

selection and placement rests with the recipient.

2. No stipend dollars will be used for any other purposes without the prior approval of the EPA Project Officer.

3. The EPA Project Officer will accompany the recipient on site visits (internship placement locations) and recruitments, when necessary.

V. Deadlines/Dates

In order to efficiently manage the selection process, the Office of Air and Radiation requests that an informal "Intent to Apply" be submitted by March 28, 2003. (Please provide project title or subject and e-mail address.) An "Intent to Apply" simply states, in the form of e-mail, mail, or fax, that your organization intends to submit a proposal to be received by the deadline. Submitting an "Intent to Apply" does not commit an organization to submit a pre-proposal. The "Intent to Apply" is an optional submission; those not submitting an "Intent to Apply" may still apply by the deadline for submitting proposals, which is April 29, 2003. However, only those submitting an intent to apply will be given the conference call-in number for pre-application assistance (please see section X "Pre-application assistance"). Instructions for submitting Intents to Apply and Proposals are found in section IX "Where and When to Submit."

VI. Program Design

EPA anticipates student stipends to be approximately \$4,500 per semester and the housing allowance to be approximately \$1,500 (on an as-needed basis.) The Office of Air and Radiation expects to host a minimum of ten students per semester. Applicants should describe the following in detail:

- *Recruitment*: Each proposal should address their recruitment process in terms of obtaining a diverse population of students. Universities that have a demonstrated history of recruiting students who have had prior experience on tribal issues will be given special consideration.

- *Stipends*: Ability to process student stipends. Describe process for paying student stipends.

- *Tracking*: Ability to track students after completing the environmental program (*i.e.* final employment selections, location of position, post-graduate work) for the purposes of creating an alumni database, measure effectiveness of program and to provide new students with information and phone numbers of previous students.

- *Student Application Processing and Evaluation*: Recipients must have a

system to process and evaluate applications. At a minimum, the application process must evaluate potential interns on the basis of their academic record, computer skills, awards, and writing skills. Special consideration will be given to applicants that have scholarships, fellowships and/or work experience on tribal issues. Students must have a grade point average of 2.8 or higher to meet eligibility for internships at EPA.

- *Eligibility requirements for internships*: Students must be enrolled in a four-year accredited college or university. Students enrolled in a four-year college or university must have achieved at least second semester sophomore standing, or have completed 45 credit hours of academic study.

- *Internship Management*: Their recruitment priorities, internship management and how they foresee interaction with EPA. Applicants should describe training for students (*i.e.* environmental, math, science courses), and student intern performance evaluations.

- *Orientation in Washington, DC*: The orientation program should provide an opportunity for students to familiarize themselves with their prospective program offices and the functions of the program office as well as the issues of the specific media (water, air, solid waste, etc).

- *Placements*: Applicants should describe the process and how they will select placement sites focusing on tribal placements, when applicable.

- *Housing*: Include how housing (if needed) will be provided to students in the various project sites.

- *Personnel and Administrative Services*: Include how personnel and administrative services for interns will be provided. Such services should include ensuring students provide their own short-term sickness and accident insurance and assisting students with financial support (bank services for student to deposit stipend checks, etc.).

- *Program Effectiveness*: How the applicant plans to evaluate the success of each year of the three-year program, and what corrective action they will take to make any necessary improvements.

VII. Criteria/Scope

- *Review and Selection Process*: Proposals submitted to EPA headquarters will be evaluated using the criteria defined below. Proposals will be reviewed in two phases—the screening phase and the evaluation phase. During the screening phase, proposals will be reviewed to determine whether they meet the eligibility requirement of this

document (please see section III "Eligibility"). Only those proposals that meet the eligibility requirement will enter the full evaluation phase of the review process. During the evaluation phase, proposals will be evaluated based upon the quality of their proposals. Reviewers conducting the screening and evaluation phases of the review process will include EPA officials and external environmental educators approved by EPA. At the conclusion of the evaluation phase, the reviewers will score work plans, on a one hundred point scale, based upon the system below:

Criterion	Maximum points per criterion
Effectiveness of overall work plan and ability to cover all items listed in Section VI "Program Design"	25
Ability to recruit a diverse group of students and those with prior experience working on tribal issues or having familiarity and knowledge about tribal issues ..	20
Effectiveness of placements focusing on site and diversity of placement	20
Ability to plan and execute an orientation for each internship class	20
Ability to evaluate student performance	10
A detailed yearly budget	5
Total Points Possible	100

- After the scores are evaluated and ranked, the selected applicant will be asked to submit a complete application package. For further information on submitting completed application packages, please see Section XIII below.

VIII. Proposal Format

The proposal should conform to the following outline:

1. Title
2. Applicant (Organization) and contact name, phone number, fax and e-mail address
3. Summary of funds requested
4. Project period: Beginning and ending dates (for planning purposes, applicants should assume funds will be available on August 1, 2003).
5. Project work plan (including a description of all tasks, dates of completion, products and deliverables). The project work plan should cover all items listed in section VI "Project Design."
6. Report Schedule: Acknowledgment of quarterly report requirement (schedule established by EPA) and planned final report submission date (due 90 days after the project end date).