

Since the inception of the summer internship program in 2000, OSWER has placed an average of approximately 10–15 students in internships at Headquarters and some Regional offices each year. Students who participate as interns come from culturally diverse backgrounds and have majors including engineering (e.g., civil, industrial, chemical and environmental) physics, information systems, general science, public policy, environmental science, economics, and international studies. Examples of projects are: preparing a technology assessment report about the current state of permeable reactive barriers (PRB's); collecting biennial report data and setting up a data base to store incoming queries; and, collecting information on successful Environmental Justice projects.

II. Award Information

1. Depending on the availability of funds, it is anticipated that a total of approximately \$750,000 over five years, including direct and indirect costs, will be awarded in FY04. Proposals may request funding with a total project cost of up to \$150,000 per year with a duration of up to five years. It is anticipated that OSWER would provide funding for up to fifteen (15) interns per summer, for a twelve-week summer internship, at a stipend of approximately \$10,000 per intern. The project period, however, would run from April to April of each year. Funding will only cover stipends and cannot be used to cover housing or student round-trip travel costs. Based on CERCLA statute 311 (b) (3), EPA requires cost sharing at a minimum of 5%. The Catalogue of Federal Domestic Assistance (CFDA) is 66.607.

2. The resulting award will be a Cooperative Agreement. Cooperative Agreements involve substantial involvement between EPA Project Officer and the selected applicant. Anticipated substantial Federal involvement for this project will include:

a. The Project Officer will be part of the final evaluation of the interns for placement. The final decision rests with the recipient.

b. EPA's project officer will closely monitor the recipient's performance to ensure that Agency funding for stipends is used solely for that purpose.

III. Eligibility Information

1. Eligible Applicants:

Only accredited four (4)-year educational institutions subject to OMB Circular A–21 and non-profit organizations, as defined in OMB Circular A–122, are eligible to apply.

However, non-profit 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 training schools are not eligible.

2. *Cost-Sharing or Matching:* Based on CERCLA statute 311 (b) (3), EPA requires cost sharing at a minimum of 5%.

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

IV. Proposal 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 must 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: Acknowledgment 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 intern for a twelve (12) week internship per summer from June to August with approximately fifteen (15) interns per internship. Applicants should describe the following in detail in proposals:

- *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 Recordkeeping:* 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).