

FY12 Environmental Workforce Development and Job Training Grant Guidelines

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: ENVIRONMENTAL WORKFORCE DEVELOPMENT AND JOB TRAINING GRANTS

ACTION: Request for Proposals (RFP)

RFP NO: EPA-OSWER-OBLR-12-03

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

DATES: Proposals are due by April 12, 2012. Proposals may be sent through the U.S. Postal Service (USPS), a commercial delivery service, or through www.grants.gov. Only one method should be used for the submission of the original, complete proposal. Proposals sent through the USPS or via a commercial delivery service must be postmarked by 11:59 pm on April 12, 2012. Proposals sent through <http://www.grants.gov> must be received by 11:59 p.m. Eastern Time on April 12, 2012. Please refer to Section IV.B., *Due Date and Mailing Instructions*, for further instructions.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities, including non-profit organizations, to deliver environmental workforce development and job training programs that recruit, train, and place local, unemployed and under-employed residents with the skills needed to secure full-time employment in the environmental field, with a focus on solid and hazardous waste remediation, environmental health and safety, and wastewater-related training.

While Environmental Workforce Development and Job Training Grants require that certain types of training be provided, as outlined in Section III.C., *Threshold Eligibility Criteria*, applicants may design their own curricula and choose what types of supplemental environmental training they want to deliver as referenced in Section I.B., *Use of Grant Funds*. EPA encourages applicants to develop their curricula based on local labor market assessments and employers' hiring needs.

For the purposes of these guidelines, the term "grant" refers to the cooperative agreement that EPA will award to a successful applicant. Please refer to Section II.C. for a description of EPA's anticipated substantial involvement in the financial assistance agreements awarded under these guidelines.

NOTE: Please carefully review Section IV.D. of the guidelines before naming

a “partner” organization in your application, including contractors (which may include individual consultants), who will receive EPA funds if your application is successful. EPA also urges applicants to review the Frequently Asked Questions, which can be found at: <http://www.epa.gov/brownfields>.

FUNDING/AWARDS: The total funding available under this competitive opportunity is approximately \$2,800,000, subject to availability of funds, quality of proposals received, and other applicable considerations. EPA anticipates awarding approximately 14 environmental workforce development and job training cooperative agreements from this competitive opportunity.

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

In 2010, the Office of Brownfields and Land Revitalization (OBLR) led an effort to more closely collaborate with other programs within EPA on workforce development and job training. Program offices now participating in the expanded initiative include the Office of Resource Conservation and Recovery (ORCR), Office of Superfund Remediation and Technology Innovation (OSRTI), Office of Underground Storage Tanks (OUST), Federal Facilities Restoration and Reuse Office (FFRRO), Center for Program Analysis (CPA), Innovation, Partnerships, and Communication Office (IPCO), Office of Wastewater Management (OWM), Office of Chemical Safety and Pollution Prevention (OCSPP), and the Office of Emergency Management (OEM). This initiative was created to develop a job training cooperative agreement opportunity that includes expanded training in other environmental media outside the traditional scope of just brownfields cleanup. As a result of this effort, the Environmental Workforce Development and Job Training Grants Program, formerly known as the “Brownfields Job Training Grants Program,” now allows applicants to deliver other training in the environmental field, in addition to the core traditional brownfields hazardous waste and petroleum training historically provided.

Through the expanded Environmental Workforce Development and Job Training Grants Program, graduates will develop wider skill sets that will improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, including water quality improvement and chemical safety. This effort also gives communities more flexibility to provide differing types of environmental training based on local labor market assessments and employers’ hiring needs.

This cooperative agreement program also supports the Office of Solid Waste and Emergency Response’s (OSWER) Community Engagement Initiative, which is designed to enhance OSWER and regional offices’ engagement with local communities and stakeholders (state and local governments, tribes, academia, private industry, other federal agencies, and non-

profit organizations) in an effort to improve meaningful public participation in government decisions dealing with land cleanup, emergency preparedness and response, and the management of hazardous substances, wastewater, and chemicals.

I.A. Description of Grant

A critical part of EPA's Environmental Workforce Development and Job Training efforts is to further Environmental Justice (EJ) by ensuring that residents living in low-income and minority communities historically affected by economic disinvestment, health disparities, and environmental contamination have an opportunity to reap the benefits of revitalization and environmental betterment in these areas. Through the link to on-the-ground cleanup activities, Environmental Workforce Development and Job Training Grants train predominantly unemployed low-income and minority residents of communities impacted by a variety of waste facilities, blighted properties, contaminated sites, and other environmental issues, for environmental jobs that contractors may otherwise fill from outside the affected community. Environmental Workforce Development and Job Training Grants help residents take advantage of the jobs created by the management, assessment, cleanup, and revitalization of solid and hazardous waste sites, as well as other environmental projects such as water quality improvement and chemical management, in their communities.

Proposed training programs should target unemployed and under-employed individuals, including minorities, those with low-incomes, and/or individuals with significant barriers to employment. Applicants will be evaluated on the extent to which they have partnered with local contractors and other stakeholders where EPA-funded projects for brownfields, Federal Facilities, Superfund sites, underground storage tanks, landfills, oil spill sites, wastewater treatment facilities, or EPA-funded state or tribal corrective actions or closures at solid or hazardous waste facilities or landfills are taking place. Applicants should establish procedures for ensuring that graduates will be employed in environmental work that involves preventing, assessing, managing, and cleaning up contaminated sites in the graduates' respective communities. Proposed training should be directly linked to on-going environmental work taking place in the respective community. EPA is committed to integrating EJ principles into its Environmental Workforce Development and Job Training Program by helping communities facing EJ challenges revitalize contaminated properties, mitigate potential health risks, and restore economic vitality.

To date, EPA has funded 191 job training grants totaling over \$42 million through the former Brownfields Job Training Program and newly expanded Environmental Workforce Development and Job Training Program. As of January 2012, approximately 10,275 individuals had completed training and approximately 7,155 obtained employment in the environmental field, with an average starting hourly wage of \$14.12. This equates to a cumulative placement rate of approximately 70% for the program, and also includes accomplishments data recorded since the program was created in 1998.

I.B. Use of Grant Funds

Examples of eligible uses of grant funds to be provided under this competitive opportunity are listed below. Please note that this list is intended to be illustrative and applicants may apply for funding for other types of **related** environmental training consistent with the statutory authority for this Request for Proposals (RFP) **as long as the curriculum includes the required training listed in Section III.C., *Threshold Eligibility Criteria***. Eligible uses of grant funds include:

- Training in the assessment, inventory, analysis, and remediation of sites or facilities at which hazardous substances, pollutants, contaminants, and petroleum are located, transported, or disposed, including training for jobs in environmental sampling, demolition, groundwater extraction, and site remediation associated with brownfields (including sites contaminated by the manufacturing of illegal drugs or mine-scarred land), Superfund, and Federal Facility sites.
- Certification in OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training. (*mandatory training*)
- Training in integrated solid waste management-related jobs, including but not limited to household and industrial recycling management and operations, collection, operators of material recovery facility and/or recycling centers, electronics and household hazardous waste collection and recycling program operators, construction and demolition debris collection and recycling, management and recycling center operators, and training associated with solid and hazardous waste facility corrective action and landfill closure activities, and waste minimization efforts. (*mandatory training*)
- Training in innovative and alternative treatment technologies, such as “green remediation” technologies, phytoremediation, bioremediation, or soil amendments, or training in the reuse of biosolids and other industry residuals associated with remediation of contaminated lands or solid waste facilities. (*mandatory training*)
- Training in leak prevention and the removal of underground storage tanks. (*mandatory training*)
- Training in wastewater treatment facility operations (including treatment, collection, storage, and disposal), green (stormwater) infrastructure maintenance, stormwater management, decentralized wastewater treatment systems maintenance, or other related wastewater management topics. (*mandatory training*)
- Training in environmental health and safety, promoting chemical (substance, mixture, or article) awareness, such as an overview of the content of material safety datasheets (MSDS), information on exposure guideline limits (Occupational Exposure Limits and Recommended Exposure Limits), information contained within the NIOSH pocket guide to chemical hazards, or the OSHA/EPA Occupational Chemical Database, or training in an overview of any existing chemical-specific worker training and certification program including but not limited to: lead abatement; lead renovation,

repair, and painting (RRP); asbestos; PCBs; diisocyanates (auto-refinishing and spray polyurethane foam); pesticide worker protection standards; PFCs; PBDEs/HBCD; and others. (*mandatory training*)

- Training in confined space entry.
- Training in site preparation for the installation of technologies that use alternative energy (solar, wind, or geothermal power) or alternative fuels (e.g., biofuels).
- Training in environmental chemistry, toxicology, and geology to the extent necessary to inventory, assess, remediate, and clean up contaminated sites.
- Training in the requirements and implementation of the all appropriate inquiry, as required in CERCLA 101.35B and 40CFR part 312, and due diligence.¹
- Training for spill response, including industrial and environmental (e.g., oil spills, etc.).
- Training in first-aid, CPR, emergency response, blood-borne pathogens, first responder, disaster site worker, and National Incident Management System (NIMS).
- Training in HAZMAT and commercial driver's license (CDL), forklift, and machine operations associated with the transportation of hazardous waste.
- Costs associated with health exams (e.g., pulmonary function tests), drug testing, or licensing fees directly related to the training and/or the placement of graduates in environmental work. (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 or minor alteration of existing facilities. (Construction costs are not allowable.)
- Costs associated with eligible participant support costs, including transportation for trainees for site visits during training or for trainees getting to and from class.

Grant funds may not be used for the following activities:

- Conducting site assessments or actual cleanups, except within the context of on-the-job training.
- Conducting response activities often associated with cleanups, except within the context of on-the-job training assignments (e.g., landscaping, demolition, and groundwater extraction). Assessment, cleanup, and associated activity costs must be

¹ Due diligence is the process for evaluating a property for the potential presence of environmental contamination, and for assessing potential liability for any contamination present at the property.

funded through other means.

- Training in general construction, weatherization, Building Performance Institute (BPI) training, energy efficiency retrofitting, heating, ventilation, and air conditioning (HVAC), and energy auditing. (These types of training are unallowable and have recently been funded largely through other federal agencies such as the Department of Labor and the Department of Energy.)
- 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; GED costs; website development; vehicle or medical insurance; or child care and daycare costs.
- Stipends for students, including on-the-job training costs, or scholarship funds to support students' enrollment in college courses. As noted above, stipends for student transportation expenses are eligible.
- Membership fees, such as fees required to join placement service organizations or environmental organizations.
- Providing food or light refreshments to employees, instructors, and trainees - except at graduation ceremonies.
- Costs that are unallowable (e.g., lobbying, fund-raising, alcoholic beverages) under Cost Principals 2 CFR Part 220 (universities), 2 CFR 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.
- Construction or substantial rehabilitation of buildings or other facilities to house training.
- Foreign travel.
- Proposal preparation costs.
- Administrative costs, management fees, penalties, or fines. (Refer to Appendix 1: *Prohibitions on Use of Funds.*)

See <http://www.epa.gov/brownfields> for additional information on ineligible grant activities and Frequently Asked Questions.

I.C. EPA Strategic Plan Linkage

EPA's Strategic Plan 2011-2015 defines goals, objectives, and sub-objectives for protecting human health and the environment. Environmental Workforce Development and Job Training Grants awarded through this competition will support progress towards EPA Strategic Plan Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), Objective 3.1 (Promote Sustainable and Livable Communities), Objective 3.2 (Preserve Land), and Objective 3.3 (Restore Land). These grants also will help promote chemical safety and pollution prevention through EPA Strategic Plan Goal 4 (Ensuring the Safety of Chemicals and Preventing Pollution), Objectives 4.1 (Ensure Chemical Safety: Reduce the risk of chemicals that enter our products, our environment, and our bodies) and 4.2 (Promote Pollution Prevention: Conserve and protect natural resources by promoting pollution prevention and the adoption of other stewardship practices by companies, communities, governmental organizations, and individuals); and support progress towards Strategic Plan Goal 2 (Protecting America's Waters), Objective 2.1 (Protect Human Health) and Objective 2.2 (Protect and Restore Watersheds and Aquatic Ecosystems). Specifically, recipients of these grants will recruit, train, and place unemployed and under-employed residents from communities impacted by contaminated sites, polluting facilities, and idle properties in careers in the environmental field. As a consequence, this project promotes facilitation and cleanup of sites contaminated with hazardous substances, pollutants, contaminants, petroleum, or solid waste, and also prepares individuals for employment in wastewater treatment facility operations and chemical safety related fields. Simultaneously, it ensures the economic benefits derived from remediation activities remain with affected residents in those communities and advances environmental justice.

(View EPA's Strategic Plan on the Internet at: <http://www.epa.gov/ocfo/plan/plan.htm>, and view EPA's Order 5700.7 at <http://www.epa.gov/ogd/grants/award/5700.7.pdf>.)

I.D. Measuring Environmental Results: Anticipated Outcomes/Outputs

Pursuant to EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes.

EPA must report on the success of its Environmental Workforce Development and Job Training Grants Program through measurable outputs and outcomes, such as the number of individuals recruited, trained, certified, and placed directly in environmental careers. Applicants must discuss in their proposals how funding will achieve environmental outputs and outcomes. **Outputs specific to each project will be identified as deliverables in the work plan negotiated after a grant is awarded.** Grantees will be expected to report progress toward the attainment of project outputs during the project performance period.

Outputs and Outcomes are defined as follows:

1. Outputs: The term "output" refers to an environmental activity, effort, and/or associated work products related to an environmental goal or objective that will be

produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the project period.

EPA anticipates the outputs for the grants awarded under this announcement will include but are not limited to the following:

- Increased number of individuals recruited, trained, certified, and placed in environmental careers in communities impacted by solid and hazardous waste sites and facilities, including an expected national minimum of at least 400 persons completing training per year with a **minimum job placement rate of at least 70%**.
- Classroom style training, practical training, and curricula modules.
- Appropriate certification in environmental sampling and site cleanup methods.
- Certification in OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training.
- Training in innovative and alternative treatment technologies and related subjects.
- Training in underground storage tank leak prevention.
- Training in wastewater treatment facility operations, green (stormwater) infrastructure maintenance, stormwater management, decentralized wastewater system maintenance, and other wastewater management-related topics.
- Training in environmental health and chemical safety.
- Training in solid waste management and/or cleanup-related skills.

2. Outcomes: The term “outcome” refers to the result, effect, or consequence that will occur from carrying out the activities under the grant. 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 outcomes from the projects awarded under this announcement will be an increase in the capacity of governmental entities and nonprofit organizations to:

- Help residents of EJ and other communities take advantage of jobs created by the assessment, cleanup, and management of solid and hazardous waste sites and facilities.
- Provide training that leads to sustainable employment in the environmental field.
- Improve community involvement and stimulate the development of constructive partnerships.
- Reduce chemical exposures and improve the health of workers, occupants, and residents.
- Improved knowledge—in acquisition and attainment—of chemical (substance, mixture, or article) safety information.
- Increase safety by improving chemical management.
- Foster self-sufficiency and enhance the skills and availability of labor for environmental remediation in EJ and other communities impacted by

- environmental contamination.
- Enable residents to participate in the promotion of environmental health and occupational safety, both on the job and in their communities.

I.E Supplementary Information

The statutory authorities for assistance agreements expected to be awarded by EPA under this announcement are listed below.

1. Section 104 (k)(6) of CERCLA-State and Tribal Assistance Grants (STAG) appropriations (hazardous substances and petroleum)
2. Section 311(b)(3)(9) of CERCLA-Superfund appropriations
3. Section 8001 of the Solid Waste Disposal Act-Environmental Programs and Management (EPM) appropriations
4. Section 104(g)(3)(A) of the Clean Water Act
5. Toxic Substances Control Act 15 U.S.C. §2601 et seq. Titles 1-4 and 6

SECTION II – AWARD INFORMATION

II.A. What is the Amount of Available Funding?

The total funding available under this competitive opportunity is approximately \$2,800,000. Applicants may apply for up to \$200,000 in EPA funds for a three-year project period.

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 six months from the date of the original selection decision. EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated.

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

II.B. What is the Project Period for Award(s) Resulting from this Solicitation?

The project period for Environmental Workforce Development and Job Training Grants is three years.

II.C. Substantial Involvement

The Environmental Workforce Development and Job Training Grant will be awarded in the

form of a cooperative agreement. Cooperative agreements permit the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipients. 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 may include:

- Close monitoring of the recipient's performance to verify the results.
- Collaborating during performance of the scope of work.
- Reviewing substantive terms of proposed contracts.
- Reviewing qualifications of key personnel. (EPA will not select employees or contractors employed by the award recipient.)
- Reviewing and commenting on reports prepared under the cooperative agreement. (The final decision on the content of reports rests with the recipient.)
- Review outcomes and outputs to ensure substantial progress has been made in accordance with the cooperative agreement terms and conditions.
- Approval of project phases, such as curriculum development, prior to the implementation of training.

II.D. Use of Funds to Make Subawards, Contract Services, or Fund Partnerships

EPA awards funds to one eligible applicant as the "recipient" even if other eligible applicants are named as 'partners,' 'co-applicants,' 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 and 31. 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 and 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal 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.

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 subgrant at 40 [CFR](#) 30.2 (ff) and 31.3. 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 31.36 and cannot use a subaward/subgrant as the funding mechanism.

II.E. Evaluation of Subawardees and Contractors

Section V of this announcement describes the 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 to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

1. An applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that, if it receives an award, the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 [CFR](#) Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants; and
2. An applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 [CFR](#) Part 30 or 40 [CFR](#) 31.36. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole-source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal evaluation process unless the applicant complies with these requirements.

SECTION III – APPLICANT ELIGIBILITY

III.A. Who Can Apply?

Except as noted below, the entities eligible to apply for an Environmental Workforce Development and Job Training Grant include the following:

- General Purpose Unit of Local Government (as defined under 40 [CFR](#) Part 31).
- 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 local government.
- Government Entity created by State Legislature.
- Regional Council or group of General Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a State.

- State.
- Indian Tribe other than in Alaska. (The exclusion of Alaskan tribes from grant eligibility is statutory at CERCLA §104(k)(1).) Intertribal Consortia are eligible for funding in accordance with EPA’s policy for funding intertribal consortia published in the Federal Register on November 4, 2002, at 67 Fed. Reg. 67181. (This policy also may be obtained from your Regional Environmental Workforce Development and Job Training Coordinator listed in Section VII.)
- Alaskan Native Regional Corporation, Alaska Native Village Corporation and the Metlakatla Indian Community. (Alaskan Native Regional Corporation and Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following).)
- Nonprofit organizations. For purposes of this grant program, the term “nonprofit organization” means 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 and organized Labor Unions 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.

Please note that applicants who received an Environmental Workforce Development and Job Training Grant from EPA in Fiscal Year 2011 (FY11) are not eligible to apply under this competition to serve the same city as under the FY11 award. However, grantees who received Environmental Workforce Development and Job Training funding in FY11 may apply under this competition if proposing to serve different cities. Environmental Workforce Development and Job Training Grants awarded in FY11 are listed 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 2010, including American Recovery and Reinvestment Act Brownfields Job Training Grant funds, and who did not receive funding in FY11 as described above, are eligible to apply for funding under this competition.

III.B. Cost Share Requirement

There is no cost sharing requirement for Environmental Workforce Development and Job Training Grants. However, although cost-sharing is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on the applicant’s ability to obtain additional resources to complement Agency funding for the grant. In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal (See Section V.B. of the announcement). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary

cost share as its form of leveraging (see below). Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g., HUD's Community Development Block Grants).

III.C. Threshold Eligibility Criteria

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive Environmental Workforce Development and Job Training Grants. Threshold criteria are evaluated on a pass or fail basis. **Only those proposals that specifically address and pass each of the four threshold criteria listed below, and comply with the other requirements listed below, will be evaluated against the ranking criteria in Section V.B. of this announcement.** Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information and/or consider information from other sources, including EPA files. Your responses to the threshold criteria must be included in the narrative proposal you submit to EPA. See Section IV.C. for a complete list of required proposal content.

In addition, proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement **or they will be rejected.** Pages in excess of the page limitations described in Section IV for the proposal materials will not be reviewed

Proposals must be postmarked, or received through www.grants.gov, by April 12, 2012. Proposals must be delivered using only one method: postmarked hard copy **or** through <http://www.grants.gov>. Proposals postmarked or received by [grants.gov](http://www.grants.gov) after the proposal deadline will be considered late and will not be reviewed unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical issues associated with [grants.gov](http://www.grants.gov). Applicants must confirm receipt of their proposal with the appropriate EPA Regional Job Training Coordinator listed in Section VII as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed. **Facsimile or email delivery of proposals is not permitted and will not be considered.**

Proposed ineligible costs or activities will not be funded. If a proposal does include ineligible costs or activities, it may render the entire proposal ineligible based on the extent to which the project includes the ineligible costs or activities

1. Applicant Eligibility - Describe how you are an eligible applicant as described in Section III.A., *Who Can Apply?* For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (non-profit status, resolutions, statutes, etc.). Also indicate whether or not you received an Environmental Workforce Development and Job Training grant from EPA in FY11, and if so, to serve what city.
2. Demonstration that Proposed Project 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 Worker Training programs in their target community or Department of Labor (DOL) Pathways Out of Poverty or Green Job Innovation Funds (GJIF) grant funds that include brownfields remediation or wastewater treatment technology operator training. Federal agencies maintain lists of these grant programs at the following sites:

NIEHS: <http://www.niehs.nih.gov/wetp>

DOL: <http://www.dol.gov/opa/media/press/eta/eta20110949.htm>
<http://www.dol.gov/ocia/grants.htm>

DOE: <http://www.doe.gov/articles/doe-announces-29-million-recovery-act-awards-weatherization-training-centers>

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 environmental or “green job” training programs serving the area or community(ies) in their application including funding provided by Housing and Urban Development (HUD), Health and Human Services (HHS) and other federal agencies.

3. Required Training – Your proposal must demonstrate that the following training will be incorporated into the proposed curriculum and be required of **all trainees** in the proposed program:
 - OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER).
 - Underground Storage Tank Leak Prevention awareness training.
 - Solid Waste Management or Cleanup-related awareness training (e.g., recycling center operator training, landfill remediation and capping, demolition and debris collection and recycling, etc.).
 - Innovative and alternative treatment technologies-related awareness training (e.g., solar installation, green remediation techniques,

phytoremediation, soil amendments, advanced sampling instrument operator training, etc.).

- Wastewater treatment awareness training (e.g., wastewater treatment facility operations, general water careers awareness training, stormwater management, green infrastructure maintenance, or decentralized systems maintenance).
- Specialized training in reducing exposures and promoting the health and safety of workers through chemical safety awareness, chemical stewardship, pollution prevention, general worker practices, or existing chemical specific worker training and certification programs.

Note: Applicants may choose to deliver required training courses at varying degrees. For example, if the applicant determines that the demand for leaking underground storage tank (UST) prevention training is not as applicable to employers' hiring needs in a specific geographic locale, applicants have the discretion to provide more basic training in UST leak prevention training for that required course. On the other hand, if the applicant has identified a real need to provide one or more of these types of training based on hiring needs in the target community, applicants are encouraged to provide more in-depth, advanced training in these courses, especially if the identified EPA-funded project in the community is a solid waste facility, such as a landfill or recycling center, an area where leaking underground storage tanks present an issue, a wastewater treatment facility, or a Superfund site where innovative and alternative treatment technology training is pertinent and employment opportunities are present. Please see the FY12 Frequently Asked Questions for further information.

4. Funding Amount – Proposals with project periods exceeding three years or requesting more than \$200,000 in Federal funds for the entire project period will not be reviewed.

SECTION IV – PROPOSAL SUBMISSION INFORMATION

IV.A. How to Obtain an Application Package

Electronic copies of these guidelines can be obtained from the EPA Brownfields Program website at (<http://www.epa.gov/brownfields/applicat.htm>) or through www.grants.gov. Hard copies may be requested by contacting your EPA Regional Job Training Coordinator listed in Section VII.

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.

IV.B. Due Date and Mailing Instructions

Proposals are due by April 12, 2012. Applicants may submit their proposals through the U.S. Postal Service, commercial delivery service, or through <http://www.grants.gov>. Only one method should be used for the submission of the original, complete proposal as described in Section IV.C. below.

1. Hard Copy Submissions

Proposals sent through the U.S. Postal Service or a commercial delivery service must be postmarked by April 12, 2012. **Two copies of the complete proposal are required for hard copy submission.**

Mail **one original** hard copy to:
Environmental Management Support, Inc.
Attn: Mr. Keith Arnold
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone: 301-589-5318

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

A **second** complete copy of the proposal must be mailed to the appropriate EPA Regional Job Training Coordinator listed in Section VII.

Proposals postmarked by the USPS/commercial delivery service after April 12, 2012, will not be considered.

2. Electronic Submissions

Proposals sent electronically through grants.gov must be received by grants.gov by 11:59 p.m. Eastern Time on April 12, 2012. **Proposals received after 11:59 p.m. Eastern Time on April 12, 2012, will not be considered.** Refer to Appendix 2 for specific instructions on the use of grants.gov. In the event that an applicant experiences difficulties transmitting its proposal(s) through grants.gov, please refer to the procedures in Appendix 2. **Note: There is a registration process to complete for electronic submission via grants.gov which may take a week or more to complete. Occasionally, technical and other issues arise when using grants.gov. EPA encourages applicants to not wait until right before the deadline to submit a proposal.**

If you have not received a confirmation of receipt from EPA within 30 days of the proposal deadline, please contact **Joseph Bruss at 202-566-2772 or bruss.joseph@epa.gov**. Failure to do so may result in your proposal not being reviewed.

IV.C. Content and Form of Proposal Submission

Refer to Section II for information on the number of Environmental Workforce Development and Job Training Grants and amount of funding that may be requested. Pages exceeding stated page limits described below will not be reviewed. Upon receipt, proposals will be reviewed for content and threshold eligibility and copied for distribution to evaluators. Do not include binders, spiral binding, or color printing. All application materials, including support letters, must be submitted in English. Photos and graphics will not be considered. The narrative proposal and transmittal letter must be typed, on letter-sized paper, with a font size no smaller than 12 point. Attachments are limited to those identified in IV.C.4. and are limited to one scanned image per page. If selected for an award, the applicant will then be required to submit the appropriate SF-424 and other grant forms for processing. Applicants are responsible for submitting a complete proposal, as described below, by the due date.

1. Proposal Content

All proposals must substantially conform to the following outline and content:

- Transmittal Letter (2-page limit) – See IV.C.2 below
- The narrative proposal, which includes the responses to applicable **threshold** and all **ranking** criteria (18-page limit) – See IV.C.3 below
- Attachments (15-page limit) – See IV.C.4 below
 - Documentation of nonprofit applicant eligibility (if applicable)
 - References **list**
 - Milestones description
 - General letters of support from partners, including employers, as identified in your proposal

Note: Documentation of nonprofit applicant eligibility must be included with the required attachments but does NOT count towards the page limitation.

For grants.gov submissions, applicants also must submit the SF-424 and 424A forms. See Appendix 2. Note: the SF-424 and 424A forms do not count against the above-referenced page limits.

2. Transmittal Letter

The transmittal letter must identify the applicant and a contact for communication with EPA. The transmittal letter, including the applicant identification information, must not exceed two pages, single-spaced. Any pages submitted over the page limit will not be considered. The transmittal letter must be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. Each transmittal letter must include:

1. Applicant Identification: Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA for proper expenditure of funds.

2. Funding Requested:
 - a. Grant type: Indicate “Environmental Workforce Development and Job Training Grant”
 - b. Federal Funds Requested: \$_____ (must not exceed \$200,000)

3. Location: City, county, and state or reservation, tribally-owned lands, tribal fee lands, etc., of the environmentally-impacted community(ies) that you propose to serve.

4. Contacts:
 - a. Project Director: Provide the name, phone/fax numbers, email address, and mailing address of the project director assigned to the proposed project. This person may be contacted if other information is needed.
 - b. Chief Executive/Highest Ranking Official: Provide the name, phone/fax numbers, email address, and mailing address of the applicant’s Chief Executive (e.g., mayor of a city, executive director of a nonprofit, etc.). This person may be contacted if further information is needed.

5. Date Submitted: Date proposal is submitted to EPA via U.S. Postal Service, commercial delivery service, or via www.grants.gov.

6. Project Period: Project period must not exceed three years.

7. 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. Your jurisdiction’s population can be found at: <http://www.census.gov>.

3. Narrative Proposal

The narrative proposal includes responses to all four threshold criteria (see Section III.C.) as well as responses to all five ranking criteria (see Section V.B.). The narrative proposal must not exceed 18 pages, single-spaced. Any pages over the page limit will not be evaluated. The narrative proposal must be clear, concise, and specifically address all of the applicable threshold and ranking criteria. Responses to the criteria must include the criteria number and title but need not restate the entire text of the criteria. Proposals must provide sufficient detail to allow for an evaluation of the merits of the proposal. Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. Do not provide photos or extraneous materials.

4. Attachments

The following documents should be included as attachments to the “Narrative Proposal.” The attachments (items 2-5) to the narrative proposal must not exceed a total of 15 pages, single-spaced in length, and **are not** included in the 18-page limit for the narrative proposal. Only one scanned image per page will be reviewed.

1. **Documentation of Applicant Eligibility:** For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (non-profit status, resolutions, statutes, etc.). *Note: This documentation will not count against page limitations.*
2. **References List:** (These organizations may be contacted by EPA during the evaluation of your application.) Attach a brief **list** with contact information, **not letters**, from the following entities:
 - a. Two employers who have hired past participants of your job training program (if applicable). Provide the names of the graduates who were placed with the employers you listed above, the names of the employers, and phone numbers of the person to contact within these organizations.
 - b. 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.
 - c. Two organizations from the employer community who have been involved in the development of the proposed job training program. These organizations may include local businesses, environmental contractors, and/or site owners/facility operators. 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.

Note: Unsatisfactory references may only impact scoring of the subfactors listed in Section V.B.4. that directly cite letters of support and references. Support letters and references will not impact scoring for other unassociated ranking criteria.

3. **Milestones Schedule:** This should indicate start times and completion dates of significant tasks under your program (e.g., outreach, procurement of a contractor, recruitment, frequency of classes to be offered and length, instruction, placement, and tracking).
4. **General Support Letters:** See Section V.B.4. of this solicitation. Note: Letters of support may only impact scoring of the subfactors listed in Section V.B.4. which directly cite and request support letters and references. Support letters and references

will not impact scoring for other unassociated ranking criteria. Support letters must be received with your proposal; **letters received separately or after the due date for proposal submission will not be considered.**

IV.D. Management Fees

When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs 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.

IV.E. Confidential Information

EPA recommends that you do not include confidential business information (“CBI”) in your proposal/application. However, if CBI is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. 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. The Agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

IV.F. Pre-proposal/Application Assistance and Communications

In accordance with EPA’s Assistance Agreement Competition Policy (EPA Order 5700.5A1) and in order to maintain the integrity of the competition process, EPA staff may 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. However, contacts listed in Section VII and EPA Headquarters Brownfields staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the RFA/Grant Guidelines.

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. Questions received from applicants and EPA’s responses will also be posted on-line at <http://www.epa.gov/oswer/grants-funding.htm>. EPA may also clarify threshold eligibility issues with applicants prior to making an eligibility determination.

SECTION V – PROPOSAL REVIEW INFORMATION

V.A. Review and Selection Process

Proposals initially will be reviewed by the appropriate EPA Regional Office (based on where the proposal was submitted from) to determine compliance with the applicable threshold criteria for Environmental Workforce Development and Job Training Grants (Section III.C.). All proposals that pass the threshold criteria review will then be evaluated by national evaluation panels chosen for their expertise in the range of activities associated with the varying programs in the Agency. The national evaluation panels will be composed of EPA staff and may include other federal agency representatives. Regional Offices will not participate on national evaluation panels that consider applicants originating from within their Region, with the exception of providing input and a score for the “Programmatic Capability” criterion. National evaluation panels will base their evaluations solely on the responses to the applicable ranking criteria and will assign a total point score to each proposal.

EPA Regions will provide a score and information to the evaluation panels on an applicant’s response to the “Programmatic Capability” ranking criterion. This information may take into account the Regional Office’s experience, if any, with the applicant’s performance on grants managed by the Region. When evaluating applicants under the programmatic capability criterion, EPA will consider information supplied by the applicant and may consider information from other sources, including Agency files and/or prior EPA grantees (e.g., to verify and/or supplement the information provided by the applicant).

Completed evaluations will then be referred to the Selection Official, who is responsible for further consideration of the proposals and final selection of grant recipients. Proposals will be selected for award by this official based on their evaluated point scores, the availability of funds, and consideration of other factors, if any, described in Section V.C.

V.B. Ranking Criteria for Environmental Workforce Development and Job Training Grants

Respond to all five ranking criteria below in your proposal. If your proposal passes the threshold criteria review (see Section III.C.), your responses to the ranking criteria below will be evaluated and scored by national evaluation panels. Each proposal will be rated under a points system, with a total of 100 points possible.

1. Community Need (a maximum of 20 points may be awarded for this criterion)

A. Community Description [10 points]

Provide a detailed description of your community. Use the sample table format below to provide demographic information about your community, including the population, unemployment rate, poverty rate, percent minority, per capita income, and/or other relevant statistics. Discuss how these demographic indicators relate to current challenges and environmental justice concerns, such as the disproportionate siting of

polluting facilities or proliferation of brownfield sites in your community, including environmental, social, public health, and economic issues. Demonstrate how you will recruit and train unemployed or under-employed individuals of specific populations indicative of need (e.g., ex-offenders, veterans, etc.).

Sample format for Demographic Information

	Target Community/ Census Tract	County/City	State	National
Population:				308,745,538 ¹
Unemployment:				9.6% ²
Poverty Rate:				14.3 % ³
Percent Minority:				26.7% ¹
Per Capita Income:				\$26,530 ³
Other:				
¹ Data is from the 2010 U.S. Census data and is available at www.uscensusbureau.gov . ² Data is from the Bureau of Labor Statistics and is available at www.bls.gov ³ Data is from the 2009 American Community Survey and is available at http://www.census.gov/newsroom/releases/archives/income_wealth/cb10-144.html				

Applicants will be evaluated on the extent to which demographic statistics such as these exceed county, city, state, and/or national averages.

B. Labor Market Demand [10 points]

Detail the methods and results of recent labor market assessments and employer surveys you have conducted in your community. To what extent do these results indicate a demand for skilled environmental professionals with the certifications you are proposing to incorporate into your curriculum?

2. Training Program Description, Anticipated Outcomes and Outputs (a maximum of 23 points may be awarded for this criterion)

A. Training Program Structure [8 points]

Detail your proposed training program in the sample table format provided below. Include the course name, indicate core training and required training versus supplemental training, the type of certification(s) to be earned, the number of hours per course, the total number of hours for the program, the course schedule, and the training provider (if known). Add or remove columns from the suggested table format, as necessary, to accurately and fully detail your training program.

Sample Training Program Format

Course Name/Curriculum Topic	Required Core Training or Supplemental Training	State or Federally Recognized Certification(s)	# of Hours	Start Date/ Completion Date	# of Times Course will be Offered	Training Provider

To what extent is the proposed curriculum comprehensive, realistic, and detailed? To what extent will the certifications graduates earn ensure employment and apply to the hiring needs of employers in your community?

B. Outputs and Outcomes [5 points]

In the sample table format provided below, detail how many participants you expect to enroll, the number of students anticipated to graduate from the proposed training program and the targeted placement rate of graduates in environmental employment.

Overall # of Participants Enrolled in Program	# of Graduates from Program	# of Graduates Placed in Environmental Positions

How will you evaluate progress towards achieving the expected short term and long term project outputs and outcomes, including, but not limited, to those identified in Section I.D. To what extent is your proposed timeline for achieving deliverables of the project, as reflected in the attached milestones schedule, clearly identified, detailed, and realistic?

C. Recruitment and Screening [4 points]

Describe the process you plan to utilize to recruit students and market your Environmental Workforce Development and Job Training Program. Discuss the screening, retention, and attrition strategies and processes that will be utilized by your program. To what extent will fees, if any (e.g., licensing, certification, and medical examination fees), burden participants of your program? Please note that any fees you collect will be considered “program income” under 40 CFR Part 30 and 31. To what extent are the training facilities accessible (e.g., proximity to public transportation, parking, etc.)?

D. Program Support [6 points]

Describe the job search support and resources for participants of your job training

program. To what extent will your organization assist with initial job placement and continuous employment for participants? To what extent will your organization track graduates and for how long (must be a minimum of one year)? To what extent will you utilize federal and local hiring incentives (e.g., first-source or local hiring ordinances, tax incentives, wage subsidies, etc.) that can increase the likelihood of employment for program graduates in your community and how will you market these incentives to employers?

3. Programmatic Capability (a maximum of 24 points may be awarded for this criterion)

A. Grant Management System [4 points]

Describe the management system you have in place to direct activities under the grant. Include a brief description of your project manager and staff and a discussion of the expertise, qualifications, and experience. Discuss the means you have to retain project leadership or recruit qualified staff should employee turnover occur. Describe the system(s) you have in place to acquire additional expertise and resources required to perform the proposed project. If you intend to contract for the necessary expertise, describe the system you have in place to acquire that expertise. Please refer to Section II.E.

B. Organizational Experience [8 points]

Discuss your organization's and training provider's experience in working with minority, unemployed, veterans, and ex-offenders in the community you propose to serve. Describe any previous experience your organization has had in **environmental** training as it relates to your proposed curriculum. If you do not have an instructor on staff and are considering subcontracting or sub-granting to obtain these services, detail the criteria you will use to select these services. Please provide a letter of commitment from this provider. Discuss any experience your organization has in the employment and training field at large.

C. Audit Findings [2 points]

Describe any adverse audit findings. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems.

D. Past Performance and Accomplishments [10 points]

If you have ever received an EPA Job Training grant, please respond to item **i** below. If you have not received an EPA Job Training grant, but have received other federal or non-federal assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract), including EPA Brownfields Assessment, Revolving Loan Fund, or Cleanup grants, please respond to item **ii** below. If you have never received any type of federal or non-federal assistance agreements please indicate this in your proposal and you will receive a neutral score (6 points) for this criterion. (Failure to indicate anything in response may result in zero points for this criterion.) In evaluating an applicant's response to this criterion, EPA may consider relevant

information from EPA files and/or from other federal and/or non-federal grantors to verify or supplement information provided by the applicant.

i) Currently or Has Ever Received an EPA Brownfields Job Training Grant

Identify each of the EPA Job Training grant(s) you currently have or have received in the past. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under the previous or existing grant(s) by providing information on the following:

- Funds Expenditure: the balance of grant funds not drawn down (funds remaining). If you have an open EPA Job Training grant, please indicate your need for additional funding based on remaining funds. (1 point)
- Compliance with grant requirements:
 - a. Information regarding your compliance with the work plan, schedule and terms and conditions. Are you making sufficient progress towards achieving the expected results of the grant? (2 points)
 - b. Information regarding your timely quarterly and annual reporting, as well as ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting. (2 points)
- Accomplishments:
 - a. Number of individuals you committed **in your proposal** to train and place versus what was provided in your negotiated workplan (1 point)
 - b. Number that were actually trained (1 point)
 - c. Placement rate (1 point)
 - d. Whether the original anticipated training and placement goals were met, and, if not, the steps that were taken to improve the program (1 point)
 - e. Whether the data is accurately reflected in ACRES at the time of this proposal submission, and if not, why? (1 point)

ii) Has Not Received an EPA Job Training Grant but has received other federal or non-federal assistance agreements, including EPA Assessment, Revolving Loan Fund, or Cleanup Grants

Identify current and/or prior federally and non-federally funded assistance agreements, including the EPA Brownfields grant(s) you currently have or have received in the past. If you worked with the EPA on delivering a Superfund Job Training Initiative (JTI) project, please also note this. Please provide information on no more than five of your most recent assistance agreements. Describe your history of successfully managing these agreements and performing the agreements including:

- a. Information regarding your compliance with the work plan, including schedule, progress, and terms and conditions. (5 points)
- b. Information regarding your meeting and complying with reporting requirements, including quarterly reporting, technical reports,

final reports, and data entry into the Assessment, Cleanup and Redevelopment Exchange System (ACRES), as applicable. (5 points)

4. Community and Employer Partnerships (a maximum of 25 points may be awarded for this criterion)

A. Collaboration with Local Remediation Activities and Environmental Projects [4 points]

Describe any specific efforts that have been made to collaborate with brownfield assessment, revolving loan fund, and cleanup grantees, and/or Superfund, Federal Facility, leaking underground storage tank, EPA-funded state or tribal regulated corrective action or landfill closure contractors, or wastewater treatment facilities in your community. Detail how these efforts will enhance and foster future employment for job training graduates in the community. Describe your organization's relationship with your local economic development office and how this relationship has resulted in placement of graduates with local contractors in your community. If applicable, please provide letters of support for any commitments these organizations have made to assist with your training program (e.g., to provide on-the-job training or to hire graduates).

B. Community Partnership Building [8 points]

Describe your plan for involving the affected community (e.g., local community groups, Workforce Investment Boards, and academic institutions located in or near the affected community) in the proposed job training program. To what extent did you notify, involve, or hold any public comment sessions in the target community before applying or during the development of your proposal? To what extent have partners committed to providing non-environmental training such as GED attainment, life skills training, transportation, childcare, personal protective equipment (PPE), etc.? Please attach letters of support indicating commitments these organizations have made. Describe how your program and partners' expertise ensures trainees are job ready and have the pre-employment skills needed to secure full-time work. Please carefully review Section II.D. and II.E. before identifying a partner who you intend to provide EPA funds to under a procurement contract or subgrant.

C. Employer Involvement [13 points]

To what extent has the employer community (e.g., local businesses, environmental contractors, labor unions, site owners) been involved in the development of the proposed job training program (e.g., curriculum development, advisory councils, apprenticeships, and mentoring)? Detail specific efforts related to employer involvement, such as meeting dates, etc., that occurred during the preparation of this proposal. To what extent have employers committed to hiring graduates of your proposed program? Discuss any partnerships you have established with employers who have hired graduates of your program in the past. Please provide letters of support from past and prospective employers that affirm their involvement and commitment to the proposed program.

5. Budget/Resources (a maximum of 8 points may be awarded for this criterion)

A. Budget [5 points]

Use the table format below to identify specific tasks for which EPA funding will be used. Show the costs (by budget category) associated with each task. (Note: the tasks provided in the table below are examples, not necessarily required). In addition to the budget table, **describe in narrative format each task in detail**, including the basis for the estimated cost as well as the projected outputs where possible (e.g., student safety equipment for 100 students at a cost of \$50 each for a total of \$5,000). EPA also encourages applicants to set aside appropriate funding to support placement and tracking after the last training class. (Refer to Section I.D. for a definition and examples of “outputs”).

The budget will be evaluated based on the extent that it is clearly stated, detailed, and appropriate to achieve the project’s objectives; whether it demonstrates the ability to effectively sustain the proposed project; whether it describes the applicant’s plan for managing the budget; and how the applicant will manage the project within cost parameters.

Do not include tasks for activities or costs that are ineligible uses of funds under EPA’s brownfields grants as described in Appendix 1. Note particularly the prohibition on using grant funds for indirect costs. Please refer to the FAQs at <http://www.epa.gov/brownfields> for additional examples of ineligible uses of funds. For questions not covered by the FAQs, contact your Regional Job Training Coordinator listed in Section VII.

Project Funding	Outreach	Instruction	Program Mgmt	Placement/ Tracking	Total
EPA Project Funding					
Personnel					
Fringe benefits					
Travel					
Contractual					
Supplies					
Other (Please be specific)					
Total EPA Funds					
Non-EPA Project Funding (Optional)					
Total Non-EPA Funds					

B. Leveraging [3 points]

To what extent are in-kind and/or partner commitments to providing services/resources to the proposed job training program (e.g., staff time, life skills training, pre-employment training, student stipends, supplies, transportation and

bus tokens, GED preparation, child care, academic enhancement, counseling, etc.) clearly indicated, and have these commitments already been committed; if not, what is the likelihood that these commitments will materialize during the project? Describe how your organization will manage this grant in light of the administrative cost prohibition. (Note: cost-shares are not required for this grant).

V.C. Other Factors

In making final selection recommendations, EPA’s Selection Official may consider the following factors (as appropriate):

- Fair distribution of funds between urban and non-urban areas.
- Fair geographic distribution of funds between EPA’s ten Regions.
- Fair distribution of funds between new applicants and previous job training grant recipients.
- Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will serve tribal residents.
- Communities affected by natural disasters.
- Designation as an Empowerment Zone or Renewal Community.
- Environmental Justice – a community that bears a disproportionate impact of environmental contamination.
- Communities severely impacted by economic disruption, such as auto sector and other factory closures.
- Proposals which seek to serve veterans.

V.D. Proposal Checklist

Before you submit your proposal for a job training grant, please ensure the following documents are included in your package submitted to EPA and EPA’s contractor:

<input type="checkbox"/> Transmittal Letter (2-page limit) (see Section IV.C.2)	
<input type="checkbox"/> The Narrative Proposal, which includes the responses to all 4 threshold and all 5 ranking criteria (18-page limit) (see Section IV.C.3)	
Attachments including: (15-page limit)	
<input type="checkbox"/> References List (see Section IV.C.4.2)	
<input type="checkbox"/> Milestones Description (see Section IV.C.4.3)	
<input type="checkbox"/> General letters of support from partners identified in your proposal (see Section IV.C.4.4)	
<input type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section IV.C.4.1) <i>Note: This documentation will not count against page limitations.</i>	

SECTION VI – AWARD ADMINISTRATION INFORMATION

VI.A. Award Notices

EPA Regions will notify applicants who fail threshold eligibility requirements within 15 calendar days of the Agency's determination of ineligibility. EPA will notify applicants who have not been selected for award based on the ranking criteria and other factors within 15 calendar days of EPA's final decision on selections for this competition.

EPA anticipates notification to both successful and unsuccessful applicants will be made via telephone, electronic, or postal mail. The notification will be sent to the original signer of the proposal, your organization's chief executive, or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The successful applicant must prepare a work plan and submit application forms, which must be approved by EPA, before the cooperative agreement can officially be awarded. The award notice, signed by an EPA Grants Officer, is the authorizing document and will be provided through postal mail. The time between notification of selection and award of cooperative agreement can take up to 90 days or longer.

VI.B. Administrative and National Policy Requirements

1. Funding will be awarded as a cooperative agreement. The applicants whose proposals are selected will be asked to submit a cooperative agreement application package to their EPA Regional office. This package will include the application (Standard Form 424), a proposed work plan, a proposed budget, and other required forms. An EPA Project Officer will work with you to finalize the budget and work plan.
2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 40 CFR 30.51 or 40 CFR 31.40. 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.
3. An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.

VI.C. Reporting Requirements

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within thirty days after each reporting period. The

reporting period (e.g., quarterly, annually) is set forth in the terms and conditions of the cooperative agreement. These reports shall cover work status, work progress, difficulties encountered, an accounting of financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel involved with the project.

Grant recipients will be required to register and enter output data electronically into the EPA's on-line database called the Assessment, Cleanup, and Redevelopment Exchange System (ACRES).

At the end of the cooperative agreement, a final project report also is required. The final report will summarize accomplishments, expenditures, outcomes, outputs, lessons learned, any other resources leveraged during the project and how they were used.

VI.D. Miscellaneous Clauses

Sub-awards and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>.
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency.
3. Provide its DUNS number in each application or proposal it submits to the agency. 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>.

If an applicant fails to comply with these requirements, it will affect their ability to receive an award (should it be selected).

Website References in Solicitations

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informal purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

VI.E. Disputes

Disputes related to this competition will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures also may be requested by contacting the Agency contact identified in Section VII. of this announcement.

VI.F. Pre-Award Administrative Capability Review for Nonprofits

Nonprofit 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. In addition, nonprofit 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.

VI.G. Programmatic Requirements

1. Collection of Post Grant Information

Under the Government Performance and Results Act, EPA reports on the many benefits of funding. One such measure provides information on the number of individuals placed in full-time employment as a result of the use of grant funds. As many of these activities occur beyond the grant period, please note that EPA may contact you well after the grant period of performance to collect this information.

2. Grant recipients will be required to have in place a system for 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 and ACRES, EPA's on-line reporting database, which must be submitted on a quarterly basis, at the least, with the "quarterly report" described above.

3. All grantees who are awarded funding under this solicitation must meet sufficient progress as referenced in the grant terms and conditions. The term "sufficient progress" means the grantee has: established a program and begun marketing the program; hired all key personnel; and has completed the first round of training within the first year of receiving the grant award.

VI.H Unpaid Federal Tax Liabilities and Federal Felony Convictions for Non-Profit and For-Profit Organizations

Awards made under this announcement are subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E, Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

SECTION VII - AGENCY CONTACTS

EPA Regional Job Training Coordinators

Regions and States		Address and Phone Number
EPA Region 1 Kathleen Castagna	CT, ME, MA, NH, RI, VT	5 Post Office Square Suite 100, Mail Code OSRR-07-3 Boston, MA 02109-3912 Phone (617) 918-1429 e-mail: castagna.kathleen@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
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	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 Amber Perry	AR, LA, NM, OK, TX	1445 Ross Avenue, Suite 1200 (6SF-VB) Dallas, TX 75202-2733 Phone (214) 665-3172 e-mail: perry.amber@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 Christina Wilson	CO, MT, ND, SD, UT, WY	1595 Wynkoop Street (EPR-B) Denver, CO 80202-1129 Phone (303) 312-6706 e-mail: wilson.christina@epa.gov
EPA Region 9 Noemi-Emeric- Ford and 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-ford.noemi@epa.gov or woo.wallace@epa.gov
EPA Region 10 Susan Morales	AK, ID, OR, WA	1200 6 th Avenue, Ste 900 (ECL-112) Seattle, WA 98101 Phone (206) 553-7299 e-mail: morales.susan@epa.gov

SECTION VIII – OTHER INFORMATION

VIII.A. National Environmental Information Exchange Network

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.

Appendix 1

Prohibitions on Use of Funds

Funds awarded under this competitive opportunity are intended for Environmental Workforce Development and Job Training Grant 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 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.”

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 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 EPA Regional Job Training Coordinator listed in Section VII.

Appendix 2 Grants.gov Proposal Submission Instructions

General Proposal Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and who is 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 Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left 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 proposal package by entering the Funding Opportunity Number, EPA-OSWER-OBLR-12-03, or the CFDA number that applies to this announcement (66.815), in the appropriate field. Then complete and submit the proposal package as indicated. **You may also be able to access the proposal 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).**

Proposal Submission Deadline. Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) so that it is received no later than April 12, 2012, 11:59 p.m. **Please submit all proposal materials described below.**

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424).
- II. Budget Information for Non-Construction Programs (SF-424A).
- III. Narrative Proposal including transmittal letter. See Section IV.C. for details on the content of the narrative proposal and transmittal letter and the associated page limits.
- IV. Required Attachments. See Section IV.C. of this announcement.

The proposal package **must** include all of the materials listed below.

- I. Application for Federal Assistance, Standard Form (SF-424).** 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 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.
- II. Standard Form SF 424A – Budget Information.** Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.
- III. Narrative Proposal and Transmittal Letter** (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>). The documents should be readable in PDF, MS Word, or Word Perfect and consolidated into a single file. See Section IV.C. of this Announcement (EPA-OSWER-OBLR-12-03) for details on the content of the narrative proposal and transmittal letter.
- IV. Other Attachments Form – For Required Attachments.** Use the “Other Attachments Form” to attach a copy of required attachments. (See Section IV.C. of this Announcement (EPA-OSWER-OBLR-12-03) for more details of the required attachments).

Proposal Preparation and Submission Instructions.

Document I through IV, listed under Proposal Materials above, should appear in the “Mandatory Documents” box on the <http://www.grants.gov> “Grant Application Package” page.

For Documents I and II, 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 III, you will need to attach electronic files. Prepare your narrative proposal (including transmittal letter) as described in Section IV.C. of this announcement (EPA-OSWER-OBLR-12-03) and save them to your computer as an MS Word, PDF, or WordPerfect file. When you are ready to attach them to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach them (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. If there are other attachments that you would like to submit to accompany your proposal, 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.”

To attach the required attachments (Document IV), use the “Other Attachments Form.” After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List.”

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 – FY12 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 12 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 – FY12 Assoc Prog Supp - 2nd Submission.”

Once your proposal package has been completed and saved, send it to your Authorized Organization Representative (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., FY12), 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 email at <http://www.grants.gov/help/help.jsp> or contact Joe Bruss at bruss.joseph@epa.gov, or (202) 566-2772.

Proposal 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 proposal are experienced, follow the guidance below. EPA may decide to review the proposal 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 proposal for review will be made by EPA and provided to the applicant within ten working days of the request. All e-mails, as described below, are to be sent to bruss.joseph@epa.gov with the Applicant Name in the Subject Line.

- (1) Late transfer or no transmission due to electronic submission problems: Should electronic submission problems result in the proposal being transferred to Grants.gov after 11:59 p.m. Eastern Time on the solicitation closing date, send an e-mail documenting the problem, include the Grants.gov “case number” and attach the entire proposal.
- (2) Grants.gov rejection of proposal: If a notification is received from Grants.gov stating that the proposal has been rejected **for reasons other than late submittal**, immediately send an email that includes the notice provided by Grants.gov documenting rejection and attach the entire proposal.