

## OVERVIEW

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)  
**TITLE:** FY16 ENVIRONMENTAL WORKFORCE DEVELOPMENT AND JOB TRAINING (EWDJT) GRANTS  
**ACTION:** Request for Proposals (RFP)  
**RFP NO:** EPA-OSWER-OBLR-16-01

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

**DATES:** Proposals are due by January 14, 2016. Proposals must be submitted through [www.grants.gov](http://www.grants.gov) by 11:59 p.m. Eastern Time on January 14, 2016. Please refer to Section IV.B., 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, integrated pest management, and wastewater-related training.

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., applicants may design their own curricula and choose what types of supplemental environmental training they want to deliver as referenced in Section I.C. 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, while also delivering comprehensive training that results in graduates securing multiple certifications.

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: EPA also urges applicants to review the Frequently Asked Questions, which can be found at: [www.epa.gov/sites/production/files/2015-11/documents/fy16\\_ewdjt\\_faqs.pdf](http://www.epa.gov/sites/production/files/2015-11/documents/fy16_ewdjt_faqs.pdf).

**FUNDING/AWARDS:** The total funding available under this competitive opportunity is approximately \$3,500,000, subject to availability of funds, quality of proposals received, and other applicable considerations for FY 2016. EPA anticipates awarding approximately 17-18 environmental workforce development and job training cooperative agreements at amounts up to \$200,000 each. (*Refer to Section II.A, What is the Amount of Available Funding?*)

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## **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 to expand workforce development and job training. Program offices now participating in the broader training program include the Office of Resource Conservation and Recovery (ORCR), Office of Superfund Remediation and Technology Innovation (OSRTI), Center for Program Analysis (CPA), Innovation, Partnerships, and Communication Office (IPCO), Office of Wastewater Management (OWM), the Urban Waters Program, 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 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 allows applicants to deliver a broader array of training in the environmental field, in addition to the traditional brownfields hazardous waste and petroleum cleanup training historically provided.

Through the more comprehensive Environmental Workforce Development and Job Training program, graduates develop additional skill sets that 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, chemical safety, and pesticide management. 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 (EWDJT) program is to further environmental justice 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. Through the link to on-the-ground assessment and cleanup activities, Environmental Workforce Development and Job Training grants train unemployed and under-employed 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 in their communities, such as water quality improvement, chemical risk management, and pesticide management efforts. 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 with, and secured hiring commitments from 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, closures at solid or hazardous waste

facilities, or landfills are located. Applicants should make efforts to link graduates of EWDJT programs with environmental employment that involves preventing, assessing, managing, and cleaning up contaminated sites or working in environmental areas in the graduates' respective communities. Proposed training should be directly linked to ongoing environmental employment opportunities taking place in the respective community.

To date, EPA has funded 256 job training grants totaling over \$54 million through the Job Training program. As of August 2015, approximately 14,100 individuals have completed training, and approximately 10,200 of those graduates obtained employment in the environmental field, with an average starting hourly wage of \$14.27. This equates to a cumulative placement rate of approximately 72% 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 1-7 below. Training may include none of the items 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. However, the **EPA will only be able to fund a limited number of training courses other than brownfields hazardous waste training**. Applicants are encouraged to review the available funding amounts related to each training area, as referenced on page 12, prior to developing their curriculum. These funds will be distributed amongst grant awards where a limited amount of funds will be available to support corresponding training types. 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 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, "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) training, decentralized wastewater treatment systems maintenance, or other related wastewater management topics. *Please note that the EPA will use brownfields hazardous waste (CERCLA 104(k)(6)) funds on grant awards where applicants propose to deliver stormwater management; green infrastructure installation,*

*management, and maintenance; or low impact development (LID) training. The corresponding \$47,000 of wastewater management funds, referenced on page 12, will primarily be used to fund proposals that seek to deliver wastewater treatment facility operator training with approximately 1 or 2 awards being made in this category.*

4. Emergency planning, preparedness, and response training, such as training for conducting hazards analysis on the chemical facility risks in the community; developing local emergency response plans; organizing and implementing exercises; outreach to the public; spill response and cleanup, including industrial and environmental (e.g., oil spills, natural disasters, etc.); first responder, disaster site worker certification, and National Incident Management System (NIMS) training.
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.
6. Integrated pest management (IPM) training for public housing and project-based rental assistance properties, including training in pesticide prevention and the safe application of pesticides.
7. Alternative energy technologies, such as training in the installation of solar, wind, or geothermal power systems or alternative fuels (e.g., biofuels), including preparing sites for renewable energy installation.

### **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, cardiopulmonary resuscitation (CPR), and blood-borne pathogens.
- 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 (AAI) Final Rule, as required in CERCLA Section 101(35)(B), and due diligence.<sup>1</sup>
- 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.
- 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.

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<sup>1</sup> 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 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 climate adaptation or climate resiliency, including wildlife hazing.
- 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).
- On-the-job training insurance for trainees.
- 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.
- Training that seeks to test a product or is intended to expand a business, including training that seeks to expand construction and demolition debris recycling businesses for example, or training that is intended to only serve staff of an existing business who are already employed with that business.
- Training in firefighting, including wildfire firefighting, unless the training is a component of environmental disaster response training.
- Costs that are unallowable (e.g., lobbying, fundraising, alcoholic beverages) under Cost Principals 2 CFR 200 and 1500, 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 2014-2018 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 program 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.

#### **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, as well as average hourly starting wage. 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 17-18 awards anticipated to be made in

FY16. (These target numbers, again, are approximations and will vary by grantee depending on the comprehensiveness of a curriculum and for grantees located in urban versus rural locations where a larger number of individuals may be more easily recruited versus regions where recruitment may be more challenging as a result of smaller populations.)

- 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.
- Training in integrated pest management (IPM) associated with public housing and project-based rental assistance properties and the safe application of pesticides.

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 communities take advantage of jobs created by the assessment, cleanup, and management of solid and hazardous waste sites and facilities while addressing environmental justice concerns.
- 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 pest and pesticide safety information.
- Increase safety by improving pest and pesticide management.
- Improve pest management and reduced pest complaints.
- Foster self-sufficiency and enhance the skills and availability of labor for environmental remediation in environmental justice 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.

(View EPA’s Strategic Plan on the Internet at: [www.epa.gov/planandbudget/strategicplan](http://www.epa.gov/planandbudget/strategicplan), and view

EPA's Order 5700.7 at [www.epa.gov/grants/epa-order-environmental-results-under-epa-assistance-agreements](http://www.epa.gov/grants/epa-order-environmental-results-under-epa-assistance-agreements) for more information about environmental results).

## **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
6. Section 20 of Federal Insecticide, Fungicide, and Rodenticide Act- Environmental Programs and Management (EPM) appropriations

As required by 2 CFR § 200.113, non-federal entities or applicants for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.338 including suspension and debarment.

## **SECTION II – AWARD INFORMATION**

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

The total funding available under this competitive opportunity is approximately \$3,500,000, subject to availability of funds, quality of proposals received, and other applicable considerations for FY16. EPA anticipates awarding approximately 17-18 environmental workforce development and job training cooperative agreements. Applicants may apply for up to \$200,000 of EPA funds.

Of the total \$3,500,000 available, the EPA estimates that the following funding amounts will be available to support the various types of training either at the awareness or advanced level, with the majority of funding being used to support brownfields assessment, cleanup, and hazardous waste related training:

- Brownfields hazardous waste assessment and cleanup training, including petroleum cleanup training: \$3,363,000
- Solid Waste Management or Cleanup training: \$10,000
- Superfund site cleanup and innovative and alternative treatment technologies training: \$25,000
- Wastewater treatment training: \$47,000
- Emergency planning, preparedness, and response training: \$20,000

- Enhanced environmental health and safety training: \$10,000
- Integrated Pest Management (IPM) training: \$10,000
- Alternative energy technologies (e.g. solar installation training, training in the preparation of formerly contaminated sites for renewable energy purposes, etc.): \$15,000

Please note that applicants are required to provide cost estimates for each training course identified in their proposed training curriculum. Applicants must also indicate what percentage of their total grant funds are being designated to support each training course as described in Section III.C.6 and V.B.2.A. Based on the funding amounts listed above and budget constraints, EPA anticipates being able to only make **1-2 awards that focus on advanced level training in any of the above categories beyond the core brownfield training**. However, depending on the quality of proposals received and what level of training is proposed, EPA may be able to fund several proposals that seek to deliver awareness-level training in the categories listed above.

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, types of training, or phases of proposed projects. Based on the limited amounts of funding to support certain types of training, EPA may not be able to fund all training courses proposed by an applicant. **Prior to applying, applicants should carefully decide what types of training, and at what level the training will be delivered. Applicants will not have the ability to revise their proposals or alter their training curricula if the proposal is selected for funding and certain types of training are unable to be funded.** 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.

Generally, applicants are not prohibited from submitting the same or virtually the same proposal to EPA under multiple EPA competitions, if appropriate. However, if an applicant does so, and the proposal (or one virtually the same) that was submitted under this solicitation is selected for award under another EPA competition, that may affect their ability to receive an award under this competition for that proposal. Moreover, if an applicant will be funded by EPA or another agency or entity for the same or virtually the same project that it submitted to EPA under this solicitation then that may affect their ability to receive an award under this competition.

## **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 of remaining graduates in employment and reporting accomplishments data to the EPA.

## **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.

## **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 2 CFR 200.64).
- 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.

### **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, as referenced in 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 (2 CFR Section 200.306).
- 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 CFR 200 and/or 1500, 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 200 or 1500 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 nine threshold criteria listed below, and comply with the other requirements, 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. Applicants that simply fail to address a threshold criterion may not be provided an opportunity to respond or submit clarifying information so as not to provide an applicant an unfair competitive advantage or to provide the appearance of an unfair competitive advantage over applicants who submit complete proposals. 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.

**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. For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility, such as nonprofit status, resolutions, or statutes.

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 (SuperJTI); 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: [www.epa.gov/superfund/superfund-job-training-initiative](http://www.epa.gov/superfund/superfund-job-training-initiative)  
[www.epa.gov/environmentaljustice/grants](http://www.epa.gov/environmentaljustice/grants)

NIEHS: [www.niehs.nih.gov/careers/hazmat/about\\_wetp/ecwtp/index.cfm](http://www.niehs.nih.gov/careers/hazmat/about_wetp/ecwtp/index.cfm)

DOL: [www.dol.gov/ocia/grants.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, such as a different age group, differing types of certification training).

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), Department of Energy (DOE), Health and Human Services (HHS), and other federal agencies. The EPA may also conduct internal screening to ensure demonstration of non-duplication and will coordinate duplication screening with federal partners.

If your proposed target community is not a recipient of any federally funded environmental or “green job” training programs, a statement to this effect must be included in the threshold criteria section of your transmittal letter.

3. Required HAZWOPER Training

Your proposal must include OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training and be provided to **all trainees** in the proposed program. Please provide a statement indicating that you have integrated the HAZWOPER training into your curriculum and that every individual entering your training program will be required to complete the 40-hour HAZWOPER training.

4. Federal Funds Requested/Funding Amount

Proposals with project periods exceeding three (3) years or requesting more than \$200,000 in federal funds for the entire project period will not be reviewed. Please indicate your requested funding amount.

5. Substantial Conformity with Instructions and Format Requirements

Proposals must substantially conform to the proposal submission instructions and format requirements set forth in Section IV of this announcement or else they will be rejected. Pages in excess of the page limitations described in Section IV will not be reviewed. Please provide a statement confirming that you have followed the formatting requirements.

6. Training Curriculum Chart Indicating the Cost of Each Course

Applicants must ensure they submit a detailed training curriculum chart with associated costs for each training course as referenced in Section V.B.2.A. Please provide a statement that you have provided costs for each training course as well as an associated cost percentage. Applicants must calculate and indicate what percentage of the grant budget will be allocated for each training course. Applicants must also submit a budget chart, as well as a budget narrative, not to be confused with the training curriculum chart and course cost breakout. Both the training curriculum chart, that indicates the cost for each training course, as well as the budget chart and budget narrative are included as part of the narrative

proposal. The training curriculum chart with associated costs for each training course, the budget chart, and budget narrative are not considered attachments and must be included with responses to the ranking criteria as part of the narrative proposal.

7. Target Area and Proposal Submission Requirement

Applicants can only propose to serve one target area. Applicants can not submit multiple proposals. Please note that applicants who received an EWDJT grant from EPA in Fiscal Year 2015 (FY15) are not eligible to apply under this competition. Grantees who received EWDJT funding in FY15 may not apply under this competition under any circumstance, even if the applicant proposes to serve a different city or target area. Applicants who received an EWDJT grant in, or before, Fiscal Year 2014, and who did not receive funding in FY15 as described above, are eligible to apply for funding under this competition. Please indicate what community you propose to serve, including the town or city, as well as the neighborhood(s). As discussed, applicants cannot propose to serve multiple metropolitan areas or target areas. However, the EPA will consider proposals that propose to serve large areas, especially in rural communities, which may include a number of towns or proposals that seek to serve sister-cities for example.

8. Grants.gov Submission Requirement

Proposals must be submitted through [www.grants.gov](http://www.grants.gov) as stated in Section IV of this announcement, except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV, on or before the proposal submission deadline of January 14, 2016, published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted. Please provide a statement that you have applied through [www.grants.gov](http://www.grants.gov).

9. Deadline for Submission of Proposals

Proposals submitted after the submission deadline of January 14, 2016 will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov) or relevant [www.SAM.gov](http://www.SAM.gov) system issues. An applicant's failure to timely submit their proposal/application through [www.grants.gov](http://www.grants.gov) because they did not timely or properly register in [www.SAM.gov](http://www.SAM.gov) or [www.grants.gov](http://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with **Joseph Bruss at EPA at (202) 566-2772, or via email at: [bruss.joseph@epa.gov](mailto:bruss.joseph@epa.gov)**, as soon as possible after the submission deadline if the applicant has concern regarding [www.grants.gov](http://www.grants.gov) submission—failure to do so may result in your proposal not being reviewed. Please provide a statement that you have submitted your proposal by the deadline.

## SECTION IV – PROPOSAL SUBMISSION INFORMATION

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

Electronic copies of this RFP can be obtained at [www.grants.gov](http://www.grants.gov) or through the EPA's Brownfields Program website at [www.epa.gov/brownfields](http://www.epa.gov/brownfields). Hard copies may be requested by contacting your EPA Regional Job Training Coordinator listed in Section VII.

## IV.B. Due Date and Submission Instructions

Proposals are due by January 14, 2016. Applicants must submit their proposals through [www.grants.gov](http://www.grants.gov). Hard copy submission of proposals will not be accepted.

Proposals sent electronically through [www.grants.gov](http://www.grants.gov) must be received by 11:59 p.m. Eastern Time, on January 14, 2016. Proposals received after 11:59 p.m. Eastern Time on January 14, 2016 will not be considered. Refer to Appendix 2 for specific instructions on the use of [www.grants.gov](http://www.grants.gov). In the event that an applicant experiences difficulties transmitting its proposal through [www.grants.gov](http://www.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 [www.grants.gov](http://www.grants.gov). EPA encourages applicants not to wait until right before the deadline to submit a proposal.**

Applicants will receive confirmation from grants.gov immediately upon completing the online proposal submission process. If you do not receive this confirmation, you are strongly encouraged to contact grants.gov to verify if your application was received. Additionally, if you have not received a confirmation of receipt from EPA within 30 days of the proposal deadline, please contact Joseph Bruss at 503-326-5874 or [bruss.joseph@epa.gov](mailto:bruss.joseph@epa.gov). Failure to do so may result in your proposal not being reviewed.

Applicants, except as noted below, must apply electronically through [www.grants.gov](http://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through [www.grants.gov](http://www.grants.gov) because of limited or no internet access which prevents them from being able to upload the required application materials to [www.grants.gov](http://www.grants.gov), the applicant must contact [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov) or the address listed below in writing (e.g., by hard copy, email) at **least 15 calendar days prior to the submission deadline under this announcement** to request approval to submit their application materials through an alternate method.

### **Mailing Address:**

OGD Waivers  
c/o Barbara Perkins  
U.S. EPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., NW  
Mail Code: 3903R  
Washington, DC 20460

### **Courier Address:**

OGD Waivers  
c/o Barbara Perkins  
Ronald Reagan Building  
1300 Pennsylvania Ave., NW  
Room #51267  
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through [www.grants.gov](http://www.grants.gov) because of 1) limited Internet access or 2) no Internet access which

prevents them from being able to upload the required application materials through [www.grants.gov](http://www.grants.gov).

EPA will only consider submission exception requests based on the two reasons stated above and will respond to the request in a timely manner. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and nine (9) requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31<sup>st</sup> of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2015, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31<sup>st</sup> of that calendar year. Applicants must request a new exception from required electronic submission through [www.grants.gov](http://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015, with a submission deadline of January 15, 2016, the applicant would need a new exception to submit a proposal using alternative methods beginning January 1, 2016.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Regional Job Training Coordinator contact listed in Section VII. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

#### **IV.C. Content and Form of Proposal Submission**

All pages exceeding the 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. 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 8<sup>1</sup>/<sub>2</sub> x 11 paper with a font size no smaller than 12 point and have one (1)-inch margins. Attachments are limited to those identified in Section IV.C.4 and are limited to one scanned image per page. Applicants are responsible for submitting a complete proposal, as described below, by the due date.

##### **1. Proposal Content**

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

- The transmittal letter, **including responses to all threshold criteria** (three (3)-page limit) – See IV.C.2 below.

- The narrative proposal, which includes the responses to all **ranking** criteria (fifteen (15)-page limit) – See IV.C.3 below.
- Attachments (fifteen (15)-page limit) – See IV.C.4 below.
  - Documentation of applicant eligibility, if applicable
  - References list
  - Milestones schedule
  - 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.

Grants.gov proposal submission requires all applicants to submit the SF-424 and 424A forms (application for federal assistance with original signature and budget information for non-construction programs). Applicants may download the SF-424 and 424a forms at [www.epa.gov/grants/epa-grantee-forms](http://www.epa.gov/grants/epa-grantee-forms). See Appendix 2 for information on using grants.gov. **The SF-424 and 424A forms do not count against the above-referenced page limits.** When completing the SF 424 forms, applicants will be required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS number). Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS number request line at 1-866-705-5711, or visiting the D&B website at: [www.dnb.com/get-a-duns-number.html](http://www.dnb.com/get-a-duns-number.html).

## 2. Transmittal Letter

The transmittal letter must identify the applicant and provide a contact for communication with EPA. The transmittal letter, including the applicant identification information, must not exceed three (3) 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. **Include the applicant's Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS number).**
- B. Responses to the Nine (9) Threshold Eligibility Criteria (see Section III.C.):
  - a. Applicant Eligibility
  - b. Demonstration that 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 Requirements
  - f. Training Curriculum Chart Indicating the Cost of Each Course
  - g. Target Area and Proposal Submission Requirement
  - h. Grants.gov Submission Requirement

i. Deadline for Submission of Proposals

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 via [www.grants.gov](http://www.grants.gov).

G. Project Period: Project period must not exceed three (3) 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: [www.census.gov](http://www.census.gov).

I. Training: Clearly indicate any of the types of training 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. 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 seven (7) ranking criteria (see Section V.B.), as well as the training curriculum chart with associated costs per course and budget percentages for each training course, the budget chart, and budget narrative. The narrative proposal must not exceed fifteen (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 fifteen (15) pages. Only one (1) 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, such as non-profit status, resolutions, or statutes. *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 (2) 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 (2) 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 (2) 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.6 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.6 of this solicitation.

**Note:** Letters of support may only impact scoring of the subfactors listed in Section V.B.6 that 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.**

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 via grants.gov (please note – do not submit this checklist with your proposal):

<input type="checkbox"/> Transmittal Letter, which includes responses to all nine (9) threshold criteria (3-page limit) (see Section IV.C.2)	
<input type="checkbox"/> The Narrative Proposal, which includes responses to all seven (7) ranking criteria (15-page limit) (see Section IV.C.3)	
Attachments including: (15-page limit)	
<input type="checkbox"/> References List (see Section IV.C.4.2)	
<input type="checkbox"/> Milestones Schedule (see Section IV.C.4.3)	
<input type="checkbox"/> General letters of support from partners identified in your proposal (see Section V.B.6)	
<input type="checkbox"/> Other Factors Checklist (Appendix 3)	
<input type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section IV.C.4.1) <i>Note: This documentation will not count against page limitations.</i>	

#### **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 [www.epa.gov/grants/epa-solicitation-clauses](http://www.epa.gov/grants/epa-solicitation-clauses). 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.

### **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 eligibility (see Section III). EPA Headquarters staff also may conduct a 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.

Recommendations for selection based on completed evaluations will be referred to the Headquarters 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

Eligible proposals will be evaluated using the ranking criteria below and scored by national evaluation panels. Respond to all seven (7) ranking criteria below in your proposal. Each proposal will be rated under a points system, with a total of 100 points possible.

### 1. **Community Need** (a maximum of 19 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 in the target community, including environmental, social, public health, and economic issues, as well as environmental justice concerns, such as the disproportionate siting of polluting facilities or number of brownfield sites in low-income and/or minority communities you’re proposing to target recruitment activities. Demonstrate how you will recruit and train unemployed or under-employed individuals of specific populations indicative of need (e.g., ex-offenders, veterans).

### Sample Format for Demographic Information

	Targeted Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population:				311,536,594 <sup>1</sup>
Unemployment:				5.3% <sup>2</sup>
Poverty Rate:				11.3 % <sup>1</sup>
Percent Minority:				36.7% <sup>1</sup>
Median Household Income:				\$53,046 <sup>1</sup>
Other:				

<sup>1</sup>Data are from the 2009 – 2013 American Community Survey and are available on American FactFinder at [http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_13\\_5YR\\_DP03&src=pt](http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP03&src=pt) and [http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_13\\_5YR\\_DP05&prodType=table](http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP05&prodType=table)

<sup>2</sup>Data are from the Bureau of Labor Statistics and are available at [www.bls.gov](http://www.bls.gov).

In addition to the narrative above, applicants will be evaluated on the extent to which demographic statistics such as those provided in the sample chart above exceed county, city, state, and/or national averages. Proposals that seek to serve target communities with high indicators of need will garner more points than proposals that do not have indicators of need which do not equal or exceed city, state, and/or county averages.

B. Labor Market Demand [9 points]

Detail the methods and results of recent labor market assessments and employer surveys conducted in the community prior to submitting this proposal. Discuss how these results indicate a demand for skilled environmental professionals with the certifications you are proposing to incorporate into your curriculum. Indicate how these labor market assessments informed the development of your proposed training curricula.

2. **Training Program Description** (a maximum of 9 points may be awarded for this criterion)

A. Training Program Description [9 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, intermediate, 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). Ensure that you also include the cost of each course and determine what percentage of your **entire** grant budget is allocated for each training course, as referenced in the threshold criteria. If the course is being provided multiple times, make sure to indicate the total amount of each course with the associated cost percentage. The costs for training must also correspond to the budget chart referenced below in the following ranking criterion where costs for each training course are explained in detail, including details if the costs are being allocated as personnel costs or contractual costs for example. Add or remove rows from the suggested table format, as necessary, to accurately and fully detail your training program. Courses should represent discrete program training and not mix training funded from different pots of funding on the same line. Do not include training that is ineligible, such as training in construction and carpentry, or life skills training.

**Sample Training Program Format**

Course Name	Awareness or Advanced Level Training	State or Federally Recognized Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

Describe how the proposed curriculum is comprehensive, realistic, and detailed. Describe how certifications graduates earn ensure employment and apply to the hiring needs of employers in your community. Please indicate if training courses will be offered to every student or if courses are separate tracks.

3. **Budget** (a maximum of 5 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 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.

**Note:** Do not include tasks for activities or costs that are ineligible uses of funds, including administrative costs, as described in Appendix 1. Please refer to the FAQs at [www.epa.gov/brownfields](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.

**Sample Budget Chart:**

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

**4. Program Structure, Anticipated Outputs and Outcomes [15 points]**

**A. Outcomes and Outputs [5 points]**

Using the sample template 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

Discuss how you will 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. Describe how your proposed timeline for achieving deliverables of the project, as reflected in the attached milestones schedule, are clearly identified, detailed, and realistic.

**B. 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. Describe how fees, if any (e.g., licensing, certification, and medical examination fees), will burden participants of your program. Please note that any fees you collect will be considered “program income” under 40 CFR Part 30 and 31. Describe if the training facilities are accessible (e.g., proximity to public transportation, parking).

**C. Program Support [4 points]**

Describe the job search support and resources for participants of your job training program including the extent your organization will assist with initial job placement and continuous employment for participants, the extent your organization will track graduates and for how long (must be a minimum of one (1) year), and the extent you will 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. Discuss how you will market these incentives to employers.

**D. Program Sustainability [2 points]**

Describe your plan for sustaining and continuing your environmental job training program once EPA funds have been exhausted and how this plan is realistic and detailed.

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

Please note: 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).

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 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.

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. 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), 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 Area-Wide Planning, 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 (5 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) Current or Past EPA Brownfields Job Training Grant Recipients

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)
  - (a) Whether the data is accurately reflected in ACRES at the time of this proposal submission, and if not, why?
- 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. (2 points)
  - 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)

### Sample Accomplishments Data

Grant #	Project Period	Funds Expended	# of Participants Trained	# of Participants Placed	% placed in full-time employment	Data Updated in ACRES (Yes/No)
JT-66721889	10/01/2011 – 9/30/2014	\$183,264	80	70	88%	Yes
JT-85765439	10/01/2003 – 9/30/2005	\$200,000	78	72	92%	Yes

ii) Has Not Received an EPA job training grant, but has received other federal or non-federal assistance agreements, including EPA Brownfields Area-Wide Planning, Assessment, Revolving Loan Fund, or Cleanup grants

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

- a. Information regarding your compliance with the work plan, including schedule, progress, and terms and conditions. (5 points)
- b. Information regarding your meeting and complying with reporting requirements, including quarterly reporting, technical reports, final reports, and data entry into the Assessment, Cleanup and Redevelopment Exchange System (ACRES), as applicable. (5 points)

**6. Community and Employer Partnerships** (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 area-wide planning, assessment, revolving loan fund, and cleanup grantees, Superfund site cleanup contractors, EPA-funded state or tribal regulated corrective action or landfill closure projects, recycling facility operators, or personnel from city-operated 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 the 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, to interview, 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, One Stop Centers, and academic institutions located in or near the affected community) in the proposed job training program. Describe efforts you took to notify, involve, or hold any public comment sessions in the target community before applying or during the development of your proposal. Describe the extent to which partners have committed to providing non-environmental training such as GED attainment, life skills training, housing assistance, substance abuse counseling, 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.

**C. Employer Involvement [13 points]**

Describe the extent to which the employer community (e.g., local businesses, environmental contractors, labor unions, site owners) has been involved in the development of the proposed job training program and offered assistance in the implementation of your program (e.g., curriculum development, advisory council participation, apprenticeships, internships, on-the-job training, 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. Describe any commitments employers have made to hire 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.

**7. Leveraging** (a maximum of 3 points may be awarded for this criterion)

**A. Leveraging [3 points]**

Demonstrate how you will leverage additional funds/resources beyond the grant

funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. Describe the extent to which 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) are clearly indicated, and whether these commitments have already been made; if not, describe 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). Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

### **V.C. Other Factors**

The EPA Selection Official may consider the following other factors, in addition to the evaluation results based on the criteria above, as appropriate, in making final funding decisions. In your proposal, applicants should provide a summary on whether and how any of these “other factors” apply to their EWDJT project. Applicants must also complete and submit the Other Factors Checklist and attach supporting documentation as needed, as described in Appendix 3, as part of their proposal submission. 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.

- Recent (2008 or later) significant economic disruption has occurred within the community, resulting in a significant percentage loss of community jobs and tax base;
- Fair distribution of funds between urban and non-urban areas, including an equitable distribution of funds to “micro” communities (those communities with populations of 10,000 or less). EPA strongly encourages non-urban communities, including micro-communities, to apply;
- A balanced distribution of funds among EPA’s 10 Regions and among states and territories; (Note: The EPA reserves the right to fund the top-ranked proposal for each Region, regardless of its score relative to scores in other Regions, contingent on the quality of the proposal and funding availability.);
- Fair distribution of funds between new applicants and previous job training grant recipients; (“New” applicants are also defined as organizations that received EPA brownfields job training grant funding in 2008 or prior to 2008);
- Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will serve tribal or territorial residents;
- The needs of communities adversely affected by natural disasters (2007 or later);
- Whether the applicant is a recipient or a core partner 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. Examples of PSC grant or technical assistance include a HUD Regional Planning or Challenge grant, DOT Transportation Investment Generating Economic Recovery (TIGER), or EPA Smart Growth Implementation or Building Blocks Assistance, etc;

- Whether the applicant is one of the 24 recipients, or a core partner/implementation strategy party, of a “manufacturing community” designation provided by the Economic Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP) (A core partner/implementation strategy party is a local partner organization/jurisdiction that will carry out the proposed strategy, as demonstrated in letters of commitment or memoranda of understanding which documents their contributions, roles, and responsibilities to the partnership.) EDA may provide EPA a list of the core partners/implementation strategy parties for each of the 24 “manufacturing community” designees, which EPA would use to verify this factor. Applicants must clearly demonstrate there is a nexus between their IMCP designation and the proposed training activities; and
- 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, request additional documentation from the applicant, and consider this information during the evaluation process.

## **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 successful applicants will be made via telephone or postal mail by May 31, 2016. The notification will be sent to the 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 official notification of an award will be made by Regional Grants Management Officials (GMOs). Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant 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. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at [www.epa.gov/grants](http://www.epa.gov/grants).
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.
4. The Applicant's Conflict of Interest (COI) Point of Contact as defined in ([www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy](http://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy)) must notify the EPA contact identified in Section VII of this solicitation of any actual or potential conflict of interest that they are aware of that may provide the Applicant with an unfair competitive advantage in competing for EPA financial assistance awards. Examples of an unfair competitive advantage include but are not limited to situations in which an EPA employee reviewed and commented on or drafted all or part of an applicant's proposal. Note that EPA does not generally consider receiving information from an EPA employee limited to whether the applicant or the applicant's proposed project is eligible to compete for funding to confer an unfair competitive advantage. In addition, assistance agreements made under this solicitation will include a term and condition notifying recipients of their COI disclosure obligations and responsibilities under the award including the need to have systems in place to address, resolve and disclose COIs to EPA.

### **VI.C. Reporting Requirements**

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within 30 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 on the Job Training Reporting Form electronically through the EPA's online database called the Assessment, Cleanup, and Redevelopment Exchange System (ACRES). Failure to comply with the reporting requirements may result in an early termination of the grant and return of grant funds.

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 [www.epa.gov/grants](http://www.epa.gov/grants). 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. Programmatic Requirements**

1. 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.

## **VI.F. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (February 3, 2005) which can be found at [www.epa.gov/grants/dispute-resolution-procedures](http://www.epa.gov/grants/dispute-resolution-procedures). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

## **SECTION VII - AGENCY CONTACTS**

**EPA Headquarters Contact:** EPA Oregon Operations Office; Attn: Joseph Bruss; 805 SW Broadway, Suite 500; MS: OOO; Portland, OR 97205. E-mail: [bruss.joseph@epa.gov](mailto:bruss.joseph@epa.gov). Phone: (503) 326-5874.

## EPA Regional Job Training Coordinators

Regions and States		Address and Phone Number
<b>EPA Region 1</b> Kathleen Castagna	<b>CT, ME, MA, NH, RI, VT</b>	5 Post Office Square Suite 100, Mail Code OSRR-07-3 Boston, MA 02109-3912 Phone (617) 918-1429 e-mail: <a href="mailto:castagna.kathleen@epa.gov">castagna.kathleen@epa.gov</a>
<b>EPA Region 2</b> Schenine Mitchell	<b>NJ, NY, PR, VI</b>	290 Broadway, 18th Floor New York, NY 10007 Phone (212) 637-3283 e-mail: <a href="mailto:mitchell.schenine@epa.gov">mitchell.schenine@epa.gov</a>
<b>EPA Region 3</b> Jeff Barnett	<b>DE, DC, MD, PA, VA, WV</b>	1650 Arch Street (3HS51) Philadelphia, PA 19103-2029 Phone (215) 814-3246 e-mail: <a href="mailto:barnett.jeff@epa.gov">barnett.jeff@epa.gov</a>
<b>EPA Region 4</b> Kathleen Curry	<b>AL, FL, GA, KY, MS, NC, SC, TN</b>	61 Forsyth Street (SNFC, EPA Mail Room) Atlanta, GA 30303 Phone (404) 562-8660 e-mail: <a href="mailto:curry.kathleen@epa.gov">curry.kathleen@epa.gov</a>
<b>EPA Region 5</b> Linda Morgan and Craig Mankowski	<b>IL, IN, MI, MN, OH, WI</b>	77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone (312) 886-4747 or (312) 886-9493 e-mail: <a href="mailto:morgan.linda@epa.gov">morgan.linda@epa.gov</a> or e-mail: <a href="mailto:mankowski.craig@epa.gov">mankowski.craig@epa.gov</a>
<b>EPA Region 6</b> Amber Perry	<b>AR, LA, NM, OK, TX</b>	1445 Ross Avenue, Suite 1200 (6SF-VB) Dallas, TX 75202-2733 Phone (214) 665-3172 e-mail: <a href="mailto:perry.amber@epa.gov">perry.amber@epa.gov</a>
<b>EPA Region 7</b> Alma Moreno Lahm	<b>IA, KS, MO, NE</b>	EPA Region 7 Superfund Division 11201 Renner Boulevard Lenexa, KS 66219 Phone (913) 551-7380 e-mail: <a href="mailto:moreno-lahm.alma@epa.gov">moreno-lahm.alma@epa.gov</a>
<b>EPA Region 8</b> Christina Wilson	<b>CO, MT, ND, SD, UT, WY</b>	1595 Wynkoop Street (EPR-B) Denver, CO 80202-1129 Phone (303) 312-6706 e-mail: <a href="mailto:wilson.christina@epa.gov">wilson.christina@epa.gov</a>
<b>EPA Region 9</b> Noemi Emeric- Ford	<b>AZ, CA, HI, NV, AS, GU</b>	USEPA Southern California Field Office 600 Wilshire Blvd. Mail Code: SFD-6-1 Los Angeles, CA 90017 Phone (213) 244-1821 e-mail: <a href="mailto:meric-ford.noemi@epa.gov">meric-ford.noemi@epa.gov</a>
<b>EPA Region 10</b> Robert Tan	<b>AK, ID, OR, WA</b>	1200 6 <sup>th</sup> Avenue, Ste 900 (ECL-112) Seattle, WA 98101 Phone (206) 553-2580 e-mail: <a href="mailto:tan.robert@epa.gov">tan.robert@epa.gov</a>

## **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](http://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; or
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 2 CFR 200 and 1500. Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement.

Ineligible grant administration costs include expenses for:

- 1) Preparation of applications for brownfields grants and sub-grants, including EWDJT grants;
- 2) Record retention required under 2 CFR 1500.6;
- 3) Record-keeping associated with supplied and equipment purchases required under 2 CFR 200.313;
- 4) Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 2 CFR 200.308;
- 5) Maintaining and operating financial management systems required under 2 CFR 200.302;
- 6) Preparing payment requests and handling payments under 2 CFR 200.305;
- 7) Non-federal audits required under 2 CFR 200, Subpart F; and
- 8) Close out under 2 CFR 200.343.

**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. The EPA has determined that the administrative cost prohibition does not apply to “programmatic” costs, (i.e. costs for activities that are integral to achieving the purpose of the grant), even if the Agency considered the costs to be “administrative” under the prior Brownfields Program.
  - (A) The prohibition does not apply to direct costs of training. For example, costs for instructors’ salaries, program management salaries (to the extent that such costs are included in the scope of work for environmental workforce development and job training grants), 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.
  - (B) Costs for performance and financial reporting required under 2 CFR 200 and 1500 are eligible programmatic costs.
  - (C) Clerical costs may be eligible as programmatic costs if supported by time records demonstrating that clerical personnel performed programmatic functions (e.g. student registration, copying course materials for use by trainees) under the cooperative agreement and these costs are not included in the CAR’s indirect cost pool.
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.

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 [www.grants.gov](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, [www.SAM.gov](http://www.SAM.gov), and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to [www.grants.gov](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 [www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html](http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html).

You may access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to [www.grants.gov](http://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OSWER-OBLR-16-01, or the CFDA number that applies to the announcement (CFDA 66.815), in the appropriate field and click the Search button. Alternatively, you may 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 ([www.grants.gov](http://www.grants.gov)) no later than January 14, 2016, 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; and
- 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](mailto: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. Also, provide the page number and where the information is located within your proposal on how you meet the factor on the line provided next to each factor. EPA may verify these disclosures and supporting information prior to selection and may consider this information during the evaluation process.

- Recent (2008 or later) significant economic disruption (unrelated to a natural disaster or manufacturing/auto plant closure/power plant closure) has occurred within the community, resulting in a significant percentage loss of community jobs and tax base. \_\_\_\_\_
  
- Fair distribution of funds between urban and non-urban areas, including an equitable distribution of funds to “micro” communities (those communities with populations of 10,000 or less). Provide your total population count below.  
\_\_\_\_\_
  
- Fair distribution of funds between new applicants and previous job training grant recipients; (“New” applicants are also defined as organizations that received EPA brownfields job training grant funding in 2008 or prior to 2008) Indicate whether or not you have ever received EPA job training grant funding before, and if so, in what year(s) did you receive funding?  
\_\_\_\_\_
  
- Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will serve tribal or territorial residents.  
\_\_\_\_\_
  
- The needs of communities adversely affected by natural disasters (2007 or later).  
\_\_\_\_\_
  
- Whether the applicant is a recipient or a core partner 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. Examples of PSC grant or technical assistance include a HUD Regional Planning or Challenge grant, DOT Transportation Investment Generating Economic Recovery (TIGER), or EPA Smart Growth Implementation or Building Blocks Assistance,  
etc. \_\_\_\_\_
  
- Whether the applicant is one of the 24 recipients, or a core partner/implementation strategy party, of a “manufacturing community” designation provided by the Economic

Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). A core partner/implementation strategy party is a local partner organization/jurisdiction that will carry out the proposed strategy, as demonstrated in letters of commitment or memoranda of understanding which documents their contributions, roles, and responsibilities to the partnership. EDA may provide EPA a list of the core partners/implementation strategy parties for each of the 24 “manufacturing community” designees, which EPA would use to verify this factor. Applicants must clearly demonstrate there is a nexus between their IMCP designation and the proposed training activities. \_\_\_\_\_

- Proposals that seek to serve veterans. \_\_\_\_\_