Brownfields Job Training Understanding the FY 2023 Guidelines

U.S. EPA Office of Brownfields and Land Revitalization
June 15, 2022, 2-3:30 PM EDT

Important Policy Change

With the increase in funding available to the EPA Brownfields Program under the Bipartisan Infrastructure Law, EPA is making the following changes to our Brownfields Job Training Program beginning in FY 2023:

1. The maximum dollar value for the Job Training Grant awards increased from $200,000 to $500,000. Eligible entities are now able to request up to $500,000 in funding. Due to the larger award amount, OBLR will extend the grant performance period up to 5 years.

2. In addition to transportation stipends, reasonable stipends to compensate trainees for participating in training and reasonable child-care subsidies are now eligible uses of grant funds. Please be sure to the check the FY 2023 Grant Guidelines and EPA Guidance on Participant Support Costs for additional information on limitations on stipends and other participant support costs.

3. Applicants that were selected for an FY 2022 Job Training Grant **are eligible** to submit an application for the FY 2023 grant competition. There is no supplemental funding available for existing Brownfield Job Training Grant recipients. Any existing grant recipient interested in the larger grants must compete again.

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HMTRI PLC Call

- Professional Learning Community Call open to everybody

  Wednesday June 29, 2022, 2 PM EST
  - o To Join PLC Zoom Meetings, go to:
  - o https://zoom.us/j/93598658578
  - o Meeting ID: 935 9865 8578

- HMTRI Listserv
  - o Email hmtri@eicc.edu to join

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

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 19,000 individuals have completed training and over 14,700 obtained employment in the environmental field, with an average starting wage of over $14 an hour.
  - Cumulative placement rate since inception= 74%

Overview of Program

- **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.

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Overview of Program

- **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 $500,000
    - Total estimated funding for FY23 is $12 million
  - The project period for these grants is five years:
    - Year 1: recruitment and screening/beginning of training/cohorts
    - Year 2/3/4/5: continued recruitment and screening/continuation and conclusion of training/cohorts and 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 FY23 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

  - **Administrative or indirect costs in excess of 5% of total EPA funding**

Please refer to Appendix I: Prohibitions on Use of Funds

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

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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 RFA and Frequently Asked Questions

- **Use the correct UEI 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**
  - **Applications are due by 11:59 PM ET on August 2, 2022**
  - **Maintenance on Grants.gov**
    - **July 16-18, 2022, 12 AM to 6 AM ET**

- **Grants.gov Help Desk is open 24/7**
  - 1-800-518-4726

- **Tips for Submitting through Grants.gov**
  - https://www.epa.gov/brownfields/how-submit-application-through-grantsgov

Grant Process – Application Content

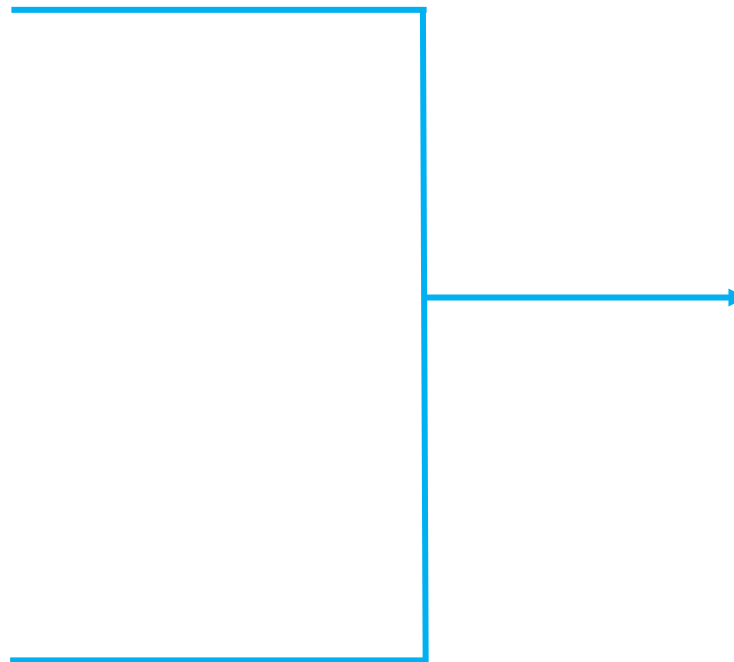**Narrative Information Sheet**

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The Narrative

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Attachments

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Required Forms

Your Application Package!

Grant Process – Application Content

- **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)

Region 2, NYC Fortune Society Guest Lecturer

- **All pages exceeding the page limit will not be reviewed**
  - 8 ½ x 11 inches paper size, 11-point font, 1-inch margins

Grant Process – Application Content
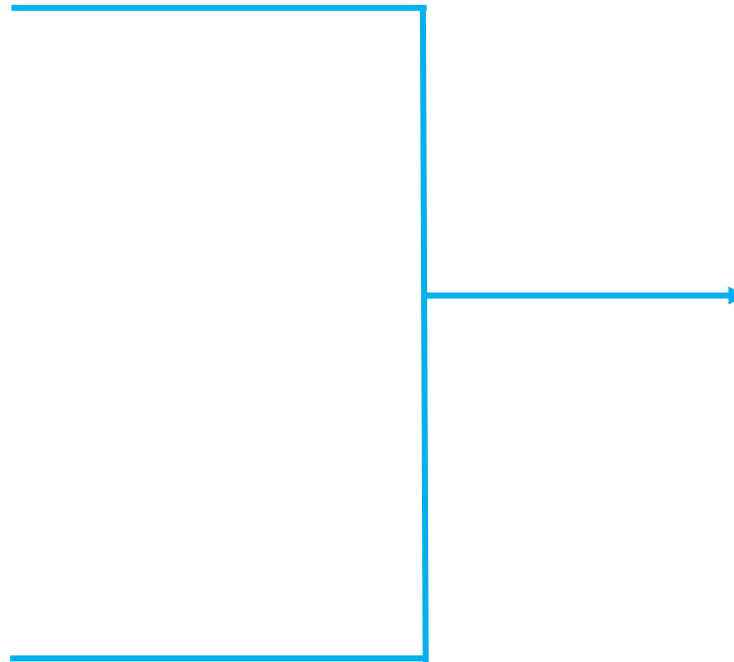
Narrative Information Sheet

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Your Application Package!

Grant Process – Application Content Narrative Information Sheet

- **Applicant Identification**
  - Name and address of entity applying for funds
  - Applicant's Unique Entity Identifier (UEI) number

- **Responses to Threshold Criteria**
  1. Applicant Eligibility
  2. Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs
  3. Required HAZWOPER Training
  4. Federal Funds Requested/Funding Amount
  5. Substantial Conformity with Instructions and Format Requirements
  6. Training Curriculum Chart Indicating the Cost of Each Course
  7. Target Area

Grant Process – Application Content Narrative Information Sheet

- **Grant Type**
  - Indicate "Brownfields Job Training Grant"

- **Location**
  - Provide your city, county, state and/or reservation and census tract number

- **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

Grant Process – Application Content Narrative Information Sheet

- **Project Period**
  - Must not exceed 5 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

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

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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

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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. **Target Area**
    - Indicate what community you propose to serve and census tracts

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Grant Process – Application Content

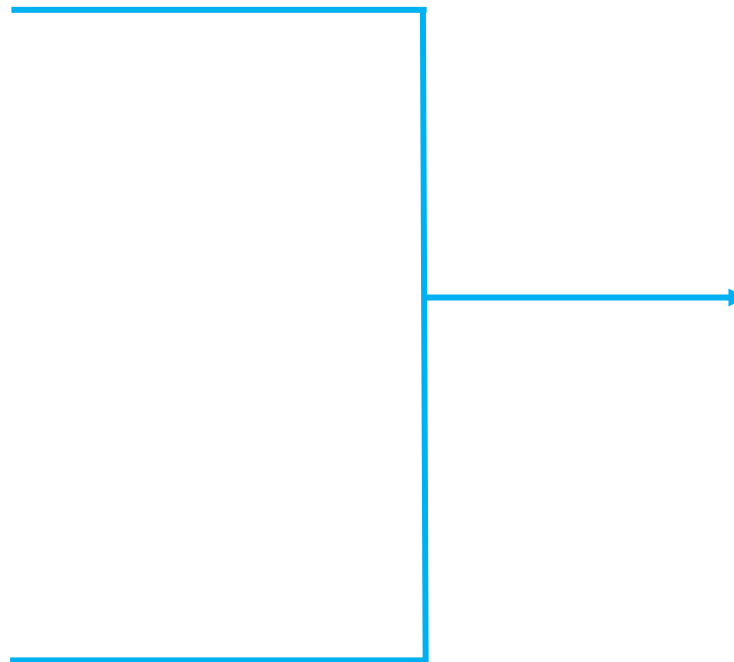**Narrative Information Sheet**

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The Narrative

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Required Forms

Your Application Package!

Grant Process – Application Content
The Narrative/Evaluation Criteria

- **The Narrative includes:**
  - **Responses to all 7 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 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 (35 pts total)**

   A. Community Description (20 pts)
   - Population, unemployment, poverty rate, percent minority, per capita income, etc.
   - Challenges in the community, environmental justice concerns

   B. Labor Market Demand (15 points)
   - Explain methods and results of recent labor market assessments and employer surveys
   - Demand for skilled environmental professionals with certifications

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:				

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Grant Process – Application Content
The Narrative/Evaluation Criteria

2. **Training Program Description (20 pts total)**
   - **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 total)**

   - **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 for Participant support costs such as stipends)					
Total EPA Funds					

Grant Process – Application Content
The Narrative/Evaluation Criteria

4. Program Structure/Anticipated Outputs and Outcomes (45 pts total)

A. Outcomes and Outputs (10 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

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Grant Process – Application Content
The Narrative/Evaluation Criteria

5. Partnerships (40 pts total)

- **Partnerships (10 pts)**
  - Identify all project partners and commitments

Partner and Contact	Partner Type (environmental, job readiness, community, employer)	Partner Commitments (only include commitments stated in the attached Partnership Letters

A. Collaboration with Environmental Entities (5 pts)
- Brownfield Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grant recipients

B. Collaboration with Job-Readiness/Life Skills (5 pts)
- Plans to provide job readiness skills needed to secure full time work.

Grant Process – Application Content
The Narrative/Evaluation Criteria

5. Partnerships (40 pts total)

C. Collaboration with Community (5 pts)

- Faith based organizations
- Local community groups
- High schools

D. Collaboration with Employers (15 pts)

- Involvement of employers pertaining to the development of your program, enhancing student learning, and a graduate's chance of being hired

Grant Process – Application Content
The Narrative/Evaluation Criteria

6. Leveraging (5 pts total)

- **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:

<table>
<tr><td>

o Staff time
o Life skills training
o Pre-employment training
o Student stipends

</td><td>

o GED preparation
o Lunches
o Childcare
o Academic enhancement

</td><td>

o Counseling
o Supplies
o Transportation and bus tokens
o Construction training

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</table>

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 (30 pts total)

    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 (30 pts total)

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

- 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

Sample 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

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

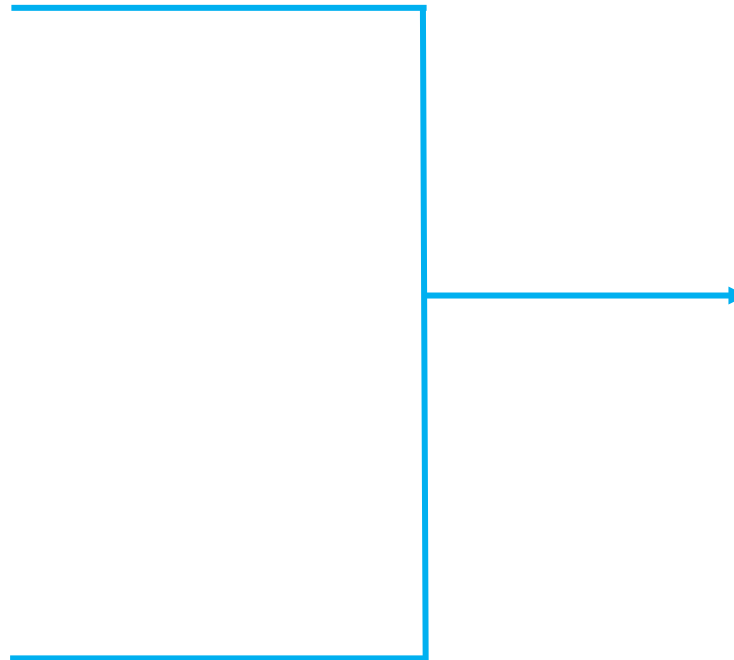# Grant Process – Application Content

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
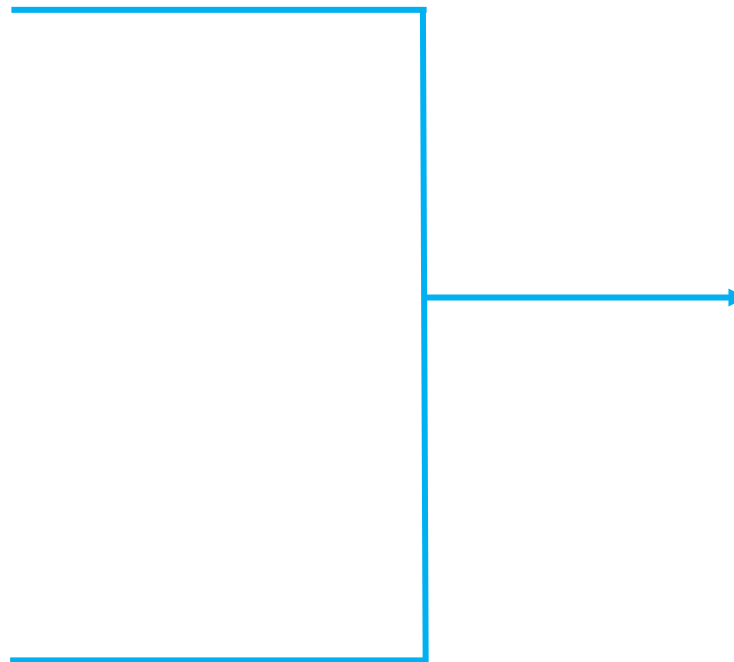
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Required Forms

Your Application Package!

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
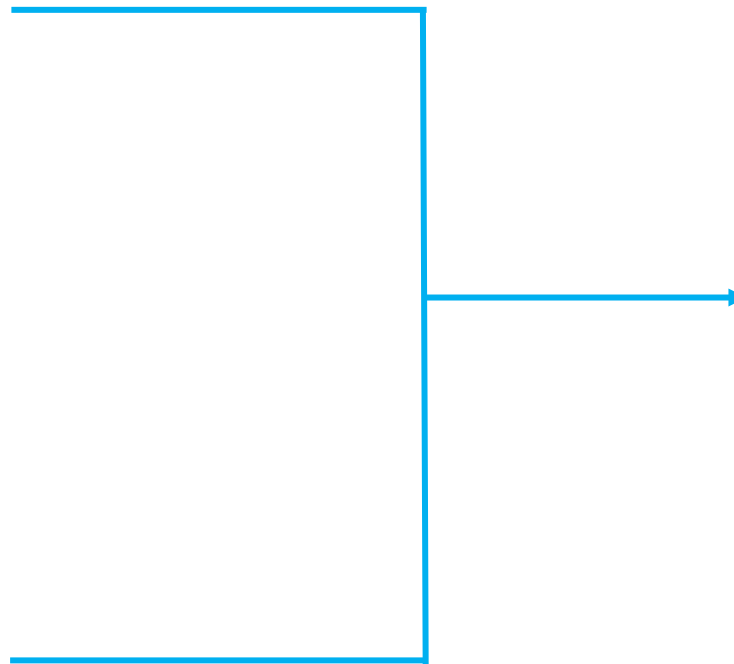
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Required Forms

Your complete grants.gov Application Package!

Next Steps and Tips

Familiarize yourself with the FY2023 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

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 Julie Kinsey	**CO, MT, ND, SD, UT, WY**	Phone: (303) 312-7065 E-mail: kinsey.Julie@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: emeric-ford.noemi@epa.gov
EPA Region 10 Angel Ip	**AK, ID, OR, WA**	Phone: (206) 553-1673 E-mail: ip.angel@epa.gov
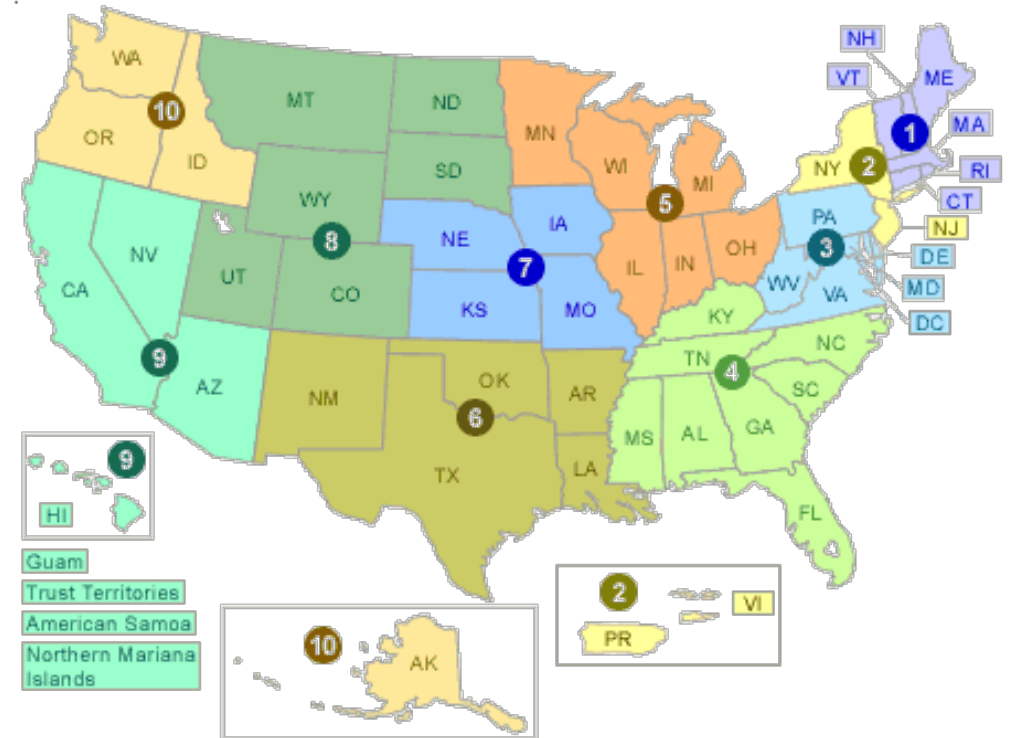
Additional Resources

- **FY23 Guidelines, FAQs and Grants.gov Tip Sheet:**
  https://www.epa.gov/brownfields/fy-2023-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/

Questions?

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