FY14 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-14-01

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

DATES: Proposals are due by February 13, 2014. 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 February 13, 2014. Proposals sent through http://www.grants.gov must be received by 11:59 p.m. Eastern Time on February 13, 2014. 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 nonprofit 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. In Fiscal Year 2014 (FY14), EPA anticipates providing some funding preference to applicants who choose to deliver other types of environmental training, beyond brownfields hazardous waste, as referenced in Section I.B and as referenced in Section V.C.

While Environmental Workforce Development and Job Training grants require that Hazardous Waste Operations and Emergency Response (HAZWOPER) training be provided to all individuals being trained, 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.C., *Additional Eligible Uses of Grant Funds*. Additionally, under this competition, applicants also may choose to deliver training in various other environmental media as referenced in Section I.B. 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 II.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 $2,400,000, subject to availability of funds, quality of proposals received, and other applicable considerations for Fiscal Year (FY) 2014. EPA anticipates awarding approximately 12 environmental workforce development and job training cooperative agreements at $200,000 each.

CONTENTS BY SECTION

SECTION I – FUNDING OPPORTUNITY DESCRIPTION page 5
I.A. Description of Grant
I.B. Use of Grant Funds
I.C. Additional Eligible Uses of Grant Funds – Supplemental Training
I.D. EPA Strategic Plan Linkage
I.E. Measuring Environmental Results: Anticipated Outcomes/Outputs
I.F. Supplementary Information
SECTION II – AWARD INFORMATION page 13
II.A. What is the Amount of Available Funding?
II.B. What is the Project Period for Award(s) Resulting from this Solicitation?
II.C. Substantial Involvement
II.D. Use of Funds to Make Subawards, Contract Services, or Fund Partnerships
II.E. Evaluation of Subawardees and Contractors
SECTION III – APPLICANT ELIGIBILITY page 16
III.A. Who Can Apply?
III.B. Cost Share Requirement
III.C. Threshold Eligibility Criteria
1. Applicant Eligibility
2. Non-Duplication
3. Required Training
4. Funding Amount
5. Format Requirements
6. Due Date
SECTION IV – PROPOSAL SUBMISSION INFORMATION page 20
IV.A. How to Obtain an Application Package
IV.B. Due Date and Mailing Instructions
IV.C. Content and Form of Proposal Submission
IV.D. Additional Provisions For Applicants Incorporated Into The Solicitation
IV.E. Disputes
SECTION V – PROPOSAL REVIEW INFORMATION page 24
V.A. Review and Selection Process
V.B. Ranking Criteria
1. Community Need
2. Training Program Description, Anticipated Outcomes and Outputs
3. Programmatic Capability
4. Community and Employer Partnerships
5. Budget/Resources
V.C. Other Factors
V.D. Proposal Checklist
SECTION VI – AWARD ADMINISTRATION INFORMATION page 33
VI.A. Award Notices
VI.B. Administrative and National Policy Requirements
VI.C. Reporting Requirements
VI.D. Additional Provisions for Applicants Incorporated Into The Solicitation
VI.E. Pre-Award Administrative Capability Review for Nonprofits

VI.F. Programmatic Requirements
SECTION VII – AGENCY CONTACTS page 36
SECTION VIII – OTHER INFORMATION page 37
APPENDIX 1 – Prohibition on Use of Funds page 38
APPENDIX 2 – Grants.gov Proposal Submission Instructions page 40
APPENDIX 3 – Other Factors Checklist page 42

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

In 2010, the EPA's Office of Brownfields and Land Revitalization (OBLR) led an effort to more closely collaborate with other programs within the Agency 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), 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 brownfields hazardous waste assessment and cleanup. As a result of this effort, the Environmental Workforce Development and Job Training program, formerly known as the "Brownfields Job Training program," now allows applicants to deliver a broader array of training in the environmental field, in addition to the traditional brownfields hazardous waste and petroleum training historically provided.

Through the expanded Environmental Workforce Development and Job Training 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 different types of environmental training based on local labor market assessments and employers' hiring needs.

I.A. Description of Grant

A critical part of the EPA's Environmental Workforce Development and Job Training program is to further environmental justice (EJ) by ensuring that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination, including low-income, minority, and tribal communities, have an opportunity to reap the benefits of revitalization and environmental cleanup in these areas. Through the link to on-the-ground assessment and cleanup activities, Environmental Workforce Development and Job Training grants train unemployed and under-employed, predominantly 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 efforts, in their communities. Applicants must target dislocated workers, or those laid off as a result of recent manufacturing plant closures, severely under-employed individuals, or unemployed individuals, including low-income and minority residents of waste-impacted communities, veterans, and those with little to no advanced education.

Applicants will be evaluated on the extent to which they have partnered, and secured hiring commitments, with local contractors and other stakeholders where EPA-funded projects for brownfields, Superfund sites, landfills, oil spill sites, recent disaster areas, 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 make efforts to link graduates with environmental employment that involves preventing, assessing, managing, and cleaning up contaminated sites in the graduates' respective communities. Proposed training should be directly linked to ongoing environmental work taking place in the respective community.

To date, EPA has funded 221 job training grants totaling over $45 million through both the former Brownfields Job Training program and newly expanded Environmental Workforce Development and Job Training program. As of December 2013, approximately 12,100 individuals have completed training, and approximately 8,600 of those graduates obtained employment in the environmental field, with an average starting hourly wage of $14.00. This equates to a cumulative placement rate of approximately 71% since the program was created in 1998.

I.B. Use of Grant Funds

In addition to brownfields hazardous waste training, applicants may choose to deliver a variety of environmental training listed in items 1-5. Training may include none of the items in 1-5 below or multiple items. Please note that applicants have the option to deliver all of the training listed below, either at awareness levels or advanced levels. Applicants must indicate the type of training and at what level the training will be delivered in their transmittal letter. Applicants also have the option to deliver only brownfields hazardous waste training. As noted in Section V.C., EPA's Selection Official, when making funding decisions, may take into consideration and give preference to applicants who choose to deliver multiple types of training, in addition to brownfields hazardous waste training.

As referenced in Section IV.C., the applicant's transmittal letter must indicate what other types of environmental training listed below, if any, they choose to deliver, including:

1. Solid Waste Management or Cleanup training, such as integrated solid waste management, 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; recycling center operators; training associated with solid and hazardous waste facility corrective action, landfill closures and capping activities; and waste minimization efforts.

2. Superfund site cleanup and innovative and alternative treatment technologies training (i.e., "green remediation" technologies), such as phytoremediation, bioremediation, or soil amendments; advanced sampling instrument operator training; or training in the

reuse of biosolids and other industry residuals associated with remediation of contaminated lands or solid waste facilities.

3. Wastewater treatment training, such as wastewater treatment facility operations (treatment, collection, storage, and disposal), green (stormwater) infrastructure maintenance, stormwater management, low impact development (LID), decentralized wastewater treatment systems maintenance, or other related wastewater management topics.

4. Emergency response training, such as training for spill response and cleanup, including industrial and environmental (e.g., oil spills, natural disasters, etc.), first responder, disaster site worker, and National Incident Management System (NIMS).

5. Enhanced environmental health and safety training, such as promoting chemical (substance, mixture, or article) safety awareness and stewardship; safe work practices (including 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); chemical inventories; inspection and proper chemical storage; engineering controls, such as well-designed ventilation to promote air exchange; use of correct personal protective equipment including respiratory protection, gloves, goggles, or coveralls; isolation of work areas; safe storage and handling of chemicals; promoting sanitation and hygiene; prevention of spills; universal hazard communication; green chemistry; medical waste handling and disposal; and training in an overview of any existing chemical-specific worker training and certification programs, including but not limited to: lead abatement; lead renovation, repair, and painting (RRP); asbestos; diisocyanates (auto-refinishing and spray polyurethane foam); pesticide worker protection standards; PFCs; PBDEs/HBCD; and others.

I.C. Additional Eligible Uses of Grant Funds - Supplemental Training

Additional eligible uses of grant funds 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). Applicants must indicate what other training they propose to deliver in their course outline (as referenced in Section V.B.2). Other examples of eligible uses of grant funds and training are listed below.

- Personnel costs for instructors to conduct training, fringe benefits, and/or personnel costs for tasks associated with programmatic reporting requirements.

- Costs for screening and placement of individuals in the training program.

- Costs for training materials and work gear associated with the training curriculum.

- Development and refinement of existing curricula for training.

- Implementing job development outreach activities directed toward engaging prospective employers to be involved in the job training program and to hire graduates.

- 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, underground storage tank removal, groundwater extraction, and site remediation associated with brownfields.

- Training participants in the use of techniques and methods for cleanup of hazardous substances, petroleum, and pollutants, such as asbestos abatement; lead abatement; lead renovation, repair, and painting (RRP); mold remediation; and cleaning up sites contaminated by the manufacturing of illegal drugs (e.g., methamphetamine labs), abandoned gas stations, or mine-scarred lands.

- Training in confined space entry.

- Training in first-aid, CPR, and blood-borne pathogens.

- Training in technologies that use alternative energy (solar, wind, or geothermal power) or alternative fuels (e.g., biofuels), including preparing sites for renewable energy installation.

- Training in 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 Inquiries Final Rule, as required in CERCLA Section 101(35)(B) and 40 CFR part 312, and due diligence.[1]

- Training in radiation safety and the cleanup of uranium mine tailings.

- Training in HAZMAT, commercial driver's license (CDL), forklift, and machine operations associated with the transportation of hazardous waste.

- Training in freon removal or the removal of hazardous substances from white goods.

- Training in weatherization; Building Performance Institute (BPI) training; energy efficiency retrofitting; heating, ventilation, and air conditioning (HVAC); and energy auditing.

[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.

- Training in the use of compost and soil amendments and associated sampling, testing, and design considerations, and management techniques to support the assessment and cleanup of sites for urban agriculture and horticulture.

- Training participants in planning and conducting ecological restoration of contaminated land, including general botanical classes or introductory horticultural classes related to land and stream restoration or indigenous species and native plant re-vegetation; landscaping; and soil science.

- Training in the various certifications of Leadership in Energy and Environmental Design (LEED).

- Training in building trades related to constructing beams, caps, synthetic barriers, pumping facilities, and similar structures to remediate contamination.

- Training in national historic preservation and tribal historic preservation regulations associated with cleanup projects.

- Training in vapor intrusion testing and mitigation.

- Training in site surveying, mapping, blueprint reading, computer-aided design and drafting (CADD), and geographic information systems (GIS).

- Insurance a trainee needs to participate in on-the-job training.

- 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.

- 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 to transport trainees to and from class.

Grant funds may not be used for the following activities:

- Training in general construction skills and trades (e.g., carpentry, plumbing, electricity, etc.).

- Training in natural resource extraction or related processes, such as hydraulic fracturing, oil refinery, or mining operations.

- Conducting site assessments or actual cleanups, except within the context of on-the-job training.

- Conducting response activities often associated with cleanups (e.g., landscaping, demolition, and groundwater extraction), except within the context of on-the-job

training assignments. Assessment, cleanup, and associated activity costs must be funded through other means.

- General or life skills education activities, such as remedial classes in math and reading; job readiness training, such as developing resumes and acquiring interview skills; 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, fundraising, 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). None of the statutory authorities listed above 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.D. EPA Strategic Plan Linkage

EPA's Strategic Plan 2011-2015 defines goals, objectives, and sub-objectives for protecting human health and the environment. The 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's 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 result, this project promotes cleanup of sites contaminated with hazardous substances, pollutants, contaminants, petroleum, or solid waste, and also prepares individuals for employment in wastewater treatment facility operations, water quality, and chemical safety related fields. Simultaneously, it ensures the economic benefits derived from remediation activities remain with affected residents in those communities while advancing environmental justice.

(View EPA's Strategic Plan on the Internet at: http://www2.epa.gov/planandbudget/strategicplan, and view EPA's Order 5700.7 at http://www.epa.gov/ogd/epa_order_5700_7a1.pdf.)

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

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

EPA must report on the success of its Environmental Workforce Development and Job Training 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 if the proposal is selected for award. 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 product 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 may 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 600 persons completing training per year with a **minimum job placement rate of at least 70%**. Each grant award is anticipated to result in at least 50 individuals completing training with a total of 12 awards anticipated to be made.
- 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 HAZWOPER training.
- Training in innovative and alternative treatment technologies and related subjects.
- Training in emergency response.
- 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 may 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.F. 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) of CERCLA-Superfund appropriations
3. Section 104(b) of the Clean Water Act
4. Section 8001 of the Solid Waste Disposal Act-Environmental Programs and Management (EPM) appropriations
5. Section 10 of Toxic Substances Control Act-Environmental Programs and Management (EPM) appropriations

SECTION II – AWARD INFORMATION

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

The total funding available under this competitive opportunity is approximately $2,400,000, subject to availability of funds, quality of proposals received, and other applicable considerations for FY14. EPA anticipates awarding approximately 12 environmental workforce development and job training cooperative agreements. Applicants may apply for up to $200,000 of 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.

Awards may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

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. Training is anticipated to have concluded by the end of year two, with the third

year of the award devoted to the placement and reporting of remaining graduates in employment.

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's Project Officers 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.)
- Reviewing 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?

In accordance with CFDA 66.815, the following entities are eligible to apply for an

Environmental Workforce Development and Job Training grant:

- 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 EPA Regional 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 (EWDJT) grant from EPA in Fiscal Year 2013 (FY13) are not eligible to apply under this competition to serve the same city or target area, as under the FY13 award. However, grantees who received EWDJT funding in FY13 may apply under this competition if proposing to serve different cities or target areas. Please note that applicants may propose to serve multiple target areas. Applicants also may submit multiple proposals. EWDJT grants awarded in FY13 are listed on the Brownfields website, http://www.epa.gov/brownfields/pilot.htm#previous. Applicants who received an EWDJT grant or Brownfields Job Training grant in, or before, Fiscal Year 2012, including American Recovery and Reinvestment Act Brownfields Job Training grant funds, and who did not receive funding in FY13 as described above, are eligible to apply for funding under this competition.

III.B. Cost Share Requirement

There is no cost sharing requirement for EWDJT grants. 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 a leveraging criterion. Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third-party sources to support or complement the project they are awarded under the competition that are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application (See Section V.B. of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share: this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third-party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

III.C. Threshold Eligibility Criteria

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive EWDJT grants. Threshold criteria are evaluated on a pass or fail basis. **Only those**

proposals that specifically address and pass each of the six 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 failing threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

For purposes of the threshold eligibility review, EPA may seek clarification of applicant information. The applicant's responses to the threshold criteria must be included in the Transmittal Letter submitted to EPA. See Section IV.C. for a complete list of required proposal content.

Proposals must be postmarked, or received through www.grants.gov, by February 13, 2014. Proposals must be delivered using only one method: postmarked hard copy **or** through http://www.grants.gov. Proposals postmarked or received by 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. 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.**

Ineligible costs/activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

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 (nonprofit status, resolutions, statutes, etc.). Also indicate whether or not you received an EWDJT grant from EPA in FY13, and if so, to serve what city or target area.

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, including training provided through the EPA's Superfund Job Training Initiative; the EPA's Environmental Justice Small grants program CFDA 66.604; and the EPA's Surveys, Studies, Investigations, Training, and Special Purpose Activities Relating to Environmental Justice grants program CFDA 66.309. 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) grant funds that include brownfields remediation, renewable energy, HVAC, or other energy-related training or wastewater treatment technology operator training. Federal agencies maintain lists of these grant programs at the following sites:

EPA: http://www.epa.gov/superfund/community/sfjti/
http://www.epa.gov/environmentaljustice/grants/index.html
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

If you are listed on any of these websites as a recipient, you must demonstrate how services under this proposed project will complement but not duplicate the existing federal environmental job training activities in your targeted service area (i.e., different target audience, differing types of certifications, etc.).

If you are not listed on the above websites but are the recipient of other federally funded environmental or "green job" training programs serving your area or community(ies), you must similarly demonstrate how services under this proposed project will complement, but not duplicate, the existing federal environmental job training activities. These other programs may include funding provided by Housing and Urban Development (HUD), Health and Human Services (HHS), and other federal agencies. The EPA also may conduct internal screening to ensure demonstration of non-duplication and also will coordinate duplication screening with federal partners.

3. Required HAZWOPER Training
   Your proposal must demonstrate that OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training will be incorporated into the proposed curriculum and be required of **all trainees** in the proposed program.

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.

5. Format Requirements
   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 will not be reviewed.

6. Due Date
   Proposals must be submitted by the due date in order to receive consideration.

SECTION IV – PROPOSAL SUBMISSION INFORMATION

IV.A. How to Obtain an Application Package

Electronic copies of these guidelines can be obtained from the EPA's 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.

IV.B. Due Date and Mailing Instructions

Proposals are due by February 13, 2014. 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 February 13, 2014. **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 February 13, 2014, 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 February, 13 2013. **Proposals received after 11:59 p.m. Eastern Time on February 13, 2014 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 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

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 Section 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.

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.

1. Proposal Content
   All proposals must substantially conform to the following outline and content:

   - Transmittal Letter, **including responses to all six threshold criteria** (3-page limit) – See IV.C.2 below.
   - The narrative proposal, which includes the responses to all **ranking** criteria (15-page limit) – See IV.C.3 below.
   - Attachments (15-page limit) – See IV.C.4 below.
     - Documentation of applicant eligibility, if applicable.
     - References list.
     - Milestones description.
     - Other Factors Checklist.
     - 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 attachments 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 three 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:

A. 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.

B. Responses to the 6 Threshold Eligibility Criteria (see Section III.C.):
   a. Applicant eligibility.
   b. Demonstration the proposed project does not duplicate other federally funded environmental job training programs.
   c. Required HAZWOPER training.
   d. Federal Funds Requested: $_____ (must not exceed $200,000).
   e. Substantial Conformity with Instructions and Format.
   f. Due Date.

C. Grant Type: Indicate "Environmental Workforce Development and Job Training Grant."

D. 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.

E. 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.

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

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

H. Population: Provide the general population of your defined target community. 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.

I. Training: Clearly indicate any of the types of training that you will include in your proposed curriculum and at what level the training will be delivered (awareness vs. advanced) as referenced in Section I.B (items 1-5). If you are choosing not to include any of these types of training, please state so.

3. Narrative Proposal
   The narrative proposal includes responses to all five ranking criteria (see Section V.B.). The narrative proposal must not exceed 15 pages. Any pages over the page limit will not be evaluated. The narrative proposal must be clear, concise, and specifically address all of the applicable 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." Items 2-5 of the attachments to the narrative proposal must not exceed 15 pages. 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. **Other Factors Checklist:** See Section V.C. and Appendix III.

5. **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. Additional Provisions For Applicants Incorporated Into The Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

IV.E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at http://www.epa.gov/ogd/competition/resolution.htm. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

SECTION V – PROPOSAL REVIEW INFORMATION

V.A. Review and Selection Process

Proposals initially will be reviewed by the appropriate EPA Regional Office (based on the location of the target community to be served) to determine compliance with the applicable threshold criteria (Section III.C.). EPA Headquarters staff also may conduct threshold

screening for potential duplication. All proposals that pass the threshold criteria review will then be evaluated by national evaluation panels comprised of EPA and other federal agency staff knowledgeable about the training activities listed in the RFP. Regional Offices will not participate on national evaluation panels that consider applications 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).

Recommendations for selection based on completed evaluations will be referred to the Selection Official, who is responsible for the final selection of grant recipients. Proposals will be selected for award by the Selection Official based on ranking scores, the availability of funds, and consideration of other factors as referenced 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. **<u>Community Need</u>** (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, how the project would address or facilitate the identification and reduction of threats to public health, or address EJ concerns, such as the disproportionate siting of polluting facilities or number 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

	Targeted Community (e.g. Census Tract)	City/Town or County	Statewide	National
Population:				308,745,538[1]
Unemployment:				7.2%[2]
Poverty Rate:				15.1 %[3]
Percent Minority:				26.7%[1]
Median Household Income:				$49,445[3]
Other:				

[1]Data is from the 2010 U.S. Census data and is available at http://www.census.gov/.
[2]Data is from the Bureau of Labor Statistics and is available at www.bls.gov
[3]Data is from the 2010 American Community Survey and is available at http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html

For resources to gather demographic information, please go the FAQs at http://www.epa.gov/brownfields

In addition to the narrative above, 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 conducted in the community prior to submitting this proposal. 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]
Provide a detailed description of your proposed training program in the sample table format provided below. Include the course name, the level of training to be provided (awareness or advanced), 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	Awareness or Advanced Level 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, provide detailed information on 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.

Sample Outputs

Overall # of Participants Enrolled in Program	# of Graduates Completing Program	# of Graduates Placed in Environmental Positions	# of Graduates Not Placed but Pursuing Further Education

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. <u>Programmatic Capability</u> (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.D and II.E.

B. Organizational Experience [8 points]
Discuss your organization's experience in working with 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 contracting or sub-granting, describe 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 your response may result in zero points for this criterion.) In evaluating an applicant's response to this criterion, the 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) <u>Current or Past EPA Brownfields Job Training Grant Recipients</u>
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 approved 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) <u>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</u>
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. **<u>Community and Employer Partnerships</u>** (a maximum of 25 points may be awarded for this criterion)

A. Collaboration with Entities Involved 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, EPA-funded state or tribal regulated corrective action or landfill closure projects, or wastewater treatment facilities in your community. Provide detailed information on 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 if 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 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)? Provide detailed information on 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. **<u>Budget/Resources</u>** (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.E. 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; the efficient or effective use of EPA funds; whether it describes the applicant's plan for managing the budget; and how the applicant will manage the project within cost parameters.

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					

Do not include tasks for activities or costs that are ineligible uses of funds, including administrative costs, under these grants as described in Appendix 1. 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.

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 the amount(s) and type(s) of leveraged resources. 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 other factors (as appropriate) listed below.

- Whether the applicant seeks to serve a community severely impacted by a manufacturing plant closure (2008 or later), including an auto plant closure, or other significant economic disruption, such as bankruptcy.
- Fair distribution of funds between urban and non-urban areas, including funding to "micro" communities (those communities with populations of 10,000 or less) and rural communities (those communities with populations of 20,000 or less) and not located within a Metropolitan Statistical Area.
- Fair geographic distribution of funds among 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 or territorial residents.
- Whether the applicant seeks to serve a community severely impacted by a natural disaster (2006 or later) that has caused significant economic or environmental distress.
- Whether proposals seek to deliver training beyond brownfields hazardous waste, such as wastewater/water quality, Superfund, solid waste, emergency response, or enhanced chemical safety training.
- Whether the applicant is a recipient of a HUD/DOT/EPA Partnership for Sustainable Communities (PSC) grant and the proposed target area includes the same area served through the PSC funding.
- Environmental Justice – a community that bears a disproportionate impact of environmental contamination or faces adversely high cumulative environmental impacts.
- Whether the applicant has received 21st Century Conservation Service Corps member designation.
- Proposals that seek to serve veterans.

Applicants must complete and submit the Other Factors Checklist (Appendix 3) as part of their attachments. Failure to do so may affect EPA's ability to consider these other factors during selection decisions. The EPA may verify this information prior to selection and consider this information during the evaluation process.

V.D. Proposal Checklist

Before you submit your proposal for an Environmental Workforce Development and Job Training grant, please ensure the following documents are included in your package submitted to EPA and EPA's contractor:

☐ Transmittal Letter, which includes responses to all 6 threshold criteria (3-page limit) (see Section IV.C.2)	
☐ The Narrative Proposal, which includes responses to all 5 ranking criteria (15-page limit) (see Section IV.C.3)	
Attachments including: (15-page limit)	
☐ References List (see Section IV.C.4.2)	
☐ Milestones Description (see Section IV.C.4.3)	
☐ General letters of support from partners identified in your proposal (see Section IV.C.4. 5)	
☐ Other Factors Checklist (Appendix 3)	
☐ Documentation of applicant eligibility if other than city, county, state, or tribe (see Section IV.C.4.1) *Note: This documentation will not count against page limitations.*	

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 electronic or 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 selected grantees 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 online 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. Additional Provisions for Applicants Incorporated Into The Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

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

Nonprofit applicants that are recommended for funding may 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.F. Programmatic Requirements

1. Collection of Post Grant Information
   Under the Government Performance and Results Act, the 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 the EPA may contact you well after the grant period of performance to collect this information. Reasonable efforts must be made to report this information to the EPA.

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. Grantees are anticipated to have completed training by the end of the second year of their award where the third year of the grant is devoted to placement, tracking, and reporting. 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 – the EPA's on-line reporting database - with the "quarterly report" described above. Failure to do so may affect an applicant's ability receive future Environmental Workforce Development and Job Training grant funding.

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 within the first year of receiving the grant award: established a training program and begun marketing the program; hired all key personnel and procured a contractor (if applicable); and has completed the first round of training.

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**	EPA Region 7 Superfund Division 11201 Renner Boulevard Lenexa, KS 66219 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	**AZ, CA, HI, NV, AS, GU**	USEPA Southern California Field Office 600 Wilshire Blvd. Mail Code: SFD-6-1 Los Angeles, CA 90017 Phone (213) 244-1821 e-mail: emeric-ford.noemi@epa.gov or

EPA Region 10 Robert Tan	**AK, ID, OR, WA**	1200 6th Avenue, Ste 900 (ECL-112) Seattle, WA 98101 Phone (206) 553-2580 e-mail: tan.robert@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, you should discuss the process you will follow with your grant Project Officer 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

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to http://www.grants.gov and click on "Applicants" on the top of the page and then go to the "Get Registered" link on the page. 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. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

To begin the application process under this grant announcement, go to http://www.grants.gov and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html.

You may also be able to access the application package for this announcement by searching for the opportunity on http://www.grants.gov. Go to http://www.grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-OSWER-OBLR14-01, or the CFDA number that applies to the announcement (CFDA 66.815), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on http://www.grants.gov. To find the synopsis page, go to http://www.grants.gov and click "Browse Agencies" in the middle of the page and then go to "Environmental Protection Agency" to find the EPA funding opportunities.

Proposal Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov (http://www.grants.gov) no later than February 13, 2014, 11:59 p.m. EDT. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit. Please submit all of the application materials described below using the grants.gov application package that you downloaded using the instructions above. For

additional instructions on completing and submitting the electronic application package, click on the "Show Instructions" tab that is accessible within the application package itself.

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.

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the proposal deadline, please contact Joseph Bruss at bruss.joseph@epa.gov. Failure to do so may result in your proposal not being reviewed.

Appendix 3
Other Factors Checklist

Other Factors Checklist
Name of Applicant: _____
Please identify with an ***X*** any of the items below which may apply to your proposed Environmental Workforce Development and Job Training Grant project area as described in your proposal. EPA may verify these disclosures and supporting information prior to selection and may consider this information during the evaluation process.

☐ Applicant's target area contains a recent (2008 or later) manufacturing plant closure, including auto plant closure, or other significant economic disruptions, such as bankruptcy. To be considered, applicant must identify here the timeframe and name of the plant recently closed and jobs lost, or reason for other significant economic disruption within the target area:_____

☐ Applicant's target area will serve a "micro" community (a community with a population of 10,000 or less) or rural community (a community with a population of 20,000 or less) and is not located within a Metropolitan Statistical Area. Indicate whether the area served is a micro community or rural community:_____

☐ Applicant has never received an EPA Environmental Workforce Development and Job Training Grant or Brownfields Job Training Grant;

☐ Applicant is, or applicant will serve, a federally recognized Indian Tribe or United States Territory;

☐ Applicant's target area has been affected by recent (2006 or later) natural disaster(s) and has caused significant economic or environmental distress. To be considered, applicant must identify here the timeframe and type of natural disaster(s) that occurred:
_____

☐ Applicant is proposing to deliver training beyond brownfields hazardous waste, including: wastewater/water quality, Superfund, solid waste, emergency response, or enhanced chemical safety related training. Specify the type(s) of training(s) to be delivered:_____

☐ Applicant is a recipient of a HUD/DOT/EPA Partnership for Sustainable Communities (PSC) grant and the proposed target area includes the same area served through the PSC funding;

☐ Applicant's defines their target area as an environmental justice community – a community that bears a disproportionate impact of environmental contamination or faces adversely high cumulative environmental impacts. Specify the reasoning behind your classification of the community as en environmental justice community, including

quantitative data on the percent of low-income and/or minority individuals and the corresponding cumulative environmental health impacts in the community;

_____

_____

☐ Applicant has received 21st Century Conservation Service Corps (CSC) member designation.

☐ Applicant is seeking to serve veterans.