

## OVERVIEW

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)  
**TITLE:** FY18 ENVIRONMENTAL WORKFORCE DEVELOPMENT AND JOB TRAINING (EWDJT) GRANTS  
**ACTION:** Request for Proposals (RFP)  
**RFP NO:** EPA-OLEM-OBLR-17-10

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

**DATES:** The closing date and time for receipt of proposals is December 15, 2017, 11:59 p.m. ET. Proposals must be submitted electronically through [www.grants.gov](http://www.grants.gov) by 11:59 p.m. ET on December 15, 2017 to receive consideration. Proposals received after 11:59 p.m. ET on December 15, 2017, will not be considered.

**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. Please note that eligible entities who received an EWDJT grant in Fiscal Year 2017 (FY17) are **not** eligible to apply for funding in FY18.

While Environmental Workforce Development and Job Training Grants require training in brownfield assessment and/or cleanup, these grants also require that Hazardous Waste Operations and Emergency Response (HAZWOPER) training be provided to all individuals being trained. 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 [https://www.epa.gov/sites/production/files/2017-09/documents/fy18\\_ewdjt\\_faqs.pdf](https://www.epa.gov/sites/production/files/2017-09/documents/fy18_ewdjt_faqs.pdf).

**FUNDING/AWARDS:** The total funding available under this competitive opportunity is approximately \$3,000,000, subject to availability of funds, quality of proposals received, and other applicable considerations for FY 2018. EPA anticipates awarding approximately 15-16 Environmental Workforce Development and Job Training cooperative agreements at amounts up to \$200,000.

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## **SECTION I – FUNDING OPPORTUNITY DESCRIPTION**

This funding opportunity is made available through EPA’s Office of Brownfields and Land Revitalization (OBLR), and supported by other program offices including 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 Water (OW), Office of Chemical Safety and Pollution Prevention (OCSPP), and the Office of Emergency Management (OEM). As a result, the Environmental Workforce Development and Job Training (EWDJT) 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 EWDJT 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 sustainable cleanup and reuse, water quality improvement, chemical safety, and pesticide management. Please note, applicants can not submit multiple proposals under this solicitation.

### **I.A. Description of Grant**

A critical part of the EPA’s 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. EWDJT 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 must identify the target area that they intend to serve. A target area can be any continuous area (e.g., county, city, neighborhood, etc.) that has been impacted by the presence of brownfields.

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 288 job training grants totaling approximately \$60 million through the Job Training program. As of September 2017, approximately 16,500 individuals have completed training, and over 12,000 of those graduates obtained employment in the environmental field, earning over an average of \$14 an hour as their starting hourly wage. This equates to a cumulative placement rate of approximately 73% since the program was created in 1998.

## **I.B. Use of Grant Funds**

In addition to brownfields hazardous waste training, which includes sustainability and equitable development, applicants may choose to deliver a variety of environmental training, allowing the applicant to tailor the curriculum of their program to the labor market needs of their targeted community. Applicants may include training related to one, multiple, or none of the training areas described below. The only required training is OSHA 29 CFR 1910.120 40-hour HAZWOPER. Beyond this, the applicant has the ability to design a curriculum as they see fit so long as the courses offered are an eligible use of grant funds. Applicants have the option to deliver any of the training listed below at awareness, intermediate, or advanced levels. The funding levels for these subject areas vary. Applicants are encouraged to review the available funding amounts, in [Section II.A](#), while developing their curriculum. While advanced courses can be funded, please keep in mind that if those advanced courses fall within a category with limited funds, the EPA may not be able to fund that course in its entirety, depending upon the available amount of funding.

- 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.
- 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.
- 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.*
- 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.

- 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.
- 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.
- 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. Eligible Uses of Grant Funds**

Grant funds must be for direct programmatic costs associated with implementing an EWDJT program. Examples of 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 RFP (see [Section I.G.](#)). Applicants must indicate what training they propose to deliver in their training program description.

- 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 products 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.
- 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 adaptation or resiliency, including wildlife hazing.

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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 in the various certifications of Leadership in Energy and Environmental Design (LEED).
- Training in building trades related to constructing berms, 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.

#### **I.D. Ineligible Uses of Grant Funds**

Examples of ineligible uses of grant funds are listed below. Please note that this list is intended to be illustrative and is not all inclusive. **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 actual site assessments or 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 and alcoholic beverages) under Cost Principles 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 <https://www.epa.gov/brownfields> for additional information on ineligible grant activities.

### **I.E. EPA Strategic Plan Linkage**

EPA's Strategic Plan is available at <https://www.epa.gov/planandbudget/strategicplan.html>. The activities to be funded under this announcement will be linked to EPA's strategic plan consistent with EPA's current priorities for cleaning up contaminated sites and returning land back to communities. Applicants must explain in their proposal how their project will further these current priorities.

### **I.F. Measuring Environmental Results: Anticipated Outputs/Outcomes**

Pursuant to [EPA Order 5700.7A1](#), "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. The expected outputs for the grants awarded under these guidelines may include but are not limited to:
  - Number of individuals recruited, trained, certified, and placed in environmental careers in communities impacted by solid and hazardous waste sites and facilities. Each grant award is anticipated to result in at least 50 individuals completing training, with a minimum job placement rate of 70%. These target numbers are approximations and will vary by grantee depending on the comprehensiveness of a curriculum and where the grantee is located (urban versus rural locations where a larger number of individuals may be more easily recruited than locations where recruitment may be more challenging as a result of smaller populations).
  - Number of classroom style trainings, practical trainings, and curricula modules.
  - Number of appropriate certifications in environmental sampling and site cleanup methods.
  - Number of certifications in OSHA 29 CFR 1910.120 40-hour HAZWOPER training.
  
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 qualitative or 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.

### **I.G. 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 \$3,000,000, subject to availability of funds, quality of proposals received, and other applicable considerations for FY18. EPA anticipates awarding approximately 15-16 environmental workforce development and job training cooperative agreements. Applicants may apply for up to \$200,000 of EPA funds.

Of the total \$3,000,000 available, the EPA estimates based on previous grant cycles 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: \$2,865,000
- Solid Waste Management or Cleanup training: \$10,000
- Superfund site cleanup and innovative and alternative treatment technologies training: \$25,000
- Wastewater treatment training: \$40,000
- Emergency planning, preparedness, and response training: \$20,000
- Enhanced environmental health and safety training: \$15,000
- 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. Based on the funding amounts listed above, EPA may only be able to fund a limited amount of advanced level courses in subject areas beyond brownfields hazardous waste training. Depending on the quality of proposals received and what level of training is proposed, EPA may be able to fund multiple proposals that seek to deliver awareness and/or intermediate level training in the categories listed above. Based on the limited amounts of funding to support certain types of training, the EPA may not be able to fund all training courses proposed by an applicant. **Applicants should take this into consideration when they decide what types of training they will offer and at what level it will be delivered. Applicants will not have the ability to materially revise their proposals, substitute, or alter their training curricula if the proposal is selected for funding and certain types of training are unable to be funded.**

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. To maintain the integrity of the competition and selection process, EPA, if it decides to partially fund a proposal, will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award.

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

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

The project period for Environmental Workforce Development and Job Training Grants is three years. Training is anticipated to have concluded by the end of year two, with the third year of the award devoted to the placement 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.
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements.
- 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 outputs and outcomes 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)
- 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. Voluntary Cost Share/Leveraging**

**Matching funds are not required under this competition.** Although cost-sharing or matching is not required as a condition of eligibility under this competition of this announcement, EPA will evaluate responses to the *Leveraging* criterion ([Section IV.C.3.7.](#)). Leveraging is 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 which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal. 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 200.306, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR 200.338.

**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 be

discussed in the proposal, but should not be included in the budget narrative or table. Costs covered by this form of leveraging need not be eligible and allowable project costs under the EPA cooperative agreement. While this form of leveraging should not be included in the budget, if selected, the grant work plan 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 2 CFR Parts 200 or 1500.

### **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 eight threshold criteria** listed below will be evaluated against the ranking criteria in [Section V.A.](#) 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 cover letter** submitted to EPA or the proposal will be rejected.

**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 websites:

EPA: [www.epa.gov/superfund/superfund-job-training-initiative](http://www.epa.gov/superfund/superfund-job-training-initiative)  
[www.epa.gov/environmentaljustice](http://www.epa.gov/environmentaljustice)  
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 (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 cover 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. Proposals that do not include 40-hour HAZWOPER in their training curriculum will be rejected.

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 and estimated project period.

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 stated page limitations will not be reviewed.

6. Training Curriculum Chart Indicating the Cost of Each Course

As part of the proposal, applicants must submit a detailed training curriculum chart with associated costs for each training course as referenced in [Section IV.C.3](#). Applicants must calculate and indicate what percentage of the grant budget will be allocated for each training course within this chart. The training curriculum chart with associated costs for each training course is not considered an attachment and must be included with responses



to the ranking criteria as part of the narrative proposal. When addressing this threshold criterion on your cover letter, indicate on which page your training curriculum chart can be found.

7. Target Area and Proposal Submission Requirement

Identify the target area (as defined in [Section I.A.](#)) you propose to serve, including the town or city, as well as the neighborhood(s). 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.

Applicants can not submit multiple proposals under this solicitation. Applicants who submit more than one proposal will be contacted by EPA prior to proposal review to determine which one(s) will be withdrawn.

Please note that applicants who received an EWDJT Grant from EPA in Fiscal Year 2017 (FY17) are not eligible to apply under this competition. Grantees who received EWDJT funding in FY17 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 2016, and who did not receive funding in FY17 as described above, are eligible to apply for funding under this competition.

8. Submission of Proposals

Proposals must be submitted and successfully received through [www.grants.gov](http://www.grants.gov) by the deadline of December 15, 2017, 11:59 p.m. ET. Proposals submitted after the submission deadline of December 15, 2017, 11:59 p.m. ET 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 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 are responsible for ensuring their proposal is submitted and accepted by [www.grants.gov](http://www.grants.gov) by the deadline. Additional instructions for submitting your proposal can be found in [Appendix 2](#). Applicants should confirm receipt of their proposal with **Rachel Congdon at EPA at (202) 566-1564, or via email at [congdon.rachel@epa.gov](mailto:congdon.rachel@epa.gov)**, as soon as possible after the submission deadline if the applicant has concerns regarding [www.grants.gov](http://www.grants.gov) submission —failure to do so may result in your proposal not being reviewed.

## **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).

## IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package electronically to EPA through [www.grants.gov](http://www.grants.gov). Proposals must be received no later than 11:59 p.m. ET on December 15, 2017. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit.

**Proposals received after 11:59 p.m. ET December 15, 2017, will not be considered for funding.**

In order to submit a proposal<sup>2</sup> through [www.grants.gov](http://www.grants.gov), you must:

1. Have an active DUNS number,
2. Have an active System for Award Management (SAM) account in [www.sam.gov](http://www.sam.gov),
3. Be registered in [www.grants.gov](http://www.grants.gov), and
4. Be designated as your organization's AOR.

The registration process for all of the above items **may take a month or more to complete.** Occasionally, technical and other issues arise when using [www.grants.gov](http://www.grants.gov).

The electronic submission of your application must be made by the AOR of your institution who is registered with [www.grants.gov](http://www.grants.gov) and is authorized to sign applications for federal assistance. Refer to Appendix 2 for specific instructions on the use of [www.grants.gov](http://www.grants.gov).

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from [www.grants.gov](http://www.grants.gov) with the following subject lines:

- 1. GRANT##### Grants.gov Submission Receipt**
- 2. GRANT##### Grants.gov Submission Validation Receipt for Application**

If the AOR did not receive either notification emails listed above, contact the [www.grants.gov](http://www.grants.gov) Help Desk at 1-800-518-4726. The Help Desk is open 24/7 (except federal holidays).

After the application package is retrieved out of the [www.grants.gov](http://www.grants.gov) system by EPA, the AOR should receive the following notification emails from [www.grants.gov](http://www.grants.gov):

- 3. GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application**
- 4. GRANT##### Grants.gov Agency Tracking Number Assignment for Application**

In the event that you experience difficulties transmitting the proposal through [www.grants.gov](http://www.grants.gov), please refer to the procedures in Appendix 2.

If you do 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 you from being able to upload the required application materials to [www.grants.gov](http://www.grants.gov), please refer to the procedures in Appendix 2.

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<sup>2</sup> Note that the terms "proposal" and "application" mean the same thing for the purposes of this competition. The files that you submit through [www.grants.gov](http://www.grants.gov) as your proposal are what is known as an application package in [www.grants.gov](http://www.grants.gov).

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

All pages exceeding the page limits described below will not be reviewed. Upon receipt, proposals will be reviewed for substantial conformity with the format requirements and page limits listed below, per the threshold eligibility criteria in [Section III.C](#). All application materials, including support letters, must be submitted in English. Photos and graphics **will not be considered**. The narrative proposal and cover letter must be typed on 8<sup>1</sup>/<sub>2</sub> x 11 paper, be single-spaced, and should use Times New Roman, Arial, or Calibri font, sized no smaller than 11 point, and have one (1)-inch margins. Attachments are limited to those identified below 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 (pages in excess of the stated page limitations will not be reviewed):

- The cover letter, **including responses to threshold eligibility criteria in [Section III.C](#)** (3-page limit, single-spaced) – See IV.C.2. below.
- The narrative proposal, which includes the responses to all **ranking** criteria (15-page limit, single-spaced) – See IV.C.3. below.
- Attachments (15-page limit, single-spaced) – See IV.C.4. below.
  - Documentation of applicant eligibility, if applicable-
  - 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.

With submission through [www.grants.gov](http://www.grants.gov), applicants are required to submit the SF-424 form (application for federal assistance with original signature). See [Appendix 2](#) for information on using grants.gov. **The SF-424 form does not count against the above-referenced page limits.** When completing the SF-424 form, applicants will be required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS number). Applicants can receive a DUNS number for FREE by calling 1-800-591-8534, or visiting the D&B website at <https://www.dnb.com/duns-number.html>.

### 2. Cover Letter

The cover letter must identify the applicant and provide a contact for communication with EPA. The cover 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 cover 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 cover 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 Threshold Eligibility Criteria:
- Applicant Eligibility;
  - Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs;
  - Required HAZWOPER training (reference page number where this training is discussed within the narrative proposal);
  - Federal Funds Requested: \$\_\_\_\_\_ (must not exceed \$200,000);
  - Training Curriculum Chart Indicating the Cost of Each Course (reference page number where the chart is located within the narrative proposal); and
  - Target Area and Proposal Submission Requirement.
- C. Grant Type: Indicate "Environmental Workforce Development and Job Training Grant."
- D. Location: Provide your city, county, and state or reservation.
- E. Contacts:
- 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.
  - 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 was submitted via [www.grants.gov](http://www.grants.gov).
- G. Project Period: Length of proposed project period (must not exceed three (3) years).
- H. Population: Provide the general population of your municipality and your defined target community. 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 what types of training you will include in your proposed curriculum and at what level the training will be delivered as referenced in [Section I.B.](#)
3. Narrative Proposal/Ranking Criteria  
The narrative proposal includes responses to all seven (7) ranking criteria in [Section V.](#) The narrative proposal must not exceed fifteen (15) single spaced 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 should**

**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. **Any criterion left unanswered may result in zero points given for that criterion.** 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.

**1. Community Need**

This section of your proposal provides the context for your project. The needs defined in this section should provide the foundation of for your discussion of the proposed Environmental Workforce Development and Job Training Program, planned community engagement and partnerships, and the ways the program will ultimately benefit your community and program participants (both outputs and outcomes). This section of your narrative should describe your community, identify a target area within your community, discuss the impacts from brownfields and other environmental issues, and discuss the community's economic condition and challenges.

**A. Community Description**

Provide a detailed description of your community. Provide demographic information that demonstrates how your target community and the populations you aim to serve are of need, including population, unemployment rate, poverty rate, percent minority, per capita income, and/or other relevant statistics. Describe 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.

Provide and compare census-based demographic data as requested in the table below. Use additional rows or text, as needed, to include other data or information, which provide a compelling explanation for why you selected the target area. Responses should clearly identify sources of information used.

## Sample Format for Demographic Information

	Target Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population:				316,127,513 <sup>1</sup>
Unemployment:				8.3% <sup>2</sup>
Poverty Rate:				15.5 % <sup>3</sup>
Percent Minority:				37.8% <sup>1</sup>
Median Household Income:				\$53,889 <sup>3</sup>
Other: <i>Include other relevant data as needed in additional rows</i>				
<sup>1</sup> Data are from the 2014 American Community Survey data profile and are available on American FactFinder at <a href="http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP05&amp;src=pt">http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP05&amp;src=pt</a> <sup>2</sup> Data are from the Bureau of Labor Statistics (The Employment Situation – March 2016) and are available at <a href="http://www.bls.gov/news.release/pdf/empst.pdf">http://www.bls.gov/news.release/pdf/empst.pdf</a> . <sup>3</sup> Data are from the 2014 American Community Survey data profile and are available on American FactFinder at <a href="http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP03&amp;src=pt">http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP03&amp;src=pt</a> .				

### B. Labor Market Demand

Provide a description of the local labor market assessment and/or employer survey you, as the applicant, conducted. Detail the methods and results of these steps taken to assess the local labor market demand and indicate when they took place. Discuss how these labor market assessments informed the development of your proposed training curriculum. Discuss how these results indicate a demand for skilled environmental professionals with the certifications you are proposing to incorporate into your curriculum.

### 2. Training Program Description

This section of your proposal provides a description of the proposed curriculum and how it is comprehensive, and realistic. Describe how courses offered and certifications graduates earn ensure employment and meet the hiring needs of employers in your community. Indicate if training courses will be offered to every student or if courses are separated into different specialized training tracks. Describe how the execution of your training program will incorporate sustainable practices, such as the recycling and reuse of training materials, purchasing or leasing more sustainable equipment, supplies, and services, or other practices that directly reduce water, materials, energy, or air impacts.

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 (state, federal, or other), the number of hours it will take to complete each course, the course schedule, and the training provider (if known). Add or remove rows from the suggested training program table format, as necessary, to accurately and fully detail your training program. Do not include training that is ineligible, such as training in construction and carpentry, or life skills training.

Include the cost of each individual course, how many times that given course will be offered, and the percentage of your **entire** grant budget is allocated for the total cost of each training course, as referenced in the threshold criteria. For example, if you are requesting a total of \$200,000 in funding from EPA for a course that costs \$2,500 per cohort of students and will offer that course to three cohorts, then the total cost of that course is \$7,500, or 3.75% of your total budget.

Ensure that the costs for training listed in your training program table correspond with the amount listed in your budget chart 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.

### Sample Training Program Table Format

Course Name	Level of Training	Type of Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

### 3. Budget

This section of your proposal provides a description of the proposed program’s budget and planned usage of EPA funds. Use the table format below to identify specific tasks for which EPA funding will be used. Specify the costs by budget category, associated with each task. Tasks shown in the table format are examples, and can be changed as needed to be tailored to the applicant’s program. Add columns for additional tasks if necessary.

In addition to the budget table, provide a description for each task in narrative format. Provide the basis for each cost estimate, 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 of graduates. Describe your approach, procedures, and controls for ensuring that grant funds will be expended in a timely and effective manner.

**Note:** Do not include tasks for activities or costs that are ineligible uses of funds, including administrative costs, as described in Appendix 1.

### Sample Budget Chart:

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

#### 4. Program Structure, Anticipated Outputs and Outcomes

This section of your proposal provides detail on the proposed program’s structure and anticipated outputs and outcomes.

##### A. Outputs and Outcomes

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. A sample template is provided to assist applicants.

Discuss how you will evaluate progress towards achieving the expected short term and long term project outputs and outcomes. Explain how your proposed timeline for achieving deliverables of the project, as reflected in the attached milestones schedule, are clearly identified, detailed, and realistic.

### 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

##### B. Recruitment and Screening

Explain how you will market your program to prospective students and recruit unemployed or under-employed individuals of specific populations indicative of need (e.g., ex-offenders, veterans). 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. Describe the accessibility of your training facilities (e.g., proximity to public transportation, parking). Please note that any fees you



collect will be considered “program income” under 2 CFR Part 200 and must be used for the EWDJT program activities described in your approved grant award.

C. Program Support

Discuss the job search support and resources available 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

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

This section of your proposal demonstrates that your organization (“the applicant”) has programmatic capability (experience, knowledge, and resources, or ability to obtain them) and a reasonable approach necessary to ensure successful completion of all required aspects of this proposed program.

A. Grant Management System

Discuss 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

Explain your organization’s experience in working with the community you propose to serve. Discuss 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

Explain 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. If you have not had any problems or adverse findings, provide a statement to that effect.

D. Past Performance and Accomplishments

If you have ever received an EPA Environmental Workforce Development and Job Training Grant (or a Brownfields Job Training Grant), please respond to **item i** below.

If you have not received an EPA Environmental Workforce Development and Job Training Grant (or a Brownfields Job Training Grant), but have received other federal or non-federal assistance agreements, 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, affirm this in your proposal Failure to indicate anything in response may result in zero points for this criterion.

In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant).

**i) Current or Past EPA EWDJT Grant Recipients**

Identify each of the EPA Environmental Workforce Development and Job Training Grant(s) (or a Brownfields Job Training Grant) 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.
- 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?
  - b. Information regarding your timely quarterly and annual reporting, as well as ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting.
    - i. 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 work plan.
  - b. Number that were actually trained.
  - c. Placement rate.
  - d. Whether the original anticipated training and placement goals were met, and, if not, the steps that were taken to improve the program.

## 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-99999998	10/01/11 - 9/30/14	\$183,264	80	70	88%	Yes
JT-99999999	10/01/03 - 9/30/05	\$200,000	78	72	92%	Yes

**ii) Has Not Received an EPA EWDJT Grant; Recipient of Other Federal or Non-Federal Assistance Agreements**

Identify current and/or prior federally and non-federally funded assistance agreements you currently have or have received in the past, including the EPA brownfields grant(s). 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. Are you making sufficient progress towards achieving the expected results of the grant?
- 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.

**6. Community and Employer Partnerships**

**A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects**

Provide information on any specific efforts that have been made to collaborate with, including, but not limited to, 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. Explain how these efforts to collaborate with local environmental projects taking place in your target community will enhance and foster future employment for job training graduates. Discuss 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.

**B. Community Partnership Building**

Discuss how you have involved the affected community in your proposed job training program, including any efforts you took to notify and involve the local community, and/or hold any public comment sessions in the during the development of your proposal. Discuss the extent to which partners (e.g., local community groups, Workforce Investment Boards, One Stop Centers, and academic institutions located in or near the affected community), 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. Explain how your program and partners' expertise ensures trainees are job ready and have the pre-employment skills needed to secure full-time work. Please attach letters of support indicating commitments these organizations have made.

**C. Employer Involvement**

Discuss 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**

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 and for what tasks they may be used for. Consider using the optional table format below to illustrate what tasks leveraged funds will be used for and how much leveraged funding you plan to use for if task. Please modify task categories and add rows as necessary. For each source of funding, list whether it is an anticipated source of funding or a confirmed source of funding.

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.

### Leveraged Funding Table (Optional)

Project Funding	Status of Funds: Anticipated/ Confirmed	Project Tasks				Total
		Outreach and Recruitment	Instruction/ Training	Program Management	Placement and Tracking	
[Funding Source 1]						
[Funding Source 2]						
[Funding Source 3]						
<b>Total Non-EPA Funds Leveraged:</b>						

#### 4. Attachments

The following documents should be included as attachments to the “Narrative Proposal.” Items 2-4 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. **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).
3. **Other Factors Checklist:** See [Section V.B.](#) and [Appendix 3.](#)
4. **General Support Letters:** Letters of support may only impact scoring of the subcriteria that directly cite and request support letters and references. Support letters and references will not impact scoring for other 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 [www.grants.gov](http://www.grants.gov) (please note – do not submit this checklist with your proposal):

<b>Cover Letter (3-page limit, single-spaced)</b>	
<input type="checkbox"/>	Responses to all threshold eligibility criteria in <a href="#">Section III.C</a>
<b>The Narrative Proposal (15-page limit, single-spaced)</b>	
<input type="checkbox"/>	Responses to all seven ranking criteria
<b>Attachments (15-page limit)</b>	
<input type="checkbox"/>	Documentation of applicant eligibility if other than city, county, state, or tribe <i>Note: This documentation will not count against page limitations.</i>
<input type="checkbox"/>	Milestones Schedule
<input type="checkbox"/>	Other Factors Checklist ( <a href="#">Appendix 3</a> )
<input type="checkbox"/>	General letters of support from partners and employers identified in your proposal

#### **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 [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. Evaluation Criteria**

If your proposal passes the threshold eligibility review, your responses and the information you provide in response to the ranking criteria will be evaluated and scored by a national evaluation panel according to the evaluation criteria below. Each proposal will be rated under a points system, with a total of 100 points possible.

#### **1. COMMUNITY NEED (20 points)**

Your proposal will be evaluated on the quality and extent to which it:

- Demonstrates a compelling picture of need in the community, and specifically, the identified target area; and
- Makes a connection between the public health, welfare, environmental, and/or economic challenges faced by the community and/or target area and the presence of brownfield sites and other cumulative environmental issues

Specifically, this criterion will evaluate the quality and extent to which you clearly, concisely and realistically address the community need criterion in your proposal considering the following items:

**1.A. Community Description (10 points)**

- The depth and degree of environmental and economic challenges confronting your city/town/geographic area and the specific area where you plan to serve;
- The impact of current community challenges on residents and explanation of how/why you have selected your target area; and
- Demographic statistics provided compare to city, state, and/or national averages and how well they demonstrate a community indicative of need.
- Proposals that seek to serve target communities with high indicators of need may garner more points than proposals that do not.

**1.B. Labor Market Demand (10 points)**

- The depth and degree you conducted a labor market assessment to gain an understanding of the current job market in your target area;
- The methods used to conduct your assessment;
- The extent to which the labor market assessment resulted in an indication that your target area has the demand for a skilled environmental workforce your training program would provide; and
- The extent to which the results of your assessment were incorporated into the development of your proposal and training program curriculum.

**2. TRAINING PROGRAM DESCRIPTION (10 points)**

Your proposal will be evaluated on the quality and extent to which it demonstrates:

- The proposed training curriculum is comprehensive and realistic;
- The training curriculum is structured to be of benefit to students and the community;
- The training program incorporates sustainable practices;
- The logic behind why the training curriculum was designed and structured the way it was; and
- How the certifications and knowledge gained by graduates of your program will help ensure successful employment.

**3. BUDGET (6 points)**

Your proposal will be evaluated on the quality and extent to which it demonstrates:

- A clear and logical rationale for each cost included in the proposed budget for which EPA funds are intended to be used;
- A reasonable approach to expend funds in a timely and effective manner;
- A realistic basis for program costs and an efficient and effective use of EPA

funds;

- The probability/likelihood the applicant will be able to execute the proposed training program within the cost parameters of the funding estimated; and
- All costs are accounted for and add up to the total requested funding amount.

#### **4. PROGRAM STRUCTURE, ANTICIPATED OUTPUTS AND OUTCOMES (15 points)**

Your proposal will be evaluated, as further described below, on the quality and extent to which it demonstrates:

- Clear anticipated outputs and outcomes that meet the anticipated goals of this program (i.e., to place at least 70% of graduates in full-time employment);
- A comprehensive strategy to recruit and retain students;
- Resources available to students to ensure their successful completion of the program; and
- The ability of the applicant to sustain this program once EPA funds have been expended.

Specifically, this criterion will evaluate the quality and extent to which you clearly, concisely, and realistically address this criterion in the proposal considering the following items:

##### **4.A. Outputs and Outcomes (5 points)**

- How appropriate and applicable your anticipated outputs and outcomes are to the training program described in the proposal;
- The quality of your plan to achieve your anticipated outputs and outcomes;
- How robust your plan is to track and evaluate your progress towards achieving these outputs and outcomes; and
- How well your program goals are aligned with the outputs/outcomes and likelihood of having program success.

##### **4.B. Recruitment and Screening (4 points)**

- How the strategies and processes by which the applicant plans on recruiting residents from the target area demonstrates a likelihood for success;
- The effectiveness of the processes the applicant will use to screen potential students and benchmarks they must pass in order to participate in the proposed program;
- The robustness of these benchmarks in helping to ensure students are retained and finish the program successfully; and
- The accessibility of your program is to your target populations, both geographically in terms of transportation and any costs they may incur in order to participate.



**4.C. Program Support (4 points)**

- Support and resources that have been secured to help ensure the proposed program will be able to place graduates in jobs;
- The quality of the system in place to track graduates of the program and the length of time the applicant plans to track their graduates; and
- The number and quality of any hiring incentives the applicant plans on using to market graduates to employers and place them in jobs.

**4.D. Program Sustainability (2 points)**

- The quality and extent of the resources or partnerships that have been acquired or entered into and the likelihood these will sustain the program once EPA funds have been expended and the grant is closed

**5. PROGRAMMATIC CAPABILITY (20 points)**

Your proposal will be evaluated on the quality and extent to which it demonstrates:

- The ability of your organization to successfully manage and complete the project, considering your programmatic and administrative capacity;
- Successful performance under past and/or current federally and/or non-federally funded assistance agreements;
- Resolution of any audit findings; and
- A reasonable plan to track and measure project progress.

Specifically, this criterion will evaluate the quality and extent to which you clearly, concisely, and realistically address the following items in the proposal:

**5.A. Grant Management System (4 points)**

- How efficient and effective of a system the applicant has in place to management and administer this grant, including information regarding a program manager or dedicated staff assigned to help run the proposed program
- If necessary expertise is not readily available within your organization, how well thought out of a plan you have in place for acquiring such expertise and ensuring they have the necessary knowledge and experience demonstrating they are qualified.

**5.B. Organizational Experience (8 points)**

- How efficient and effective your organization is at working with the local community of your proposed target area; and
- How efficient or effective your organization is at providing training and developing a local workforce.

**5.C. Audit Findings (2 points)**

- Whether the applicant has any adverse audit findings, and if they do, how the applicant has corrected, or is correcting, the adverse audit findings and the likelihood that these findings will not continue to be a problem.

#### **5.D. Past Performance and Accomplishments (6 points)**

In evaluating an applicant's response to this criterion, in addition to the information provided by the applicant, EPA may consider relevant information from other sources including information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant.

If the applicant has never received any type of federal or non-federal assistance agreement, they should provide a response to such effect. The applicant will receive a neutral score (3 points) for this criterion, however failure to respond to this criterion may result in zero points for this criterion.

##### **i) Current or Past EPA EWDJT Grant Recipients**

- Demonstrated ability to successfully manage past EPA EWDJT or Brownfields Job Training Grant(s) and proven success throughout the different phases of work under the grant.
  - Funds drawn down in a timely and appropriate manner; explanation of need for additional funds if you have an open grant with funds remaining. Provide information on whether you have been able to submit quarterly reports in a timely manner as well as on going ACRES reporting. (3 points)
  - Demonstration of success towards achieving expected results; proven compliance with the work plan, schedule, and terms and conditions. Provided accomplishment data that demonstrates success of program (or an explanation of issues encountered that may have hindered meeting program goals) including the number of individuals you trained and placed versus what goals were set in your approved work plan and your program's placement rate. (3 points)

##### **ii) Has Not Received an EPA EWDJT Grant; Recipient of Other Federal or Non-Federal Assistance Agreements**

- Demonstrated ability to successfully manage federal or non-federal grant(s), and the performance of all phases of work under each grant.
  - Demonstrated ability to successfully complete and be in compliance with the work plan, including schedule, progress, grant/project goals, and terms and conditions. (3 points)
  - Demonstrated success in meeting and complying with reporting requirements, including quarterly reporting, technical reports, final reports, and data entry into required systems such as ACRES, as applicable. (3 points)

## **6. COMMUNITY AND EMPLOYER PARTNERSHIPS (26 points)**

Your proposal will be evaluated on the quality and extent to which it demonstrates:

- Actions or plans to effectively involve and inform residents, community groups, and employers from and around the target area in the development and/or execution of your training program;
- Thoughtful integration of the needs of the community into the program and forged partnerships that will help enhance the success of students; and
- Relevant roles of community organizations, local environmental entities, and employers and affirms their involvement to the program through commitment letters.

Specifically, this criterion will evaluate the quality and extent to which you clearly, concisely, and realistically address the following in the proposal:

### **6.A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects (6 points)**

- The extent to which the applicant collaborates with entities performing environmental work in and around the target area including, but not limited to, brownfields assessment, revolving loan fund, cleanup, and area-wide planning 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;
- The quality of the partnership(s) and benefits these partnerships may bring to your program and graduates;
- The number and types of entities which have made commitments to support your program; and
- The quality and applicability of the information provided in letters of support from entities which have made any commitments, detailing the depth and degree to which they intend on being involved in your program. Letters of support provided in the attachments should be consistent with the commitments or statements made within the narrative of the proposal.

### **6.B. Community Partnership Building (8 points)**

- The extent to which the applicant collaborates with the affected community in your proposed job training program, including efforts made to notify and involve the local community, and/or hold any public comment sessions in the during the development of your proposal;
  - e.g., local community groups, workforce investment boards (WIBs), One Stop Centers, and academic institutions located in or near the target community
- The level of involvement of these organizations in your program and benefit it will bring to your program and graduates;

- Commitments made to support your program and letters of support from community partners; and
- The quality and applicability of the information provided in letters of support from community partners which have made any commitments, detailing the depth and degree to which they intend on being involved in your program. Letters of support provided in the attachments should be consistent with the commitments or statements made within the narrative of the proposal.

**6.C. Employer Involvement (12 points)**

- The extent to which the applicant collaborates with employers within or near the target area and, if applicable, any employer partnerships that have resulted in previous graduates of your job training program being hired;
- The depth and degree of employer involvement in the design of your program including, but not limited to, meeting dates, advisory council participation, and curriculum development;
- Level of involvement and commitment from employer partners that will enhance a graduate's chance of success including, but not limited to, commitments to interview students, hire graduates, provide on-the-job training, and/or mentoring; and
- The quality and applicability of the information provided in letters of support from employers who have made any commitments, detailing the depth and degree to which they intend on being involved in your program. Letters of support provided in the attachments should be consistent with the commitments or statements made within the narrative of the proposal. Commitments accompanied by letters of support affirming these commitments may garner more points.

**7. LEVERAGING (3 points)**

Your proposal will be evaluated, on the quality and extent to which it demonstrates:

- Additional funds, in-kind services, and or other resources, beyond EPA funds awarded, which will be obtained and used to support the proposed job training program;
- The overall applicability and benefit these additional resources will bring to the program; and
- Whether the leveraged resources are firm (have already been committed or confirmed), or if they are an anticipated leveraged resource. Proposals with firm leveraged funding and resources may garner more points.

## **V.B. 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 proposals, 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.

- 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;
- Fair distribution of funds between new applicants and previous job training grant recipients; (“New” applicants are defined as organizations that have not received EPA brownfields job training grant funding since 2009);
- The needs of communities adversely affected by natural disasters (2013 or later), including, but not limited to, those affected by recent hurricanes in the United States and Caribbean and recent wildfires in the Western United States;
- Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will primarily serve tribal or territorial residents;
- Whether the applicant is located within, or includes, a county experiencing “persistent poverty” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.
- Whether the applicant is a member of an Urban Waters partnership project, including, but not limited to, recipients of EPA Urban Waters Grants and members of the Urban Waters Learning Network; and
- Proposals that seek to serve veterans.

## **V.C. Review and Selection Process**

Proposals initially will be reviewed by the appropriate EPA Regional Office to determine eligibility ([Section III.C](#)). 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.

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, as appropriate, of “other factors” as referenced in [Section V.B](#).

## **V.D. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at [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 Section 7 of this solicitation to obtain the provisions.

## **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 Spring 2018. 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.

### **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:** Rachel Congdon; 1200 Pennsylvania Ave. N.W.; Mail Code: 5105T; Washington, D.C. 20460. Phone: (202) 566-1564. E-mail: [congdon.rachel@epa.gov](mailto:congdon.rachel@epa.gov).

### EPA Regional Job Training Coordinators

Regions and States		Address and Phone Number
<b>EPA Region 1</b> Chris Lombard	<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) 918-1305 e-mail: <a href="mailto:lombard.chris@epa.gov">lombard.chris@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> Bushra Jawaid	<b>AL, FL, GA, KY, MS, NC, SC, TN</b>	61 Forsyth Street (SNFC, EPA Mail Room) Atlanta, GA 30303 Phone: (404) 562-8569 e-mail: <a href="mailto:jawaid.bushra@epa.gov">jawaid.bushra@epa.gov</a>



<b>EPA Region 5</b> Linda Morgan	<b>IL, IN, MI, MN, OH, WI</b>	77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone: (312) 886-4747 e-mail: <a href="mailto:morgan.linda@epa.gov">morgan.linda@epa.gov</a>
<b>EPA Region 5</b> Craig Mankowski		77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone: (312) 886-9493 e-mail: <a href="mailto:mankowski.craig@epa.gov">mankowski.craig@epa.gov</a>
<b>EPA Region 6</b> Rita Ware	<b>AR, LA, NM, OK, TX</b>	1445 Ross Avenue, Suite 1200 (6SF-VB) Dallas, TX 75202-2733 Phone: (214) 665-6409 e-mail: <a href="mailto:ware.rita@epa.gov">ware.rita@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> Nova Blazej	<b>AZ, CA, HI, NV, AS, GU</b>	75 Hawthorne Street (SFD 6-1) San Francisco, CA 94105 Phone: (415) 972-3846 e-mail: <a href="mailto:blazej.nova@epa.gov">blazej.nova@epa.gov</a>
<b>EPA Region 9</b> Noemi Emeric- Ford		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, Suite 900 (ECL-112) Seattle, WA 98101 Phone: (206) 553-2580 e-mail: <a href="mailto:tan.robert@epa.gov">tan.robert@epa.gov</a>

## **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**

#### **A. Requirement to Submit Through Grants.gov and Limited Exception Procedures**

Applicants, except as noted below, must apply electronically through [www.grants.gov](http://www.grants.gov) under this funding opportunity based on the [www.grants.gov](http://www.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 Jessica Durand  
USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., N.W.  
Mail Code: 3903R  
Washington, DC 20460

#### **Courier Address:**

OGD Waivers  
c/o Jessica Durand  
Ronald Reagan Building  
1300 Pennsylvania Ave., N.W.  
5<sup>th</sup> Floor  
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 alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. 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 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 entire 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, 2017, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2017). 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, 2017, with a submission deadline of January 15, 2018, the applicant would need a new exception to submit through alternative methods beginning January 1, 2018.

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 Brownfields 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.

## **B. Submission Instructions**

The electronic submission of your application must be made by the Authorized Organization Representative (AOR) of your institution who is registered with [www.grants.gov](http://www.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 [www.grants.gov](http://www.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 [www.grants.gov](http://www.grants.gov), please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible. 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 [www.grants.gov](http://www.grants.gov) and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [www.grants.gov](http://www.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 [www.grants.gov](http://www.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 [www.grants.gov](http://www.grants.gov), you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

You may also be able to access the application package for this announcement by searching for the opportunity on [www.grants.gov](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-OLEM-OBLR-17-10**, or

the CFDA number that applies to the announcement (**CFDA 66.815**), in the appropriate field and click the “Search” button.

Please note that Grants.gov is strongly encouraging users to sign up for and use their “[Workspace](#)” feature when applying for opportunities. Grants.gov will be phasing out the “legacy” application process, so EPA recommends that all applicants begin using Workspace as soon as possible so they are prepared when the “legacy” application process is no longer available.

**Proposal Submission Deadline:** Your organization’s AOR must successfully submit your complete application package electronically to EPA through [www.grants.gov](http://www.grants.gov) **no later than December 15, 2017, 11:59 p.m. ET**. 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 [www.grants.gov](http://www.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.

Applications submitted through [www.grants.gov](http://www.grants.gov) will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [www.grants.gov](http://www.grants.gov)) within 30 days of the proposal deadline, please contact Rachel Congdon at [congdon.rachel@epa.gov](mailto:congdon.rachel@epa.gov). Failure to do so may result in your proposal not being reviewed.

## **Application Materials**

**The following forms and documents are required under this announcement.**

1. Application for Federal Assistance (Standard Form 424)
2. Cover Letter and Narrative Proposal. See [Section IV.C.](#) for details on the content of the Cover Letter and Narrative Proposal, and the associated page limits – use Project Narrative Attachment form to submit the documents as one file.
3. Required Attachments. See [Section IV.C.](#) of this announcement – use Project Narrative Attachment form to submit documents as one file, or use optional Other Attachments form.

## **C. Technical Issues with Submission**

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [www.grants.gov](http://www.grants.gov) representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to [www.grants.gov](http://www.grants.gov) by an AOR. The AOR should close all other software before attempting to submit the

application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to [www.grants.gov](http://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [www.grants.gov](http://www.grants.gov) BEFORE the due date.** The [www.grants.gov](http://www.grants.gov) support desk operates 24 hours a day, seven days a week, except federal holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

**Note: [www.grants.gov](http://www.grants.gov) issues a “case number” upon a request for assistance.**

3. Transmission difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [www.grants.gov](http://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Rachel Congdon ([congdon.rachel@epa.gov](mailto:congdon.rachel@epa.gov)) with the FON in the subject line. If you are unable to email, contact Rachel Congdon (202-566-1564). Be aware that EPA will only consider accepting applications that were unable to transmit due to [www.grants.gov](http://www.grants.gov) or relevant [www.sam.gov](http://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit timely because they did not properly or timely register in [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov) is not an acceptable reason to justify acceptance of a late submittal.
  - (a) If you are experiencing problems resulting in an inability to upload the application to [www.grants.gov](http://www.grants.gov), it is essential to call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [www.grants.gov](http://www.grants.gov) representative by calling 606-545-5035. Be *sure* to obtain a case number from [www.grants.gov](http://www.grants.gov). If the problems stem from unforeseen exigent circumstances unrelated to [www.grants.gov](http://www.grants.gov), such as extreme weather interfering with Internet access, contact Rachel Congdon (202-566-1564).
  - (b) Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [www.grants.gov](http://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to [congdon.rachel@epa.gov](mailto:congdon.rachel@epa.gov) prior to the application deadline. The email message must document the problem and include the [www.grants.gov](http://www.grants.gov) case number as well as the entire application in PDF format as an attachment.
  - (c) [www.grants.gov](http://www.grants.gov) rejection of the application package: If a notification is received from [www.grants.gov](http://www.grants.gov) stating that the application has been rejected for reasons other than late submittal promptly send an email to Rachel Congdon ([congdon.rachel@epa.gov](mailto:congdon.rachel@epa.gov)) with the FON in the subject line within one business day of the closing date of this solicitation.

The email should include any materials provided by [www.grants.gov](http://www.grants.gov) and attach the entire application in PDF format.



### **Appendix 3 Other Factors Checklist**

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.

- 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.
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- Fair distribution of funds between new applicants and previous job training grant recipients; (“New” applicants are defined as organizations that have not received EPA brownfields job training grant funding since 2009) 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?
- 

- Community adversely affected by natural disasters (2013 or later), including, but not limited to, recent hurricanes in the United States and Caribbean and recent wildfires in the Western United States.
- 

- Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will primarily serve tribal or territorial residents.
- 

- Whether the applicant is located within, or includes, a county experiencing “persistent poverty” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.
- 

- Whether the applicant is a member of an Urban Waters partnership project, including, but not limited to, recipients of EPA Urban Waters Grants and members of the Urban Waters Learning Network.
- 

- Proposals that seek to serve veterans.
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