

summer intern) to 26 weeks (6 months), to 38 weeks (9 months), and be with or without relocation or travel allowances. This information should also contain details on what services and benefits are included (*i.e.*, sick leave, tax withholding, insurance, *etc.*) and their estimated cost to interns; as well as, what, if any, allowances are made for vacation leave and/or sick leave. Holidays observed by the office hosting the intern will be considered paid holidays.

3. Curriculum Vitae for each individual and critical senior staff assigned to the program.

4. Copy of a current approved Negotiated Indirect Cost Rate Agreement.

5. SF-LLL "Disclosure of Lobbying Activities".

6. "Certifications Regarding Lobbying Activities".

7. EPA Form 5700-49 "Certification Regarding Debarment, Suspension, and Other Responsibility Matters".

8. Proof of Status for First Time Eligible Non-Profit Applicants.

9. EPA Form 4700-4 "Preaward Compliance Review report for All Applicants. \* \* \*"

10. 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. Alternatives and variations with regard to the timing of items 4 and 5 within the *G. Statements of Substantial Involvement between U.S. EPA and the Recipient* detailed above may be proposed.

(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.

#### *Application Forms and Kit*

The Grant Application Kit can be obtained by calling 202-564-5310. It is also available in PDF format at <http://www.epa.gov/ogd/AppKit/index.htm>

#### *Project Funding Priorities*

The responsiveness of the application to the programmatic objectives of the Intern program as noted in the Summary section and restated in the Type of Funding Instrument section above will be considered in the evaluation process.

#### **M. Evaluation Criteria**

The proposals from applicants will be evaluated according to these evaluation factors. Your application must be complete to be considered.

- 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. (15)
- Proposed benefits (health insurance, workman's compensation, *etc.*) to interns. (15)
- 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)
- Ability to use the internet for all aspects of the intern program. (10)

#### **N. Selection Procedures**

Each application will receive an independent, objective review by a panel qualified to evaluate the applications submitted. The Independent Review Panel, consisting of at least three individuals in addition to the EPA Federal Program Officer, will review, evaluate, and rank all applications based on the criteria stated above. The final decision on an award will be based upon the panel's overall ranking of the applications and a determination by the EPA Selecting Official that the Recipient's application meets the Project Funding Priorities.

#### **O. 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, § 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, § 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;