

3. *Other*: Only one proposal per applicant is permitted under this announcement.

IV. Application and Submission Information

1. Official Mailing Address

U.S. Environmental Protection Agency (EPA), Office of Solid Waste and Emergency Response (OSWER), Mail Code 5103T, 1200 Pennsylvania Avenue, NW., Washington, DC 20460, Attention: Nancy Allinson, Telephone Number: 202-566-1915. Fax Number: 202-566-1943.

2. Proposal Format

The proposal should conform to the following outline:

1. Title of Proposal.
2. Applicant (Organization) and contact name, phone number, fax and e-mail address.
3. Summary of funds requested by EPA.
4. Project period: Beginning and ending dates (for planning purposes, applicants should assume funds will be available in April 2004).
5. Project work plan (including a description of all tasks, dates of completion, products and deliverables, and proposed budget).
6. Evaluation plan.
7. Student application processing and evaluation plan.
8. Process plan for management/training of students.
9. Tracking plan.
10. Report schedule:
Acknowledgement of quarterly report requirement (schedule established by EPA) and planned final report submission date.
11. Budget (Please provide with a narrative explanation for the following categories):
 - Personnel
 - Fringe Benefits
 - Contractual Costs
 - Travel
 - Equipment
 - Supplies
 - Other
 - Shared or matched costs
 - Total Direct Costs
 - Total Indirect Costs (must include documentation of accepted indirect rate)
 - Total Cost

Costs proposed in the budget must be linked directly to the proposal. **Note:** Proposal length is limited to fifteen (15) pages, with 1-inch margins, and no attachments.

3. Program Design

EPA anticipates student stipends to be approximately \$10,000 per student for a

twelve (12) week internship per summer from May—August with approximately five (5) interns per internship. Applicants should describe the following in detail:

- Cultural Diversity: Mechanisms in place to enhance cultural diversity within student population, and a strong network of student organizations geared to providing career and employment information and academic advice.
- U.S. Citizenship: According to EPA's training grant regulations cited in 40 CFR 45.135(a), interns, who are grant funded trainees, must be citizens of the U.S. or of its territories or possessions, or must be lawfully admitted to the U.S. for permanent residence. Applicants must specify the percentage of their student population that meets that requirement.
- Stipends: Ability to process student stipends.
- Reporting and record keeping: Ability to maintain records of students according to major, project summary, dates of internship, and any other pertinent information to be used in final reports.
- 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 computer skills, academic record, awards and writing skills. Students must have a grade point average of 2.5 or higher to meet eligibility requirements 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.
- Student Application Process: Applicants should describe development of a tracking system for students, internship management, and how they foresee interaction with EPA.
- Formal program in place or experience in administering a student internship program, especially with a Federal agency or department, and experience with Federally funded grants programs.

Applicants should describe training for students (*i.e.*, environmental, math, science courses).

Applicants should describe the development of a tracking system for students, internship management, and how they foresee interaction with EPA.

Applicants should describe training for students (*i.e.*, environmental, math, science courses).

Applicants should describe training for students (*i.e.*, environmental, math, science courses).

4. Proposal Submission Deadline

Proposals must be submitted no later than February 4, 2004. *Please do not e-mail proposals.*

V. Application Review Information

1. Criteria/Scope

Criteria: Points:

- Effectiveness of overall work plan, including evaluation plan and time-frame, that is detailed and reasonable. Additionally, a clearly-stated detailed and appropriate budget should be included. 32
- Formal program in place or experience in administering a student internship program, especially with a Federal agency or department, and experience with Federally funded grants programs. Successful applicant should have an overall familiarity with Federal government operations as well as have the ability to process stipends, a system for reporting and recordkeeping, and the capacity for processing and evaluating student applications. Applicants must identify and explain any adverse Federal audit findings or terminations of grants, or special terms and conditions imposed on grants within the last five (5) years. 24
- Cost effectiveness for Federal monitoring and mentoring to/from Reagan National Airport or Dulles International Airport (*e.g.*, travel costs per trip). In order to qualify for the full 12 points, the round-trip costs must be \$500 or less. Please note that EPA travels on the Federal government contract program which can be found on <http://www.fedtravel.com/gsa/>. 12
- Formal curricula in civil, chemical, electrical engineering and industrial engineering as well as the natural and physical sciences, computer science, business and public administration. Academic departments that are developing new curricula with an emphasis in environmental engineering with courses focusing on hazardous waste management, hydrology and water resources, remediation, and renewable natural resources. 32

Total points possible: 100

Note: points assigned to each criterion are the maximum number of points applicant can receive).

2. Review and Selection Process

Proposals submitted to EPA headquarters will be evaluated using the defined criteria. Proposals will be reviewed in two phases—the screening phase and the evaluation phase. During the screening phase, proposals will be reviewed for applicant eligibility and cost-sharing. Only those proposals that meet all these basic requirements will enter the full evaluation phase of the