COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of EPA's Solicitation Clauses available at https://www.epa.gov/grants/epa-solicitation-clauses.

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OVERVIEW

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AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: FY21 ENVIRONMENTAL WORKFORCE DEVELOPMENT AND JOB TRAINING (EWDJT) GRANTS

ACTION: Request for Applications (RFA)

RFA NO: EPA-OLEM-OBLR-20-03

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

DATES: The closing date and time for receipt of applications is SEPTEMBER 22, 2020, 11:59 p.m. ET. Applications must be submitted electronically through www.grants.gov by 11:59 p.m. ET on SEPTEMBER 22, 2020 to receive consideration. Applications received after 11:59 p.m. ET on SEPTEMBER 22, 2020, will not be considered.

SUMMARY: This notice announces the availability of funds and solicits applications 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.

While Environmental Workforce Development and Job Training Grants require training in brownfield assessment and/or cleanup activities, 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: In addition, prior to naming a contractor or subrecipient in your proposal, please carefully review the "Contracts and Subawards" solicitation clause which can be found by following the link in Section VI.D of these guidelines. EPA also urges applicants to review the Frequently Asked Questions, which can be found at https://www.epa.gov/brownfields/frequently-asked-questions-about-environmental-workforce-development-and-job-training.

FUNDING/AWARDS: The total funding available under this competitive opportunity for FY 21 is approximately $3,000,000, subject to availability of funds, quality of applications received, and other applicable considerations. EPA anticipates awarding approximately 15 Environmental Workforce Development and Job Training grants at amounts up to $200,000 per award. Please note, applicants cannot submit multiple applications under this solicitation.

CONTENTS BY SECTION

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), Office of Communications, Policy, and Analysis (OCPA), 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 an array of training in the environmental field, in addition to the traditional brownfields hazardous substance and petroleum cleanup training historically provided.

Through the EWDJT Program, graduates develop 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, and chemical safety.

I.A. Description of Grant

A critical part of 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 provide funding to train unemployed and under-employed residents of communities impacted by a variety of waste facilities, blighted properties, contaminated sites. Training programs funded by the EWDJT program provide program graduates with the opportunity to seek and obtain environmental jobs that contractors may otherwise fill from outside the affected community.

EWDJT Grants help residents take advantage of the jobs across a spectrum of environmental management activities, including the assessment, cleanup, and revitalization of brownfields; management and cleanup of solid and hazardous waste management sites; chemical risk management; water quality improvement; stormwater management; low impact development activities; green infrastructure installation and maintenance; vulnerability assessment and mitigation planning; disaster recovery and debris management; and renewable energy installation and maintenance. Applications for grants under the EWDJT program may be reviewed more favorably under the Section V evaluation criteria if they target unemployed individuals, dislocated workers, individuals laid off as a result of recent manufacturing plant closures, and severely under-employed individuals, or unemployed individuals. Applications may also be reviewed more favorably under the criteria if they target low-income and minority residents of environmentally impacted communities, veterans, and individuals with little to no advanced education. Applicants must identify the target area that they intend to serve. A target area can be any area (e.g., county, city, neighborhood, watershed, etc.) that is impacted by the presence of one or more brownfield sites. EPA will consider applications that propose to serve large geographical areas, especially rural communities that include a number of towns, as well as applicants able to serve sister-cities.

As part of the training program description section of applications as discussed in Section IV.C, applicants must include 2 separate plans with their application: 1. how you propose to deliver EWDJT trainings in person under normal circumstances and 2. how you propose to deliver the EWDJT trainings if in-person training (as proposed under plan 1) is not possible due to impacts related to COVID-19 (e.g., under quarantine situations, if social distancing is required in your locale). Plan 2 training may include implementing training techniques such as switching class format to online only or reducing the number of students in each cohort to allow students to be located six feet apart from each other. Note: THESE PLANS ARE IN ADDITION TO THE TRAINING PROGRAM TABLE described in Section IV.C. Both training plans should include information such as: how you will structure your training program, what classroom format(s) you propose to use (e.g., reducing class sizes, switching to online format such as Zoom, Skype, another online format); how students will have access to the classroom format; how long you are proposing to use the classroom format(s) (e.g., the entire duration of the cohort, or only a brief time until in-person meetings can resume again); and what advisories you will be following regarding opening/closings of in-person meetings (e.g., state, county or city government advisories, university/college established procedures, etc.) If both of your plans contain similar items or one plan can be used for both situations, you must still provide a separate description of each plan outlining how the trainings will be held under both a COVID-19 situation and a non-pandemic situation. For example, if during normal times the proposed class size is 8, and during a social distancing period the class size also will be 8, you must still provide two separate plans, even though they contain the same information. A statement that the plan will apply to both normal times and under social distancing will NOT be accepted.

Applicants will be evaluated, among other factors as listed in Section V, on the extent to which they partner with, and secure hiring commitments from local contractors and other stakeholders where EPA-funded projects are located. Such projects may include brownfields, Superfund sites, solid and hazardous waste management facilities, 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 335 job training grants totaling approximately $72 million through the EWDJT Program. As of May 2020, approximately 18,700 individuals have completed training, and over 13,500 of those graduates obtained employment in the environmental field, earning average starting wages of over $14 per hour. This equates to a cumulative placement rate of approximately 74% since the program was created in 1998.

I.B. Use of Grant Funds

In addition to brownfields assessment and cleanup training, as well as training in the areas of sustainability and equitable development, applicants may choose to deliver a variety of other environmental training activities as listed below. Applicants may tailor curricula to the labor market needs of their targeted community. The only required training is OSHA 29 CFR 1910.120 40-hour HAZWOPER. Beyond this, the applicant can design a curriculum of eligible

courses that meets the training needs identified by a local labor market assessment and/or employer survey.

Applicants have the option to deliver any of the training listed below, in addition to the brownfields assessment and cleanup training as described in Section I.C, 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, when 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, EPA may not be able to fund the course in its entirety, depending upon the amount of funding EPA has for particular types of training activities.

- 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 EPA will use brownfields (CERCLA 104(k)(7)) 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; Disaster Recovery.

- 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.

- Energy efficiency, and alternative energy technologies, such as training in energy efficient new buildings and retrofitting technologies, energy assessment and insulation and sealing 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 used 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 RFA (see Section I.G.). Applicants must indicate the types of 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, site remediation, and equitable development 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.[1]

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

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

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

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

- 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,

- Training in the various certifications of Leadership in Energy and Environmental Design (LEED), and Green Infrastructure and Stormwater Management; and Erosion and Sediment Control.

- Training in building trades related to constructing berms, caps, synthetic barriers, pumping facilities, bioretention systems, and similar structures to remediate contamination or stormwater pollution.

- 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.

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

- 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 childcare 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 Principals 2 CFR 200 and 1500, as applicable.

- Matching any other federal funds (unless there is specific statutory authority for the match). None of the statutory authorities listed above provide this authority. Grant funds may be used to match state or local funds, if authorized by the relevant state statute or local ordinance.

- Construction or substantial rehabilitation of buildings or other facilities to house training.

- Foreign travel.

- Application preparation costs.

- Administrative costs, including all indirect costs and direct costs for grant administration in excess of five (5) percent of the total amount of EPA grant funding, with the exception of financial and performance reporting costs (which are considered allowable programmatic costs and not subject to the 5% limitation). (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/fy-2018-2022-epa-strategic-plan. The activities to be funded under this announcement support EPA's FY 2018-2022 Strategic Plan and EPAs current priorities for cleaning up brownfields and other contaminated sites and returning land back to communities. Awards made under this announcement will support Goal 1 – A Cleaner, Healthier Environment, Objective 3 – Revitalize Land and Prevent Contamination of EPA's Strategic Plan. All applications must be for projects that support the goal and objective. Applicants must explain in their application 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 applications how funding will achieve environmental outputs and outcomes. Outputs specific to each project will be identified as deliverables in the

workplan negotiated if the application is selected for award. Recipients 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. <u>Outputs</u>: 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 recipient depending on the comprehensiveness of a curriculum and where the recipient 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. <u>Outcomes</u>: 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 and cleanup of brownfields and 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.
   - 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)(7) of CERCLA-State and Tribal Assistance Grants (STAG) appropriations (hazardous substances and petroleum)

2. Section 311(b)(3) of CERCLA-Superfund appropriations

3. Section 104(b) of the Clean Water Act

4. Section 8001 of the Solid Waste Disposal Act-Environmental Programs and Management (EPM) appropriations

5. Section 10 of Toxic Substances Control Act-Environmental Programs and Management (EPM) appropriations

SECTION II – AWARD INFORMATION

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

The total funding available under this competitive opportunity is approximately $3,000,000, subject to availability of funds, quality of applications received, and other applicable considerations for FY21. EPA anticipates awarding approximately 15 environmental workforce development and job training grants. Applicants may apply for up to $200,000 of EPA funds.

Of the total $3,000,000 available, 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 overwhelming majority of funding being used to support brownfields assessment, cleanup, and hazardous substance related training. Applicants must take these estimates into account when preparing their applications and deciding what type of training to propose.

- Brownfields hazardous substance assessment and cleanup training, including petroleum cleanup training: $2,880,000
- Solid Waste Management or Cleanup training: $15,000
- Superfund site cleanup and innovative and alternative treatment technologies training: $25,000
- Wastewater treatment training: $10,000
- Emergency planning, preparedness, and response training: $20,000
- Enhanced environmental health and safety training: $15,000
- Alternative energy technologies (e.g., solar installation training, training in the preparation of formerly contaminated sites for renewable energy purposes, etc.): $15,000
- Underground Storage Tanks: $20,000

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 substance assessment and cleanup training. Depending on the quality of applications received and what level of training is proposed, EPA may be able to fund multiple applications 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, 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 propose to offer and at what level it will be delivered. Applicants will not have the ability to materially revise their application, and will not be permitted to substitute, or alter their training curricula if the application 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 applications and make no awards under this announcement or make fewer awards than anticipated.

In appropriate circumstances, EPA reserves the right to partially fund applications 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 an application, will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award.

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 (3) years. Training is anticipated to conclude by the end of the second year, with the third year of the project period devoted to the placement of remaining graduates in employment and reporting accomplishments data to 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 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 is 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 & THRESHOLD CRITERIA

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

Cost sharing and matching funds are <u>not</u> required under this competition. Although cost-sharing or matching is not required as a condition of eligibility under this competition , 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 awarded under the competition that are above and beyond EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application. 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 <u>not</u> 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 application 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 workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's application. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. 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 applications that **specifically address and pass each of the nine 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 applications. The applicant's responses to the threshold criteria **must be included in the cover letter** submitted to EPA or the application will be rejected.

Ineligible costs/activities: If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application 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 EPA's Superfund Job Training Initiative (SuperJTI); EPA's Environmental Justice Small Grants Program CFDA 66.604; and 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
                www.epa.gov/environmentaljustice
   NIEHS: www.niehs.nih.gov/careers/hazmat/about_wetp/ecwtp/index.cfm
   DOL: 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. 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 application 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. Applications that do not include 40-hour HAZWOPER in their training curriculum will be rejected.

4. Federal Funds Requested/Funding Amount
   Applications 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
   Applications must substantially conform to the application submission instructions and format requirements set forth in Section IV of this announcement or they will be rejected. Pages in excess of stated page limitations stated in Section IV will not be reviewed.

6. Training Curriculum Chart Indicating the Cost of Each Course
   As part of the application, 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. When addressing this threshold criterion in your cover letter, indicate on which page of the application your training curriculum chart can be found.

7. Plans for Delivering Training
   Your application must include the 2 separate plans for delivering training as referenced in Section I.A. Applications that do not include the two plans will be rejected. When addressing this threshold criterion in your cover letter, indicate on which page of the application your training delivery plans can be found.

8. Target Area
   You must 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 target areas. However, EPA will consider applications that propose to serve large areas, especially in rural communities, that may include a number of towns, as well as applications seeking to serve sister-cities.

9. Previous Funding Requirement

Please note that applicants who received an EWDJT Grant from EPA in Fiscal Year 2020 (FY20) are **not** eligible to apply under this competition. Grantees who received EWDJT funding in FY20 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 2018, and who did not receive funding in FY20 as described above, are eligible to apply for funding under this competition. Please list the most recent year you received an EWDJT Grant from EPA, or if you have not received an EWDJT Grant in the past, in your cover letter.

SECTION IV – APPLICATION SUBMISSION INFORMATION

IV.A. How to Obtain an Application Package

Electronic copies of this RFA can be obtained at www.grants.gov or through EPA's Brownfields Program website at 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. Applications must be submitted no later than 11:59 p.m. ET on SEPTEMBER 22, 2020. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using www.grants.gov.

Applications submitted after 11:59 p.m. ET SEPTEMBER 22, 2020, will not be considered for funding.

In order to submit an application through www.grants.gov, you must:
1. Have a unique entity identifier (e.g., active DUNS number),
2. Have an active System for Award Management (SAM) account in www.sam.gov,
3. Be registered in 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.**

The electronic submission of your application must be made by the AOR of your institution who is registered with 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.

If you do not have the technical capability to apply electronically through 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, please refer to the procedures in Appendix 2.

If you submit more than one application for the same, identical project (either in error or to replace a previously submitted application), EPA will only review the most recently received application for that project unless you notify Channing Shepherd (shepherd.channing@epa.gov) and specify which application you want EPA to review.

In the event that you experience difficulties transmitting the application through www.grants.gov, please refer to the procedures in Appendix 2.

IV.C. Content and Form of Application Submission

Pages exceeding the page limits described below will not be reviewed. Upon receipt, applications 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 and cover letter must be typed on letter-sized ($8^1/_2$ x 11 inch) paper, be single-spaced, and should use Times New Roman, Arial, or Calibri font, sized no smaller than 11 point. Attachments are limited to those identified below and are limited to one scanned image per page. Applicants are responsible for submitting a complete application, as described below, by the due date.

1. Application Content

    All applications 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, 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 application

    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, applicants are required to submit the federal application materials listed below. **These materials do not count against the above-referenced page limits.** See Appendix 2 for information on using grants.gov.

    1. Application for Federal Assistance (SF-424)
    2. Budget Information for Non-Construction Programs (SF-424A)
    3. Pre-award Compliance Review Report (EPA Form 4700-4)
    4. EPA Key Contacts (Form 5700-54)

    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:
   1. Applicant Eligibility;
   2. Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs;
   3. Required HAZWOPER training (reference page number where this training is discussed within the Narrative);
   4. Federal Funds Requested: $_____ (must not exceed $200,000);
   5. Substantial Conformity with Instructions and Format Requirements;
   6. Training Curriculum Chart Indicating the Cost of Each Course (reference page number where the chart is located within the Narrative);
   7. Plans for delivering training (reference page number where plans are located within Narrative;
   8. Target Area; and
   9. Previous Funding Requirement

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

D. Location: Provide your city, county, and state or reservation.

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

F. Project Period: Length of proposed project period (must not exceed three (3) years).

G. 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.

H. 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/Ranking Criteria

The Narrative includes responses to all seven (7) ranking criteria in Section V. The Narrative must not exceed fifteen (15) single spaced pages. Any pages over the page limit will not be evaluated. The Narrative 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**. The Narrative must provide sufficient detail to allow for an evaluation of the merits of the application. **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 application. Do not provide photos or extraneous materials.

1. **Community Need**

This section of your application provides the context for your project. The needs defined in this section should provide the foundation 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 are proposing to target for 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[1]
Unemployment:				8.3%[2]
Poverty Rate:				15.5 %[3]
Percent Minority:				37.8%[1]
Median Household Income:				$53,889[3]
Other: *Include other relevant data as needed in additional rows*				

[1]Data are from the 2014 American Community Survey data profile and are available on American FactFinder at
http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP05&src=pt
[2]Data are from the Bureau of Labor Statistics (The Employment Situation – March 2016) and are available at
http://www.bls.gov/news.release/pdf/empsit.pdf.
[3]Data are from the 2014 American Community Survey data profile and are available on American FactFinder at
http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP03&src=pt.

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 application 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 your plans on how you will deliver your training as explained in Section I.A, which will be evaluated under the threshold eligibility process as described in Section III.C. 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 that 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 dollar 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 application 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. Administrative costs (direct costs for grant administration and indirect costs) may not exceed 5% of the total requested EPA funds. EPA considers costs for performance and financial reporting to be allowable programmatic costs that are not subject to the 5% limitation. Costs must be classified as direct or indirect consistently and applicants may not classify the same cost in both categories.

Sample Budget Chart

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

4. Program Structure, Anticipated Outputs and Outcomes
This section of your application 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. **Community and Employer Partnerships**

A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects
Provide information on any specific efforts made to collaborate with, including, but not limited to, brownfield area-wide planning, assessment, revolving loan fund, and cleanup grant recipients, 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 application. 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 to your proposed program

C. Employer Involvement

Discuss the extent to which the employer community (e.g., local businesses, environmental contractors, labor unions, site owners) is 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 application. Describe any commitments employers have made to hire graduates of your proposed program. Discuss any partnerships you established with employers who have hired graduates of your program in the past. Please provide letters of support from past and prospective employers affirming their involvement and commitment to the proposed program.

6. **Leveraging**

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded by EPA 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 already made. If such commitments are not yet made, describe the likelihood that these commitments will materialize during the project.

Describe the amount(s) and type(s) of leveraged resources, including voluntary cost share, that will be available to your project and for what tasks they may be used. Consider using the optional table format below to illustrate for which tasks leveraged funds will be used and how much leveraged funding you plan to use for each 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 restriction. 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. Note: a cost share is not required for this grant.

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]						
Total Non-EPA Funds Leveraged:						

7. **Programmatic Capability**

This section of your application 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. <u>Grant Management System</u>

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. <u>Organizational Experience</u>

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. <u>Audit Findings</u>

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. <u>Past Performance and Accomplishments</u>

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 application. Failure to indicate anything in response may result in zero points for this criterion.

In evaluating applicants under the factors in <u>Section V</u>, 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) <u>Current or Past EPA EWDJT Grant Recipients</u>
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 workplan, 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 are accurately reflected in ACRES at the time of this application submission, and if not, why?
- Accomplishments:
    a. Number of individuals you committed **in your application** to train and place versus what was provided in your approved workplan.
    b. Number of individuals 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) <u>Has Not Received an EPA EWDJT Grant; Recipient of Other Federal or Non-Federal Assistance Agreements</u>

Identify current and/or prior federally and non-federally funded assistance agreements you currently have or received in the past, including EPA brownfields grant(s). If you worked with 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 workplan, 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.

4. <u>Attachments</u>

The following documents should be included as attachments to the "Narrative." Items 2-4 of the attachments to the Narrative 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 application; **letters received separately or after the due date for application submission will not be considered.**

Before you submit your application 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 (please note – do not submit this checklist with your application):

Cover Letter (3-page limit, single-spaced)	
☐	Responses to all threshold eligibility criteria in Section III.C
The Narrative (15-page limit, single-spaced)	
☐	Responses to all seven ranking criteria
Attachments (15-page limit)	
☐	Documentation of applicant eligibility if other than city, county, state, or tribe *Note: This documentation will not count against page limitations.*
☐	Milestones Schedule
☐	Other Factors Checklist (Appendix 3)
☐	General letters of support from partners and employers identified in your application

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 application 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 applications 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 – APPLICATION REVIEW INFORMATION

V.A. Evaluation Criteria

If your application 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 application will be rated under a points system, with a total of 109 points possible.

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1. COMMUNITY NEED (20 points)

Your application 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 application 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 (3 points);
- The impact of current community challenges on residents and an explanation of how/why you selected your target area (3 points);
- Demographic statistics provided compare to city, state, and/or national averages and how well they demonstrate a community indicative of need (2 points); and
- The extent to which the application seeks to serve target communities with high indicators of need (such as high rates of unemployed individuals, dislocated workers, individuals laid off as a result of recent manufacturing plant closures, severely under-employed individuals or unemployed individuals, low income and minority residents of environmentally impacted communities, veterans, and individuals with little to no advanced education). (2 points)

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 (3 points);
- The methods used to conduct your assessment (3 points);
- 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 (2 points); and
- The extent to which the results of your assessment were incorporated into the development of your application and training program curriculum. (2 points)

2. TRAINING PROGRAM DESCRIPTION (10 points)

Your application will be evaluated on the quality and extent to which it demonstrates:
- The proposed training curriculum is comprehensive and realistic (2 points);
- The training curriculum is structured to be of benefit to students and the community (2 points);
- The training program incorporates sustainable practices (2 points);
- The logic behind why the training curriculum was designed and structured the way it was (2 points); and
- How the certifications and knowledge gained by graduates of your program will help ensure successful employment. (2 points)

3. BUDGET (6 points)

Your application 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 and all costs are accounted for and add up to the total requested funding amount (3 points); and

- A realistic basis for program costs and an efficient and effective use of EPA funds and the probability/likelihood the applicant will be able to execute the proposed training program within the cost parameters of the funding estimated, and a plan to expend funds in a timely and effective manner. (3 points)

4. PROGRAM STRUCTURE, ANTICIPATED OUTPUTS AND OUTCOMES (19 points)

Your application 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 are expended.

Specifically, this criterion will evaluate the quality and extent to which you clearly, concisely, and realistically address this criterion in the application 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 application? What is 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? How well your program goals are aligned with the outputs/outcomes and likelihood of program success? (5 points)

4.B. Recruitment and Screening (8 points)
- How the strategies and processes by which the applicant plans on recruiting residents from the target area demonstrates a likelihood for success (2 point);
- 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 (2 point);
- The robustness of these benchmarks in helping to ensure students are retained and finish the program successfully (2 point); and
- The accessibility of your program to your target populations, both geographically in terms of transportation and any costs they may incur to participate. (2 point)

4.C. Program Support (4 points)
- Support and resources that are secured to help ensure the proposed program will be able to place graduates in jobs (2 points);
- 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. (2 points)

4.D. Program Sustainability (2 points)
- The quality and extent of the resources or partnerships that are acquired or entered into and the likelihood these will sustain the program once EPA funds are expended and the grant is closed. (2 points)

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5. COMMUNITY AND EMPLOYER PARTNERSHIPS (28 points)

Your application 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 foraged 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 application:

5.A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects (8 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 grant recipients, 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 (2 points);
- The quality of the partnership(s) and benefits these partnerships may bring to your program and graduates (2 points);
- The number and types of entities which have made commitments to support your program (2 points); 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. (2 points)

5.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 application (2 points);
    - 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 the benefit partnerships will bring to your program and graduates (2 points);
- Commitments made to support your program and letters of support from community partners (2 points); and
- The quality and applicability of the information provided in letters of support from community partners who 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. (2 points)

5.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 (3 points);
- 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 (3 points);
- 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 (3 points); 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 to be involved in your program. Letters of support provided in the attachments should be consistent with the commitments or statements made within the Narrative. Commitments accompanied by letters of support affirming these commitments may garner more points. (3 points)

6. LEVERAGING (6 points)

Your application 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, that will be obtained and used to support the proposed job training program (2 point);

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- The overall applicability and benefit these additional resources will bring to the program (2 point); and
- Whether the leveraged resources are firm (have already been committed or confirmed), or if they are an anticipated leveraged resource. Applications with firm leveraged funding and resources may garner more points. (2 point)

7. PROGRAMMATIC CAPABILITY (20 points)

Your application 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 application:

7.A. Grant Management System (4 points)
- How efficient and effective of a system the applicant has in place to manage and administer this grant, including information regarding a program manager or dedicated staff assigned to help run the proposed program (2 points);
- If necessary expertise is not readily available within your organization, the applicants plan for acquiring such expertise and ensuring experts have the necessary knowledge and experience demonstrating their qualifications. (2 points)

7.B. Organizational Experience (8 points)
- How efficient and effective your organization is at working with the local community of your proposed target area (4 points); and
- How efficient or effective your organization is at providing training and developing a local workforce. (4 points)

7.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. (2 points)

7.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 workplan, 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 workplan 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 comply with the workplan, including schedule, progress, grant/project goals, use of funds in timely and appropriate manner, 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)

V.B. Other Factors

EPA's 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 their applications, 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 application submission. Failure to do so may affect EPA's ability to consider these

other factors during selection decisions. 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 2013;
- 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 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.
- Applications that seek to serve veterans; and
- Whether the applicant's project is located in an IRS-designated Qualified Opportunity Zone https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx.

V.C. Review and Selection Process

Applications initially will be reviewed by the appropriate EPA Regional Office to determine eligibility (Section III.C). All applications that pass the threshold criteria review will then be evaluated by national evaluation panels comprised of EPA staff and possibly other federal agency staff knowledgeable about the training activities listed in the RFA.

Recommendations for selection based on completed evaluations will be referred to the EPA Headquarters Selection Official, who is responsible for the final selection of recipients. Applications 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 applications 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 VII 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, email, or postal mail by Winter 2020. The notification will be sent to the chief executive or the project contact listed in the application. This notification, which informs the applicant that its application 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., workplan), 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

Funding will be awarded as a cooperative agreement. The applicants who are selected for award will work with an EPA Project Officer to finalize the required federal application package, the proposed budget, and to negotiate the cooperative agreement workplan. It is EPA's expectation that the selected applicants will complete the award process within six months of the announcement.

Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what recipients must do to ensure that grant-related and program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 2 CFR § 200.328.
A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at www.epa.gov/grants.

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 workplan 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 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, procurement contracts, subawards and administrative capability, 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 applications 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, EPA reports on the many benefits of funding. One such measure provides information on the number of individuals placed in full-time employment as a result of the use of grant funds. As many of these activities occur beyond the grant period, please note that EPA may contact you after the grant period of performance to collect this information. Reasonable efforts must be made to report this information to 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. Grant recipients 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 – 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 recipients who are awarded funding under this solicitation must meet sufficient progress requirements as referenced in the grant terms and conditions. The term "sufficient progress" means the recipient, 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 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 (January 26, 2005) which can be found at Grant Competition Dispute Resolution Procedures. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Please note that the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding this, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

SECTION VII - AGENCY CONTACTS

EPA Headquarters Contact: Channing Shepherd; 1200 Pennsylvania Ave. N.W.; Mail Code: 5105T; Washington, D.C. 20460. Phone: (202) 566-1238. E-mail: shepherd.channing@epa.gov.

EPA Regional Job Training Coordinators

Regions and States		Address and Phone Number
EPA Region 1 Myra Schwartz	**CT, ME, MA, NH, RI, VT**	5 Post Office Square Suite 100, Mail Code OSRR-07-3 Boston, MA 02109-3912 Phone: 617-918-1696 e-mail: schwartz.myra@epa.gov
EPA Region 2 Schenine Mitchell	**NJ, NY, PR, VI**	290 Broadway, 18th Floor New York, NY 10007 Phone: (212) 637-3283 e-mail: mitchell.schenine@epa.gov
EPA Region 3 Gianna Rosati	**DE, DC, MD, PA, VA, WV**	1650 Arch Street (3HS51) Philadelphia, PA 19103-2029 Phone: (215) 814-3406 e-mail: rosati.gianna@epa.gov
EPA Region 4 Wanda Jennings	**AL, FL, GA, KY, MS, NC, SC, TN**	61 Forsyth Street (SNFC, EPA Mail Room) Atlanta, GA 30303 Phone: (404) 562-8682 e-mail: jennings.wanda@epa.gov
EPA Region 5 Linda Morgan	**IL, IN, MI, MN, OH, WI**	77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone: (312) 886-4747 e-mail: morgan.linda@epa.gov

EPA Region 6 Elizabeth Reyes	**AR, LA, NM, OK, TX**	1201 Elm Street, Suite 500 Dallas, TX 75270 Phone: (214) 665-3163 e-mail: reyes.elizabeth@epa.gov
EPA Region 6 Rita Ware		1201 Elm Street, Suite 500 Dallas, TX 75270 Phone: (214) 665-6409 e-mail: ware.rita@epa.gov
EPA Region 7 Alma Moreno Lahm	**IA, KS, MO, NE**	EPA Region 7 Land, Chemical and Redevelopment Division 11201 Renner Boulevard Lenexa, KS 66219 Phone: (913) 551-7380 e-mail: moreno-lahm.alma@epa.gov
EPA Region 8 Christina Wilson	**CO, MT, ND, SD, UT, WY**	1595 Wynkoop Street (EPR-B) Denver, CO 80202-1129 Phone: (303) 312-6706 e-mail: wilson.christina@epa.gov
EPA Region 9 Nova Blazej	**AZ, CA, HI, NV, AS, GU**	75 Hawthorne Street (SFD 6-1) San Francisco, CA 94105 Phone: (415) 972-3846 e-mail: blazej.nova@epa.gov
EPA Region 9 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: emeric-ford.noemi@epa.gov
EPA Region 10 Susan Morales	**AK, ID, OR, WA**	1200 6th Avenue, Suite 900 (ECL-112) Seattle, WA 98101 Phone: (206) 553-7299 e-mail: morales.susan@epa.gov

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 environmental cleanup; or
5. The payment of administrative costs in excess of 5 percent of total grant funding. In implementing the administrative cost restriction, EPA has made a distinction between prohibited administrative costs and eligible programmatic costs.

A.   Administrative Costs. Under CERCLA § 104(k)(5)(B), Cooperative Agreement Recipients (CARs) and subrecipients may use up to 5% of the amount of federal funding for this cooperative agreement for administrative costs, including indirect costs under 2 CFR § 200.414. As required by 2 CFR § 200.403(d), the CAR and subrecipients must classify administrative costs as direct <u>or</u> indirect consistently and may not classify the same types of cost in both categories. Eligible cooperative agreement and subaward administrative costs subject to the 5% limitation include direct costs for:

    a. Costs incurred to comply with the following provisions of the *Uniform Administrative Requirements for Cost Principles and Audit Requirements for Federal Awards* at 2 CFR Parts 200 and 1500 other than those identified as programmatic.

        i. Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 2 CFR § 200.308;

        ii. Maintaining and operating financial management systems required under 2 CFR § 200.302;

        iii. Preparing payment requests and handling payments under 2 CFR § 200.305;

        iv. Financial reporting under 2 CFR § 200.327;

        v. Non-federal audits required under 2 CFR Part 200, Subpart F; and

    b. Closeout under 2 CFR § 200.343 with the exception of preparing the recipient's final performance report. Costs for preparing this report are programmatic and are not subject to the 5% limitation on direct administrative costs.

B. **Programmatic Costs.** The EPA has determined that the administrative cost limitation 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.

      i.   The limitation does not apply to direct costs of training. For example, costs for instructor salaries, program management salaries (to the extent that such costs are included in the scope of work for EWDJT 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.

    ii.   Costs for performance reporting required under 2 CFR Parts 200 and 1500 and the terms and conditions of this agreement are eligible programmatic costs as long as these costs are not included in the CAR's indirect cost pool.

   iii.   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.

     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 Application 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 under this funding opportunity based on the www.grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through 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, the applicant must contact 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:	**Courier Address:**
OGD Waivers	OGD Waivers
c/o Jessica Durand	c/o Jessica Durand
USEPA Headquarters	Ronald Reagan Building
William Jefferson Clinton Building	1300 Pennsylvania Ave., N.W.
1200 Pennsylvania Ave., N.W.	5th Floor Room #51278
Mail Code: 3903R	Washington, DC 20004
Washington, DC 20460	

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 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.

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 application content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31st of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2020, it is valid for

any competitive or non-competitive application submission to EPA through December 31, 2020). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31st of that calendar year. Applicants must request a new exception from required electronic submission through www.grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2020, with a submission deadline of January 15, 2021, the applicant would need a new exception to submit through alternative methods beginning January 1, 2021.

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 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, go to 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, 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 unique entity identifier (e.g. 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 and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on www.grants.gov, www.sam.gov, and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through www.grants.gov and whose unique entity identifier (e.g., 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 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, 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. Go to www.grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-20-03**, or

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

Please note: All applications must now be submitted through Grants.gov using the "Workspace" feature. Information on the Workspace feature can be found at the Grants.gov Workspace Overview Page at https://www.grants.gov/web/grants/applicants/workspace-overview.html.

Application Submission Deadline: Your organization's AOR must successfully submit your complete application package electronically to EPA through www.grants.gov **no later than SEPTEMBER 22, 2020,** **11:59 p.m. ET**. Please allow 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 application package that you downloaded using the instructions above.

Application Materials

The following forms and documents are required under this announcement.

1. Application for Federal Assistance (Standard Form 424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Pre-award Compliance Review Report (EPA Form 4700-4)
4. EPA Key Contacts (Form 5700-54)
5. Cover Letter and Narrative. See Section IV.C. for details on the content of the Cover Letter and Narrative, and the associated page limits – use Project Narrative Attachment form to submit the documents as one file.
6. Required Attachments. See Section IV.C. of this announcement – use Project Narrative Attachment form to submit documents as one file.

> **Note**: A workplan is <u>not required</u> under this announcement. Applicants that are selected for funding will negotiate the workplan with EPA before the cooperative agreement is awarded.

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from 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 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 system by EPA, the AOR should receive the following notification emails from www.grants.gov:
   3. GRANT###### Grants.gov Grantor Agency Retrieval Receipt for Application
   4. GRANT###### Grants.gov Agency Tracking Number Assignment for Application

Applications submitted through www.grants.gov will be time and date stamped electronically. If you do not receive a confirmation of receipt from EPA (not from www.grants.gov) within 30 days of the application deadline, please contact Channing Shepherd at shepherd.channing@epa.gov. Failure to do so may result in your application not being reviewed.

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 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 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 need to be submitted.

2. Submitting the application. The application package must be transferred to 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. It is essential to allow sufficient time to ensure that your application is submitted to www.grants.gov BEFORE the due date**. The 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 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 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 Channing Shepherd (shepherd.channing@epa.gov) with the FON in the subject line. If you are unable to email, contact Channing Shepherd (202-566-1238). Be aware that EPA will only consider accepting applications that were unable to transmit due to www.grants.gov or relevant 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 or 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, it is essential to call 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 representative by calling 606-545-5035. Be *sure* to obtain a case number from www.grants.gov. If the problems stem from unforeseen exigent circumstances unrelated

to www.grants.gov, such as extreme weather interfering with Internet access, contact Channing Shepherd (202-566-1238).

(b) Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from www.grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to shepherd.channing@epa.gov prior to the application deadline. The email message must document the problem and include the www.grants.gov case number as well as the entire application in PDF format as an attachment.

(c) www.grants.gov rejection of the application package: If a notification is received from www.grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Channing Shepherd (shepherd.channing@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 and attach the entire application in PDF format.

Please note that successful submission through www.grants.gov or via email does not necessarily mean your application is eligible for award.

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 application. Also, provide the page number and where the information is located within your application 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.

_____

☐ 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 2012) Indicate whether you have ever received EPA EWDJT grant funding before, and if so, in what year(s) did you receive funding?

_____

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

_____

☐ Applications that seek to serve veterans.

_____

☐ Whether the applicant's project is located in an IRS-designated Qualified Opportunity Zone.

_____