EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

☐ Other ☐ Amendment Number

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
[illegible]	[illegible] Base Option Period Number	[illegible]

Contractor	Specify Section and paragraph of contract SOW
[illegible]	[illegible]

Purpose:
- ☒ Work Assignment
- ☐ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close Out
- ☐ Incremental Funding

Period of Performance

From [illegible] To [illegible]

Comments

The purpose of this [illegible] is to initiate Work Assignment [illegible]. This work assignment [illegible] work not completed under work assignment [illegible]

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A

SFO (Max 2) ☐

Line	DCN (Max 6)	Budget FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	Cents	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period	Cost/Fee	LOE
[illegible]		

This Action

Total

Work Plan / Cost Estimate Approvals

Contractor WP Dated	Cost/Fee	LOE
Cumulative Approved	Cost/Fee	LOE

Work Assignment Manager Name: [illegible] Swingle	Branch/Mail Code
	Phone Number [illegible]
(Signature) (Date)	FAX Number
Project Officer Name: [illegible]	Branch/Mail Code
	Phone Number [illegible]
(Signature) (Date)	FAX Number
Other Agency Official Name	Branch/Mail Code
	Phone Number
(Signature) (Date)	FAX Number
Contracting Official Name: [illegible]	Branch/Mail Code
	Phone Number [illegible]
(Signature) (Date)	FAX Number

Work Assignment Form [illegible]

Work Assignment SOW

Title: Green Automotive Readiness Program Development
Contractor: IEc, Inc. **Contract No.:** EP-W-10-002

Work Assignment Number: 2-29

Estimated Period of Performance: Date of issuance to March 31, 2012

Estimated Level of Effort: 59 hours

Key EPA Personnel:

Work Assignment COR (WA COR):
Pamela Swingle
Office of Policy and Management
404-562-8482
404-562-8269

Contract Level COR: **Catherine Turner**
Office of Policy
202/566-0940
202/566-3001 (fax)

Background and Purpose:

A. Background

This work assignment continues work performed under Work Assignment 1-29. The contractor shall not duplicate work performed under Work Assignment 1-29.

The Regional Environmental Justice Green Jobs Apprentice Pilot Program (APP) is designed to help communities in Alabama's Black Belt improve their environmental, human health and quality-of-life outcomes through partnerships that also promote economic opportunities and community revitalization. EPA Region 4 is interested in creating green jobs and supporting green economy efforts that benefit displaced and incumbent workers in minority, low-income and tribal communities.

The Alabama Black Belt, along with high rates of poverty, is typified by declining populations, high unemployment, and inadequate access to education and medical care, substandard housing and high rates of crime. Of the eighteen counties that comprise the Black Belt region, fifteen counties have an unemployment rate of 15.9 percent that is substantially higher than the State average. As a whole, the Black Belt region has significant disparities in income and poverty status in comparison to the rest of the State. EPA Region 4 is currently engaged with these communities, often referred to as

Environmental Justice or EJ communities.

EPA defines "environmental justice" as the ***fair treatment*** and ***meaningful involvement*** of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. ***Fair treatment*** means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies. ***Meaningful involvement*** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. EPA Region 4 recognizes the fact that environmental challenges often hinder economic growth and, therefore will seek to meet those challenges by developing tools that will help citizens obtain green jobs/green careers that will help to enhance the green economy.

The United States Bureau of Labor Statistics defines green jobs in two components that are consistent with the output and process approaches. Green jobs are either a) jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources or b) jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources. Furthermore, according to the United Nations Environment Program, a green job is "work in agricultural, manufacturing, research and development, administrative, and service activities that contribute(s) substantially to preserving or restoring environmental quality. Specifically, but not exclusively, this includes jobs that help to protect ecosystems and biodiversity; reduce energy, materials, and water consumption through high efficiency strategies; de-carbonize the economy; and minimize or altogether avoid generation of all forms of waste and pollution."

This statement of work supports an outlining of a Green Jobs Automotive Readiness Program for the automobile sector in the Alabama Black Belt.

Automotive Manufacturing:

Alabama is home to over 350 automotive-related manufacturers, giving the state a true automotive cluster and a leading position in the Southeastern automotive corridor. Also collocated with the assembly plants are several automotive suppliers. The Alabama Technology Network and the Manufacturing Extension Partnerships have recently provided automotive supplier training to identify ways to:

- Reduce the environmental impact of Alabama automotive manufacturing plants through green manufacturing practices and improvements;
- Create incumbent workers certified in a variety of green skills;
- Assist management and staff in identifying and overcoming paradigms which inhibit the implementation and success of green strategies and initiatives; and
- Reduce overall carbon emissions by decreasing energy consumption and increasing energy efficiency of Alabama automotive facilities.

EPA Region 4 is interested in helping Environmental Justice communities prepare to obtain employment and sustain green careers in this emerging Alabama industry. This work assignment outlines tasks associated with the development of a green automotive readiness program for un/underemployed citizens and at-risk youth in Alabama. The purpose of this program is to bolster the Alabama green economy by helping its citizens get a head start on the green and environmental aspects for which existing employees in the automotive industry are currently being trained.

The basic green aspects of this program can be based from EPA's Growing Responsible Environmental Employees Now (GREEN) Curriculum. GREEN is a free eight-hour "Sustainability 101" course useful for introducing basic "green" principles and ideas into almost any job training or education program. These principals include pollution prevention, waste reduction, energy conservation, etc. EPA also has available toolkits on lean and green, lean and energy, and lean manufacturing (www.epa.gov/lean) that can also be utilized for this effort. The contractor may also utilize other sources of green information, including those that outline basic lean and green techniques, basic components of an energy audit and a carbon footprint. (See attachment for EPA Resources)

This work leverages an existing joint collaboration amongst five U.S. federal agencies: Department of Commerce (DOC), Small Business Administration (SBA), DOL, Department of Energy (DOE), and EPA. This initiative is known as the Energy, Economy, and Environment (E3) Initiative. E3 leverages existing resources to generate and provide direct customized assistance to strengthen manufacturers through lean and green assessments, grant and loan seeking advice, training, capacity building, and continuous improvement. The technical assessments can include the following:

- Lean - these reviews lead to increased productivity and reduced costs;
- Green Review - results in water and energy conservation, reduced emissions, and additional cost savings;
- Energy Audit - provides tools and insights for reducing energy demand and costs; and
- Greenhouse Gas Emissions Evaluation - teaches manufacturers how to calculate GHG emissions and evaluate reduction strategies.

Alabama E3 partners leveraged 2009 American Recovery and Reinvestment Act funds for the automotive industry, and are currently providing lean and energy assessments for Alabama automotive companies. Alabama E3 state-wide partners include:

- Alabama Technology Network
- Alabama Community College System
- Alabama Industrial Assessment Center
- Alabama Automotive Manufacturers Association (AAMA)
- AAIA
- ADECA – Energy Division
- AIDT
- Alagasco
- Alabama Power Company
- Appalachian Regional Commission
- Business Council of Alabama
- City of Hutsville
- City of Montgomery
- City of Tuscaloosa
- EDPA
- Green Jobs Alliance of Alabama
- Manufacture Alabama
- NIST Manufacturing Extension Partnership
- Small Business Administration
- Small Business Development Center
- Tennessee Valley Authority
- USDA Rural Development
- US Department of Labor
- US EPA
- US Mercedes Benz International
- Waste Reduction and Technology Transfer Foundation
- ZF Industries

In addition to E3 partners, other potential partners for this effort include Land Grant Institutions or Minority Academic Institutions.

By leveraging the efforts of AL E3 and their partners, EPA will have a platform in which to demonstrate and evaluate the GARP. A demonstration of the GARP could include integration of GARP participants into training and assessments currently being conducted at automotive manufacturing facilities. Acceptance of the GARP program by the AAMA is especially beneficial to the demonstration and evaluation of the GARP due to its reach in the neighboring states of Mississippi, Georgia, and Tennessee. The portability and transferability of the GARP to other areas in the Southeast and nationally is especially important. Inclusion of evaluation components in the GARP is critical to demonstrate success of this program. Green workforce development performance measurements should be included in a program of this magnitude. These performance measures could align with those for evaluation of:

- Training and technical assistance;
- Sustainability of education and training programs;
- Job placement and job retention; and
- Customer satisfaction

There is also an interest in moving beyond the automotive sector and taking the message of E3 into other industries to support manufacturing sustainability, and provide "green" training programs for Alabama manufacturers to support job growth and profitability. The development of the GARP should be easily adaptable to other manufacturing industries.

In addition to being green, EPA recognizes a need to have a comprehensive program that would capture basic elements associated with sustaining careers in the automotive manufacturing industry such as basic math and measurement techniques. Also of need is

resume writing techniques for optimal marketing to potential automotive employers. EPA recognizes the need for recognition when completing a program of this magnitude and would also like to provide end-users of this program a certificate of completion.

Quality Assurance (QA) Requirements

Check [ ] Yes or [ ] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Work plan - ***Completed***

The contractor shall prepare a work plan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The work plan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan for the development of the green automotive readiness program. The WA COR, Contract Level COR and the CO will review the work plan. However, only the CO can approve/disapprove the work plan. The contractor shall prepare a revised work plan incorporating the Contracting Officer's comments, if required.

1a. Work plan within 15 calendar days of receipt of work assignment.
1b. Revised workplan within 7 calendar days of receipt of comments from the Contracting Officer, if required.

- ***Work Completed under Task 1***

Task 2 – Green Automotive Readiness Program Development (Contract SOW Ref. - Section _1_, para(s) _3-8__, page(s) _1-8__)

The contractor shall determine the basic components of the green automotive readiness program. The contractor shall include a purpose section which outlines the 3 major auto manufacturers in Alabama, and the collocation of several automotive suppliers. The statement should discuss the low unemployment and the need to prepare citizens for employment in this growing industry. The contractor shall review external materials for inclusion in the program; but the contractor shall also utilize available sources of green materials such as EPA's GREEN Curriculum, EPA's Lean Toolkits, and resources for basic math and measurement for automotive industry workers. The contractor shall develop a written document outlining these basic components. The document should be prepared in such a way so that it can be placed on a website for easy access. The contractor shall develop a certificate template for program participants. The contractor shall develop a slide show presentation and speaker notes for the green automotive readiness program.

Deliverables and schedule under Task 2

2a. Internet-ready document and slide presentation outlining the Green Automotive Readiness Program

- *Work has started and expected completion date is March 31, 2012*

2b. Teleconference meeting to discuss selected components with the COR; Teleconference meeting shall not last more than 1.5 hours. Teleconference bridge line shall be provided by COR.

- *Work will continue until completion on March 31, 2012*

2c. Revised document and presentation for the green automotive readiness program within 7 calendar days from receipt of comments from the COR if required.

- *Expected completion date is March 31, 2012*

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United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-29

☐ Other ☐ Amendment Number

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-11-002	11/19/2009 To 11/18/2014 Base Option Period Number 2	Green Automotive Prog.

Contractor	Specify Section and paragraph of Contract SOW
INDUSTRIAL ECONOMICS, INCORPORATED	Pg. 8, Sec. 1, Para. 3-8

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- [X] Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 11/21/2011 To 03/31/2012

Comments:
The purpose of this amendment to Work Assignment 2-29 is to approve the Contractor's cost estimate dated December 28, 2011 for 89.5 hours level of effort, (b)(4) in costs, (b)(4) in fee with a ceiling of $14,000.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee	LOE
Contract Period: 11/19/2009 To 11/18/2014	$0.00	
This Action:	$14,000.00	
Total:	$14,000.00	

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated 12/28/2011	$14,000.00	90
Cumulative Approved	$14,000.00	90

Work Assignment Manager Name: Pamela Swingle (Signature) (Date)	Branch/Mail Code: Phone Number: 404-562-8482 FAX Number:
Project Officer Name: Cathy Turner (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Carol Rodgers (Signature) (Date) 1/19/12	Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:

Work Assignment Form (WebForms V1.0)

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-29

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 11/18/2014 Base Option Period Number 2	Green Automotive Prog.

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW: Pg. 8, Sec. 1, Para. 3-8

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 11/21/2011 To 03/31/2012

Comments:
The purpose of this Action is to approve a no-cost LOE increase of 59 hours as requested by the Contractor on March 1, 2012 and extend the period of performance to May 31,2012.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note. To report additional accounting and appropriations date use EPA Form 1900-69A

SFO (Max 2) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period	Cost/Fee	LOE
11/19/2009 To 11/18/2014		
This Action		
Total:		

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Pamela Swingle (Signature) (Date)	Branch/Mail Code: Phone Number: 404-562-8462 FAX Number:
Project Officer Name: Cheryl R. Brown (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Jami Rodgers Jami J. Rodgers (Signature) 3/29/12 (Date)	Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:

Work Assignment Form: (WebForms v1.0)

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-29

☐ Other ☒ Amendment Number: 000002

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 11/18/2014 Base Option Period Number 2	Green Automotive Prog.

Contractor	Specify Section and paragraph of Contract SOW
INDUSTRIAL ECONOMICS, INCORPORATED	Pg. 8, Sec. 1, Para. 3-8

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 11/21/2011 To 05/31/2012

Comments:
The purpose of this administrative action is to correct the period of performance end date in the "Period of Performance" block of Amendment #1 dated March 29, 2012 to read "From 11/21/2011 to 5/31/2012" as noted above.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (Max 2) ☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 11/19/2009 To 11/18/2014 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Pamela Swingle (Signature) (Date)	Branch/Mail Code: Phone Number 404-562-8482 FAX Number:	
Project Officer Name Cheryl R. Brown (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:	
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Jami Rodgers Jami J Rodgers (Signature) 4/3/12 (Date)	Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:	

Work Assignment Form. (WebForms v1.0)