

# Environmental Workforce Development and Job Training

## *Understanding the FY21 Guidelines*



Region 9, Navajo Nation EWDJT

EPA Office of Brownfields and Land Revitalization

August 6, 2020

# Agenda

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



Absentee Shawnee Tribe Brownfields Job Training Program

# What is a Brownfield?

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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

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**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 May 2020:** Almost 18,700 individuals have completed training and over 13,500 obtained employment in the environmental field, with an average starting wage of over \$14 an hour.

- Cumulative placement rate since inception= 74%

# Overview

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## **The Environmental Workforce Development and 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

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## Environmental Workforce Development and 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 Brownfields or other EPA-funded projects
- 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 FY21 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

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

- Solid waste management or cleanup training
- Superfund site cleanup training, including innovative and alternative treatment alternatives
- Wastewater treatment and/or stormwater management training
- Emergency response training
- Enhanced environmental health and safety and/or chemical safety training
- 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 FY2021 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
- Cost 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

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## Grant funds may NOT be used for:

- Training in general construction skills and trades
- Life skills 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

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Register in and learn how to submit an application via [www.grants.gov](http://www.grants.gov)

- Review the [Applicant FAQs](#) on the [www.grants.gov](http://www.grants.gov) website
- Review the EWDJT [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](http://www.sam.gov) now

- Accounts must be 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 September 22th, 2020
- Maintenance scheduled September 19-21, 2020 12AM ET to 6AM 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

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## All applications must conform to the following outline:

- Cover Letter (3 page limit)
- The Narrative (15 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

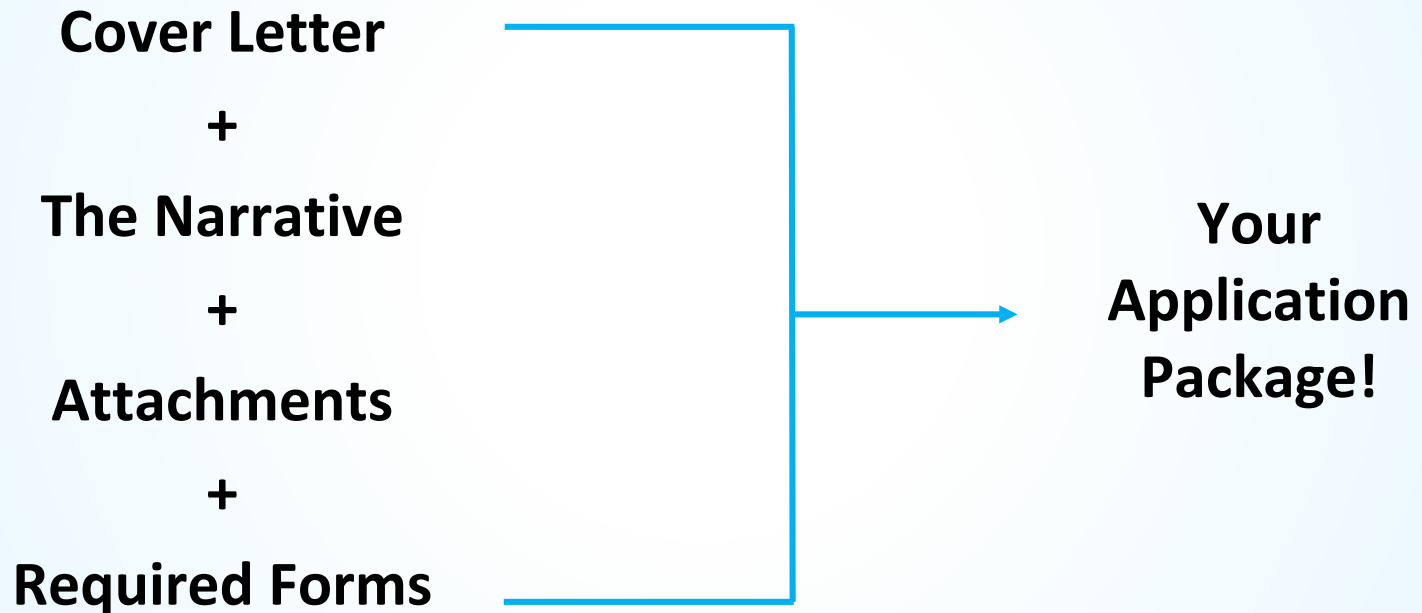
- 8 ½ x 11 inches paper size, 11 point font, 1 inch margins



Region 2, NYC Fortune Society Guest Lecturer

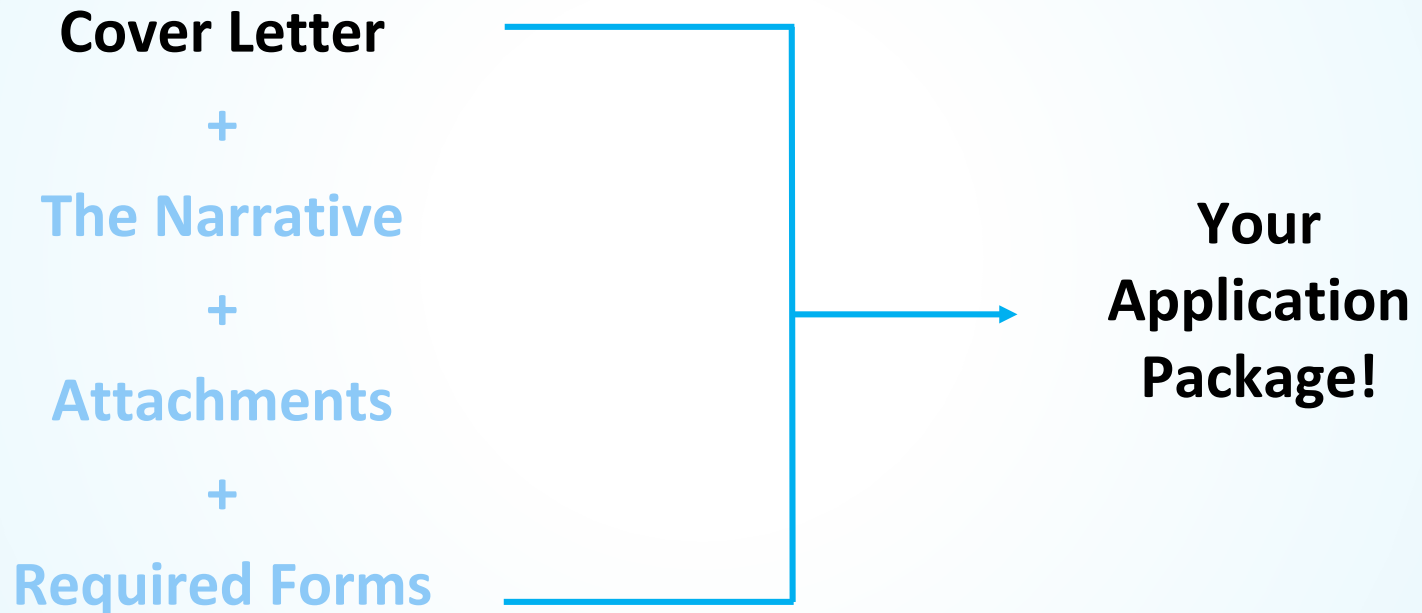
# Grant Process - Application Content

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# Grant Process - Application Content

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# Grant Process - Application Content

## Cover Letter

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### **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

## Cover Letter

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### Grant type

- Indicate “Environmental Workforce Development and 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 submitted through [grants.gov](https://www.grants.gov)

# Grant Process - Application Content

## Cover Letter

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### 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

## Cover Letter: Threshold Criteria

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**BEWARE:**  
**Failing Threshold Criteria means your application  
will not move forward**

# Grant Process - Application Content

## Cover Letter: Threshold Criteria

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**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:
  - For-profit or proprietary organization or trade school



# Grant Process - Application Content

## Cover Letter: Threshold Criteria

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### 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

## Cover Letter: Threshold Criteria

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### 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 of the RFA

# Grant Process - Application Content

## Cover Letter: Threshold Criteria

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### 6. Training Curriculum Indicating the Cost of Each Course

- Indicate that you have included a training curriculum chart in your narrative proposal
- This chart lists each training course and it's 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

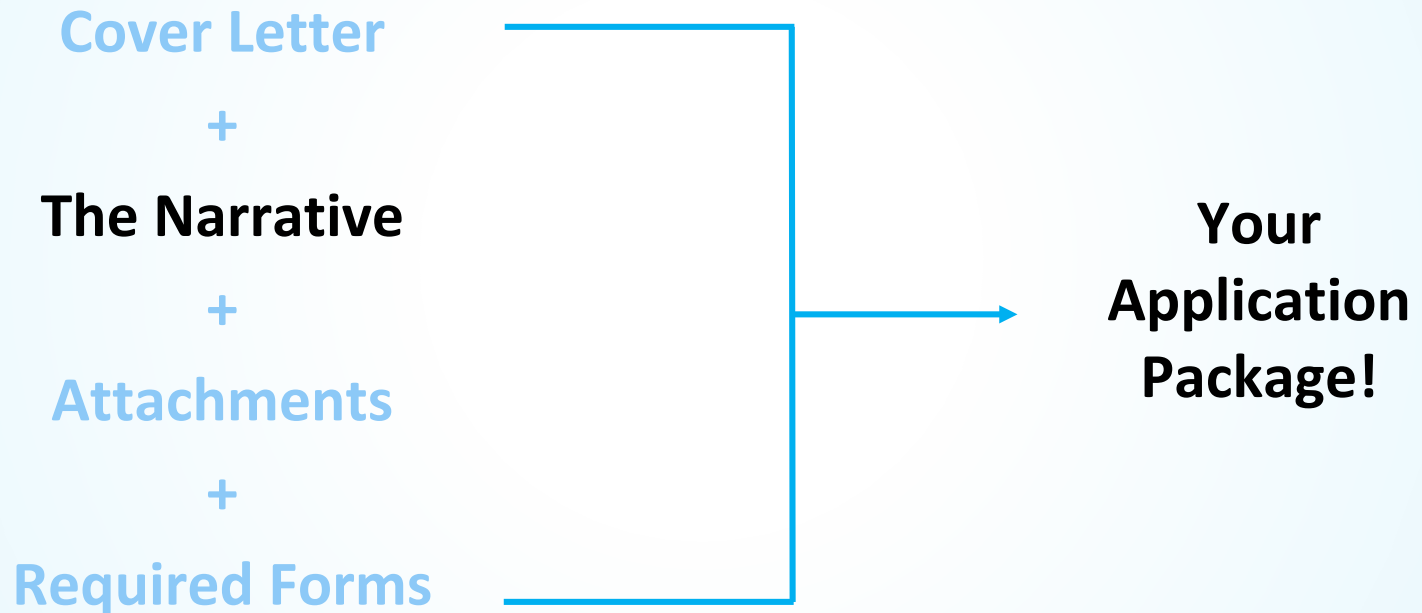
### 8. Target Area

- Indicate what community you propose to serve

### 9. Previous Funding Requirement

# Grant Process - Application Content

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# Grant Process - Application Content

## The Narrative

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### The Narrative includes:

- **Responses to all 7 ranking 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 ranking criteria**
  - Must include the criteria number and title



The Narrative must not exceed 15 pages





# Grant Process - Application Content

## The Narrative: Ranking Criteria

### 1. Community Need

#### A. Community Description (10 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 <sup>1</sup>
Unemployment:				8.3% <sup>2</sup>
Poverty Rate:				15.5 % <sup>3</sup>
Percent Minority:				37.8% <sup>1</sup>
Median Household Income:				\$53,889 <sup>3</sup>
Other:				

#### B. Labor Market Demand (10 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: Ranking Criteria

### 2. Training Program Description (10 pts)

- Provide a detailed description of your proposed training program
  - How the proposed curriculum is comprehensive, realistic, and detailed
  - 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: Ranking Criteria

### 3. Budget (6 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)					
<b>Total EPA Funds</b>					

# Grant Process - Application Content

## The Narrative: Ranking Criteria

### 4. Program Structure/Anticipated Outputs and Outcomes

#### A. Outcomes and Outputs (5 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 (8 pts)

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

#### C. Program Support (4 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 (2 pts)

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

# Grant Process - Application Content

## The Narrative: Ranking Criteria

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### 5. Community and Employer Partnerships

#### A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects (8 pts)

- Brownfields grantees
- Superfund site cleanup contractors
- EPA-funded state or tribal regulated corrective action or landfill closure projects
- recycling facility operators
- personnel from city-operated wastewater treatment facilities in your community

#### B. Community Partnership Building (8 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: Ranking Criteria

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### 5. Community and Employer Partnerships

#### C. Employer Involvement (12 pts)

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



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

# Grant Process – Application Content

## The Narrative: Ranking Criteria

### 6. Leveraging (6 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
    - child care
    - 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]						
<b>Total Non-EPA Funds Leveraged:</b>						

# Grant Process - Application Content

## The Narrative: Ranking Criteria

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### 7. Programmatic Capability

#### A. Grant Management System (4 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 (8 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 (2 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: Ranking Criteria

### 7. Programmatic Capability

#### D. Past Performance and Accomplishments (6 pts)

- Past EWDJT Grant Recipients
  - Demonstrate how you successfully managed the grant(s) and performed all phases of work
  - Provide your accomplishments data

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

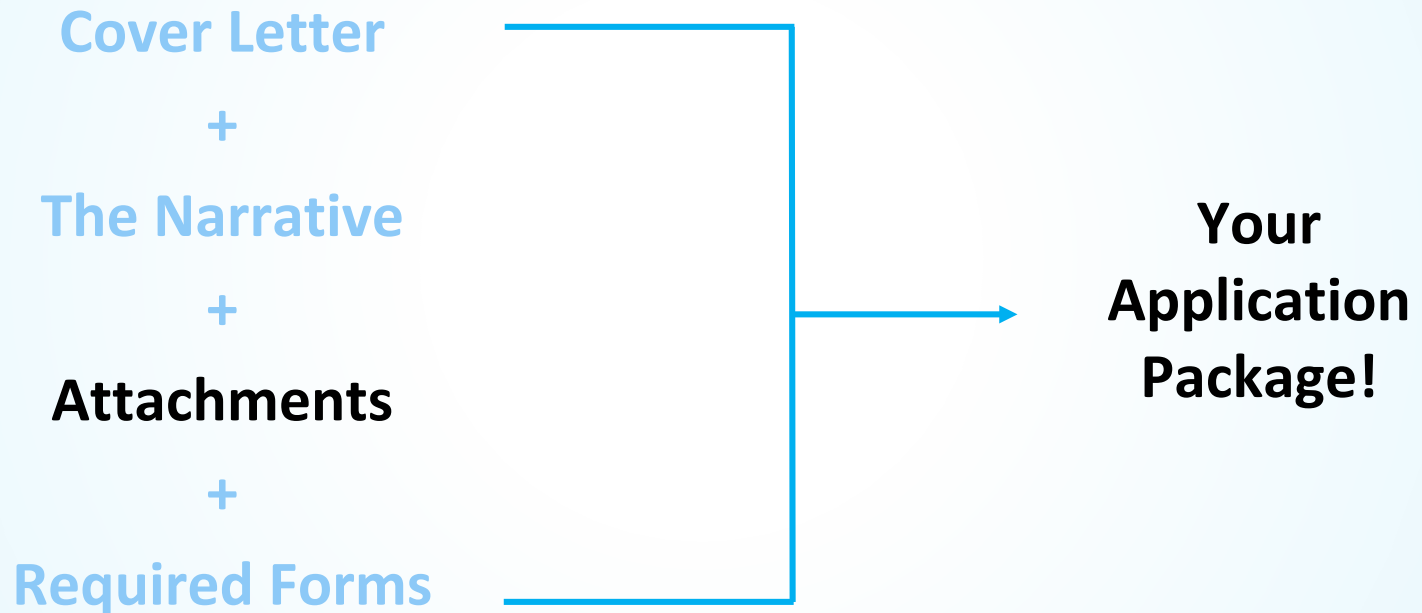
- No Prior EWDJT funds, but other federal/non-federal assistance agreements
  - Identify current and/or prior funded assistance agreements
  - Describe your history of successfully managing these agreements



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

# Grant Process – Application Content

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# Grant Process - Application Content Attachments

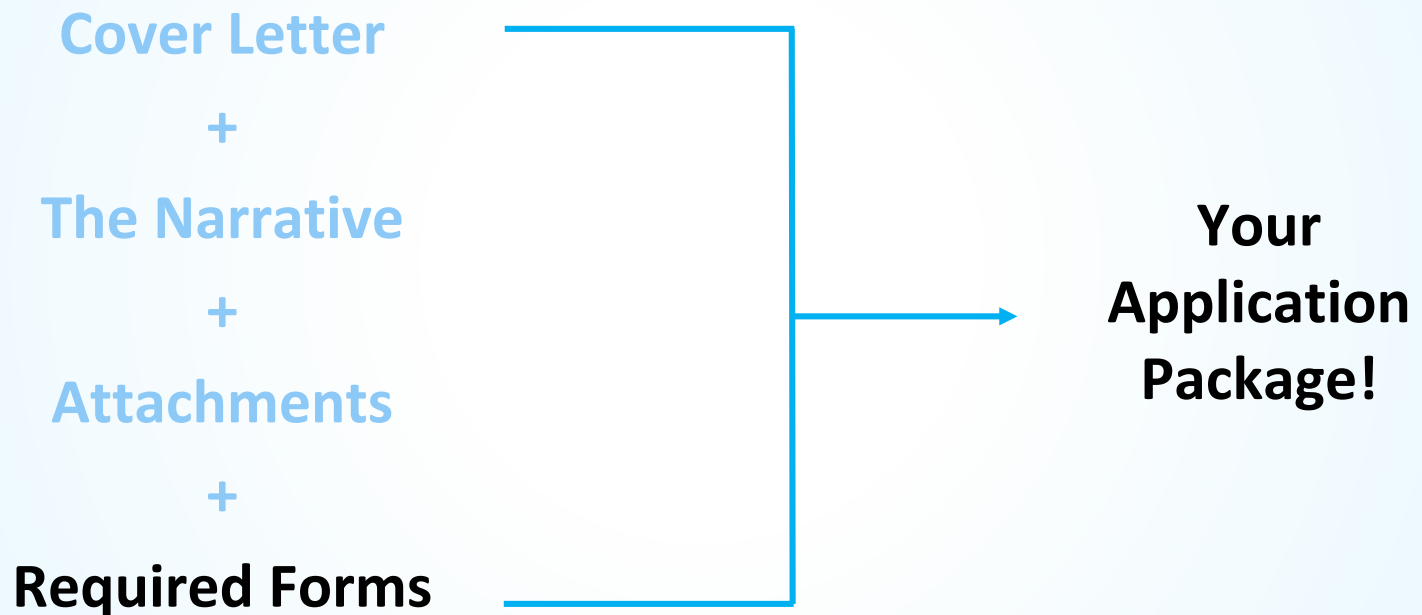
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## Attachments (15 page limit)

- **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
- **Other Factors Checklist**
- **General Support Letters**
  - For ranking criteria that request support letters
  - *Letters received separately or after the due date for application submission will not be considered*

# Grant Process – Application Content

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# Grant Process - Application Content

## Required Forms

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### Required Forms

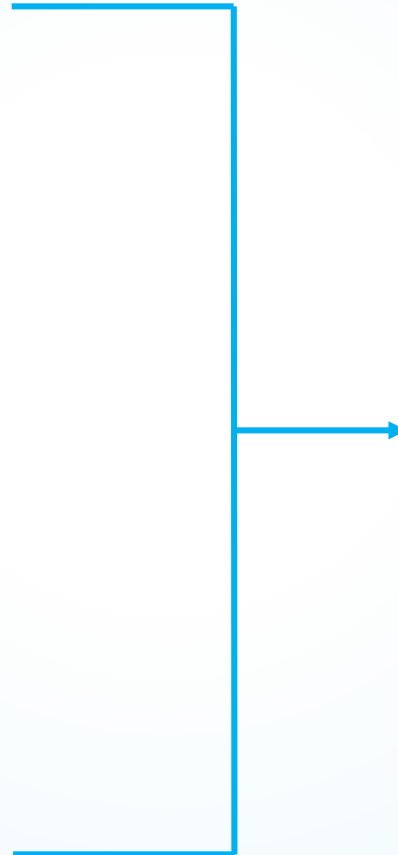
- SF-424 (Application for Federal Assistance)
- SF-424A (Budget Information for Non-Construction Programs)
- EPA Form 4700-A (Pre-Award Compliance Review Report)
- Form 5700-54 (EPA Key Contacts)

***Note: These documents will not count towards the page limits***

# Grant Process – Application Content

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**Cover Letter**  
+  
**The Narrative**  
+  
**Attachments**  
+  
**Required Forms**



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

# Next Steps and Tips

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## Familiarize yourself with the FY2021 Guidelines

- **Begin compiling and organizing the required documentation for your application package**
  - Employer surveying and hiring commitments
  - Request and collect letters of support
  - 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

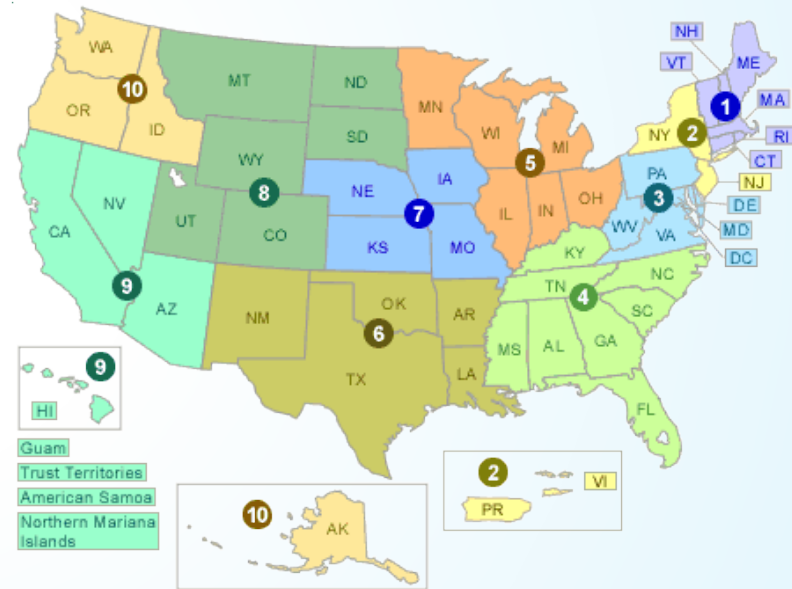


Students Graduating from Florida State College-Jacksonville's EWDJT program



# Regional Contacts

Regions and States		Address and Phone Number
<b>EPA Region 1</b> Myra Schwartz	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1696 E-mail: <a href="mailto:schwartz.myra@epa.gov">schwartz.myra@epa.gov</a>
<b>EPA Region 2</b> Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: <a href="mailto:mitchell.schenine@epa.gov">mitchell.schenine@epa.gov</a>
<b>EPA Region 3</b> Gianna Rosati	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3406 E-mail: <a href="mailto:rosati.gianna@epa.gov">rosati.gianna@epa.gov</a>
<b>EPA Region 4</b> Wanda Jennings	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8682 E-mail: <a href="mailto:jennings.wanda@epa.gov">jennings.wanda@epa.gov</a>
<b>EPA Region 5</b> Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: <a href="mailto:morgan.linda@epa.gov">morgan.linda@epa.gov</a>
<b>EPA Region 6</b> Elizabeth Reyes	AR, LA, NM, OK, TX	Phone: (214) 665-3163 E-mail: <a href="mailto:reyes.elizabeth@epa.gov">reyes.elizabeth@epa.gov</a>
<b>EPA Region 6</b> Rita Ware		Phone: (214) 665-6409 E-mail: <a href="mailto:ware.rita@epa.gov">ware.rita@epa.gov</a>
<b>EPA Region 7</b> Alma Moreno Lahm	IA, KS, MO, NE	Phone: (913) 551-7380 E-mail: <a href="mailto:moreno-lahm.alma@epa.gov">moreno-lahm.alma@epa.gov</a>
<b>EPA Region 8</b> Christina Wilson	CO, MT, ND, SD, UT, WY	Phone: (303) 312-6706 E-mail: <a href="mailto:wilson.christina@epa.gov">wilson.christina@epa.gov</a>
<b>EPA Region 9</b> Nova Blazej	AZ, CA, HI, NV, AS, GU	Phone: (415) 972-3846 E-mail: <a href="mailto:blazej.nova@epa.gov">blazej.nova@epa.gov</a>
<b>EPA Region 9</b> Noemi Emeric-Ford		Phone: (213) 244-1821 E-mail: <a href="mailto:meric-ford.noemi@epa.gov">meric-ford.noemi@epa.gov</a>
<b>EPA Region 10</b> Susan Morales	AK, ID, OR, WA	Phone: (206) 553-7299 E-mail: <a href="mailto:morales.susan@epa.gov">morales.susan@epa.gov</a>



# Resources

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- **FY21 Guidelines, FAQs and Grants.gov Tip Sheet:**  
<https://www.epa.gov/brownfields/fy-2021-environmental-workforce-development-and-job-training-ewdjt-grants-0>
- **Brownfields Website for General Information:**  
[www.epa.gov/brownfields](http://www.epa.gov/brownfields)
- **Hazardous Materials Training and Research Institute (HMTRI):**  
<http://brownfields-toolbox.org/>

