

Brownfields Job Training

Understanding the FY22 Guidelines



Region 9, Navajo Nation Brownfields Job Training

EPA Office of Brownfields and Land Revitalization

August 10, 2021, 2:00 - 4:00 PM EST

Important Policy Change

- EPA's Brownfields Job Training Grant Program is refocusing the competition on training activities that support assessment, cleanup, and reuse of brownfield sites.
- Only CERCLA 104(k)(7) Funding Available
- Environmental Workforce Development and Job Training Program (EWDJT) → Brownfields Job Training Program (JT)
- This policy change can be found at <https://www.epa.gov/brownfields/brownfields-program-policy-changes>

HMTRI PLC Call

- Professional Learning Community Call open to everybody
- Wednesday, August 11, 2021 2PM ET
 - Call in number: (319) 527- 3513
 - Access Code: 550105#
- HMTRI Listserv
 - Email hmtri@eicc.edu to join
- [Previous PLC Sessions](#)

Agenda

- **History and Background**
- **Overview**
 - Use of Grant Funds
- **Grant Process**
 - Getting Started
 - Application Content
 - Narrative Information Sheet
 - The Narrative
 - Attachments
 - Required Forms
- **Next Steps**
- **Regional Contacts**
- **Resources**



Absentee Shawnee Tribe Brownfields Job Training Program

What is a Brownfield?



A **brownfield** is a property where the presence or potential presence of a hazardous substance, pollutant, or contaminant may complicate that property's expansion, redevelopment, and/or reuse.

History and Background

January 1995: EPA announces the first Brownfields Pilots.

- Reflecting EPA's growing concern for "environmental equity," later known as environmental justice issues
- Lesson learned: Communities surrounding these brownfields were not benefitting from the job opportunities created by their assessment and cleanup
 - Lack of environmental training among local workforces

1998: EPA awards its first 11 Brownfields Job Training Pilots to entities including cities, community colleges, universities, and non-profits.

June 2001: The number of Brownfields Job Training Program graduates reaches 1,000.

As of June 2021: Almost 18,800 individuals have completed training and over 13,900 obtained employment in the environmental field, with an average starting wage of over \$14 an hour.

- Cumulative placement rate since inception= 74%

Overview

The Brownfields Job Training program is designed to:

- Recruit, train, and place unemployed and under-employed residents from communities impacted by brownfields
- Further environmental justice (EJ) by ensuring that residents living in these communities benefit from the revitalization and environmental cleanup of brownfields
- Help graduates develop wider skill sets that improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, including water quality improvement and chemical safety

Overview

Brownfields Job Training Program requirements:

- Must target unemployed and under-employed individuals that are residents living in or near an area adversely impacted by the presence of brownfield sites
- Must be an eligible entity
- Must not duplicate other federally funded environmental job training programs
- Must provide OSHA 29 CFR 1910.120 40-Hour Hazardous Waste Operations and Emergency Response to all trainees
- Must meet all other threshold criteria as outlined in Section III.C of the RFA

Overview

Under this funding opportunity:

- Applicants can apply for up to \$200,000
- Total estimated funding for FY22 is \$3 million
- Typical project period for these grants is three years:
 - Year 1: recruitment and screening/beginning of training
 - Year 2: continued recruitment and screening/continuation and conclusion of training
 - Year 3: placement and tracking of graduates and reporting results to EPA




Region 9, Los Angeles Conservation Corps HAZWOPER Training

Overview: Use of Grant Funds

In addition to Brownfields hazardous waste training, grant recipients may use funds for:

- “Green Remediation” technologies
- Stormwater management training
- Emergency response training
- Enhanced environmental health and safety related to site remediation
- Energy efficiency and alternative energy technologies

 **Note:** All the above training can be delivered at awareness, intermediate, or advanced levels. Expanded descriptions of these trainings are available in the FY22 RFA.

Overview: Use of Grant Funds



Additional eligible uses of grant funds :

- Personnel costs for instructors to conduct training, fringe benefits, and/or tasks associated with programmatic reporting requirements
- Costs for screening and placement of students
- Costs for training materials and work gear associated with the training curriculum
- Outreach activities directed toward engaging prospective employers to be involved in the job training program and to hire graduates



Note: Section I.C of the RFA provides a list of additional types of supplemental training that are eligible uses of grant funds

Overview: Use of Grant Funds

Grant funds may NOT be used for:

- Training in general construction skills and trades
- Life skills or education activities, such as resume writing, remedial math and reading classes, interview skills, etc.
 - EPA encourages applicants to leverage this training through outside funding
- Stipends for students
- Administrative or indirect costs in excess of 5% of total EPA funding




Note: Section I.D. of the RFA provides a more illustrative list of grants funds

Grant Process - Getting Started

Register in and learn how to submit an application via www.grants.gov

- Review the [Applicant FAQs](#) on the www.grants.gov website
- Review the Brownfields Job Training [Frequently Asked Questions](#) and [Grants.gov Tip Sheet](#)

 **Note:** Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles.

Use the correct DUNS number for your organization/department

Register in www.sam.gov now

- Accounts must renewed annually by the E-Business Point of Contact (E-Biz POC)

Ensure the **correct** Authorized Organization Representative (AOR) submits the application

Grant Process - Getting Started

Submission through [Grants.gov](https://www.grants.gov)

- Applications are due by 11:59PM ET on **October 5, 2021**
- Maintenance on [grants.gov](https://www.grants.gov)
 - August 21-25, 2021, 12 AM to 6 AM ET
 - September 18-22, 2021, 12 AM to 6 AM ET

[Grants.gov](https://www.grants.gov) Help Desk 24/7

- 1-800-518-4726

Tips for Submitting through [Grants.gov](https://www.grants.gov)

- <https://www.epa.gov/brownfields/how-submit-application-through-grantsgov>



Region 4 – Durham, NC EWDJT
Lead Abatement Exercise

Grant Process - Application Content

All applications must conform to the following outline:

- Narrative Information Sheet (3-page limit)
- The Narrative (12-page limit)
- Attachments (15-page limit)
- Required Forms
 - SF-424 (Application for Federal Assistance)
 - SF-424A (Budget Information for Non-Construction Programs)
 - EPA Form 4700-A (Pre-Award Compliance Review Report)
 - Form 5700-54 (EPA Key Contacts)

All pages exceeding the page limit will not be reviewed

- 8 ½ x 11 inches paper size, 11-point font, 1-inch margins



Region 2, NYC Fortune Society Guest Lecturer

Grant Process - Application Content

**Narrative
Information Sheet**

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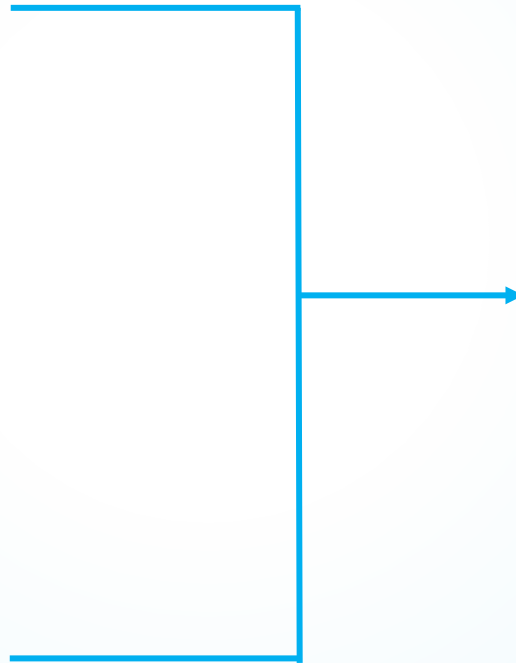
The Narrative

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Attachments

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Required Forms



**Your
Application
Package!**

Grant Process - Application Content

**Narrative
Information Sheet**

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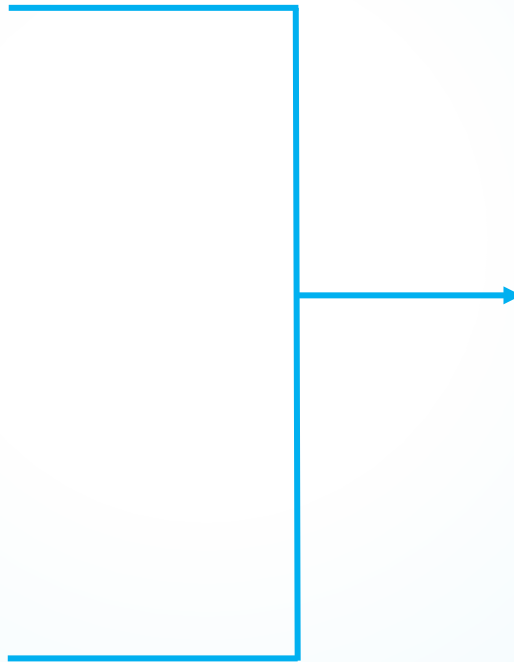
The Narrative

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Attachments

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Required Forms



**Your
Application
Package!**

Grant Process - Application Content

Narrative Information Sheet

Applicant Identification

- Name and address of entity applying for funds
- Applicant's DUNS number

Responses to Threshold Criteria

- Applicant Eligibility
- Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs
- Required HAZWOPER Training
- Federal Funds Requested/Funding Amount
- Substantial Conformity with Instructions and Format Requirements
- Training Curriculum Chart Indicating the Cost of Each Course
- Plans for Delivering Trainings
- Target Area
- Previous Funding Requirement

Grant Process - Application Content

Narrative Information Sheet

Grant type

- Indicate “Brownfields Job Training Grant”

Location

- Provide your city, county, state and/or reservation

Contacts

- **Project Director** → Name, phone/fax numbers, email, mailing address
- **Chief Executive** → Name, phone/fax numbers, email, mailing address

Date Submitted

- Date will auto populate on your application when submitted through [grants.gov](https://www.grants.gov)

Grant Process - Application Content

Narrative Information Sheet

Project Period

- Must not exceed three years

Population

- Provide the general population of your defined target community
- Tribes must provide the number of tribal/non-tribal members affected

Training

- What courses you plan to offer and at what level, when applicable



Region 10, KC Davenport Clean Up

Grant Process - Application Content

Narrative Information Sheet: Threshold Criteria



BEWARE:

**Failing Threshold Criteria means your application
will not move forward!**

Grant Process - Application Content

Narrative Information Sheet: Threshold Criteria



Threshold criteria are evaluated on a pass/fail basis



1. Applicant Eligibility

- City, county, state, tribe, other general purpose unit of local government (see Section III.A of RFA)
- Regional council
- Workforce Investment Board or One-Stop Center
- Nonprofit organization
- Redevelopment agencies
- Colleges and universities, including Minority Academic Institutions

You are **NOT** eligible to apply if you are:

- Nonprofit 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
- For-profit or proprietary organization or trade school

Grant Process - Application Content

Narrative Information Sheet: Threshold Criteria

2. Demonstration the Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs

- EPA's Superfund Job Training Initiative (SuperJTI)
- EPA's Environmental Justice Small Grants program
- EPA's Surveys, Studies, Investigations, Training, and Special Purpose Activities Relating to Environmental Justice grants program
- National Institute of Environmental Health Sciences (NIEHS) Hazardous Waste Worker Training programs
- Department of Labor (DOL) grant funds
- Other Federally-funded Environmental Training Programs



Demonstrate that your projects does not duplicate, but compliments other federally funded environmental projects in your targeted area

Grant Process - Application Content

Narrative Information Sheet: Threshold Criteria

3. Required HAZWOPER Training

- All curricula must provide 40-hour HAZWOPER to their trainees
- Indicate that you have integrated HAZWOPER into your program and that **all** students will be required to complete it

4. Federal Funds Requested/Funding Amount

- Indicate your requested funding amount (must not exceed \$200,000)

5. Substantial Conformity

- Ensure that you have conformed with the formatting requirements set forth in Section IV.C of the RFA

Grant Process - Application Content

Narrative Information Sheet: Threshold Criteria

6. Training Curriculum Indicating the Cost of Each Course

- Indicate that you have included a training curriculum chart in your application
- This chart lists each training course and its associated cost percentage

Sample Training Program Table Format

Course Name	Level of Training	Type of Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

7. Plans for Delivering Trainings

- All applications must include 2 separate plans how they are proposing to deliver trainings

8. Target Area

- Indicate what community you propose to serve and census tracts

9. Previous Funding Requirement

Grant Process - Application Content

Narrative
Information Sheet

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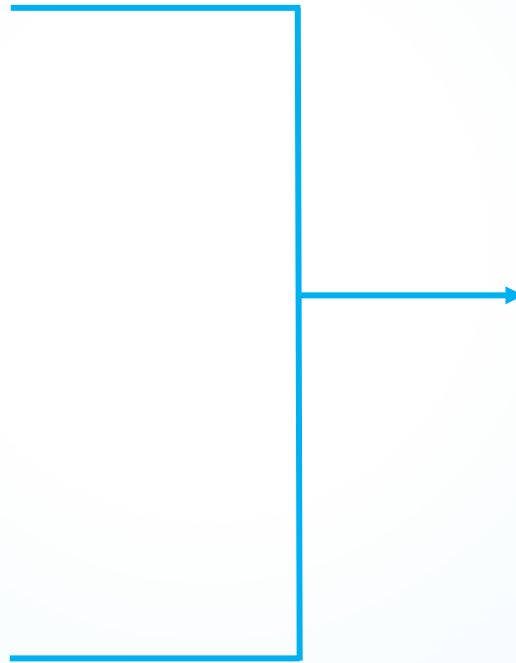
The Narrative

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Attachments

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Required Forms



**Your
Application
Package!**

Grant Process - Application Content

The Narrative/Evaluation Criteria

The Narrative includes:

- **Responses to all 7 evaluation criteria**
 - Community Need
 - Training Program Description
 - Budget
 - Program Structure, Anticipated Outputs and Outcomes
 - Community and Employer Partnerships
 - Leveraging
 - Programmatic Capability
- **Training curriculum chart, budget chart, and budget narrative**
- **Clear, concise, and address all evaluation criteria**
 - Must include the criteria number and title



The Narrative must not exceed 12 pages



Grant Process - Application Content

The Narrative/Evaluation Criteria

1. Community Need

A. Community Description (20 pts)

- Population, unemployment, poverty rate, percent minority, per capita income, etc.
- Challenges in the community, environmental justice concerns

Sample Format for Demographic Information

	Target Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population:				316,127,513 ¹
Unemployment:				8.3% ²
Poverty Rate:				15.5 % ³
Percent Minority:				37.8% ¹
Median Household Income:				\$53,889 ³
Other:				

B. Labor Market Demand (20 points)

- Explain methods and results of recent labor market assessments and employer surveys
- Demand for skilled environmental professionals with certifications

Grant Process - Application Content

The Narrative/Evaluation Criteria

2. Training Program Description (25 pts)

Provide a detailed description of your proposed training program

- How the proposed curriculum is comprehensive, realistic, detailed, and eligible
- How courses offered and certifications graduates can earn ensure employment and apply to the hiring needs of your community
- Indicate if courses are offered to all students or are specific to separate training tracks
- How the execution of your training program will incorporate sustainable practices

Sample Training Program Table Format

Course Name	Level of Training	Type of Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

Grant Process - Application Content

The Narrative/Evaluation Criteria

3. Budget (10 pts)

- **Budget table**
 - Tasks EPA funding will be used for
- **Narrative of task details, basis for estimated costs, and projected outputs**
- **Make sure your budget table adds up to the total requested amount of funding, courses have cost estimates and associated percentage of entire budget**

Project Funding	Project Tasks				Total
	Outreach and Recruitment	Instruction/Training	Program Management	Placement and Tracking	
Personnel					
Fringe benefits					
Travel					
Contractual					
Supplies					
Other (Please be specific)					
Total EPA Funds					

Grant Process - Application Content

The Narrative/Evaluation Criteria

4. Program Structure/Anticipated Outputs and Outcomes

A. Outcomes and Outputs (20 pts)

- Discuss how you will evaluate progress towards achieving outputs and outcomes

Overall # of Participants Enrolled in Program	# of Graduates Completing Program	# of Graduates Placed in Environmental Positions	# of Graduates Not Placed but Pursuing Further Education

B. Recruitment and Screening (20 pts)

- Plan to recruit students and market your Brownfields Job Training program
- Screen, retention, and attrition strategies and processes in your program

C. Program Support (10 pts)

- Job search support and resources
- Extent your organization will assist with initial job placement
- Extent and for how long your organization will track graduates
- Extent your organization will utilize federal and local hiring incentives

D. Program Sustainability (5 pts)

- Plan for sustaining and continuing your environmental job training program once EPA funds have been exhausted

Grant Process - Application Content

The Narrative/Evaluation Criteria

5. Community and Employer Partnerships

A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects (20 pts)

- Brownfield multipurpose, assessment, revolving loan fund, and cleanup grant recipients

B. Community Partnership Building (20 pts)

- Plan for involving the affected community in your proposed job training program
 - Public comment sessions
- Partners that will offer non-environmental training
- Commitment and support letters from partner organizations

Grant Process – Application Content

The Narrative/Evaluation Criteria

5. Community and Employer Partnerships

C. Employer Involvement (20 pts)

- Employer community involvement in the development of proposed job training program
- Special efforts taken to involve employers
- Partnership Letters



Region 10, The Oregon Tradeswomen, Inc Environmental Workforce Development and Job Training Program

Grant Process – Application Content

The Narrative/Evaluation Content

6. Leveraging (15 pts)

- **Demonstrate how your program will leverage additional funds/resources**
 - In-kind and/or partner commitments for providing services/resources to the proposed job training program. Examples include:
 - staff time
 - childcare
 - life skills training
 - academic enhancement
 - pre-employment training
 - counseling
 - student stipends
 - supplies
 - GED preparation
 - transportation and bus tokens
 - lunches
 - construction training

Project Funding	Status of Funds: Anticipated/ Confirmed	Project Tasks				Total
		Outreach and Recruitment	Instruction/Training	Program Management	Placement and Tracking	
[Funding Source 1]						
[Funding Source 2]						
[Funding Source 3]						
Total Non-EPA Funds Leveraged:						

Grant Process - Application Content

The Narrative/Evaluation Criteria

7. Programmatic Capability

A. Grant Management System (5 pts)

- System you have in place to direct activities under the grant
 - Brief description of your project manager and staff and a discussion of the qualifications and experience

B. Organizational Experience (10 pts)

- Discuss your organization's experience in:
 - Working with the community you propose to serve
 - Environmental training related to your proposed curriculum
 - Experience delivering employment and training programs, if applicable

C. Audit Findings (5 pts)

- Describe any adverse audit findings
 - If you have had problems with the administration of any grants, please describe how you have corrected, or are correcting, the problems.

Grant Process – Application Content

The Narrative/Evaluation Criteria

7. Programmatic Capability

D. Past Performance and Accomplishments (10 pts)

- Past BF JT or EWDJT Grant Recipients within last 10 years
 - Demonstrate how you successfully managed the grant(s) and performed all phases of work
 - Provide your accomplishments data

Grant #	Project Period	Funds Expended	# of Participants Trained	# of Participants Placed	% placed in full-time employment	Data Updated in ACRES (Yes/No)
JT-66721889	10/01/2011 – 9/30/2014	\$183,264	80	70	88%	Yes
JT-85765439	10/01/2003 – 9/30/2005	\$200,000	78	72	92%	Yes

- No Prior EWDJT funds, but other federal/non-federal assistance agreements within last 10 years
 - Identify current and/or prior funded assistance agreements
 - Describe your history of successfully managing these agreements



Failure to respond will result in zero points! If you have never received funding, just state so.

Grant Process – Application Content

Narrative
Information Sheet

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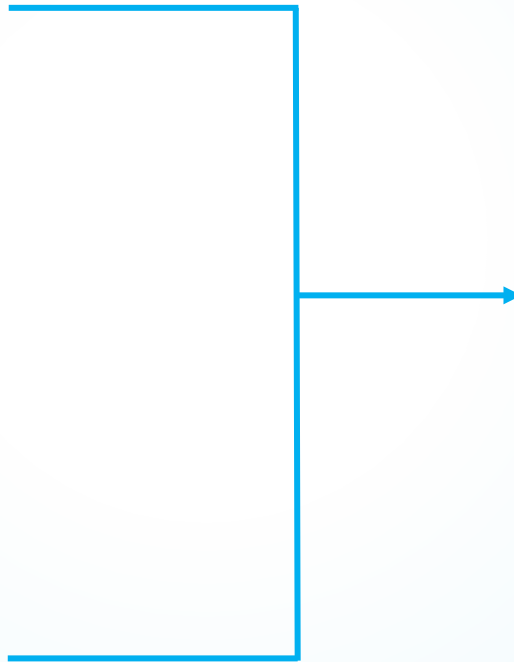
The Narrative

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Attachments

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Required Forms



**Your
Application
Package!**

Grant Process - Application Content Attachments

Attachments (15-page limit)

- **Documentation of Applicant Eligibility**
 - *This documentation does NOT count against the page limit*
- **Milestones Schedule**
 - Outreach
 - Procurement of a contractor
 - Recruitment
 - Frequency/length of classes
 - Placement
 - Tracking
- **Documentation of Other Factors**
- **Partnership Letters**
 - For evaluation criteria that request Partnership letters
 - *Letters received separately or after the due date for application submission will not be considered*

Grant Process – Application Content

Narrative
Information Sheet

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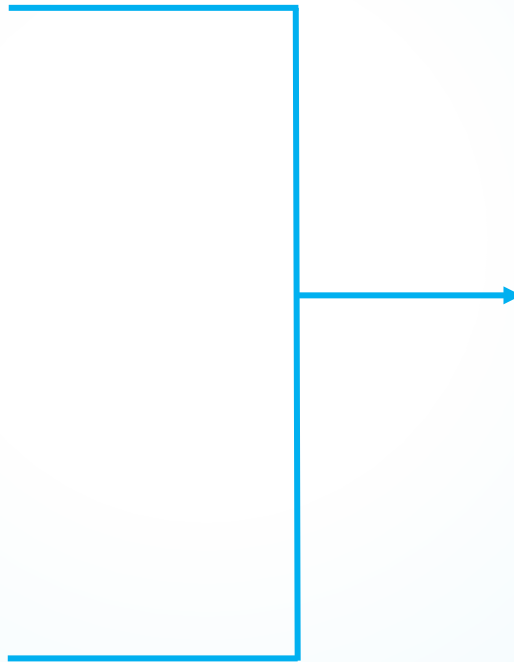
The Narrative

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Required Forms



**Your
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Grant Process - Application Content

Required Forms

Required Forms

- SF-424 (Application for Federal Assistance)
- SF-424A (Budget Information for Non-Construction Programs)
- EPA Form 4700-A (Pre-Award Compliance Review Report)
- Form 5700-54 (EPA Key Contacts)

Note: These documents will not count towards the page limits

Grant Process – Application Content

**Narrative Information
Sheet**

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The Narrative

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Attachments

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Required Forms



**Your
complete
[grants.gov](https://www.epa.gov/grants)
Application
Package!**

Next Steps and Tips

Familiarize yourself with the FY2022 Guidelines

- **Begin compiling and organizing the required documentation for your application package**
 - Employer surveying and hiring commitments
 - Request and collect partnership letters
 - Hold a public meeting!
 - Form an advisory board!

Address all criteria

- If it does not apply, briefly explain why!

Quality over quantity

- Too much information is not necessarily a good thing

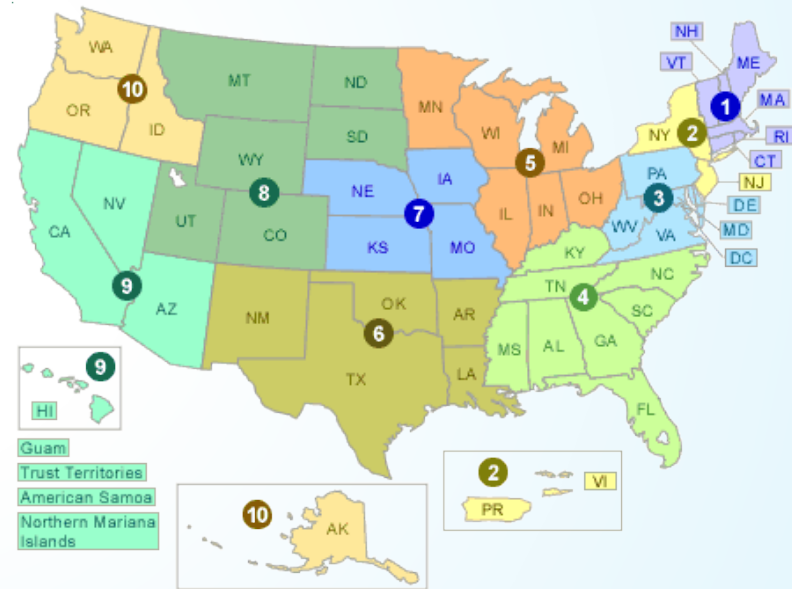
Do not include photos or graphics



Students Graduating from Florida State College-Jacksonville's EWDJT program

Regional Contacts

Regions and States		Address and Phone Number
EPA Region 1 Bill Lariviere	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1231 E-mail: lariviere.william@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: mitchell.schenine@epa.gov
EPA Region 3 Gianna Rosati	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3406 E-mail: rosati.gianna@epa.gov
EPA Region 4 Olga Perry	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8534 E-mail: perry.olga@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: morgan.linda@epa.gov
EPA Region 6 Elizabeth Reyes	AR, LA, NM, OK, TX	Phone: (214) 665-3163 E-mail: reyes.elizabeth@epa.gov
EPA Region 6 Rita Ware		Phone: (214) 665-6409 E-mail: ware.rita@epa.gov
EPA Region 7 Alma Moreno Lahm	IA, KS, MO, NE	Phone: (913) 551-7380 E-mail: moreno-lahm.alma@epa.gov
EPA Region 8 Christina Wilson	CO, MT, ND, SD, UT, WY	Phone: (303) 312-6706 E-mail: wilson.christina@epa.gov
EPA Region 9 Nova Blazej	AZ, CA, HI, NV, AS, GU	Phone: (415) 972-3846 E-mail: blazej.nova@epa.gov
EPA Region 9 Noemi Emeric-Ford		Phone: (213) 244-1821 E-mail: meric-ford.noemi@epa.gov
EPA Region 10 Angel Ip	AK, ID, OR, WA	Phone: (206) 553-1673 E-mail: ip.angel@epa.gov



Resources

- **FY22 Guidelines, FAQs and Grants.gov Tip Sheet:**
<https://www.epa.gov/brownfields/fy-2022-brownfields-job-training-jt-grants>
- **Brownfields Website for General Information:**
<https://www.epa.gov/brownfields>
- **Hazardous Materials Training and Research Institute (HMTRI):**
<http://brownfields-toolbox.org/>

