applicants submitting hard copy applications must submit two complete packages including all of the documents identified in Section 4(B) of this announcement. One complete package must be sent to **Environmental Management Support, Inc. (contractor to EPA)** and one must be sent to the appropriate **EPA Regional Job Training Coordinator** listed in *Section 7, Agency Contacts*. For timeliness purposes, the application submission to **Environmental Management Support, Inc. (EMS)** must be received or postmarked by the closing date for receipt of application packages. Applications submitted by email must be sent to [bfstimulus@epa.gov](mailto:bfstimulus@epa.gov) and must be submitted no later than April 20, 2009.

**SUMMARY:** This notice announces the availability of funds and solicits applications from eligible governmental entities and nonprofit organizations to provide environmental job training projects that will promote economic recovery and facilitate job creation and/or preservation in the assessment, remediation, or preparation of brownfield sites. Eligible applicants must identify and propose to serve a community that currently receives, or has received, financial assistance (federal, state, or tribal) for brownfields assessment, revolving loan fund, cleanup, site-specific state or tribal response program work, and/or EPA-funded targeted brownfields assessments.

Proposals will be evaluated based on the evaluation criteria set forth in Section 5 including the ability to start the project expeditiously and how the proposed job training activities contribute to the creation and/or preservation of jobs.

**FUNDING/AWARDS:** The total estimated funding available under this competitive opportunity is \$5,000,000. EPA anticipates award of 10-12 cooperative agreements, whose maximum value each shall not exceed \$500,000, resulting from this competitive opportunity. (Refer to Section 2(B).)

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**Section 1 - Funding Opportunity Description.**

**A. Background.**

The Small Business Liability Relief and Brownfields Revitalization Act (“Brownfields Law” P.L. 107-118) was enacted in 2002 and authorizes EPA to fund training to facilitate assessment, remediation, or preparation of brownfield sites under section 104(k) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA or Superfund). Section 101(39) of CERCLA defines a brownfield site as “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant”. The law further defines the term “brownfield site” to include a site that is contaminated by a controlled substance...; is contaminated by petroleum or a petroleum product excluded from the definition of ‘hazardous substance’...; or is mine-scarred land.

A critical part of EPA’s efforts to encourage assessment and cleanup of brownfields is participation by affected residents. EPA works to ensure that historically disenfranchised residents do not bear a disproportionate burden of the effects of environmental contamination. To help residents take advantage of jobs created by the assessment and cleanup of brownfields, EPA initiated the Brownfields Job Training Grants Program.

As a part of the Brownfields Program, to date, EPA has funded 144 Brownfields Job Training grants totaling over \$25 million. As of fall 2008, more than 4,700 people have completed training and more than 3,100 have obtained employment in the environmental field with an average starting hourly wage of \$13.84.

On February 17, 2009, President Barack Obama signed the American Recovery and Reinvestment Act of 2009 (Public Law No. 111-05) (Recovery Act). EPA received \$100 million in Recovery Act appropriations for the CERCLA 104(k) Brownfields Program of which 25% must be used at brownfields sites contaminated with petroleum. The Agency has allocated approximately \$5 million of Recovery Act funds for Brownfields Job Training grants authorized by CERCLA 104(k)(4)(6). Recovery Act funds are available for Brownfields job training projects that can be implemented expeditiously consistent with prudent management practices and which promote the potential for job creation and/or retention in communities where economic development is inhibited by the presence of Brownfields.

In accordance with OMB's February 18, 2009, guidance for implementing the Recovery Act, EPA will fund Brownfields Job Training grants selected under this announcement as new awards rather than through amendments to existing Brownfields Job Training grants. This will ensure that grantees will track Recovery Act funds separately from Brownfields Job Training grants awarded using EPA's annual appropriation for Brownfields grants.

EPA's Brownfields Program is an organized commitment to help communities revitalize brownfield properties both environmentally and economically, mitigate potential health risks, and restore economic vitality to areas where brownfields exist. Successful cleanup and redevelopment of brownfields are proof that economic development and environmental protection can indeed coexist.

### **B. Eligible Use of Funds.**

Proposed training programs must target unemployed and underemployed individuals residing in brownfields-impacted communities. Applicants must establish procedures to ensure that graduates will be employed in "green collar" jobs on brownfields sites and/or environmental work that involve the assessment, cleanup, and/or redevelopment of other contaminated sites with a focus on the graduates' respective communities. Eligible uses of grant funds under this competitive opportunity include:

- Training participants in the handling and removal of hazardous substances, including training for jobs in sampling, analysis, and site remediation;
- Training in the management of facilities at which hazardous substances, pollutants, contaminants, or petroleum contamination are located;
- Training for response activities often associated with cleanups (for example, landscaping, demolition, and groundwater extraction);
- Development and refinement of existing curriculums for training;
- Training participants in the use of techniques and methods for cleanup of hazardous substances, petroleum, and pollutants, such as leaking underground storage tanks, asbestos, lead, mold, and sites contaminated by controlled substances or mine-scarred lands;
- Training in the requirements and conduct of all appropriate inquiry as required in CERCLA 101.35B and 40 CFR Part 312 and due diligence which can be defined as the process of evaluating a property for the potential presence of environmental contamination and assessing potential liability for any contamination present at the property;
- Training in site surveying, inventorying, mapping, and geographic information systems (GIS);

- Training participants in planning and conducting ecological restoration of abandoned and devalued land, including general botanical classes or introductory horticultural classes related to land restoration or indigenous species revegetation, soil science; and preparing brownfield sites for water or storm water management systems;
- Training participants in the reuse of biosolids and other industry residuals to restore previously contaminated lands;
- Training participants in remediation technologies or in site preparation for the installation of technologies that use alternative energy (solar, wind, or geothermal power) on brownfield sites, or the training of “greener” remediation technologies such as phytoremediation, bioremediation, or soil amendments;
- Recruiting job training participants from communities impacted by brownfields and for outreach activities directed toward engaging prospective employers to be involved in the job training program;
- Personnel costs for instructors to conduct training, fringe benefits, and/or personnel costs for tasks associated with programmatic reporting requirements;
- Costs associated with procuring a training contractor, if reasonable;
- Costs for screening and placing individuals in the training program;
- Costs associated with health exams (i.e., pulmonary function tests), drug testing, or licensing fees directly related to the training and/or the placement of graduates in environmental work, if reasonable; (Any funding used to pay for such fees must be applied before training is completed and expended before the close of the grant.);
- Costs used to cover rental fees associated with training facilities, if reasonable;
- Costs associated with transportation for trainees for site visits during training, if reasonable; and
- Stipends for trainees for reimbursable travel costs to and from training.

### **C. Prohibited Use of Funds.**

Recovery Act funds may not be used for any casino or other gambling establishment, zoo, golf course, or swimming pools. Funds awarded under Section 104(k)(6) of CERCLA are intended for job training activities and may not be used for:

- Conducting site assessments or actual cleanups outside the context of on-the-job training;

- Conducting response activities often associated with cleanups except within the context of on-the-job training assignments. e.g., landscaping, demolition, and groundwater extraction. Assessment, cleanup, and associated activity costs must be funded through other means;
- General or life skills education activities, such as remedial classes in math and reading; job readiness training, such as developing resumes and acquiring interview skills; job placement costs; GED costs; web site development; vehicle or medical insurance; or child care and daycare costs;
- Providing food or light refreshments to employees, instructors and trainees;
- Costs that are unallowable (e.g., lobbying, fund-raising, alcoholic beverages) under OMB Cost Principals 2 C.F.R. Part 220 (universities), 2 C.F.R. Part 225 (state, tribal, and local governments), or 2 CFR Part 230 (nonprofit organizations), as applicable;
- Matching any other Federal funds unless there is specific statutory authority for the match. CERCLA does not provide this authority. Grant funds may be used to match state or local funds, if authorized by the relevant state statute or local ordinance; or
- Administrative costs, including indirect costs, penalties, or fines. (Refer to Appendix 1: Prohibitions on Use of Funds.)

#### **D. EPA Strategic Plan Linkage.**

This project supports progress towards EPA Strategic Plan Goal 4 (Healthy Communities and Ecosystems), Objective 4.2 (Communities), and Sub-objective 4.2.3 (Assess and Clean up Brownfields). Specifically, recipients of these grants will further goals of the Brownfields Job Training Program and the Recovery Act by recruiting, training and placing residents from communities impacted by brownfields in careers in the environmental field. As a consequence, these projects promote the facilitation and cleanup of brownfield sites contaminated with hazardous substances, pollutants, contaminants, or petroleum. Simultaneously, it ensures that economic benefits derived from brownfields redevelopment activities, including job creation and/or preservation that facilitate economic recovery, remain with affected residents in those communities.

#### **E. Measuring Environmental Results: Anticipated Outcomes/Outputs.**

Pursuant to EPA Order 5700.7, “*Environmental Results Under EPA Assistance Agreements*,” EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes, and how they will track and measure their progress towards achieving them, in their proposed workplan. Award recipients may be provided additional information from EPA on reporting measures including those related to the Recovery Act.

1. **Outcomes.** Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, must be quantitative and may not necessarily be achievable during the project period.

EPA anticipates that the outcomes from the projects awarded under this announcement will be an increase in the capacity of governmental entities and nonprofit organizations to: (1) facilitate resident's ability to obtain and/or retain jobs created by the assessment and cleanup of brownfields through job training programs that are initiated expeditiously consistent with prudent management; (2) promote economic recovery by providing training that leads to sustainable employment in the environmental field; (3) improve community involvement and stimulate the development of constructive partnerships; (4) foster self-sufficiency and enhance the skills and availability of labor for environmental remediation in communities impacted by brownfields; and (5) enable residents to participate in the promotion of environmental health and occupational safety, both on the job and in their communities.

2. **Outputs.** Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period.

An anticipated output for the projects expected to be awarded under this announcement is the recruitment, training, and placement of individuals from brownfields-impacted communities in environmental careers through employment that is sustainable as the U.S. economy recovers. EPA anticipates a national minimum of at least 500 persons completing training by the end of the program with a minimum job placement rate of at least 75%. Other outputs include: (1) classroom style training, practical training and curricula modules; (2) appropriate certification in environmental sampling and site cleanup methods; (3) training in innovative environmental and green technologies, and other related subjects, including: Occupational Health and Safety (OSHA) Hazardous Waste Operations and Emergency Response Standard (HAZWOPER), lead and asbestos abatement, mold remediation, and specialized knowledge of brownfields problems and solutions.

(View EPA's Strategic Plan on the internet at: <http://www.epa.gov/ocfopage/plan/2003sp.pdf>.)

## **F. Supplementary Information.**

The statutory authority for this action is Section 104(k)(6) of CERCLA 42 U.S.C. 9604(k)(6), which authorizes EPA to provide funding to eligible entities or nonprofit organizations to provide training, research, and technical assistance to individuals and organizations, as appropriate, to facilitate inventory, assessment, remediation, or preparation of brownfield sites. EPA is using funds appropriated by the American Recovery and Reinvestment Act of 2009 (Public Law No. 111-05) to award grants under this announcement.

## **Section 2 - Award Information.**

**A. What is the amount of available funding?**

The total estimated funding available under this competitive opportunity is approximately \$5,000,000.

**B. How many agreements will EPA award in this competition?**

EPA anticipates award of 10-12 cooperative agreements, whose maximum value each shall not exceed \$500,000, resulting from this competitive opportunity. EPA reserves the right to make additional awards under this competition, consistent with Agency policy and other applicable considerations, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of the original selection decision.

**C. Will applications be partially funded?**

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. To maintain the integrity of the competition and selection process, EPA, if it decides to partially fund a proposal, will do so in a manner that does not prejudice any applicants or affect the basis upon which the application or portion thereof, was evaluated and selected for award.

EPA reserves the right to reject all applications and make no awards under this announcement, or make fewer awards than anticipated.

**D. Funding Type**

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process. The anticipated substantial Federal involvement for this project will be:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. Collaboration during performance of the scope of work;
3. In accordance with 40 CFR 30.44(e) and 31.36(g), review proposed procurements;
4. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
6. Review of project outputs.

**E. What is the project period for award(s) resulting from this solicitation?**

The estimated project period for awards resulting from this solicitation is three years. All projects must be completed within the negotiated project performance period of 36 months unless EPA grants an extension.

**F. Can funding be used for the applicant to make subawards, acquire contract services or fund partnerships?**

EPA awards funds to one eligible applicant as the “recipient” even if other eligible applicants are named as “partners” or “co-applicants” or members of a “coalition” or “consortium.” The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**G. How will an applicant’s proposed subawardees or contractors be considered during the evaluation process described in Section 5 of this announcement?**

Section 5 of the announcement describes the ranking evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate solely to the applicant’s qualifications, past performance, and reporting history, the review panel will consider (to the extent applicable under any relevant criteria) the qualifications, expertise, and experience of:



- (1) An applicant's proposed subawardees/subgrantees identified in the application if the applicant demonstrates in the application that subaward/subgrant will be properly awarded consistent with the applicable regulations; and
- (2) An applicant's proposed contractors if the applicant's application demonstrates that the contractor was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36.

EPA will not consider the qualifications, experience, and expertise of proposed subawardees/subgrantees and/or contractors during the application evaluation process unless the applicant complies with these requirements.

### **Section 3 - Eligibility Information and Threshold Criteria**

#### **A. Eligible Entities.**

Applications will be accepted from either eligible governmental entities as defined in CERCLA Section 104(k)(1) or eligible nonprofit organizations as defined in Public Law 106-107, the Federal Financial Assistance Management Improvement Act. Eligible governmental entities include a general purpose local unit of government; a land clearance authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of government; a governmental entity created by a state legislature; a regional council or group of general purpose units of local government; a redevelopment agency that is chartered or otherwise sanctioned by a state; an Indian Tribe (other than in Alaska), or an Alaskan Native Regional Corporation and an Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following); and the Metlakatla Indian Community. Intertribal consortia, except consortia comprised of ineligible Alaskan tribes, are eligible to apply as well.

Eligible nonprofit organizations include any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. Workforce Investment Boards that meet these criteria may be eligible nonprofit organizations. Public and nonprofit private educational institutions are eligible to apply. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. For-profit or proprietary training organizations or trade schools are not eligible to apply.

#### **B. Cost-Sharing or Matching.**

Although cost-sharing or matching is not required as a condition of eligibility or otherwise, applicants proposing a voluntary financial or in-kind commitment of resources may improve their scoring under the "*Leveraging*" ranking evaluation criteria of this solicitation. (*Refer to Section 5(A), Ranking Evaluation Criteria*).

Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Any form of proposed leveraging that is evaluated under a Section 5 ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

### **C. Threshold Criteria.**

EPA must ensure that an application meets the following “threshold criteria,” applied on a pass/fail basis. **Applications that fail any one of the threshold criteria will not be considered further.** EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Applications that meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(A), Ranking Evaluation Criteria*. The threshold criteria are listed below. Please include this information as part of your narrative proposal (*see Section 4(B)(2)*). ***Please address each threshold item separately.***

1. Demonstrate how you are an eligible applicant as listed in Section 3(A) above. For non-profit organizations, you must provide documentation of your non-profit status.

States must demonstrate that their Governor or State legislature has agreed to accept Recovery Act funds for this program as required by section 1607 of the Recovery Act.

2. Location of the Proposed Project. Proposed training programs must target unemployed and underemployed individuals residing in brownfields-impacted communities. Applicants must demonstrate that they have procedures to ensure that graduates will be employed in “green collar” jobs on brownfields sites and/or environmental work that involve the assessment, cleanup, and/or redevelopment of other contaminated sites with a focus on the graduates’ respective communities. Eligible applicants must propose to serve a community that currently receives, or has received, financial assistance (federal, state, or tribal) for brownfields assessment, revolving loan fund, cleanup, site-specific response program work, and/or EPA funded targeted brownfields assessments. The applicant must identify the brownfields community and explain how it meets this criterion.
3. Eligible Use of Funds. Demonstrate that your proposed project will be an eligible use of funds and will not include Prohibited Costs as detailed in Section 1(B & C) of this announcement. (*Refer to Appendix 1: Prohibitions on Use of Funds.*). *Proposals that use funds for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool will not be reviewed.*

4. Demonstrate that this application does not duplicate other federally funded Environmental Job Training Programs in your target community.

For example, applicants must demonstrate that the proposed training project does not duplicate National Institute of Environmental Health Sciences (NIEHS) hazardous waste management training programs in their target community. NIEHS maintains a list of their worker training grantees on their web site, <http://www.niehs.nih.gov/wetp>. If you are listed on this website as a recipient, you must demonstrate how services under this proposed project will complement, but not duplicate existing Federal job training activities in your targeted service area (i.e., different target audience, type of training to be delivered, etc). Applicants must perform similar analyses for other federally funded job training programs serving the area or community (ies) in their application.

5. Document in your attached training program outline, as referenced in Section 4(B)(2)(b), that your curriculum will include OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training. All curriculums must include this training and provide it to all individuals entering training. Please visit the following website for more details:  
[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9765](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765).
6.
  - a. Application packages must substantially conform to the outline and content detailed in *Section 4(B), Content and Form of Application* of this announcement or they will be rejected. Pages in excess of the page limitations for the narrative proposal and the attachments that are listed in *Section 4(B), Content and Form of Application* will not be reviewed.
  - b. In addition, hard copy application packages must be postmarked or received by EMS (the agency's contractor) and email submissions must be submitted, as specified in Section 4 of this announcement, on or before the submission deadline published in Section 4 of this announcement. Applicants are responsible for ensuring that their application package reaches the designated person/office specified in Section 4 of the announcement by the submission deadline.
  - c. Applications received, postmarked or submitted (if using email) after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where Section 4 requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Chris Lombard (Phone: 617-918-1305) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
7. All application materials must be submitted in English, including support letters.

#### **Section 4 - Application and Submission Information.**

##### **A. How to Obtain an Application Package.**

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA's Grants and Debarment website by visiting: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

## **B. Content and Form of Application.**

**The following documents are required for all application packages irrespective of the mode of submission.** All application packages must contain a "Narrative Proposal," related "Attachments," a completed and signed Standard Form 424 (SF 424) "Application for Federal Assistance," and A Preaward Compliance Report which can be accessed by visiting <http://www.epa.gov/ogd/forms/adobe/4700-4.pdf>. The "Narrative Proposal," a maximum of 15 single-spaced pages in length, must **include a cover letter**, specifically address the threshold eligibility criteria in Section 3(C), explicitly describe the applicant's proposed project and project description, and address the evaluation criteria described in Section 5(A). Applications must be concise and well organized.

1. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature** (this will not count towards any page limitation);

Individual grant application forms may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm>

2. **Preaward Compliance Review Report, with original signature** (this will not count towards any page limitation);

This form may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/forms/adobe/4700-4.pdf>

3. The "**Narrative Proposal**", covering items a and b below, shall not exceed **15 typed**, single-line spaced, 8 1/2 x 11" pages. This page limitation **does** include the cover letter but **does not** include "Attachments," as described below in Section 4. The total page limitation for attachments is 15 single-line spaced 8 1/2 x 11" pages. Applicants are strongly advised to avoid submission of extraneous materials. Do not include binders, spiral binding, or color printing. Photos and graphics will not be considered. The Narrative Proposal must substantially conform to the following outline and content:
  - a. **Cover Letter.** The cover letter must include a brief description of your project, be written on your organization's official letterhead, and be signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
    - i. Applicant Identification: Provide the name and full address of the applicant applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA. Also provide your DUNS number;

- ii. Location: City, county, and state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields area or communities you propose to serve. Include the names, addresses, phone numbers, and fax numbers of the mayor, county executive, governor, tribal chair, etc., for the brownfields area or communities you propose to serve.
  - iii. Contacts: Please provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
  - iv. Date Submitted: Date application is submitted to EPA via U.S. Postal Service, registered, or tracked mail or by email submission.
  - v. Project period: Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of July 1, 2009).
  - vi. Population: Provide the general population of your jurisdiction. If you are not a municipal form of government, provide the population of the area addressed by your application. Tribes must provide the number of tribal/non-tribal members affected.
  - vii. Other: Indicate whether you are a federally recognized tribe; federally designated Empowerment Zone/Enterprise Community; or, federally designated Renewal Community.
  - viii. Cooperative Partners: Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project.
  - ix. Funding Requested: Specify the amount you are requesting from EPA; funding amounts must not exceed \$500,000. Applications that exceed this limit may receive a point deduction during the evaluation panel's review of the "Budget/Resources" criterion in the evaluation criteria listed in Section 5.
- b. **Detailed Project Description.** The detailed project description must demonstrate how the applicant will implement and conduct its operation. Discuss how the proposed project addresses each of the items below (i.–ix.) taking into account the corresponding ranking evaluation criteria listed in Section 5(A) of this announcement. Applicants must follow the order of the ranking evaluation criteria in Section 5(A) when responding, including identifying numbers to each criterion's subfactor. The project description must also demonstrate how the applicant and the project meet the threshold eligibility factors in Section 3(C).
- i. **Recovery Act Effect -** Provide an overall description of the proposed project's and your organization's ability to effectively and expeditiously facilitate, create and/or preserve environmental or "green jobs" in communities affected by brownfields, including the number of participants you expect to train during this project and the targeted placement rate in environmental/green collar jobs. Also describe how you will expeditiously commence work on the proposed project consistent with prudent

management.

- ii. **Project Workplan - Training Program Objectives and Plans.** Provide an overall description of the proposed training program's objectives and plans and a training program outline, as referenced in Section 4(B)(4)(b), including the number of training cycles, the number of hours per cycle, the names of courses, certifications to be earned, the schedule of classes, and any fees participants will be responsible to cover. Also, include information related to the recruitment and screening criteria that will be used, a description of the training facilities, any local hiring incentives, and a description of your organization's marketing strategy for the training program.
- iii. **Performance Measurement: Anticipated Outcomes and Outputs.** Specify the expected project outcomes and outputs, including those described in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs*, of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes/outputs and results including those related to facilitation of job creation and/or preservation as expeditiously as possible. Provide a description of how your organization plans to track participants, implement evaluation measures, as well as a description of the plan to sustain the job training program when EPA funding has been exhausted.
- iv. **Programmatic Capability.** Submit a list of Federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope, and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully **complete and manage** those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these factors under Section 5. If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the proposed project.

- v. **Environmental Results Past Performance.** Submit a list of Federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you

**documented and/or reported** on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the application and you will receive a neutral score for this factor under Section 5. If you do not provide any response for these items, you may receive a score of 0 for these factors.

**Additionally, if applicable, provide information regarding previous EPA Brownfields Job Training Grants that you received, including original job training goals and how many trainees graduated and were placed, issues encountered during delivery of the training, issues with placement, and steps taken to improve your program.**

- vi. **Community Involvement and Employer Partnerships.** Include a description of partnerships established with brownfields site owners and/or grantees, community-based, governmental, workforce, or other organizations in the community and the benefit each of these partners will provide to the proposed training program. Additionally, provide information regarding any early steps taken to involve the community, engage the employer community, and partner with state or tribal governments.
- vii. **Community Need.** Provide information related to the demographic composition of the community proposed to be served, including environmental, social, economic, and public health indicators that demonstrate community need. Specify what environmental justice concerns are present in the community, and any labor market analysis conducted indicating a demand for skilled environmental professionals.
- viii. **Budget/Resources.** Include a detailed **budget narrative and chart** that clearly explains how funds will be used for each of the following categories. An example of a budget format applicants may consider using is shown below.
  - a. Personnel
  - b. Fringe Benefits
  - c. Travel (Itemized budgets could include costs associated with travel to the annual job training grantees meeting. Travel costs associated with travel to the annual Brownfields Conference is recommended but not mandatory. Grant recipients are encouraged to provide leveraged and/or in-kind funding to cover costs for these events.)
  - d. Contractual Costs
  - e. Supplies

- f. Other Costs including costs for subawards or subgrants of financial assistance (Be specific.).
- g. Non-EPA Project Funding. Applicants should identify funding from other sources including any in-kind resources. **Administrative costs are not eligible costs.**
- h. Total Project Costs (including EPA and Non-EPA Funds). Costs proposed in the budget must be linked directly to the application.

**Management Fees:** When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant’s cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

<b>Project Funding</b>	<b>Instruction</b>	<b>Outreach</b>	<b>Other Tasks</b>	<b>Total</b>
<b>EPA Project Funding</b>				
Personnel				
Fringe benefits				
Travel				
Contractual				
Supplies				
Other (Please be specific)				
<b>Total EPA Funds</b>				
<b>Non-EPA Project Funding</b>				
Administrative Costs				
Other (Please be specific)				
<b>Total Non-EPA Funds</b>				

Although EPA grant funds may be used for outreach, curriculum development, personnel, fringe benefits, equipment, and supplies, emphasis should be placed on delivery of training. The Brownfields Law prohibits any part of a grant awarded under CERCLA Section 104(k) to be used for the payment of administrative costs, which includes all indirect costs - even if those indirect costs are covered by an indirect cost agreement with EPA or another Federal Agency. EPA project funding in your budget must reflect eligible programmatic costs. For example, personnel costs listed must be programmatic costs, such as costs for instructor salaries. (*Refer to Appendix 1: Prohibitions on Use of Funds.*)



Under OMB Circulars, EPA financial assistance cannot be used for fundraising. Therefore, any costs associated with fund-raising must not be included in the budget for your application, or charged to your EPA cooperative agreement if your application is selected for award.

- ix. **Leveraging.** Provide information on additional leveraged funding, both Federal and non-Federal, excluding EPA funding, that will be provided to support the proposed project. Leveraged funding may include services, resources, or direct financial amounts from non-EPA sources. See also Section 3(B) for further information on leveraging.

Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed project covered by your application.

**Responses to criteria may include the criteria number and title but need not restate the entire text of the criteria.** Sufficient detail must be provided to allow for an evaluation of the merits of the application. Vague descriptions, redundancy, and failure to address the ranking criteria will result in a lower ranking.

4. **Attachments.** The following documents should be included as attachments to the “Narrative Proposal.” The attachments (items a.-e. below) to the narrative proposal may not exceed a total of **15** single-line spaced 8 ½ x 11” pages in length. Any support letters the applicant chooses to submit will be considered as attachments and **will be** included in the 15 page limitation for Attachments.

- a. **References.** (These organizations will be contacted by EPA during the evaluation of your application.) Attach a brief **list** with contact information, **not letters**, from the following entities:
  1. **Two employers who have hired participants from your job training program.** If your organization already has experience working with environmental employers, provide the names of the employers, phone numbers, and persons to contact at these organizations. Provide the names of the participants who were placed with the employers you listed above. If your organization has not placed individuals with environmental employers, you may provide contact information for employers in other fields (clerical, retail, etc.).
  2. **At least two neighborhood and/or community-based organizations you currently are working with in developing your proposed job training program.** Provide the names and phone numbers of persons to contact at these organizations.
  3. **Two organizations from the employer community who have been involved in the development of the proposed job training program.** These employers may include local businesses, environmental contractors, and/or brownfield site owners. Involvement may include curriculum development, advisory councils, apprenticeships, and mentoring. Provide the names of these organizations, and contact person(s) with

phone numbers. Please note whether any of the employers listed above have expressed a commitment and/or intent to hire graduates of your proposed job training program.

- b. **Training Program Outline.** This should include curriculum topics, number of hours, and duration of the course, schedules, and certifications that participants will be eligible to attain. Please note that your curriculum must include OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training.
- c. **A copy of a current dated and signed letter informing the appropriate state, tribal and local government or tribal governmental environmental program of your plans to apply to EPA for a Brownfields Job Training grant.** The letter must provide a brief description of the brownfields community that you propose to serve with your application. The purpose of this letter is to initiate and facilitate dialogue between the job training grant applicant and the state or tribal environmental program contact about potential job placement opportunities in planned and/or ongoing brownfields assessment and cleanup activities.

If you are a state or eligible Indian Tribal applicant, you are not required to include this letter. For a list of state environmental program contacts, please visit <http://www.epa.gov/brownfields/stxcntct.htm>.

- d. **Milestones Description.** A milestone description indicating start times and completion dates of significant tasks under your program (e.g., outreach, procurement of a contractor, recruitment, instruction, placement, tracking).
- e. **General Support Letters**, as referenced in Section 5(A) of this solicitation, if applicable. (Refer to Section 5, “*Community Involvement and Employer Partnerships*.”) Note: Letters of support will only impact scoring of the subfactors listed under the “*Community Involvement and Employer Partnerships*” criterion which directly cite support letters. Support letters will not impact scoring for other unassociated ranking criteria.
- f. **Documentation of Nonprofit Status, if applicable.** (No page limit)

### **C. Submitting an Application Package.**

Applicants may choose to submit application packages, prepared as described in Section 4(B) above, either in hard copy (paper) format or by e-mail to [bfstimulus@epa.gov](mailto:bfstimulus@epa.gov). Instructions for both methods are detailed below. Please use only one method. The closing date for postmark or receipt of hard copy packages is April 20, 2009. Emailed submissions must be submitted by April 20, 2009.

If you have not received a confirmation of receipt from EPA within 3 business days of the application deadline, please contact Ms. Christine Lombard at [lombard.chris@epa.gov](mailto:lombard.chris@epa.gov). Failure to do so may result in your application not being reviewed.

1. **Hard copy (paper) submission.** Applicants submitting hard copy application packages must submit complete packages including all of the documents identified in *Section 4(B)* of this announcement. The application submission must be sent to **Environmental Management Support, Inc. (contractor to EPA), as indicated in (a) below**, and must be postmarked or received by the closing date of April 20, 2009. A complete package must also be sent to the EPA Regional Job Training Coordinator as described in (b) below.

a. **Environmental Management Support, Inc.**

Attn: Mr. Keith Arnold  
8601 Georgia Avenue, Suite 500  
Silver Spring, MD 20910  
Phone 301-589-5318

(Note: Express mail must include Mr. Arnold's phone number in the address.)

b. The appropriate **EPA Regional Job Training Coordinator** listed in *Section 7, Agency Contacts*. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to transmit their application to the physical address of the EPA contact listed in *Section 7, Agency Contacts*.

2. **E-Mail Submission:** Applicants submitting application packages by e-mail must submit one complete package in a scanned pdf format including all of the documents identified in Section 4(B) of this announcement to [bfstimulus@epa.gov](mailto:bfstimulus@epa.gov). A copy must also be submitted to your EPA Regional Job Training Coordinator listed in *Section 7, Agency Contacts*. Please note that if you choose to submit your materials via email, you are accepting all risks attendant to email submission including server delays.

**D. Confidential Business Information.**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

Under Public Law No. 105-277, data produced under awards resulting from this announcement is subject to the Freedom of Information Act.

**E. Data Universal Numbering System (DUNS).**

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>. Recipients and subrecipients must maintain active and current profiles in the Central Contractor Registration.

## **F. Pre-Application Assistance and Communications.**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. EPA expects to post FAQs at [EPA.GOV/brownfields](http://EPA.GOV/brownfields).

**Section 5 - Application Review Information.**

**A. Ranking Evaluation Criteria.**

Each eligible application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address all criteria as part of their “Project Description” Section of the Narrative Proposal described in Section IV. Each application will be rated under a points system, with a total of 110 points possible.

<b>Criterion</b>	
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Criterion	
<p><b>1. Recovery Act Effect</b></p> <p><b>This criterion refers to the degree and quality to which the proposed project effectively demonstrates the ability to quickly facilitate the creation and/or preservation of environmental or green jobs in communities affected by brownfields considering the following factors.</b></p> <ul style="list-style-type: none"> <li>• Whether the proposed training program clearly identifies how the applicant plans to carry out the training program in a quick but thorough manner to facilitate the ability of residents to obtain environmental or green jobs in communities affected by Brownfields (i.e. the number of participants you expect to train through this grant, how the training will facilitate job placement or creation/preservation, the length of the training program and the targeted placement rate at jobs that bear a direct correlation to the training received). (15 points)</li> <li>• Labor market assessment information conducted by the applicant in the targeted community indicating a demand for skilled environmental professionals; whether the proposed curriculum reflects the labor market analysis and whether trainees will receive certifications in skill areas that are directly applicable to the hiring needs to employers in the community. (5 points)</li> <li>• Whether the employer community (e.g. local businesses, environmental contractors, brownfield site owners) has been involved in the development of the proposed job training program (e.g., curriculum development, advisory councils, apprenticeships, and mentoring). If applicable, please provide letters of support from prospective employers. (5 points)</li> <li>• Whether measures of success are clearly described for the project in both quantitative and qualitative terms (e.g., the number of participants you expect to train through this grant and the targeted placement rate at jobs that bear a direct correlation to the training received). (5 points)</li> </ul>	<p>30 Points</p>

<b>Criterion</b>	
<p><b>2. Project Workplan - Training Program Objectives and Plans.</b>  This criterion refers to the quality and extent to which the application effectively addresses the subfactors listed below and presents a clear and concise description of the proposed project. The application will be evaluated based on the quality and extent to which:</p> <ul style="list-style-type: none"> <li>• The training program outline is clearly identified and comprehensive, including the number of training cycles, the number of hours per cycle, the number of certifications to be earned, the names of courses, and the schedule of classes. (5 points)</li> <li>• The criteria you plan to use to recruit and screen prospective trainees for entrance into your program will ensure that participants graduate from your program, whether the potential fees (e.g. licensing, certification, and medical examination fees) will burden participants of your program, and the accessibility of training facilities (e.g., proximity to public transportation, parking, etc.). (5 points)</li> <li>• Local job development strategies have been developed, the likelihood that these strategies will support the placement of graduates in on-going brownfield assessment and cleanup activities in your community, the likelihood that the marketing strategy of the training program will increase graduates being placed in full-time green-collar positions, and whether local incentives or other mechanisms (e.g., first-source or local hiring ordinances, tax incentives, wage subsidies, etc.) will be utilized or encouraged to increase the employment of graduates and the overall training program’s success. (5 points)</li> </ul>	15 Points

Criterion	
<p><b>3. Performance Measurement: Anticipated Outcomes and Outputs.</b>  Under this criterion, EPA will evaluate the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable results as described in Section 1(E) and how the applicant will track and measure its progress towards achieving the expected project outcomes and outputs including those identified in Section 1(E). Applicants will be evaluated based on:</p> <ul style="list-style-type: none"> <li>• The applicant’s plan for tracking and measuring its progress towards achieving the expected project outcomes and outputs, including those identified in Section 1(E) and the description of how success in achieving project outcomes and outputs will be evaluated and measured. This includes the description of any planned reports or other deliverables that measure and track the project success and document achievement of the expected outcomes and outputs including those identified in Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs. (5 points)</li> <li>• The quality and extent to which the milestones and objectives as referenced in the milestones description portion of the attachments are specific, measurable, and realistic, and the strategy for continuation of the job training program after original funding has been exhausted is detailed and realistic. (5 points)</li> <li>• The quality and extent to which the project helps ensure sustainable employment, including initial job placement, retention, and continuous employment for participants of the job training program; whether the applicant has designed a strategy to ensure successful implementation of evaluation measures (e.g., issues with the training and attrition); whether the applicant provides job search support and resources for participants and; whether participants of the job training program are able to access these resources; and how the applicant will track graduates. (5 points)</li> </ul>	15 points



Criterion	
<p><b>4. Programmatic Capability.</b>  This criterion refers to the technical capability of the applicant to successfully carry out the proposed project taking into account its:</p> <ul style="list-style-type: none"> <li>• Past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years. (2 points; neutral score – 1 point)</li> <li>• History of meeting reporting requirements under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements. (2 points; neutral score – 1 point)</li> <li>• Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (2 points)</li> <li>• Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the project. (2 points)</li> <li>• Success in delivering an effective environmental job training program that illustrates their experience in working with minority, unemployed, and/or underemployed individuals in the targeted community. (If you haven't identified an instructor and are considering subcontracting or sub-granting to acquire these services, what steps will you use to ensure the instructors have these skills?) (2 points)</li> </ul> <p>Note: In evaluating applicants past performance for programmatic capability purposes, the Evaluation Panel will consider information provided by the applicant in their application as well as relevant information from other sources including agency files and prior/current grantors (i.e., to verify and/or supplement the information provided by the applicant). Applicants with no relevant or available past performance and/or reporting history (the first two items above) will receive a neutral score for those elements of the criterion).</p>	10 points

Criterion	
<p><b>5. Environmental Results Past Performance.</b> Under this criterion, applicants will be evaluated based on the extent and quality to which the applicant:</p> <ul style="list-style-type: none"> <li>• Adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. (An assistance agreement is a grant or cooperative agreement and not a contract.) (5 points; neutral score – 3 points)</li> <li>• Demonstrates that they achieved the original training and placement goals as a past EPA Brownfields Job Training grantee, and if the original anticipated training and placement goals were not met, what steps were taken to improve the program and what new strategies were implemented to place graduates. (5 points; neutral score – 3 points)</li> </ul> <p>Note: In evaluating applicants under this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history (subfactor 1) and applicants with no job training experience or those who have not received an EPA Brownfields Job Training grant (subfactor 2) will receive a neutral score.</p>	<p>10 points</p>

Criterion	
<p><b>6. Community Involvement and Employer Partnerships.</b> Under this criterion, applicants will be evaluated based on the extent and quality to which the application materials demonstrate that:</p> <ul style="list-style-type: none"> <li>• Efforts have been made to collaborate with brownfield assessment and cleanup grantees, contractors, and/or brownfield site owners in the targeted community; efforts have been made to enhance and foster future employment for job training graduates in the targeted community. If applicable, please provide letters of support for any commitments these organizations have made to assist with your training program (e.g., providing on-the-job training or hiring graduates). (5 points)</li> <li>• Efforts were made to partner with local community groups, labor unions with apprenticeship programs, Workforce Investment Boards, and academic institutions located in or near the brownfield community to provide non-environmental training; each of these partners will add value and support to the proposed job training program where EPA funding cannot be used (e.g., life skills training, pre-employment training, GED preparation, child care, academic enhancement, placement assistance, counseling, transportation assistance); the proposed project will ensure trainees are job-ready. If applicable, please attach letters of support from partners. Letters should indicate commitments these organizations have made. (5 points)</li> </ul>	<p>10 points</p>

Criterion	
<p><b>7. Community Need.</b>  Applicants will be evaluated on the quality and extent to which they address the needs of the community they propose to serve, the impact their proposed project will have on the community, the inability of the applicant to draw on other sources of funding for environmental remediation related training activities, and the extent to which the applicant demonstrates an understanding of how these demographic variables are interconnected from a brownfields redevelopment point of view, including:</p> <ul style="list-style-type: none"> <li>• Demographic information and indicators, such as the poverty rate, minority populations, and the unemployment rate present in the target community; the impact that the presence of these indicators has on the target community and how these indicators relate to current brownfields challenges in the targeted community, including environmental, social, public health, and economic issues. If referencing a brownfield site(s), discuss how the presence of these indicators affects the whole community and not just the immediate site impacts. (5 points)</li> <li>• Environmental justice concerns, or the disproportionate impact of brownfields or other environmental contamination and risks, faced by low-income, minority, or socio-economically disadvantaged populations within the targeted community. (5 points)</li> </ul>	10 points
<p><b>8. Budget/Resources.</b>  Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> <li>• The budget is clearly stated, detailed, reasonable, and appropriate to achieve the project’s objectives and includes cost estimates for each of the proposed project activities to be performed with EPA funds. (Please see eligible vs. ineligible costs in Section 1.) (5 points)</li> </ul>	5 points

Criterion	
<p><b>9. Leveraging.</b> Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> <li>The application demonstrates (i) how the applicant will coordinate/leverage the use of EPA funding with other Federal and/or non-Federal sources of funds (i.e., project partners, including other Federally recognized tribes, surrounding communities, businesses) to carry out the proposed project, and/or (ii) that EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. (5 points)</li> </ul> <p><i>Note: EPA does not require that applicants use a voluntary match or cost share to receive points under this criteria for leveraging. See Section 3(B). However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their applications are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g., HUD’s Community Development Block Grants).</i></p>	<p>5 points</p>

**B. Other Factors.**

The EPA Headquarters Selection Official, as described below, may consider the following other factors, in addition to the evaluation results based on the criteria above, in making final funding decisions: (1) fair distribution of funds between urban and non-urban areas (2) equitable distribution of funds among EPA’s ten Regions; (3) appropriate distribution of funding between applicants who have already received brownfields job training grants and those who have not; (4) designation as a Federal Empowerment Zone, Enterprise Community, or Renewal Community; and/or Federally recognized Tribe; (5) whether the proposed project will assist in addressing environmental justice concerns (such as the disproportionate impact on, or presence of brownfields sites near, low-income and/or minority citizens); and, (6) overall program priorities and meeting the objectives of the Recovery Act.

**C. Review and Selection Process.**

All timely received, postmarked, or submitted application packages will first be reviewed to determine eligibility for funding consideration based upon compliance with all *Section 3-Eligibility*

*Information and Threshold Criteria.* Only applications determined eligible will be evaluated for technical merit based on the factors above.

Each eligible application will be evaluated by a national review panel of EPA Headquarters and Regional staff for technical merit, based on the evaluation factors detailed in *Section 5(A), Ranking Evaluation Criteria* of this solicitation. EPA Regions will provide scores to the national review panel on the “Environmental Results Past Performance” ranking criterion.

Upon completion of the technical merit evaluations, each application will be given an evaluated numerical score, with a total of 110 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the applications with the highest evaluated numerical scores to the EPA Headquarters Selection Official for award.

The final funding decision will be made by the EPA Headquarters Selection Official. In making this decision, the Selection Official will consider the recommendations and rankings of the review panel and may also consider the “Other Factors” detailed in *Section 5(B)* of this announcement.

## **Section 6 - Award Administration Information.**

### **A. Award Notices.**

EPA anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by May 2009.

The notification to successful applicant(s) that their application has been selected for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency’s Competition Policy ([EPA Order 5700.5A1](#), *Section 11*). The “Award Notice” signed by the EPA grants officer is the authorizing document and will be provided through postal mail.

### **B. Administrative and National Policy Requirements.**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the initial application and not all states require such a review.
3. Grants and cooperative agreements with non-profit organizations and institutions of higher education are subject to 40 [CFR](#) Part 30 (2 [CFR](#) Part 215) and OMB Circular A-122 (2 [CFR](#) Part 230) for non-profits and A-21 (2 [CFR](#) Part 220) for institutions of higher

learning. Grants and cooperative agreements with governmental organizations are subject to 40 [CFR](#) Part 31 and OMB Circular A-87 (2 [CFR](#) Part 225).

4. Grantees and sub-grantee awarded funds made available under the Recovery Act shall promptly refer to the Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.
5. Programmatic terms and conditions will be negotiated with the selected recipient. EPA requires that Grant recipients register and enter output data electronically into an on-line database called ACRES.
6. The Agency will also require that grant recipients have in place a system of tracking graduates of their program for a minimum of one year following the close of the grant. Any placements that take place following the close of the grant and final expenditure of grant funds must be reported to the EPA under ACRES in accordance with OMB No. 2050-0192. This information should be reported on a quarterly basis.

#### **C. Recovery Act Reporting Requirement**

**The cooperative agreement will include all terms and conditions required by the American Recovery and Reinvestment Act of 2009 and implementing regulations/guidance including but not limited to terms relating to recipient reporting on the use of funds as specified in Section 1512 of the Act.**

#### **D. Disputes.**

Assistance agreement competition-related disputes will be resolved in accordance with the [dispute resolution procedures](#) published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/051371.htm>

. Copies of these procedures may also be requested by contacting the Agency contact identified in Section 7 of this announcement.

#### **E. Non-profit Administrative Capability**

Non-profit applicants that are recommended for funding under this announcement are subject to administrative capability reviews consistent with Sections 8b, 8c and 9d of EPA Order 5700.8, Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards ([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)) and any additional terms on administrative capability in the grant agreement.

**Section 7 - Agency Contacts.**

**A. For Further Information Contact:**

Ms. Christine Lombard, U.S. EPA Region 1, One Congress Street, Suite 1100 (Mail code HIO); Boston, MA 02114-2023; Phone: (617) 918-1305; or e-mail: [lombard.chris@epa.gov](mailto:lombard.chris@epa.gov).

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Answers will be posted to the OSWER Grants/Funding webpage located at <http://www.epa.gov/oswer/grants-funding.htm> bi-weekly, until the closing date for this announcement.

**B. List of Contacts (Regional)**

<b>Regions and States</b>		<b>Address and Phone Number</b>
<b>EPA Region 1 Marcus Holmes</b>	<b>CT, ME, MA, NH, RI, VT</b>	One Congress Street, Suite 1100 (Mail code HIO) Boston, MA 02114-2023 Phone (617) 918-1630 e-mail: <a href="mailto:holmes.marcus@epa.gov">holmes.marcus@epa.gov</a>
<b>EPA Region 2 Schenine Mitchell</b>	<b>NJ, NY, PR, VI</b>	290 Broadway, 18th Floor New York, NY 10007 Phone (212) 637-3283 e-mail: <a href="mailto:mitchell.schenine@epa.gov">mitchell.schenine@epa.gov</a>
<b>EPA Region 3 Jeff Barnett</b>	<b>DE, DC, MD, PA, VA, WV</b>	1650 Arch Street (3HS34) Philadelphia, PA 19103-2029 Phone (215) 814-3246 e-mail: <a href="mailto:barnett.jeff@epa.gov">barnett.jeff@epa.gov</a>
<b>EPA Region 4 Kathleen Curry</b>	<b>AL, FL, GA, KY, MS, NC, SC, TN</b>	Atlanta Federal Center 61 Forsyth Street (SNFC, EPA Mail Room) Atlanta, GA 30303 Phone (404) 562-8660 e-mail: <a href="mailto:curry.kathleen@epa.gov">curry.kathleen@epa.gov</a>
<b>EPA Region 5 Linda Morgan</b>	<b>IL, IN, MI, MN, OH, WI</b>	77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone (312) 886-4747 e-mail: <a href="mailto:morgan.linda@epa.gov">morgan.linda@epa.gov</a>



<b>Regions and States</b>		<b>Address and Phone Number</b>
<b>EPA Region 6 Sam Reynolds Amber Perry</b>	<b>AR, LA, NM, OK, TX</b>	1445 Ross Avenue, Suite 1200 (6SF-VB) Dallas, TX 75202-2733 Phone (214) 665-6682, (214) 665-3172 e-mail: <a href="mailto:reynolds.samuel@epa.gov">reynolds.samuel@epa.gov</a> or <a href="mailto:perry.amber@epa.gov">perry.amber@epa.gov</a>
<b>EPA Region 7 Ina Square</b>	<b>IA, KS, MO, NE</b>	901 N. 5th Street (SUPR/STAR) Kansas City, KS 66101 Phone (913) 551-7357 e-mail: <a href="mailto:square.ina@epa.gov">square.ina@epa.gov</a>
<b>EPA Region 8 Karen Reed</b>	<b>CO, MT, ND, SD, UT, WY</b>	US EPA, Region 8 (EPR-B) 1595 Wynkoop Street Denver, CO 80202-1129 Phone (303) 312-6019 Fax (303) 312-6067 e-mail: <a href="mailto:reed.karen@epa.gov">reed.karen@epa.gov</a>
<b>EPA Region 9 Noemi Emeric Wallace Woo</b>	<b>AZ, CA, HI, NV, AS, GU</b>	75 Hawthorne Street (SFD 1-1) San Francisco, CA 94105 Phone (213) 244-1821, (415) 972-3270 e-mail: <a href="mailto:emeric.noemi@epa.gov">emeric.noemi@epa.gov</a> or <a href="mailto:woo.wallace@epa.gov">woo.wallace@epa.gov</a>
<b>EPA Region 10 Laura Caparroso</b>	<b>AK, ID, OR, WA</b>	US EPA Region 10 1200 6 <sup>th</sup> Avenue, Suite 900 ESL-112 Seattle, WA 98101 Phone (206) 553-6378 e-mail: <a href="mailto:caparroso.laura@epa.gov">caparroso.laura@epa.gov</a>

**Section 8 - Other Information.**

Applicants selected for award will be required to submit a final cooperative agreement application package to their EPA Regional office. This package will include an EPA-approved final work plan that describes the work to be performed, including a final budget and the required certification forms. Further information and instructions will be provided to selected applicants.

## Appendix 1: Prohibitions on Use of Funds

Funds awarded under Section 104(k)(6) of CERCLA are intended for job training activities and may not be used for:

1. A penalty or fine.
2. Federal cost-share requirement (for example, a cost share required by other Federal funds).
3. A response cost at a brownfield site for which the recipient of the grant or loan is potentially liable under CERCLA Section 107.
4. A cost of compliance with any Federal law, excluding the cost of compliance with laws applicable to the cleanup.
5. The payment of an administrative cost. In implementing the administrative cost prohibition, EPA has made a distinction between prohibited administrative costs and eligible programmatic costs.

**A. Administrative Costs.** Prohibited administrative costs are direct costs including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges incurred to comply with most provisions of the “Uniform Administrative Requirements for Grants” contained in 40 CFR Part 30 or 40 CFR Part 31. Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement. Prohibited administrative costs are also all of the grantee’s indirect costs under 2 CFR Part 220 (Educational Institutions), 2 CFR Part 225 (Governments), and 2 CFR Part 230 (Nonprofit Organizations), and Subpart 31.2 (Commercial Organizations) of the Federal Acquisition Regulation. Otherwise allowable indirect costs incurred by a grantee’s cost reimbursement contractor are not subject to the administrative cost prohibition.

Ineligible grant administration costs include expenses for:

1. Preparation of applications for Brownfields grants and sub-grants;
2. Record retention required under 40 CFR 30.53 and 40 CFR 31.42;
3. Record-keeping associated with supplies and equipment purchases required under 40 CFR 30.33, 30.34, and 30.35 and 40 CFR 31.32 and 31.33;
4. Preparing revisions and changes in the budgets, scopes of work, program plans, and other activities required under 40 CFR 30.25 and 40 CFR 31.30;
5. Maintaining and operating financial management systems required under 40 CFR 30.20 and 40 CFR 31.20;
6. Preparing payment requests and handling payments under 40 CFR 30.22 and 40 CFR 31.21;
7. Non-Federal audits required under 40 CFR 30.26, 40 CFR 31.26, and OMB Circular A-133;
8. Close out under 40 CFR 30.71 and 40 CFR 31.50.

**B. Programmatic Costs.** EPA has determined that the administrative cost prohibition does not apply to “programmatic” costs, (i.e., costs for activities that are integral to achieving the purpose of the grant), even if the Agency considered the costs to be “administrative” under the prior Brownfields Program.

1. The prohibition does not apply to direct costs of training. For example, costs for instructor(s)’ salaries, program management salaries (to the extent that such costs are included in the scope of work for the brownfields job training grant), training materials (e.g., textbooks, equipment, and classroom supplies), necessary travel and transportation expenses, and medical tests required to qualify for hazardous substances related work are programmatic, not administrative.
2. Direct costs, as defined in the applicable OMB Cost Principle Circular, for the following programmatic activities are not subject to the administrative cost prohibition. These costs, however, must be allowable under the scope of work for the grant. Costs incurred for complying with procurement provisions of 40 CFR Part 30 and Part 31 are considered eligible programmatic costs only if the procurement contract is for services or products that are direct costs for training as described above. Costs for performance and financial reporting required under 40 CFR 30.51 and 30.52, and 40 CFR 31.40 and 31.41 are eligible programmatic costs. Performance and financial reporting are essential programmatic tools for both the recipient and EPA to ensure that grants are carried out in accordance with statutory and regulatory requirements.
3. If your organization intends to provide non-competitive subgrants to other nonprofit or governmental organizations, discuss the process you will follow to ensure that these agreements meet the standards for financial assistance contained in OMB Circular A-133, Section 210.

For further information on these prohibitions, contact your regional brownfields representative listed in *Section 7, Agency Contacts*.