

## OVERVIEW

- Environmental Protection Agency, Office of Environmental Justice (OEJ)
- Under CFDA 66.607, Training and Fellowship Opportunities at the Environmental Protection Agency, the Office of Environmental Justice, Environmental Protection Agency, is seeking a cooperative agreement with a non-profit, non-governmental, 501(c)(3) organization to conduct an Environmental Professional Student Intern Program (Intern Program) to provide-on-the-job training for graduate and undergraduate students interested in careers in the environmental area. The need for wise stewardship of the Nation's environmental resources is increasing and with it a need to enlarge the pool of skilled environmental professionals while, at the same time, increasing the diversity of this pool. The programmatic objective of this Intern Program is to provide unique opportunities for cooperative study, research, and development that would increase the number and diversity of skilled engineers, scientists, policymakers, legal professionals, and managers in the environmental area. In cooperation with the EPA, the recipient will select and employ student interns to work at EPA-approved locations, on individual projects in response to internship opportunities established by the regional and program offices within the EPA. **FOR FURTHER INFORMATION CONTACT:** Linda K. Smith, US EPA, Phone: 202-564-2602, E-mail: [smith.linda@epa.gov](mailto:smith.linda@epa.gov), or by Fax: 202-501-1162.
- Initial announcement of this funding opportunity. This program will start on or about April 30, 2004, for one year and may be renewed for two additional years. The EPA funding for this Program will be a minimum of \$500,000 during the first year. The amount of funding for the second and third years is indefinite but can be as much as \$2 million each year. Each internship or group of internships, beyond the first, will be funded as a separate amendment to the master agreement. There is no set timetable for announcement of internships and they may occur throughout the year, depending on the EPA's programmatic decisions
- **Catalogue of Federal Domestic Assistance Number:** 66.607 Training and Fellowships for the Environmental Protection Agency.
- The application must be **date stamped by courier service or postmarked by the U. S. Postal Service by midnight, March 1, 2004.** All applications are to be sent to: Linda K. Smith, Project Officer, U.S. EPA, Office of Environmental Justice, then add the appropriate address depending on type of delivery.

**If by Postal Service:**  
(Mail Code 2201A),  
Washington, DC 20460

**If by Courier Service:**  
1200 Pennsylvania Avenue N.W.,  
Room 2232 Ariel Rios South,  
Washington, DC 20004

- The purpose of this solicitation is to find a recipient organization to carry out this Intern Program. The student interns will be considered employees of the recipient organization rather than of the EPA during their training period. All student interns must be enrolled in an undergraduate or graduate program, or accepted into an undergraduate or graduate program that will commence within nine months of selection as a student intern. This recipient organization would be responsible for locating candidate interns, selecting the interns, hiring the interns as employees, and administering the funding to the interns. The EPA would identify the intern's opportunities at the Agency or at an EPA stakeholder facility, provide advice to the organization in the selection of the candidate interns, and provide space, technical guidance and training to the interns during their internship period at either an EPA facility or an EPA stakeholder facility. The findings would be reported by the intern to his/her project advisor.

## **FULL TEXT ANNOUNCEMENT**

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contact(s)
- VIII. Other Information

## **SECTION I - Funding Opportunity Description**

### *Scope of the Environmental Professional Student Intern Training Program*

The Environmental Student Intern Program (Intern Program) is designed to provide undergraduate and graduate students from accredited universities and colleges with opportunities for environmental training experiences at EPA and other venues in which the student intern can receive a meaningful learning experience. The Intern Program will be managed by the Office of Environmental Justice. EPA managers at Headquarters, Regional Offices, and Laboratories will develop and sponsor new training or research projects that will further the student interns' understanding of environmental protection and health-related issues and abatement techniques. The projects are sufficiently narrow in scope to allow the student to complete the project in a 3-6 month period by working full-time during the summer and/or part-time during the school year. Extensions of 3 additional months can be requested to complete a project. Students selected to receive an internship are awarded a stipend based on their level of education and length of the project period.

The EPA is expanding its institutional commitment to environmental stewardship and health protection. The Agency has identified several areas in which student interns would benefit by

*Office of Environmental Justice - Environmental Professional Student Intern Training Program - Request for Applications 1/1/04-3/1/04*

practical, on-the-job research-type training experiences. These areas include but are not limited to:

- Environmental Policy, Regulation, & Law - Training in this area includes participation in the research to develop background to review and evaluate existing policies and regulations, as well as to develop new policies.
- Environmental Management & Administration - This area focuses on the use of research techniques in how to implement and improve management goals or how to develop cooperative environmental management strategies.
- Environmental Science - This area focuses on the conduct of field studies and laboratory research.
- Public Relations and Communications - This broad category provides the intern with the opportunity to receive training in researching how public opinion affects environmental issues. The conduct of Internet surveys, developing tools for presentations, and presenting the findings in pamphlets to inform the public about environmental protection could be part of a training opportunity.
- Computer Programming and Development - The intern could research methods and develop computer programs for reaching different stakeholders.

The objective of the program is to provide training opportunities to students interested in pursuing environmental careers. The proposed cooperative program will be administered by a single recipient in response to EPA-approved and funded intern opportunities at EPA locations, or at other EPA-approved locations of other Federal organizations or non-Federal organizations where the opportunity exists for students to participate in training in environmental protection.

In cooperation with the EPA, the recipient will select and employ student interns to work on individual projects in response to internship opportunities established by the program offices within the EPA. Interns are not EPA employees but are employed by the recipient. The recipient, in cooperation with the EPA, will develop an orientation program that will explain the intern's roles, responsibilities, and limitations. The interns must be undergraduate students, graduate students, or college graduates who have been accepted into graduate programs and will begin their studies within 9 months of accepting an internship position. There is no specific course requirement for an intern but some preferred study areas include environmental science, earth science, environmental engineering, geodesy, chemistry, physics, oceanography, biology, fishery science, geography, resource economics, risk assessment, policy analysis, computer science, and law.

The EPA Code of Federal Regulations, 40 CFR Part 45.135(a), states that "Trainees must be citizens of the United States, its territories, or possessions, or lawfully admitted to the United States for permanent residence."

All internship projects will be carried out under a written training plan with the technical guidance of a technical advisor from the EPA or other EPA-approved sponsoring organization. These projects must be designed to provide learning experiences for the interns that will make them competitive for employment opportunities in both the public and private sectors. Final

details for individual training plans will be developed by the recipient in consultation with the individual technical advisor in accordance with the "Statement of Substantial Involvement between EPA and the Recipient" described below.

The maximum period that an intern may participate in the Intern Program on a full or part time basis with funding from the EPA is six months. The EPA may fund one additional three-month extension of an internship to enable the intern to complete a project.

The recipient, under other funding agreements, may establish other environmental protection internship opportunities with organizations other than the EPA. The EPA may choose to fund and sponsor these other internships or the recipient can obtain sponsorship or funding from non-EPA sources. Please note that under OMB Circular A-122 applicable to assistance agreements with nonprofit organizations, general fund-raising costs are not allowable.

There is no fixed number of internships per year under this program. The actual number will depend on opportunities and funding identified by offices within the EPA. Internships may be located at the EPA or at facilities of other organizations with missions relating to environmental protection. If interns are required to relocate to either location for any portion of the internship, the EPA will provide financial assistance to the recipient in an amount up to \$500 to offset the intern's relocation expenses. The finding of local housing and payment of housing costs is the responsibility of the intern. Interns will be provided individual project assignments for each internship.

Under this Cooperative Agreement, the Recipient will make extra effort in advertising and promoting the availability of internships at Minority Serving Institutions, emphasizing Native Americans, Hispanic Americans, African Americans, Asian Americans and Pacific Islanders, and women.

### **Definitions**

1. ***Student Intern*** - Individual trainee who will be provided with and perform internships under this cooperative agreement.
2. ***Project Officer*** - The EPA Project Officer is that individual specifically named by the EPA to manage this program.
3. ***Technical Advisor*** - The EPA employee responsible for providing technical guidance on the specific project(s) assigned to the intern and for monitoring the intern's individual development and progress. Because the student interns will be employees of the recipient organization, EPA technical advisors do not provide day-to-day supervision of student interns but they do oversee the work.
4. ***Intern Opportunity/Project*** - An opportunity for an internship which is documented and has funds obligated for its costs. In general, these opportunities will be assignments within existing EPA programs and ongoing projects and will be performed at the site of an EPA facility. In some cases, the assignment may involve a project at locations other than an EPA facility such as a community organization facility; a nonprofit organization

- facility; or a local government, state government, or tribal government facility.
5. **Travel Expenses of Interns** - All travel expense must be paid by the recipient. No EPA travel funds can be used. The funds will be included as part of the original funding to the Recipient at the time the internship project is initiated or at a later date by way of an amendment to the cooperative agreement. The EPA will provide travel and transportation for any intern assigned to EPA projects requiring field work as documented in the description of the Intern Opportunity and the Intern's training plan. Interns will complete Recipient's travel approval form prior to each trip, complete a travel reimbursement form at the conclusion of each trip, and a travel results report at the conclusion of each trip for the Recipient. The US EPA Technical Advisor will sign all forms to acknowledge the trip is consistent with the intern's training plan prior to any action by the Recipient. Travel advances for interns will be available from the Recipient as needed. All travel and transportation required for field work will be paid by the Recipient out of funds included in the intern's amendment to the agreement.
6. **Training Expenses of Interns** - All training expense must be paid by the recipient. No EPA training funds can be used. The funds will be included as part of the original funding to the Recipient at the time the internship project is initiated or at a later date by way of an amendment to the cooperative agreement. The EPA will provide training for any intern when it is decided by the Technical Advisor that training is appropriate. The need for the training must be requested by the intern, approved by the Technical Advisor, prior to requesting the recipient to pay for the training expense. Interns will complete Recipient's training approval form prior to registration. When possible, the Recipient will pay for the training rather than requiring the intern to pay. When necessary, the intern may be asked to pay and then to complete a training reimbursement form at the conclusion, and a training results report at the conclusion of the event for the Recipient. The US EPA Technical Advisor will sign all forms to acknowledge the training is consistent with the intern's training plan prior to any action by the Recipient. All training will be paid by the Recipient out of funds included in the individual intern's amendment to the original agreement.

**Maximum EPA Financial Participation in Stipends (per week) and general background requirements of internships:**

- |                       |  |
|-----------------------|--|
| 1. \$450 (\$11.25/hr) | 1-4 full years of academic study   |
| 2. \$550 (\$13.75/hr) | Undergraduate degree and acceptance in graduate school   |
| 3. \$650 (\$16.25/hr) | Undergraduate Degree and 3.5 GPA overall<br>and accepted into graduate school.                                 |
| 4. \$750 (\$18.75/hr) | Completed 60 hrs Graduate level or completed Masters or law<br>degree and accepted into PhD or L.L.M. program. |

Overtime pay is not allowed. In the event that overtime is required, the duration of the internship will be reduced or additional funds will be obligated or compensatory time will be given in lieu of overtime pay to compensate for it.

In the event that an intern voluntarily terminates or is terminated by the recipient for cause (e.g., failing to carry out his or her training plan or engaging in disruptive behavior), the Recipient will make every effort to select another intern and, if not practicable, advises the EPA to de-obligate the remaining funds committed for the internship.

***Purpose of the Training on Using Environmental Laws to Achieve Environmental Justice***

A primary objective of the Intern Program is to support active stewardship of the environment, protection of the public health, and to sustain communities. The transfer of the EPA's technologies, techniques, and methods to the next generation of environmental professionals is to both increase their capability and to increase their diversity. This Intern Program offers unique opportunities to develop skills that can be transferred to interns through the establishment of this Internship Program. The award of this cooperative agreement will promote these objectives. The statutes under which the US EPA will conduct this Intern Program include:

- a. ***Clean Water Act, Section 104(b)(3)***: conduct and promote the coordination of research, investigations, experiments, training, demonstration, surveys, and studies relating to the causes, extent, prevention, reduction, and elimination of water pollution.
- b. ***Safe Drinking Water Act***, Sections 1442( b)(3): develop, expand, or carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
- c. ***Solid Waste Disposal Act***, Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste management and hazardous waste management.
- d. ***Clean Air Act***, Section 103(b)(3): conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- e. ***Toxic Substances Control Act***, Section 10(a): conduct research, development, and monitoring activities on toxic substances.
- f. ***Federal Insecticide, Fungicide, and Rodenticide Act***, Section 20(a): conduct research on pesticides.
- g. ***Marine Protection, Research, and Sanctuaries Act***, Section 203: conduct research, investigations, experiments, training, demonstrations, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

## **SECTION II - Award Information**

Initial announcement of this funding opportunity. This program will start on or about April 30, 2004, for one year and may be renewed for two additional years. The EPA funding for this Program will be a minimum of \$500,000 during the first year. The amount of funding for the second and third years is indefinite but can be as much as \$2 million each year. Each internship or group of internships, beyond the first, will be funded as a separate amendment to the master agreement. There is no set timetable for announcement of internships and they may occur throughout the year, depending on the EPA's programmatic decisions

## **SECTION III - Eligibility Information**

### **1. *Eligible Applicants***

**Any non-profit, non-government organization demonstrated through designation by the Internal Revenue Service as a Section 501 (c)(3) organization or incorporated as a nonprofit under applicable state law may submit an application during the period of solicitation.**

### **2. *Cost Sharing or Matching - None required.***

## **SECTION IV - Application and Submission Information**

**1. *Address to Request Applications:*** Application instructions can be downloaded from <http://www.epa.gov/compliance/recent/ej.html> You can obtain copies of the required forms at [Application Kit For Federal Assistance](#).

**2. *Content and Form of Application Submission:*** Proposals from eligible organizations **must include the following:**

**i. The Application for Federal Assistance (SF 424) is the official form required for all federal grants that requests basic information about the grantee and the proposed project. The applicant must submit the original application form, and one copy, signed by a person duly authorized by the governing board of the applicant. Please complete Part 10 of the SF 424 form, "Catalog of Federal Domestic Assistance Number" with the following information: 66.607 - Training and Fellowship Grants Program for EPA. Grant applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants.**

**ii. The Federal Standard Form (SF 424A) which provides information on your budget.**

**iii. Detailed Budget estimates should support your work plan narrative.**

**iv. Work plan narrative of the proposal is not to exceed five (5) pages. A work plan narrative describes the applicant's proposed project. The pages of the work plan must be letter size (8 ½ x 11 inches), with normal type size (12 characters per inch), and at least 1" margins. The work plan narrative is one of the most important aspects of your application and (assuming that all other required materials are submitted) will be used as the primary basis for selection. Work plans must include the following items:**

- a. A one-page summary that describes your organizations qualifications for the project.**
- b. A concise introduction that states: (1) the nature of the organization (i.e. how long it has been in existence; (2) how the organization has been successful in the past; (3) completion plans/time frames, and (6) expected results.**
- c. A narrative description of the applicant's proposed plan for carrying out its environmental professional internship program. This narrative will include:
  - a) A description of the Intern Program, how they would implement it and conduct its operation.**
  - b) Proposed method of advertising for and pre-screening candidate Interns and supervising interns as they carry out their training plans.**
  - c) Proposed benefits offered to Interns (e.g., tax withholding, health insurance, liability insurance, workman's compensation, etc.) as employees of the applicant.**
  - d) Past history of the prospective Recipient in carrying out similar programs, and how carrying out the environmental professional internship program will further the applicant's mission.**
  - e) Ability to use the Internet for all aspects of the intern program.****
- d. A conclusion discussing how the applicant will evaluate and measure the success of the project, including anticipated benefits and challenges in implementing the project.**

**v. An appendix with resumes of up to three key personnel who will be significantly involved in the project.**

**vi. Nonprofit Status. The applicant must provide documentation of the organization's nonprofit status.**

**Applications that do not include all applicable information listed above, will not be considered for an award.**

### **3. *Submission Dates and Times***

The full application package must be date stamped by courier service or postmarked by the U. S. Postal Service by midnight, Monday, March 1, 2004. Use the address provided on Page 1 Overview.

**4. *Confidentiality and Intergovernmental Review***

**Please mark any information in the proposal that you consider confidential. EPA will follow the procedures at 40 CFR Part 2 if information marked confidential is requested from the Agency under the Freedom of Information Act.**

**5. *Are There Any Restrictions on the Use of the Federal Funds?***

**Yes. EPA grant funds can only be used for the purposes set forth in the grant agreement, and be consistent with the statutory authority for the award. Grant funds from this program cannot be used for matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, the recipient may not use these federal assistance funds to sue the federal government or any other government entity. Refer to 40 CFR 30.27, entitled "Allowable Costs". The scope of environmental justice grants may not include construction, promotional items (e.g., T-shirts, buttons, hats), and furniture purchases. Applicants may not receive funding from more than one source for the same project.**

## **SECTION V - Application Review Information**

**A. *Criteria:* All applications will be evaluated according to the following criteria.**

**1. Evaluation Criteria. Applications will be evaluated by an EPA Review Panel and selected according to the following criteria. The corresponding points next to each criterion are the weights EPA will use to evaluate the applications. Points will range depending on how well the applicant meets the given criteria. Please note that certain sections are given greater weight than others. The proposals from applicants will be evaluated according to these evaluation factors. Your application must be complete, containing all items listed in Section IV. 2., to be considered. Your application will be ranked based on the following evaluation criteria:**

- **Description of the intern program, alternatives and variations with regard to timeliness of receiving a request for, and the placement of, an intern. (20)**
- **Proposed method of advertising for and pre-screening candidate interns, supervising interns as they carry out their training plans. (5)**
- **Proposed benefits (health insurance, workman's compensation, etc.) to interns. (15)**
- **Ability to use the internet for all aspects of the intern program. (10)**
- **Experience of applicant in managing a national program where students are recruited from various universities and colleges throughout the U.S. Past history of the**

- recipient in carrying out similar programs, and how carrying out the internship program will further the recipient's mission. (40)
- Criteria for evaluating the program, including performance measures, outputs, etc. (10)

**Note:** The qualifications of the recipient's project manager is subject to approval by the EPA project officer)

**2. Performance Measures:** How to Evaluate the Environmental Professional Student Intern Training Program. As required by 40 CFR Part 30.60, anticipated accomplishments must be stated. The overarching goal of the Training Program on Using Environmental Laws To Achieve Environmental Justice is to build the capacity of the communities to understand which laws can be used strategically to address the multiple environmental harms and risks that impact the environment and health of their community.

The following criteria will be used by EPA to measure the success of the overall training program. These criteria are for the evaluation of the grant program as a whole. The recipient should describe individual measures and criteria for how each training session and each milestone along the way will be evaluated.

- a. Documentation and identification of the individual training modules.
- b. Development of mechanisms to share lessons learned from the process.
- c. Identification of tangible benefits by the attendees.
- d. Documentation of the training course for future use by EPA

**B. Review and Selection Process**

The EPA Office of Environmental Justice will convene a review panel to review, evaluate, and rank grant applications. After the individual applications are reviewed and ranked, the EPA Decision Official will make final recommendation for award of a single cooperative agreement.

A listing of other EPA grant programs may be found in the Catalog of Federal Domestic Assistance. This publication is available on the internet at [www.cfda.gov](http://www.cfda.gov) and at local libraries, colleges, or universities

**C. Anticipated Announcement and Award Dates**

- |                         |  |
|-------------------------|--|
| January 1, 2004         | FY 2004 Program Application Guidance is available  |
| January 1-March 1, 2004 | Applicants develop and complete their applications   |
| March 1, 2004           | The application must be date stamped by courier service or postmarked by the U. S. Postal Service by midnight, Monday, March 1, 2004 |

<b>March 1-April 1, 2004</b>	<b>EPA panel reviews and evaluates applications</b>
<b>April 15, 2004</b>	<b>Applicants will be contacted by the EPA if their application is being considered for funding. Additional information may be required from the finalists.</b>
<b>April 30, 2004</b>	<b>EPA announces award.</b>

## **SECTION VI - Award Administration Information**

### ***A. Award Notices***

**After all applications are received, acknowledgments will be mailed to applicants. Once applications have been recommended for funding, the EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a grant. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements. The designated EPA official or their designees will notify those applicants whose projects are not selected for funding.**

### ***B. Reporting:* Award document will describe reporting requirements.**

**Recipients must submit final reports for EPA approval within ninety (90) days of the end of the project period. Specific report requirements (e.g., Quarterly or Semi-annual Progress Reports, a Final Technical Report and a Financial Status Report) will be described in the award agreement. The EPA will collect, review, and disseminate grantees' final reports to serve as models. A report will be required at the end of each training. Monthly conference calls will be held between EPA and recipient throughout the project period.**

**For further information about this program, please visit the EPA's website at <http://www.epa.gov/compliance/recent/ej.html>**

## **SECTION VII - Agency Contact(s)**

### ***When and Where Must Applications be Submitted?***

**The applicant must submit, have delivered by courier, or postmarked by U.S. Postal Service one signed original application with required attachments and two copies by midnight, Monday, March 1, 2004, to:**

#### **Courier/Delivered:**

**Linda K. Smith,  
US EPA/Office of Environmental Justice,**

#### **U.S. Postal Service:**

**Linda K. Smith  
US EPA/OEJ**

1200 Pennsylvania Avenue NW, Room 2232  
Washington, DC 20004

Phone: 202-564-2602

E-Mail: [smith.linda@epa.gov](mailto:smith.linda@epa.gov)

1200 Pennsylvania Ave NW  
Mail Code 2201A

Washington, DC 20460

Phone: 202-564-2602

E-Mail: [smith.linda@epa.gov](mailto:smith.linda@epa.gov)

## **SECTION VIII - Other Information**

### **A. Statements of Substantial Involvement between US EPA and the Recipient**

In carrying out the work program set forth in the project description, EPA and the Recipient agree to meet the programmatic objective of this agreement: The programmatic objective of this intern program is to provide unique training opportunities in cooperative study, applied research, research techniques, and developmental activities that would be of major benefit in advancing the number and diversity of environmental professionals. EPA involvement will consist of the following activities:

1. The EPA will provide descriptions of available student intern opportunities including academic background and prior work experience that would make the internship experience meaningful to the student.
2. EPA personnel will discuss internship opportunities with prospective interns and provide advice to the recipient relating to the “fit” between a prospective intern’s academic background and work experience and the project available under the internship opportunity. However, EPA personnel will not select or make offers to prospective interns.
3. After considering the EPA’s advice, and making its own assessment of the fit between a prospective intern’s qualifications and interests and the internship opportunity, the Recipient is responsible for selecting the intern, making the offer of the internship, and arranging an orientation program and start date.
4. The recipient and the EPA will collaboratively develop the student intern’s training plan. The EPA will provide a technical advisor to interact with each student intern as the intern carries out his or her training plan. The technical advisor shall provide technical guidance and support to the intern in developing the skills necessary to perform the work in the chosen environmental area and monitor the intern’s progress towards completing his or her training plan. However, the EPA’s technical advisor will not supervise the intern.
5. The EPA will provide liaison to interact with the Recipient and Senior Management on the progress of meeting the programmatic objectives of this Cooperative Agreement.

### **B. Other Requirements**

#### **(1) Federal Policies and Procedures**

Recipients are subject to all Federal laws and Federal and EPA policies, regulations, and procedures applicable to Federal financial assistance awards.

#### **(2) Past Performance**

Unsatisfactory performance under prior Federal awards will be considered in evaluating an applicant’s proposal.

(3) Preaward Activities

If applicants incur any costs prior to an award being made, they do so solely at their own risk of not being reimbursed by the Government. Notwithstanding any verbal or written assurance that may have been received, there is no obligation on the part of the EPA to cover preaward costs except to the extent authorized at 40 CFR 30.25(f).

(4) No Obligation for Future Funding

If an application is selected for funding, the EPA has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the EPA.

(5) Delinquent Federal Debts

No award of Federal funds will be made to an applicant who has an outstanding delinquent Federal debt until either:

- i. The delinquent account is paid in full,
- ii. A negotiated repayment schedule is established and at least one payment is received, or
- iii. Other arrangements satisfactory to the EPA are made.

(6) Name Check Review

All nonprofit applicants are subject to a name check review process. Name checks are intended to reveal if any key individuals associated with the applicant have been convicted of or are presently facing criminal charges such as fraud, theft, perjury, or other matters which significantly reflect on the applicant's management honesty or financial integrity. Key individuals cannot be currently suspended, debarred, or otherwise ineligible from participating in Federal financial assistance.

(7) Primary Applicant Certifications

All primary applicants must submit a completed form CD-511, "Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-free Workplace Requirements and Lobbying," and the following explanations are hereby provided:

- i. Nonprocurement Debarment and Suspension. Prospective participants (as defined at 15 CFR. part 26, Section 105) are subject to 15 CFR. part 26, "Nonprocurement Debarment and Suspension" and the related section of the certification form prescribed above applies;
- ii. Drug-Free Workplace. Recipients (as defined at 15 CFR. part 26, section 605) are subject to 15 CFR. part 26, Subpart F, "Government requirements for Drug-Free Workplace (Grants)" and related section of the certification form prescribed above applies;
- iii. Anti-Lobbying. Persons (as defined at 15 CFR. part 26, section 105) are subject to the lobbying provisions of 31 U.S.C.1352, "Limitations on use of appropriated funds to influence certain Federal contracting and financial transactions," and the lobbying section of the certification form prescribed above applies to applications/bids for grants, cooperative agreements, and contracts for more than \$100,000 ....."
- iv. Anti-Lobbying Disclosures. Any applicant that has paid or will pay for lobbying using any funds must submit an SF-LLL, "Disclosure of Lobbying Activities," as required under 15 CFR.

part 28, Appendix B.

(8) False Statements.

A False statement on an application is grounds for denial or termination of funds and grounds for possible punishment by a fine or imprisonment as provided in 18 U.S.C. 1001.

(9) Intergovernmental Review.

Applications under this program are not subject to executive Order 12372, "Intergovernmental Review of Federal Programs."

(10) Paperwork Reduction

Notwithstanding any other provision of law, no person is required to respond to nor will a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB control number.

(11) Dispute Resolution Process

Any disputes concerning the award of this agreement will be handled in accordance with 40 CFR 30.63 and Part 31, Subpart F.

(12) Confidential Business Information

Applicants should clearly mark information considered confidential, and the EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR. Part 2, Subpart B.

**C. Restrictions**

Short-Term Training - This is a short term training program for students. Interns will not be used to replace EPA employees formerly employed under the Office of Personnel Management student appointing authorities, to replace temporary or term appointments, or to replace or fill-in for full or part-time EPA positions vacated by the Voluntary Separation Program or Reduction in Force. Participants will not be selected or used to perform personal services. The Recipient and the Agency shall avoid any actions that create the appearance that the intern is a Federal employee or is being used by the EPA to obtain personal services. This would circumvent the civil service laws and reflect negatively on EPA staff using this participant in this manner. The relationship between the Recipient and Interns is that of Employer and Employees. The Recipient must provide a health benefits option, must deduct applicable state and federal taxes, and is responsible for payment, discipline, leave approval, termination, etc. for each Intern. Nothing in this agreement or its supplements will be deemed to create an employer-employee relationship between the EPA and an Intern. All interns must qualify as students to participate in the program.

Former EPA Employee Restrictions - Former EPA employees are not eligible for this program within two years of employment at the EPA. Former EPA employees must qualify as students to participate in the program.