

## OVERVIEW SECTION

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

**TITLE:** “BROWNFIELDS JOB TRAINING GRANTS”

**ACTION:** Request for Applications (RFA) - Initial Announcement

**RFA NO:** EPA-OSWER-OBCR-06-06

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

**DATES:** The closing date and time for receipt of applications is September 8, 2006, 5:00 p.m. EDT. Applications submitted in hard copy (paper) and by electronic mail (e-mail) must be received by Environmental Management Support, Inc. (contractor to EPA) by the closing date and time to receive consideration. Applicants submitting hard copy and electronic mail applications must also submit a “Narrative Proposal,” and one completed and signed “Application for Federal Assistance” (refer to Section 4) to the appropriate EPA Regional Job Training Coordinator listed in *Section 7, Agency Contacts*. Both submissions (to the EPA Contractor and Regional Job Training Coordinator) must be received by the closing date and time for receipt of application packages. Applications submitted through <http://www.Grants.gov> must be received by <http://www.Grants.gov> no later than September 8, 2006, 5:00 p.m. EDT.

**SUMMARY:** This notice announces the availability of funds and solicits applications from eligible entities and non-profit organizations to provide environmental job training projects that will facilitate the assessment, remediation, or preparation of brownfield sites. Applicants must propose to serve a community that currently receives, or has received, financial assistance from EPA for brownfields assessment, revolving loan fund or cleanup competitive grants. States and certain eligible Indian Tribes currently receiving CERCLA Section 128 funding may propose to serve any community within their jurisdiction where the state or Indian Tribe is conducting site-specific brownfields work (e.g., assessment or clean up activities) with state, Indian Tribal or Federal CERCLA Section 128 funds.

**FUNDING/AWARDS:** The total estimated funding available under this competitive opportunity is \$2,000,000. EPA anticipates award of 10 cooperative agreements, whose maximum value each shall not exceed \$200,000, resulting from this competitive opportunity. (*Refer to Section 2(B).*)

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## **Section 1 - Funding Opportunity Description.**

### A. Background.

A brownfield site is "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," as defined in Section 101(39) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA or Superfund). 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."

In the early 1990s, stakeholders expressed concerns to EPA that more than 600,000 properties that were once used for industrial, manufacturing, or other commercial uses were lying abandoned or underused due to the actual or perceived presence of contamination. Brownfield areas, particularly those in city centers, were contributing to blight and joblessness in surrounding communities. Unknown environmental liabilities were preventing communities, developers, and investors from restoring these properties to productive use and revitalizing impacted neighborhoods.

In 1994, EPA responded to the brownfields problem with an approach that is locally based, encourages strong public-private partnerships, and promotes innovative and creative ways to assess, clean up, and redevelop brownfield sites. This approach empowers state, tribal, and local environmental and economic development officials to oversee brownfields activities. It encourages implementing local solutions to local problems. EPA has also provided funding to create local environmental job training programs in an effort to ensure that the economic benefits derived from brownfields revitalization efforts remain in local neighborhoods.

A critical part of EPA's efforts to encourage assessment and cleanup of brownfields is participation by affected residents. EPA works to ensure that disadvantaged 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.

The Small Business Liability Relief and Brownfields Revitalization Act ("Brownfields Law" or "the Law," P.L. 107-118) authorizes EPA to fund training to facilitate assessment, remediation, or preparation of brownfield sites. In 2002, the Brownfields Law authorized funding for a national Brownfields Job Training Grants Program which incorporated many of the goals and objectives for job training grants as described above.

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. As a part of the Brownfields Program, EPA has funded 106 Brownfields Job Training grants totaling over \$20.6 million. As of spring 2006, more than 2,700 people had completed training; and more than 1,600 obtained employment in the environmental field with an average starting hourly wage of \$13.00.

#### B. Eligible Use of Funds.

Funds awarded under Section 104(k)(6) of CERCLA must be used for training, research, and technical assistance to facilitate the inventory of brownfields properties, site assessments, cleanup of brownfields properties, community involvement, or site preparation. Eligible uses of grant funds under this competitive opportunity include:

- training residents for 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/refinement of existing curriculum for the training described in this section;
- training participants in the use of techniques and methods for cleanup of leaking underground storage tanks and other sites contaminated by petroleum products, asbestos abatement, or lead abatement where these topics are a component of a more comprehensive hazardous waste management training course or environmental technology training course;
- 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. These activities should be part of improving participation in hazardous waste management training for communities impacted by brownfields. Proposed training programs must establish procedures to ensure that participants are recruited from the neighborhoods where the brownfield site(s) are located. It is anticipated that these graduates will be employed in brownfields and/or environmental work which involves assessing and cleaning up contaminated sites within the graduate's respective community;
- personnel costs for instructors to conduct training; fringe benefits; and/or, personnel costs for tasks associated with quarterly and financial reporting;
- costs associated with procuring a contractor, if reasonable;

- costs for training materials and work gear associated with the training curriculum, if reasonable;
- 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. These costs must be reasonable and should be reflected in the applicant's proposed itemized budget. Additionally, any funding used to pay for such fees must be applied before training is completed and expended before the close of the grant. All costs must be directly associated with training and/or the placement of graduates in brownfields redevelopment/environmental work;
- providing light refreshments for graduation ceremonies, if reasonable. (Refreshments and/or food costs associated with recruitment is not permitted;)
- costs used to cover rental fees associated with training facilities, if reasonable; and,
- costs associated with transportation for trainees for site visits during training, if reasonable.

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

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 for example, landscaping, demolition, and groundwater extraction --- except within the context of on-the-job training assignments. 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; transportation costs, such as the costs of getting to and from class, or stipends for students; web site development; vehicle or medical insurance; or, child care and daycare costs;
- costs that are unallowable (e.g., lobbying, fund-raising) under OMB Circulars A-21 (universities), A-87 (state, tribal, and local governments), or A-122 (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, 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 Cleanup Brownfields). Specifically, recipients of these grants will further goals of the Brownfields Job Training Program by training and placing residents, from communities impacted by brownfields, in careers in the environmental field. As a consequence, this project promotes facilitation and cleanup of brownfield sites contaminated with hazardous substances, pollutants, contaminants, or petroleum. Simultaneously, it ensures economic benefits derived from brownfields redevelopment activities 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 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 in their proposed workplan.

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 the outcome from the projects awarded under this announcement will be an increase in the capacity of governmental entities and nonprofit organizations to: (1) help residents take advantage of jobs created by the assessment and cleanup of brownfields; (2) provide 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, in communities impacted by brownfields, with the skills needed to conduct assessment and remediation of brownfields sites; 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 recruitment, training, and placement of individuals from brownfields impacted communities in environmental careers. EPA anticipates a minimum of at least 200

persons completing training by the end of Fiscal Year 2007 with a minimum job placement rate of at least 65%. Other outputs include: classroom style training, practical training and curricula modules, appropriate certification in environmental technology related subjects, including OSHA, HAZWOPER, lead and asbestos abatement, 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 the "The Comprehensive Environmental Response, Compensation, and Liability Act" (CERCLA) of 1980, as amended by the Small Business Liability Relief and Brownfields Revitalization Act, 42 U.S.C. 9604(k)(6), which authorizes EPA to provide, or fund eligible entities or nonprofit organizations to provide, training, research, and technical assistance to individuals and organizations, as appropriate, to facilitate assessment, remediation, or preparation of brownfield sites.

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

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$2,000,000.

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than four months from the date of original selection decision.

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

EPA anticipates award of 10 cooperative agreements, whose maximum value each shall not exceed \$200,000, resulting from this competitive opportunity.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although 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 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)
6. review and concur on project outputs.

C. Will applications be partially funded?

EPA reserves the right to partially fund applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund an application, it 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. What is the project period for award(s) resulting from this solicitation?

The estimated project period for awards resulting from this solicitation is March 1, 2007 through February 29, 2009. All projects must be completed within the negotiated project performance period of 24 months. Project periods generally cover two years.

E. Can funding be used to acquire 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 acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. For profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their applications. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. **Recipients may only award subgrants to eligible entities as described in Section 3(A) below.** 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 to carry out its cooperative agreement. The nature of the transaction between the recipient and the 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.

The recipient must make clear in any solicitation for funding that the recipient’s organization, and not EPA, is seeking funding. The recipient may not imply that EPA endorses any fund-raising activities in connection with it’s project. Further, the recipient must make clear to donors that any gift to the recipient for use in connection with brownfields training, research, and/or technical assistance will go solely toward defraying its own expenses, and not those of EPA.

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

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

Proposals 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; 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. Evidence of current nonprofit status under Federal, state or tribal law must be provided at the time the proposal is submitted.

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

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



Applicants may propose a voluntary cost share or “match” or demonstrate how EPA funds will “leverage” other resources. Voluntary matching with funds and/or in-kind contributions or resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 or 40 CFR 31.24 and the applicant must provide the cost share under the terms of its cooperative agreement with EPA. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for voluntary cost sharing. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Applicants may also improve their scoring under the “Budget, Schedule, and Leveraging” evaluation criterion of this solicitation by demonstrating how EPA funding will “leverage” other resources without proposing to use those other resources as a voluntary cost share or match. EPA will evaluate leveraging based on the extent an applicant can demonstrate (i) how it will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.

If the applicant decides to conduct fund-raising for its voluntary match or to demonstrate leveraging, it must make clear in any solicitation for funding that the applicant's organization, and not EPA, is seeking funding. The applicant may not imply that EPA endorses any fund-raising activities in connection with its project. Further, the applicant must make clear to donors that any gift to the recipient for use in connection with brownfields training, research, and/or technical assistance will go solely toward defraying its own expenses, and not those of EPA. Please note that fund-raising costs are not allowable as cooperative agreement costs under OMB Cost Principles.

### C. Threshold Criteria.

EPA must assure that an application meet the following “threshold criteria,” applied on a pass/fail basis. Applications which 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 which meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Applicant Eligibility. The narrative proposal must demonstrate how you are an eligible applicant as listed in Section 3(A) above.
2. Limitation on Applicants Who Received Funding in Fiscal Year 2006. The narrative proposal must state whether or not you received a brownfields job training grant in Fiscal Year 2006.

Applicants that received a Brownfields Job Training grant from EPA in Fiscal Year 2006 (announced December 2005) are not eligible to apply in Fiscal Year 2007. A list of brownfields job training grants awarded in Fiscal Year 2006 can be found on the Brownfields Website, <http://www.epa.gov/brownfields/pilot.htm#previous>. Applicants who received a brownfields job training grant in or before Fiscal Year 2005 are eligible to apply for this competition.

3. Location of the Proposed Project. The narrative proposal must identify the EPA-funded brownfields grant (assessment, revolving loan fund, or cleanup) in your project area.

Eligible applicants must propose to serve a community that currently receives, or has received, financial assistance from EPA for brownfields assessment, revolving loan fund, or cleanup competitive grants. For a complete listing of existing and past EPA-funded brownfields grant areas, please visit: <http://www.epa.gov/brownfields/plocat.htm>.

States and certain eligible Indian Tribes currently receiving CERCLA Section 128 funding may propose to serve any community within their jurisdiction where the state or Indian Tribe is conducting site-specific brownfields work (e.g., assessment or clean up activities) with state, Indian Tribal or Federal CERCLA Section 128 funds. If you are a state or certain eligible Indian Tribe currently receiving CERCLA Section 128 funding, you must identify the community you propose to serve with your project.

4. Eligible Use of Funds. The proposed project must be an eligible use of funds as detailed in Section 1(B) of this announcement. (*Refer to Appendix 1: Prohibitions on Use of Funds.*)
5. Demonstration that Application Does Not Duplicate Other Federally Funded Environmental Job Training Programs. The narrative proposal must demonstrate that the proposed training project does not duplicate other Federally-funded programs for environmental job training 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, etc. Applicants must undergo similar analyses for other Federally funded job training programs serving the area or community(ies) in their application.

6. Application packages as described in Section 4(B) 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. However, pages in excess of the page limitation expressed in *Section 4(B), Content and Form of Application* of this announcement for the narrative

proposal will not be reviewed.

7. Application packages must be received by Environmental Management Support, Inc. (contractor to EPA) or through <http://www.Grants.gov> on or before the solicitation closing date and time published in Section 4 of this announcement. Packages received after the published closing date and time will be returned to the sender without further consideration.
8. All application materials must be submitted in English.

#### **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).

Applicants may request a hard copy of this solicitation by contacting their Regional Job Training Coordinator listed in *Section 7, Agency Contacts*.

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

**The following documents are required for all application packages, irrespective of the mode of submission.** All packages must contain a "Narrative Proposal," and one completed and signed "Application for Federal Assistance." The "Narrative Proposal," a maximum of 17 single spaced pages in length, must explicitly describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in Section 3(C).

1. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature;**

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. The "**Narrative Proposal**" shall not exceed 17 typed, single-line spaced, 8 1/2 x 11" pages, and 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 signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
    1. 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;
2. 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, and phone numbers of: the mayor, county executive, governor, tribal chair, etc., for the brownfields area or communities you propose to serve.
  3. 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.
  4. Date Submitted: Date application is submitted to EPA via U.S. Postal Service, registered, or tracked mail.
  5. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of March, 2007;
  6. 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.
  7. Other. Indicate whether you are a Federally recognized tribe; Federally designated Empowerment Zone/Enterprise Community; or, Federally designated Renewal Community.
  8. Cooperative Partners. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project.
  9. Funding Requested. Specify the amount you are requesting from EPA; Funding amounts must not exceed \$200,000. Applications which exceed this limit will be returned for revision.
- b. Detailed Project Description. The project description should provide the information below on how the applicant will implement and conduct its operation and **discuss how the application addresses each of the evaluation criteria in Section 5 of this announcement. It should also address the Threshold Criteria in Section 3(C).**
1. **Project Work Plan.** Provide a description of the proposed project's training program objectives and plans. Include a discussion of the number of participants you expect to train through this grant; the number of training cycles; the number of hours per cycle; the names of courses; and, the targeted placement rate at jobs that bear a direct correlation to the training received.

2. **Anticipated Outcomes and Performance Measurement.** Specify the expected environmental project outcomes, 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 and results. (*Refer to Section 5(A), Evaluation Criteria, "Performance Measurement."*)
3. **Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs*, of this announcement, and how you will track and measure your progress towards achieving them. Outputs, quantitative or qualitative, must be measurable during the project performance period.
4. **Programmatic Capability.** Submit a list of federally funded assistance agreements 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 V, 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 proposal and you will receive a neutral score for these factors under Section V.

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

5. **Environmental Results Past Performance.** Submit a list of federally funded assistance agreements 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 V, 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 proposal and you will receive a neutral score for this factor under Section V.

Applications must be concise and well organized, and must provide the information detailed in *Section 4(B), Content and Form of Application and Submission*, **including responses to all Section 3(C), Threshold Criteria and Section 5(A), Evaluation Criteria identified in this announcement**. Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. **Responses to criteria must 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 selection criteria will result in a lower ranking.

3. **Attachments.** The following documents should be included as attachments to the “Narrative Proposal.” These documents will not count as part of the 17 page limit and do not have an individual page limitation. **Any support letters the applicant chooses to submit, as referenced in Section 5, will be considered as attachments and do not have a page limitation.**

- a. Detailed Itemized Budget. Include a detailed budget narrative which clearly explains how funds will be used for each of the following categories and how these categories relate to the responses you provided to the “Budget, Schedule, and Leveraging” evaluation criterion listed in Section 5 of this solicitation:
  - 1. Personnel
  - 2. Fringe Benefits
  - 3. Contractual Costs
  - 4. Travel (Itemized budgets should include costs associated with travel to the annual job training grantees meeting. Attendance at this meeting is mandatory for all grant recipients. 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.)
  - 5. Supplies
  - 6. Other Costs (Be specific.)
  - 7. Non-EPA Project Funding. Applicants should identify funding from other sources including any in-kind resources. **Administrative costs are not eligible costs.**
  - 8. Total Project Costs (including EPA and Non-EPA Funds.) Costs proposed in the budget must be linked directly to the application.

Following is a suggested budget format.

Project Funding	Instruction	Outreach	Other Tasks	Total
<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) 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. Thus, EPA project funding in your budget must reflect eligible programmatic costs. For example, personnel costs listed must be programmatic costs, e.g., costs for instructor salaries. (*Refer to Appendix 1: Prohibitions on Use of Funds.*)

Under OMB Circulars, EPA financial assistance cannot be used for fund-raising. 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.

- b. **References.** (These organizations will be contacted by EPA during the evaluation of your application.) **Letters of support must be provided as an attachment.**
  - 1. **Two employers who have hired participants from your job training program** (environmental or other). Provide the names of the participants who were placed with the employers you listed above, the names of the employers, and phone numbers of the person to contact in these organizations. 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.

2. At least **two neighborhood and/or community-based organizations you are currently 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.
- c. **Training Program Outline.** This should include curriculum topics, number of hours, duration of the course(s), and certifications that participants will be eligible to attain.
  - d. **A copy of a current dated and signed letter informing the appropriate state 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 Tribe currently receiving CERCLA Section 128 funding, you are not required to include this letter. For a list of state and Indian Tribal environmental program contacts, please visit:

<http://www.epa.gov/brownfields/stcntct.htm>. (*Refer to Section 3(A), Eligible Entities.*)

- e. **Milestones.** A milestone schedule indicating start times and completion dates of significant tasks under your program (e.g. outreach, procurement of a contractor, recruitment, instruction, placement, tracking).
- f. **Documentation/evidence of current non-profit status** under Federal, state or tribal law, if applicable.
- g. **Support letters**, as referenced in Section 5 of this solicitation, if applicable. (*Refer to Section 5(A), "Community Involvement and Employer Partnerships."*)

Applicants are strongly advised to avoid submission of extraneous materials.

All application materials must be completed in English. Do not include binders, spiral binding, or color printing. Photos and graphics will not be considered.

### **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, by electronic mail (e-mail), or through <http://www.Grants.gov> with an electronic signature. Instructions for all methods are detailed below. Please use only one method. The closing date and time for receipt of application packages under this announcement is September 8, 2006, 5:00 p.m. EDT. Applications submitted via hard copy, electronic-mail (e-mail) must be received by Environmental Management Support, Inc. (contractor to EPA) by the closing date and time for receipt of application packages. Applications submitted through <http://www.Grants.gov> must be received through <http://www.Grants.gov> by September 8, 2006, 5:00 p.m. EDT.

- 4. Hard copy (paper) submission.** Submit a complete package including all of the documents identified in *Section 4(B)* of this announcement. **The complete package must be sent through regular mail, express mail, or courier to Environmental Management Support, Inc. (contractor to EPA) at the address listed in Section 7, Agency Contacts.** Paper submissions must include one original signature document and two copies of the completed “Application for Federal Assistance” and “Narrative Proposal.” Applicants submitting hard copy applications must also submit a “Narrative Proposal,” and one completed and signed “Application for Federal Assistance” to the appropriate EPA Regional Job Training Coordinator listed in *Section 7, Agency Contacts*. Both submissions (to the EPA Contractor and Regional Job Training Coordinator) must be received by the closing date and time for receipt of application packages.

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*.

- 5. Electronic mail (e-mail) submission.** Prepare your application package in accordance with the instructions detailed in *Section 4(B), Content and Form of Application*, of this announcement. **Submit the complete package including all of the documents identified in Section 4(B) directly to Environmental Management Support, Inc. (contractor to EPA) at e-mail address: [ems.bf@emsus.com](mailto:ems.bf@emsus.com).** Applicants submitting electronic mail applications must also submit a “Narrative Proposal,” and one completed and signed “Application for Federal Assistance” to the e-mail address of the appropriate EPA Regional Job Training Coordinator listed in *Section 7, Agency Contacts*. Both submissions (to the EPA Contractor and Regional Job Training Coordinator) must be received by the closing date and time for receipt of application packages.
- 6. Grants.gov submission.** Using <http://www.Grants.gov>, applicants may submit the complete application package on-line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on <http://www.Grants.gov> for this announcement and which are included below. If you have any technical difficulties while applying electronically, please call the toll free Contact Center at 1-800-518-4726.

If you wish to apply electronically via <http://www.Grants.gov>, the electronic submission of your application package must be made by an official representative of your institution who is registered with <http://www.Grants.gov> and authorized to sign applications for Federal assistance. For more information, go to <http://www.Grants.gov> and click on “Get Registered” on the left side of the page. Note that the registration process may take a week or longer to complete. If your organization is not currently registered with <http://www.Grants.gov>, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process, go to <http://www.Grants.gov> and click on “Apply for Grants.” Then click on “Apply Step 1; Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package [https://apply.Grants.gov/forms\\_apps\\_idx.html](https://apply.Grants.gov/forms_apps_idx.html). You may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OBCR-06-06, or the CFDA number 66.815, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.Grants.gov> (to find the synopsis page go to <http://www.Grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

**Application Submission Deadline.** Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.Grants.gov>) no later than September 8, 2006, 5:00 p.m. EDT.

**Be sure to download and read the instructions and the application package at the <http://www.Grants.gov> web site.**

**Application Materials.** The following forms and documents are required to be submitted by applicants using <http://www.Grants.gov> under this announcement.

- A. **Standard Form (SF-424), Application for Federal Assistance.** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- B. **Narrative Proposal** (Including the attachments referenced in Section 4(B)(3) of the announcement). Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application* of this announcement (EPA-OSWER-OBCR-06-06). The “**Narrative Proposal**” shall not exceed 17 single spaced pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement.

## **Application Preparation and Submission Instructions.**

**Document A**, listed under Application Materials above, should appear in the “Mandatory Documents” box on the <http://www.Grants.gov> “Grant Application Package” page.

**For Document A**, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Package” page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

**For Document B**, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application* of this announcement (EPA-OSWER-OSW-06-06). Save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your “Narrative Proposal” to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach your “Narrative Proposal” (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. For the attachments to the Narrative Proposal identified in Section 4(B)(3) of this announcement, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name - FY06 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 06 Assoc Prog Supp - Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name - FY06 Assoc Prog Supp - 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other

software programs before attempting to submit the application package through <http://www.Grants.gov>.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact <http://www.Grants.gov> for assistance by phone at 1-800-518-4726, or contact Joseph Bruss at 202-566-2772 or, email [bruss.joseph@epa.gov](mailto:bruss.joseph@epa.gov).

Application materials submitted through <http://www.Grants.gov> will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [support@grant.gov](mailto:support@grant.gov)) within 30 days of the application deadline, please contact Joseph Bruss at [bruss.joseph@epa.gov](mailto:bruss.joseph@epa.gov). Failure to do so may result in your application not being reviewed.

#### **D. Confidential Business Information.**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications 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.

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>.

#### **F. Pre-proposal/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 proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking

criteria. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

**Section 5 - Application Review Information.**

A. Evaluation Criteria.

Each application will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their “Narrative Proposals.” Each application will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points Per Criterion
<p><b>1. Training Program Objectives and Plans.</b></p> <p>A. To what extent are the objectives of your proposed project clearly identified including: the number of participants you expect to train through this grant; the number of training cycles; the number of hours per cycle; the names of courses; and, the targeted placement rate at jobs that bear a direct correlation to the training received? To what extent will these objectives ensure your program will successfully achieve the expected project outcomes/outputs including those identified in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs?</i> (4 points)</p> <p>B. To what extent will the certifications graduates of your training program earn ensure employment for graduates of your program and apply to the hiring needs of employers in your community? Are your instructors licensed to provide such certification? To what extent will fees (e.g. licensing, certification, and medical examination fees) burden participants of your program, if any? (4 points)</p> <p>C. To what extent will the criteria you plan to use to recruit and screen prospective trainees for entrance into your program ensure participants graduate your program? To what extent are the training facilities accessible to residents you plan on recruiting for your job training program (e.g. proximity to public transportation, parking, etc.)? (4 points)</p> <p>D. To what extent will local incentives or other mechanisms (e.g., first source or local hiring ordinances for contractors of public agencies, tax incentives to hire locally, wage subsidies, or other mechanisms) be utilized or</p>	<p>20</p>

Criterion	Maximum Points Per Criterion
<p>encouraged to increase the likelihood of employment for training participants and your overall training program's success? (4 points)</p> <p>E. What are your local job development strategies? What is the likelihood that these strategies will support the placement of graduates of your job training program in on-going brownfield assessment and cleanup activities in your targeted community? To what extent will your strategy for marketing to environmental employers increase the likelihood that graduates will be placed in full-time positions at these organizations? To what extent have you made an effort to partner with your state and/or Tribal government environmental office in an attempt to facilitate your training program and placement of graduates in brownfields related work? (4 points)</p>	
<p><b>2. Community Involvement and Employer Partnerships.</b></p> <p>A. To what extent have you partnered with the EPA brownfields grant recipient(s) in your community? To what extent will this partnership enhance and foster future employment for job training graduates in the community and specifically in brownfields related work? If applicable, please provide letters of support for any commitments the brownfields grant recipient(s) have made to assist with your training program, to provide on-the-job training, or to hire graduates of your program. (4 points)</p> <p>B. To what extent did your organization take early steps to notify the community (e.g. public hearings, forums, advertisements) about your proposed job training program, if at all? To what extent did your organization involve the community during the development of your job training program and/or application? (4 points)</p> <p>C. To what extent has your organization made an effort 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 what extent will each of these partners add value to your program? Please attach letters of support from partners. Letters should indicate commitments these organizations have made. (4 points)</p> <p>D. To what extent has your organization partnered with other organizations in your community in an effort to secure non-environmental related training and support (e.g., life skills training, pre-employment training, GED</p>	20

Criterion	Maximum Points Per Criterion
<p>preparation, child care, academic enhancement, placement assistance, counseling, transportation assistance)? To what extent will your program ensure trainees are job-ready? Please provide letters of support for any commitments these organizations have made. (4 points)</p> <p>E. To what extent has the employer community (for example, local businesses, environmental contractors, brownfield site owners) been involved in the development of the proposed job training program (e.g. curriculum development, advisory councils, apprenticeships, and mentoring)? Please provide letters of support from prospective employers. (4 points)</p>	
<p><b>3. Programmatic Capability and Institutional Capacity.</b></p> <p>A. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under federally funded assistance agreements 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, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this criterion, the Agency 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 or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion. (10 points)</p> <p>B. To what extent will your organization’s and instructor(s) experience demonstrate a high likelihood of success in delivering an effective environmental job training program that serves the needs of low-income, minority, unemployed, and/or underemployed individuals in the community you propose to serve? (5 points)</p>	15
<p><b>4. Past Performance And Environmental Results Past Performance.</b></p>	15

Criterion	Maximum Points Per Criterion
<p>A. To what extent will your organization’s record of training and placing individuals in full-time employment, and, if applicable, in training and placing individuals from the target community you propose to serve, ensure your program will be successful in meeting the expected project outcomes/outputs, including those listed in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs</i> of this solicitation? Were you ever a previous recipient of an EPA Brownfields Job Training grant? What was your success in training and placing graduates? If you failed to meet your original training and placement goals as an EPA Brownfields Job Training grant recipient, what steps have you taken to improve your program and what are the new strategies you will implement to place graduates? (5 points)</p> <p>B. Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, 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 will receive a neutral score for this factor. (5 points)</p> <p>C. EPA requires various deliverables throughout the life of a grant, including quarterly reports. If you were to receive a Brownfields Job Training Grant, in providing your reports, what strategy would you use to measure and track the success of your program towards achieving the expected project outputs/outcomes, including those listed in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>? To what extent is this strategy detailed and realistic? (5 points)</p>	
<p><b>5. Budget, Schedule, and Leveraging.</b></p> <p>A. To what extent will your proposed budget effectively sustain your job training program and how do you plan on managing this budget? This should include cost estimates for each of the proposed project activities to be conducted using EPA funds. (5 points)</p>	10



Criterion	Maximum Points Per Criterion
<p>B. To what extent has your organization demonstrated the ability to leverage outside funding for your job training program? For example, to what extent will you coordinate the use of EPA funding with other Federal and/or non-Federal sources of funds to leverage additional resources to carry out the proposed project? To what extent will EPA funding compliment activities relevant to the proposed project carried out by your organization with other sources of funds and resources? How will leveraged funds be used to further develop your program (for example, recruitment, instruction, placement, etc.)? (5 points)</p> <p><i>Note: EPA does not require that applicants use a match or cost share to receive points under this criteria for leveraging. 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><b>6. Performance Measurement.</b></p> <p>A. To what extent are the milestones and objectives as referenced in your attached timetable/schedule specific, measurable, and realistic? (2 points)</p> <p>B. To what extent will your organization ensure sustainable employment, including initial job placement, retention and continuous employment for participants of your job training program? (2 points)</p> <p>C. To what extent will your organization provide job search support and resources for participants? To what extent will participants of your job training program access these resources? To what extent will graduates be tracked? EPA requires all graduates to be tracked for at least one year. To what extent will your organization's plan for doing this ensure compliance with EPA's terms and conditions for tracking graduates? (2 points)</p> <p>D. To what extent has your organization designed a strategy to ensure successful implementation of evaluation measures (e.g. issues with the</p>	10

Criterion	Maximum Points Per Criterion
<p>training and attrition)? (2 points)</p> <p>E. To what extent does your organization provide a detailed strategy on how it plans to continue your job training program after original funding has been exhausted. To what extent is this strategy realistic and detailed? Would your program be viable if partially funded through an EPA Brownfields Job Training grant? (2 points)</p>	
<p><b>7. Community Need.</b></p> <p>Applicants will be evaluated on the 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 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.</p> <p>A. What is the target community you propose to serve under this project? What demographic information and indicators, such as the poverty rate and the unemployment rate are present in this community? What is the impact that the presence of these indicators has on the targeted community and how these indicators relate to current brownfields challenges in your community, including environmental, social, public health, and economic issues? If referencing a site(s), discuss how the presence of these indicators affects the whole community and not just the immediate site impacts. (5 points)</p> <p>B. How will your proposed program address environmental justice concerns and address issues faced by low-income, minority, or socio-economically disadvantaged populations within your target community? Has your organization conducted any labor market assessments in your community, or conducted any research, which would indicate a demand for skilled environmental professionals? (5 points)</p>	10

C. 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 and among EPA's ten Regions; (2) distribution of funding between applicants who have already received brownfields job training grants and those who have not; (3) designation as a Federal Empowerment Zone,

Enterprise Community, or Renewal Community; and (4) 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). (*Refer to Section 5(A)(7)*).

#### D. Review and Selection Process.

All application packages received by the closing date and time for submissions 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.

Each eligible application will be evaluated by a national review panel of EPA Headquarters and Regional staff, and other Federal agency representatives for technical merit, based on the evaluation factors detailed in *Section 5(A), Evaluation Criteria* of this solicitation. EPA Regions may provide information to the national review panel on an applicant's response to the "Programmatic Capability" and "Past Performance and Environmental Results Past Performance" ranking criterion. This information may take into account the Regional EPA Office's experience, if any, with the applicant's performance on grants managed by the Region.

Upon completion of the technical merit evaluations, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the application with the highest evaluated numerical score, 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 recommendation 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 December 1, 2006.

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. At a minimum, this process can take up to 90 days from the date of selection.

#### 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. This program is excluded from coverage under Executive Order 12372 (Intergovernmental Review) as referenced in EPA's Federal Register Notice from November 26, 1986, to exempt hazardous waste training programs from intergovernmental review.

### **C. Reporting Requirement.**

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant.

**Grant recipients will be required to 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 which take place following the close of the grant and final expenditure of grant funds must be reported to the EPA Project Officer and recorded in the Job Training Reporting Form which will be submitted on a quarterly basis with the “quarterly report” described above.**

### **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/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the cognizant Agency contact identified in Section 7 of this announcement.

### **E. Pre-Award Administrative Capability Review.**

Non-profit applicants that are recommended for funding will be subject to pre-award

administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of [EPA Order 5700.8](#), EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards.

**Section 7 - Agency Contacts.**

**A. FOR FURTHER INFORMATION CONTACT:**

Joseph Bruss, U.S. EPA, Office of Brownfields Cleanup and Redevelopment (MC 5105T), 1200 Pennsylvania Avenue, N.W., Room 2402, Washington, DC 20460; Phone: (202)566-2772; or email [bruss.joseph@epa.gov](mailto:bruss.joseph@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. MAILING ADDRESS FOR SUBMISSION OF APPLICATIONS (USPS, EXPRESS MAIL, OR COURIER DELIVERY):**

Environmental Management Support, Inc.  
 Attn: Mr. Don West  
 8601 Georgia Avenue, Suite 500  
 Silver Spring, MD 20910  
 Phone 301-589-5318

E-mail Address: [ems.bf@emsus.com](mailto:ems.bf@emsus.com)

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

**C. LIST OF CONTACTS (REGIONAL AND HEADQUARTERS)**

Regions and States		Address and Phone Number
<b>EPA Region 1</b> <b>Chris Lombard</b> <b>Marcus Holmes</b>	<b>CT, ME, MA,</b> <b>NH, RI, VT</b>	One Congress Street, Suite 1100 (Mail code HIO) Boston, MA 02114-2023 Phone (617) 918-1305, (617) 918-1630 Fax (617) 918-1291 email: <a href="mailto:lombard.chris@epa.gov">lombard.chris@epa.gov</a> , <a href="mailto:holmes.marcus@epa.gov">holmes.marcus@epa.gov</a>
<b>EPA Region 2</b> <b>Larry</b> <b>D’Andrea</b>	<b>NJ, NY, PR, VI</b>	290 Broadway, 18th Floor New York, NY 10007 Phone (212) 637-4314 Fax (212) 637-4360

		email: <a href="mailto:dandrea.larry@epa.gov">dandrea.larry@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 Fax (215) 814-5518 email: <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 Fax (404) 562-8628 email: <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 Fax (312) 886-6741 email: <a href="mailto:morgan.linda@epa.gov">morgan.linda@epa.gov</a>
<b>EPA Region 6 Camisha Scott</b>	<b>AR, LA, NM, OK, TX</b>	1445 Ross Avenue, Suite 1200 (6SF-PB) Dallas, TX 75202-2733 Phone (214) 665-6755 Fax (214) 665-6660 email: <a href="mailto:scott.camisha@epa.gov">scott.camisha@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 Fax (913) 551-8688 email: <a href="mailto:square.ina@epa.gov">square.ina@epa.gov</a>
<b>EPA Region 8 Dan Heffernan</b>	<b>CO, MT, ND, SD, UT, WY</b>	999 18th Street, Suite 200 (EPR-B) Denver, CO 80202-2466 Phone (303) 312-7074 Fax (303) 312-6067 email: <a href="mailto:heffernan.daniel@epa.gov">heffernan.daniel@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 Fax (415) 947-3528 email: emeric.noemi@epa.gov or <a href="mailto:woo.wallace@epa.gov">woo.wallace@epa.gov</a>

<b>EPA Region 10</b> <b>Laura</b> <b>Caparroso</b>	<b>AK, ID, OR,</b> <b>WA</b>	1200 Sixth Avenue (ECL-112) Seattle, WA 98101 Phone (206) 553-6378 Fax (206) 553-0124 email: <a href="mailto:caparroso.laura@epa.gov">caparroso.laura@epa.gov</a>
<b>EPA</b> <b>Headquarters</b> <b>Joseph Bruss</b>		U.S. Postal Service mailing address: 1200 Pennsylvania Avenue, NW, (MC 5105T) Washington, DC 20460 Overnight Delivery mailing address: EPA West Building 1301 Constitution Avenue, Room 2402 Washington, DC 20004 Phone: (202)566-2772 Fax: (202) 566-2757 email: <a href="mailto:bruss.joseph@epa.gov">bruss.joseph@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 indirect costs under OMB Circulars A-21 (Educational Institutions), A-87 (Governments), and A-122 (Nonprofit Organizations), and Subpart 31.2 (Commercial Organizations) of the Federal Acquisition Regulation.

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*.