

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “BROWNFIELDS JOB TRAINING GRANTS”

ACTION: Request for Applications (RFA) – Initial Announcement

RFA NO: EPA-OSWER-OBLR-08-10

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

DATES: The closing date and time for receipt of applications is October 15, 2008, 5:00 p.m. Applications submitted in hard copy, as described in Section 4(C) of this announcement, must be postmarked by the closing date and time 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 each to **Environmental Management Support, Inc. (contractor to EPA)** and the appropriate **EPA Regional Job Training Coordinator** listed in *Section 7, Agency Contacts*. The application submission to **Environmental Management Support, Inc.** must be postmarked 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 October 15, 2008, 5:00 p.m.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities and nonprofit organizations to provide environmental job training projects that will facilitate 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 response program work, and/or EPA-funded targeted brownfields assessments.

FUNDING/AWARDS: The total estimated funding available under this competitive opportunity is \$2,500,000. EPA anticipates award of 12-13 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 also provided funding to create local environmental job training programs in an effort to ensure the economic benefits derived from brownfields revitalization remain in local neighborhoods and further environmental justice for those most affected.

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.

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 that 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, to date, EPA has funded 131 Brownfields Job Training grants totaling over \$25 million. As of summer 2008, more than 4,400 people have completed training and more than 2,800 have obtained employment in the environmental field with an average starting hourly wage of \$13.97.

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 brownfields and/or environmental work that involve the assessment, cleanup, and/or redevelopment of 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 40CFR 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 of the training program;
- 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, 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; 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 except within the context of on-the-job training assignments. (for example, 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; transportation costs, such as the costs of getting to and from class; web site development; vehicle or medical insurance; or child care and daycare costs;
- Stipends for Students
- 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 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 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 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. EPA anticipates a national minimum of at least 250 persons completing training by the end of Fiscal Year 2009 with a minimum job placement rate of at least 65%. 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 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 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 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.

Section 2 - Award Information.

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is approximately \$2,500,000.

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

EPA anticipates award of 12-13 cooperative agreements, whose maximum value each shall not exceed \$200,000, resulting from this competitive opportunity. 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 the original selection decision.

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. 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 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 April 1, 2009, through March 31, 2011. All projects must be completed within the negotiated project performance period of 24 months. Project periods generally cover two years.

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 proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/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 proposal/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; 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

will improve their scoring under the “*Leveraging*” ranking evaluation criteria of this solicitation. (*Refer to Section 5(A), Ranking Evaluation Criteria*).

Voluntary contributions of funds and in-kind contributions of resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 and 40 CFR 31.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for this criterion.

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)*).

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.
2. Limitation on Applicants Who Received Funding in Fiscal Year 2008. State whether or not you received a brownfields job training grant in fiscal year 2008.

Applicants that received a brownfields job training grant from EPA in fiscal year 2008 (announced March 2008) are not eligible to apply in fiscal year 2009. A list of brownfields job training grants awarded in fiscal year 2008 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 2007 are eligible to apply under this competition.

3. Location of the Proposed Project. 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.
4. Eligible Use of Funds. Affirm that your proposed project will 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. 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, type of training to be delivered, etc). Applicants must undergo similar analyses for other Federally funded job training programs serving the area or community(ies) in their application.

6. 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.
7. 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.
8. 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.

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 application packages must contain a "Narrative Proposal," related "Attachments", and one completed and signed Standard Form 424 (SF 424) "Application for Federal Assistance." The "Narrative Proposal," a maximum of 18 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 "Project Description" and address the corresponding evaluation criteria disclosed 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. The "Narrative Proposal" shall not exceed **18 typed**, single-line spaced, 8 1/2 x 11" pages. This page limitation does not include "Attachments," as described in Section 4(B)(3) below. The total page limitation for attachments is 20 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;
 - 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.
 - v. **Project period:** Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of April 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 \$200,000. Applications which exceed this limit will 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 application addresses each of the points below (i. – viii) 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.**
- i. **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)(2)(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.
 - ii. **Performance Measurement: Anticipated Outcomes and Outputs.** 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/outputs and results. 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.
 - iii. **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 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.

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.

- iv. **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 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.

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.

- v. **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.

- vi. **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.
- vii. **Budget/Resources.** Include a detailed **budget narrative and chart** that clearly explains how funds will be used for each of the following categories:
 - a. Personnel
 - b. Fringe Benefits
 - c. 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.)
 - 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. (Following is a suggested budget format. The budget chart and budget narrative will be included as part of the “Detailed Project Description” 18-page limit.)

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

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. 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 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.

- viii. **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.

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.

3. **Attachments.** The following documents should be included as attachments to the “Narrative Proposal.” The attachments (items a.-e.) to the narrative proposal may not exceed a total of **20 pages** in length and **are not** included in the 18-page limit for the narrative proposal. Any support letters the applicant chooses to submit, as referenced in Section 5(A) under “Community Involvement and Employer Partnerships,” will be considered as attachments and **will be** included in the 20 page limitation.
 - 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, duration of the course(s), 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 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 Timetable.** 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).
- 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 through <http://www.grants.gov> with an electronic signature. Instructions for both methods are detailed below. Please use only one method. The closing date and time for receipt of application packages under this announcement is October 15, 2008, 5:00 p.m. Applications submitted in hard copy must be postmarked by the closing date and time for receipt of applications packages. Applications submitted through <http://www.grants.gov> must be received through <http://www.grants.gov> by October 15, 2008, 5:00 p.m.

If you have not received a confirmation of receipt from EPA (not from support@grants.gov) within 30 days of the application deadline, please contact Ms. Chris Lombard at 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 applications must submit two complete packages including all of the documents identified in *Section 4(B)* of this announcement. The application submission to **Environmental Management Support, Inc. (contractor to EPA)** must be postmarked by the closing date and time for receipt of application packages. One complete package must be sent through regular mail, express mail, or courier to each of the following:
 - 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. **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 Authorized Official Representative (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” tab on the left hand side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OBLR-08-10, or the CFDA number 66.815, in the appropriate field. **You may also be able to access the application package by clicking on the Application button 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 left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline. Your organization’s AOR must submit your complete application electronically to EPA through [grants.gov](http://www.grants.gov) (<http://www.grants.gov>) no later than October 15, 2008, 5:00 p.m. Please submit **all** of the proposal materials described below.

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 to the SF-424. 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 Numbering 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)(2) 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-OBLR-08-10). The “**Narrative Proposal**” shall not exceed 18 single-spaced pages for the narrative proposal and 20 pages for the attachments and must substantially conform to the outline and content detailed in *Section 4(B)(1) and (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-OBLR-08-10). 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)(2) 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 - FY09 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 09 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 - FY09 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](http://www.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., FY09), 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 Chris Lombard at 617-918-1305 or, e-mail lombard.chris@epa.gov.

Application materials submitted through <http://www.grants.gov> will be time/date stamped electronically.

Transmission Difficulties.

If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, follow the guidance below. EPA may decide to review the application if it is clearly demonstrated that these transmission difficulties were due solely as a result of problems associated with the transfer to grants.gov. The decision regarding acceptance of the application for review will be made by EPA management and provided to the applicant within ten working days of the request. All e-mails, as described below, are to be sent to lombard.chris@epa.gov with the Funding Opportunity Number in the subject line.

- (1) Late transfer due to electronic submission problems: Should electronic submission problems result in the application being transferred to Grants.gov after 4:00 pm but before 5:00pm Eastern Time on the solicitation closing date, send an e-mail documenting the problem and include the Grants.gov “case number.”
- (2) Unsuccessful transfer of application package: If a successful transfer of the application cannot be accomplished due to electronic submission issues, send an e-mail before 5:00pm Eastern Time on the solicitation closing date. Document the problem, include the Grants.gov “case number,” and attach the entire application.
- (3) Grants.gov rejection of application: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal, immediately send an e-mail that includes any materials provided by Grants.gov with the entire application attached.

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-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.

Section 5 - Application Review Information.

A. Ranking Evaluation Criteria.

Each 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.” Each application will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points Per Criterion
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Criterion	Maximum Points Per Criterion
<p>1. Project Workplan - Training Program Objectives and Plans. 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 extent to which:</p> <ul style="list-style-type: none"> • The attached 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) • The criteria you plan to use to recruit and screen prospective trainees for entrance into your program will ensure participants graduate from your program, 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) • 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 positions, and 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) 	15 points

Criterion	Maximum Points Per Criterion
<p>2. Performance Measurement: Anticipated Outcomes and Outputs. Under this criterion, EPA will evaluate the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results as described in Section 1(E). Applications will be evaluated on the quality and extent to which the:</p> <ul style="list-style-type: none"> • Anticipated environmental outcomes and outputs are clearly identified as described in Section 1(E), Measuring Environmental Outcomes/Outputs (i.e., 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). (3 points) • Measures of success are clearly described for the project. Measures of success should be either measures of environmental improvement or should be directly related to such measures. The Evaluation Panel will look for quantitative and qualitative measurability. (3 points) • Description of how success in achieving project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success and document achievement of expected outputs identified in Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs. (3 points) • The milestones and objectives as referenced in the attached milestones timetable 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. (3 points) • Applicant ensures sustainable employment, including initial job placement, retention, and continuous employment for participants of the job training program; applicant has designed a strategy to ensure successful implementation of evaluation measures (e.g., issues with the training and attrition); applicant provides job search support and resources for participants; participants of the job training program are able to access these resources; applicant will track graduates. (3 points) 	<p>15 points</p>

Criterion	Maximum Points Per Criterion
<p>3. Programmatic Capability. This criterion refers to the technical capability of an applicant or recipient to successfully carry out the proposed project taking into account such factors as the applicant's:</p> <ul style="list-style-type: none"> • 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) • 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. (2 points) • Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (2 points) • Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the project. (2 points) • 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) <p>Note: In evaluating applicants 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	Maximum Points Per Criterion
<p>4. Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on the extent and quality to which the applicant:</p> <ul style="list-style-type: none"> • 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. (An assistance agreement is a grant or cooperative agreement and not a contract.) (5 points) • 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) <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	Maximum Points Per Criterion
<p>5. Community Involvement and Employer Partnerships. Under this criterion, applicants will be evaluated based on the extent:</p> <ul style="list-style-type: none"> • 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) • Early steps were taken during the development of the application to notify and involve the community (e.g. public hearings, forums, advertisements) about the proposed project? (5 points) • 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) • Efforts have been made to partner with the state and/or Tribal government environmental office to facilitate the placement of graduates in remediation work. (5 points) • 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) 	25 points

Criterion	Maximum Points Per Criterion
<p>6. Community Need. 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 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"> • 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) • 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) • Labor market assessment information conducted by the applicant in the targeted community indicating a demand for skilled environmental professionals with the certifications proposed and incorporated into the proposed curriculum, and certifications graduates will earn ensuring employment and directly applicable to the hiring needs of employers in the community. (5 points) 	15 points
<p>7. Budget/Resources. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> • 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) 	5 points

Criterion	Maximum Points Per Criterion
<p>8. Leveraging. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> 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) <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>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 (5) overall program priorities .

C. 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), Ranking Evaluation Criteria* of this solicitation. EPA Regions will provide scores to the national review panel on the “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 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 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 January 20, 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. 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
.
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 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. Programmatic terms and conditions will be negotiated with the selected recipient.

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.

Grant recipients will be required to register and enter output data electronically into an on-line database called ACRES.

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 that 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 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 pre-award administrative capability reviews consistent with Section 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). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

Section 7 - Agency Contacts.

A. For Further Information Contact:

Ms. Chris 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.

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 and Headquarters)

Regions and States		Address and Phone Number
EPA Region 1 Marcus Holmes	CT, ME, MA, NH, RI, VT	One Congress Street, Suite 1100 (Mail code HIO) Boston, MA 02114-2023 Phone (617) 918-1630 e-mail: holmes.marcus@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	290 Broadway, 18th Floor New York, NY 10007 Phone (212) 637-3283 e-mail: mitchell.schenine@epa.gov

Regions and States		Address and Phone Number
EPA Region 3 Jeff Barnett	DE, DC, MD, PA, VA, WV	1650 Arch Street (3HS34) Philadelphia, PA 19103-2029 Phone (215) 814-3246 e-mail: barnett.jeff@epa.gov
EPA Region 4 Kathleen Curry	AL, FL, GA, KY, MS, NC, SC, TN	Atlanta Federal Center 61 Forsyth Street (SNFC, EPA Mail Room) Atlanta, GA 30303 Phone (404) 562-8660 e-mail: curry.kathleen@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone (312) 886-4747 e-mail: morgan.linda@epa.gov
EPA Region 6 Sam Reynolds	AR, LA, NM, OK, TX	1445 Ross Avenue, Suite 1200 (6SF-PB) Dallas, TX 75202-2733 Phone (214) 665-6682 e-mail: reynolds.samuel@epa.gov
EPA Region 7 Ina Square	IA, KS, MO, NE	901 N. 5th Street (SUPR/STAR) Kansas City, KS 66101 Phone (913) 551-7357 e-mail: square.ina@epa.gov
EPA Region 8 Bernadette Gonzalez	CO, MT, ND, SD, UT, WY	US EPA, Region 8 (EPR-B) 1595 Wynkoop Street Denver, CO 80202-1129 Phone (303) 312-6072 Fax (303) 312-6067 e-mail: gonzalez.bernadette@epa.gov
EPA Region 9 Noemi Emeric Wallace Woo	AZ, CA, HI, NV, AS, GU	75 Hawthorne Street (SFD 1-1) San Francisco, CA 94105 Phone (213) 244-1821, (415) 972-3270 e-mail: emeric.noemi@epa.gov or woo.wallace@epa.gov
EPA Region 10 Laura Caparroso	AK, ID, OR, WA	US EPA Region 10 1200 6 th Avenue, Suite 900 ESL-112 Seattle, WA 98101 Phone (206) 553-6378 e-mail: caparroso.laura@epa.gov

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*.