

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: FY25 BROWNFIELDS JOB TRAINING (JT) GRANTS
ACTION: REQUEST FOR APPLICATIONS (RFA)
RFA NO: EPA-I-OLEM-OBLR-24-02

ASSISTANCE LISTING NO.: 66.815

DATES: The closing date and time for receipt of applications is **August 15, 2024**, 11:59 p.m. ET. Applications must be submitted electronically through [Grants.gov](https://www.epa.gov/grants). Applications received after 11:59 p.m. ET **August 15, 2024**, will not be considered. Please refer to the *Due Date and Submission Instructions* in [Section IV.B.](#) and [Appendix 1](#) for further instructions.

Entities that were awarded an FY24 Brownfields Job Training Grant (EPA-I-OLEM-OBLR-23-08) may not apply for a FY25 Brownfields Job Training Grant under this solicitation.

For the purposes of these guidelines, the term “grant” refers to the cooperative agreement that EPA will award to a successful applicant. Please refer to [Section II.C.](#) for a description of EPA’s anticipated substantial involvement in the financial assistance agreements awarded under these guidelines.

EPA urges applicants to review the Frequently Asked Questions, which can be found at <https://www.epa.gov/brownfields/frequently-asked-questions-about-brownfields-job-training-jt-grants>.

NOTE: Prior to naming a contractor or subrecipient in your application as a “partner,” please carefully review the EPA’s “[Contracts and Subawards](#)” solicitation clause that is incorporated by reference in this announcement. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their grant application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as described in [Section IV.D.](#) of EPA’s Solicitation Clauses. **Please note that applicants may not award sole source contracts to consulting or other firms assisting applicants with the application solely based on the firm's role in preparing the application or based on an assertion that the individual or firm has “unique qualifications.”**

EPA will not consider the qualifications, experience, and expertise of named subrecipients and/or named contractor(s) during the application evaluation process unless the applicant provides documentation that it has complied with these requirements.

For additional guidance, applicants should review [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#), [EPA’s Subaward Policy](#), and [EPA’s Subaward Policy Frequent Questions](#). EPA expects recipients of funding to comply with competitive procurement contracting requirements in 2 CFR Parts 200 and 1500 as well as EPA’s rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33.

This program advances the Justice40 Initiative, which sets a goal that 40 percent of the overall benefits of certain Federal climate, clean energy, water and wastewater infrastructure, and other covered investments flow to disadvantaged communities that are marginalized by underinvestment and overburdened by pollution.¹

¹ EPA will use the Climate and Economic Justice Screening Tool (CEJST) to identify geographically defined disadvantaged communities. Under the Addendum to the Interim Implementation Guidance for the Justice40 Initiative, M-21-28, on using the Climate and Economic Justice Screening Tool (CEJST) or M-23-09, disadvantaged communities also include Federally Recognized Tribes, regardless of whether or not they have land.

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SECTION I. – FUNDING OPPORTUNITY DESCRIPTION

Applicants are strongly encouraged to read this funding announcement in its entirety. It provides important information on the goals and priorities of the program, explains statutory program requirements, explains criteria used to evaluate and score grant applications, and explains agency grant policies and procedures.

This funding opportunity is made available through EPA’s Office of Brownfields and Land Revitalization (OBLR). This notice announces the availability of funds and solicits applications from eligible entities and nonprofit organizations to deliver Brownfields Job Training programs that recruit, train, and retain a local, skilled workforce by prioritizing unemployed and under-employed residents to obtain the skills and credentials needed for pathways into full-time employment in various aspects of hazardous and solid waste management and within the larger environmental field, including sustainable cleanup and reuse, and chemical safety. This program is being funded by the Infrastructure Investment and Jobs Act, Public Law 117-58 (the “Bipartisan Infrastructure Law”).

I.A. Description of Grant

As stated in the Assistance Listing for this program, “The objective of the Brownfields Job Training Program is to recruit, train, and place unemployed and under-employed residents of solid and hazardous waste-impacted communities with the skills needed to obtain full-time, sustainable employment. This program promotes the facilitation of activities related to assessment, cleanup, or preparation of contaminated sites, including brownfields, for reuse, while simultaneously building a local workforce with the skills needed to perform remediation work that is supportive of environmental protection and environmental health and safety.” A critical part of EPA’s Brownfields Job Training program is to further environmental justice by ensuring that all residents living in communities historically affected by economic disinvestment, health disparities, and disproportionate and adverse exposures to environmental contamination, which may include low-income, minority, Tribal and indigenous communities, have an opportunity to reap the benefits of revitalization and environmental cleanup. Through the link to on-the-ground assessment and cleanup activities, Brownfields Job Training Grants provide funding to attract, train, and retain a skilled local workforce by prioritizing unemployed and under-employed residents of communities impacted by a variety of waste facilities, blighted properties, and contaminated sites. This program also advances environmental justice through the Justice40 Initiative.

Training programs funded by the Brownfields Job Training Grant provide program graduates with the opportunity to seek and obtain environmental jobs that contractors may otherwise fill from outside the affected community. EPA intends to use this grant opportunity to support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards and workforce programs, in particular Registered Apprenticeship Programs, pre-apprenticeship programs (that have a direct connection to a Registered Apprenticeship Program), Labor-Management Partnerships, partnerships with community colleges, Local Hire agreements in project planning stages to the extent authorized by 2 CFR § 200.319, and program delivery and similar proven workforce training programs.

Brownfields Job Training Grants help residents take advantage of jobs across a spectrum of brownfield related activities, including the assessment, cleanup, remediation, and planning/site

preparation for the revitalization of brownfields. This can involve the assessment and cleanup of solid and hazardous waste; chemical risk management; stormwater management relating to site cleanup; planning and site preparation for low impact development activities; planning and site preparation for green infrastructure installation and maintenance; and vulnerability assessment and contamination mitigation planning.

Applications for grants under the Brownfields Job Training program will be reviewed more favorably under Section [V.A.1.A](#). Community Description evaluation criteria if the applicant targets high-need individuals in the target area who will benefit from the program. Examples of high-need individuals are: unemployed or severely underemployed individuals, dislocated workers, formerly incarcerated persons, veterans, individuals with little to no advanced education past high school level, opportunity youth², single custodial parents, Tribal Nations, and residents of communities disproportionately impacted by environmental or human health harms or risks (including disproportionately impacted low income, minority, Tribal and indigenous communities). Applicants proposing to serve populations facing significant barriers to employment should articulate a strong plan for how they will work with participants to address those barriers and support their success in both the training program and in achieving and retaining steady employment beyond completion of the training program through strategies such as supportive services to address barriers to employment, mentorship, and other proven strategies. Applicants must identify the target area that they intend to serve. A target area can be any area (e.g., county(ies), lands of Federally Recognized Tribes, a number of neighboring towns or cities, a district, a corridor, a shared planning area, or a census tract, etc.) that is impacted by the presence of one or more brownfield sites. EPA will consider applications that propose to serve large geographical areas, especially rural communities that include a number of towns and/or Tribal lands, as well as applicants able to serve sister-cities (partnership between U.S. cities located in different states).

Applicants will be evaluated, as described in [Section V.A.5.](#), on the extent to which they partner with and secure hiring commitments from local contractors and other stakeholders in communities where EPA-funded projects are located. Such projects may include brownfields assessment, cleanup and redevelopment activities, solid and hazardous waste management, or the remediation of oil spills located on brownfield or Superfund cleanup sites. Applicants should have clear strategies to link graduates of Brownfields Job Training programs with environmental employment that involves preventing, assessing, managing, and cleaning up contaminated sites or working in environmental areas in the graduates' respective communities. Proposed training should be employer-informed, demand-driven, and directly linked to ongoing environmental employment opportunities taking place in the respective community.

To date, EPA has funded 424 job training grants totaling approximately \$105.5 million through the Brownfields Job Training Program, previously also known as the Environmental Workforce Development Training Program. As of March 2024, approximately 21,700 individuals completed training, and over 16,200 of those graduates obtained employment in the environmental field, earning average starting wages of approximately \$15 per hour. Over the last 5 years, the average starting wage was approximately \$21 per hour. This equates to a cumulative placement rate of

² Opportunity Youth is defined as young people who are between the ages of 16 to 24 years old and are disconnected from school and work.

approximately 75% since the program was created in 1998.

Brownfields Job Training Coalition

Applicants may, but are not required to, propose forming a coalition to carry out their Brownfields Job Training Program. Applying as a Brownfields Job Training Coalition may be beneficial to allow the Brownfields Job Training Provider to recruit, train, and place students in environmental jobs, especially in rural areas where the geographic area is larger.

A Job Training Coalition is comprised of one “lead” eligible entity that partners with one or more non-lead eligible entities. The lead eligible entity submits an application on behalf of the coalition members, who may receive subawards. The Job Training Coalition may request funding up to \$500,000 to recruit, train, and place unemployed and under-employed residents of solid and hazardous waste-impacted communities with the skills needed to obtain full-time, sustainable employment. The non-lead coalition members may not be an agency or instrumentality of, or be affiliated with, the lead member (for example, a county and the redevelopment authority of the same county); except for coalitions in which the state is the lead and one of the members is a regional council or regional commission that is created by a state legislature through a charter or another official action.

A non-lead member of a coalition may not have an open³ Brownfields Job Training cooperative agreement with EPA. Also, the coalition members must be separate legal entities. For example, the following *may not* be members of the same coalition:

1. Different departments within the same unit of government;
2. A unit of government and an affiliated nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code that the city controls; or
3. Affiliated 501(c)(3) nonprofit organizations (e.g., nonprofit organizations that have the same board of directors or staff). This does not preclude separately incorporated chapters of a national nonprofit organization from being non-lead members of coalitions in different geographic areas. For example, an organization is a national nonprofit with local chapters that are separately incorporated and have their own board of directors and staff. Local chapter “A” conducts programming in the state of “Y.” Local chapter “B” conducts programming in the state of “Z.” Both chapters may be non-lead members of different FY25 Job Training Grant applications.

If selected, the lead entity will be the point of contact for the other coalition members. The lead entity will be the grant recipient and must administer the grant and be accountable to EPA for effectively carrying out the scope of work and the proper financial management of the grant.⁴

Coalition members may not be members of other FY25 Job Training Coalition Grant applications, nor may coalition members submit a Brownfields Job Training Grant application as an individual applicant. A coalition member wishing to apply as part of a

³ For the purposes of this requirement, the term “open” refers to a grant period of performance that has not ended.

⁴ If the application is successful, the lead applicant is the Recipient, as defined in 2 CFR § 200.1, that is accountable to EPA for performance of the assistance agreement. A lead applicant who provides subawards to coalition members is also a Pass-through entity, as defined in 2 CFR § 200.1, and must comply with the Subrecipient Monitoring and Management requirements in 2 CFR Part 200 (including 2 CFR § 200.332) and [EPA’s Subaward Policy](#).

different Brownfields Job Training Coalition or as an individual applicant must withdraw from the coalition.

Please note that once the lead entity submits the application, it becomes the applicant, and the coalition members may not substitute another eligible entity as the lead entity after the deadline for submitting applications has passed. Additionally, the non-lead coalition members may not be substituted after the deadline for submitting applications has passed. If the application is selected for funding, the lead member must partner with the other coalition members that were named in the application unless EPA approves a post-award change to these arrangements pursuant to 2 CFR § 200.308(c).

The terms and conditions of the cooperative agreement will require recipients to have a Memorandum of Agreement (MOA) documenting the coalition's process must be in place prior to the expenditure and draw down of any funds that are awarded. The coalition members should identify and establish relationships necessary to achieve the project's goal. A process for successful execution of the project's goal, including a description and role of each coalition member, should be established along with the MOA. The purpose of the MOA is for coalition members to agree internally on the distribution of funds and the mechanisms for implementing the Brownfields Job Training Program.

I.B. Use of Grant Funds

Brownfields Job Training Grant funds can be used for brownfields assessment and cleanup training, as well as training in the areas of community involvement and site preparation for sustainability and equitable reuse and development. Applicants may choose to deliver a variety of other brownfields related environmental training activities as listed in the examples in Section I.C. Applicants should tailor curricula to the labor market needs of their targeted community in line with the eligible uses articulated in Section I.C. The only required training is OSHA 29 CFR § 1910.120 40-hour HAZWOPER which includes an in-person personal protective equipment (PPE) component. Applicants proposing an online OSHA 29 CFR § 1910.120 40-hour HAZWOPER course are responsible for ensuring their computer-based training course meets all OSHA requirements and is supplemented with the required in-person training. Beyond this, the applicant should design a curriculum of eligible courses that meets the training needs identified by a local labor market assessment and/or employer survey.

Eligible participants for Brownfields Job Training must be 18 years of age or older at the time of graduation to be placed into an environmental-related job, as the Fair Labor Standards Act prohibits youth under the age of 18 from being employed in hazardous occupations.

Additionally, a Brownfields Job Training participant must be a U.S. Citizen and/or Green Card holder⁵ permanently residing in the United States and/or its territories.

I.C. Eligible Uses of Grant Funds

Grant funds must be used for direct programmatic costs associated with implementing a Brownfields Job Training program. Examples of eligible uses of grant funds are listed below. Please note that this list is intended to be illustrative. Applicants must indicate the specific types of training they propose to deliver in their training program description.

- Personnel costs, including fringe benefits, for instructors to conduct training and other tasks associated with programmatic training.
- Personnel and data infrastructure costs to support programmatic reporting requirements, performance-management, and program-evaluation.
- Costs for recruiting, screening, and placement of individuals in the training program.
- Personnel costs for caseworkers or other specialists who work with participants to identify barriers they face to employment, connect them to resources, and support their success in the program and in retaining employment, with support provided for up to one year following the completion of the training program.
- Costs for training materials and work gear associated with the training curriculum.
- Development and refinement of existing curricula for training.
- Personnel costs for employer engagement activities, including building new employer relationships, working with employers to inform curriculum, involving employers in the training program, securing hiring commitments for graduates, and supporting trainee success in employment following the program.
- On-the-job training insurance for trainees.
- Mentorship associated with on-the-job training, such as peer mentors where an experienced employee is paired with a new trainee.
- Costs associated with health exams (e.g., pulmonary function tests), drug testing, or licensing fees directly related to the training and/or the placement of graduates in environmental work.
- Costs used to cover rental fees associated with training facilities or minor alteration of existing facilities. (Construction costs are not allowable.)

⁵ A Green Card holder, as defined by Homeland Security, is a permanent resident that has been granted authorization to live and work in the United States on a permanent basis. As proof of that status, U.S. Citizenship and Immigration Services (USCIS) grants a person a permanent resident card, commonly called a “Green Card.” For more information, see <https://www.uscis.gov/green-card>.

- Costs associated with eligible participant support costs, including for:
 - Transportation for trainees for site visits during training or to transport trainees to and from class in the form of stipends or other allowable direct costs (e.g., transportation vouchers or vehicle rental).
 - Reasonable stipends to compensate trainees for participating in training. Note that stipends may only be paid for actual time spent in training classes or on-the-job training activities and must not duplicate training support provided through other Federal, state, tribal or local programs.
 - Reasonable childcare subsidies. Note that childcare subsidies must not duplicate childcare support provided through other Federal, state, tribal or local programs.

In their training program descriptions, applicants should describe the process they will follow for determining the amounts of allowable stipends, procedures for accounting for participant support cost payments (including receipts), and documenting that the costs are allowable and do not duplicate other support for the trainee. Additional information on participant support costs is available in [EPA Guidance on Participant Support Costs](#).

On a limited basis, a Job Training Provider may hire the trainees as W2 employees. Applicants should include the trainees being hired as employees in the budget personnel and fringe line items. Job Training Grant funds used to hire trainees as employees plus any other type of participant support costs may not exceed 40% of the total amount of the total award. EPA reserves the right to reject any request to pay trainees as employees.

I.D. Eligible Trainings With Brownfields Job Training Grant Funds

Examples of eligible trainings with Brownfields Job Training grant funds are listed below. Please note that this list is intended to be illustrative. **All training must relate to facilitating the inventory of brownfield sites, site assessments, remediation of brownfield sites, community involvement, or site preparation.** Applicants must indicate the specific types of training they propose to deliver in their training program description.

- Training in the assessment, inventory, analysis, and remediation of sites or facilities at which hazardous substances, pollutants, contaminants, and petroleum products are located, transported, or disposed, including training for jobs in environmental sampling, demolition, underground storage tank removal, groundwater extraction, site remediation, and equitable development associated with brownfields.
- Training in sustainable deconstruction in preparation of a brownfield site cleanup or redevelopment.
- Training participants in the use of techniques and methods for cleanup of hazardous substances, petroleum, and pollutants, such as asbestos abatement; lead abatement; lead renovation, repair, and painting (RRP); mold remediation; and cleaning up sites contaminated by the manufacturing of illegal drugs (e.g., methamphetamine labs), abandoned gas stations, or mine-scarred lands.

- Training in confined space entry.
- Training in first-aid, cardiopulmonary resuscitation (CPR), and how to mitigate safety risks from bloodborne pathogens in a site remediation setting.
- Training in chemistry, toxicology, and geology to the extent necessary to inventory, assess, remediate, and clean up contaminated sites.
- Training in the requirements and implementation of the All Appropriate Inquiries (AAI) Final Rule, as required in CERCLA § 101(35)(B), and due diligence.⁶
- Training in radiation safety and the cleanup of uranium mine tailings.
- Training in Hazardous Material (HAZMAT) commercial driver's license (CDL)⁷, forklift, and machine operations associated **with the transportation of hazardous waste**.
- Training in freon removal or the removal of hazardous substances from white goods located on a brownfield site.
- Training in the use of compost and soil amendments and associated sampling, testing, and design considerations, and management techniques to support the assessment, cleanup and preparation of sites for urban agriculture and horticulture.
- Training participants in planning and conducting ecological restoration of contaminated land, including general botanical classes or introductory horticultural classes related to land and stream restoration or indigenous species and native plant re-vegetation; landscaping; and soil science related to preparing sites for reuse and redevelopment.
- Awareness training in environmental stewardship and environmental justice to promote community involvement in assessment, cleanup and reuse of brownfield sites.
- Training in climate change mitigation and adaptation or resiliency as it relates to preparation of brownfield sites for cleanup and subsequent reuse.
- Training in green infrastructure and stormwater management; and erosion and sediment control for site remediation and preparation for reuse and redevelopment.
- Training in building trades related to constructing berms, caps, synthetic barriers, pumping facilities, bioretention systems, and similar structures to remediate contamination and site preparation.
- Training in national historic preservation and tribal historic preservation regulations associated with cleanup projects.

⁶ Due diligence is the process for evaluating a property for the potential presence of environmental contamination, and for assessing potential liability for any contamination present at the property.

⁷ Commercial Driver's License must be incidental to an overall training course related to hazardous waste transportation. It may not be required or used for any other purpose.

- Training in vapor intrusion testing and mitigation.
- Training in site surveying, mapping, blueprint reading, computer-aided design and drafting (CADD), and geographic information systems (GIS).
- Training in release detection methods, techniques, and practices at underground storage tank (UST) facilities where hazardous substances and/or petroleum products are or were located, in order to assess whether the tanks have leaked or may be leaking. This includes training for jobs that conduct activities such as tank or piping tightness testing; testing of spill prevention equipment and containment sumps; inspections of overfill prevention equipment; testing of release detection equipment; and walkthrough inspections.
- Training in “green remediation” technologies, such as phytoremediation, bioremediation, or soil amendments; advanced sampling instrument operator training; or training in the reuse of biosolids and other industry residuals.
- Training in stormwater management; green infrastructure installation, management, and maintenance; or low impact development (LID) training for the purpose of preparing a brownfield site for sustainable reuse.
- Training in emergency planning, preparedness, and for emergencies leading to contamination on brownfields sites, such as organizing and implementing exercises; outreach to the public; spill response and cleanup, including industrial and environmental (e.g., oil spills, natural disasters, etc.); first responder, disaster site worker certification, and National Incident Management System (NIMS) training; Disaster Recovery.
- Training in enhanced environmental health and safety related to site remediation, such as promoting chemical (substance, mixture, or article) safety awareness and stewardship; safe work practices (including an overview of the content of Safety Data Sheets (SDSs) (formerly material safety datasheets (MSDS)), information on exposure guideline limits (Occupational Exposure Limits and Recommended Exposure Limits), information contained within the NIOSH pocket guide to chemical hazards, or the OSHA/EPA Occupational Chemical Database); isolation of work areas; safe storage and handling of chemicals; prevention of spills; and training in an overview of any existing chemical-specific worker training and certification programs, including but not limited to: lead abatement; lead renovation, repair, and painting (RRP); asbestos; diisocyanates (auto-refinishing and spray polyurethane foam); pesticide worker protection standards; Per- and Polyfluorinated Substances (PFAS); Polybrominated diphenyl ethers (PBDEs)/ Hexabromocyclododecane(HBCD); and others.
- Training in energy efficiency, and alternative energy technologies, such as training in retrofitting technologies, in order to prepare brownfield sites for renewable energy installation for reusing and redeveloping former brownfield sites.

I.E. Ineligible Uses of Grant Funds

Examples of ineligible uses of grant funds are listed below. Please note that this list is not exhaustive. Training that does not directly relate to facilitating the inventory of brownfield sites,

site assessments, remediation of brownfield sites, community involvement, or site preparation are not eligible. **Grant funds may not be used for the following activities:**

- Training in general construction skills and trades (e.g., carpentry, plumbing, electricity, etc. relating to constructing buildings).
- Training in natural resource extraction or related processes, such as hydraulic fracturing, oil refinery, or mining operations.
- Training that seeks to test a product or is intended to expand a business, including training that seeks to expand construction and demolition debris recycling businesses for example, or training that is intended to only serve staff of an existing business who are already employed with that business.
- Training in equipment repairs.
- Conducting actual site assessments or cleanups, except within the context of on-the-job training.
- Training and monitoring that do not relate to conducting response activities often associated with actual cleanups (e.g., landscaping, demolition, and groundwater extraction), except within the context of on-the-job training. Assessment, cleanup, and associated activity costs must be funded through other means.
- Construction or substantial rehabilitation of buildings or other facilities to house training.
- Costs for training individuals who are not citizens, excluding Green Card holders, of the United States, the territories, U.S. possessions or lawfully admitted to the U.S. for permanent residency are unallowable in the Brownfields Job Training Program.
- General or life skills, education activities, such as remedial classes in math and reading; job readiness training, such as developing resumes and acquiring interview skills; GED costs; website development; vehicle or medical insurance.
- Scholarship funds to support students' enrollment in college courses.
- Membership fees, such as fees required to join placement service organizations or environmental organizations.
- Providing food or light refreshments to employees, instructors, and trainees - except at graduation ceremonies.
- Foreign travel.
- A penalty or fine.
- Costs that are unallowable (e.g., lobbying and alcoholic beverages) under Cost Principles in 2 CFR Parts 200 and 1500, as applicable.

- Application preparation costs.
- Matching any other federal funds (unless there is specific statutory authority for the match). The statutory authority for the Brownfields Job Training Program, section 104(k)(7) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) 42 U.S.C. 9604(k)(7) does not provide the requisite authority. Grant funds may be used to match state or local funds, if authorized by the relevant state statute or local ordinance.
- A cost of compliance with any federal law, excluding the cost of compliance with laws applicable to environmental cleanup.
- Administrative costs, including all indirect costs and direct costs for grant administration in excess of five (5) percent of the total amount of EPA grant funding, with the exception of financial and performance reporting costs (which are considered allowable programmatic costs and not subject to the 5% limitation). (Refer to [Appendix 1: Prohibitions on Use of Funds.](#))

I.F. EPA Strategic Plan Linkage

The activities to be funded under this announcement support [EPA’s FY 2022-2026 Strategic Plan](#).⁸ Awards made under this announcement will support Goal 6 – Safeguard and Revitalize Communities, Objective 6.1 – Clean Up and Restore Land for Productive Uses and Healthy Communities of [EPA’s Strategic Plan](#). All applications must be for projects that support this goal and objective.

I.G. Measuring Environmental Results: Anticipated Outputs/Outcomes

EPA requires that applicants adequately describe outputs (performance measures), and outcomes to be achieved under assistance agreements.⁹ Applicants must include specific statements describing the results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the Agency’s strategic plan goal and objective described above in [Section I.E.](#)

Applicants are required to describe how funding will help EPA achieve outputs and outcomes in their responses to the criteria in [Section V.](#) Outputs and outcomes specific to each project will be identified as deliverables in the negotiated workplan if the application is selected for award. Recipients will be expected to report progress toward the attainment of expected project outputs and outcomes during the project performance period. Outputs and outcomes are defined as follows:

1. **Outputs:** The term “output” refers to an environmental activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or

⁸ EPA’s Strategic Plan is available at <https://www.epa.gov/planandbudget/strategicplan>.

⁹ EPA Order 5700.7, EPA’s Policy for Environmental Results under EPA Assistance Agreements is available at <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>.

qualitative but must be measurable during the project period. The expected outputs for the grants awarded under these guidelines may include but are not limited to:

- Number of individuals recruited, trained, certified, and placed in environmental careers in communities impacted by solid and hazardous waste sites and facilities. Each grant award is anticipated to result in a minimum job placement rate of 70%. The number of individuals completing training will vary by recipient depending on the comprehensiveness of a curriculum and where the recipient is located (urban versus rural locations where a larger number of individuals may be more easily recruited than locations where recruitment may be more challenging as a result of smaller populations). While EPA does not set requirements on the minimum number of individuals entering and completing training, EPA encourages applicants to maximize the grant funding to train as many individuals as possible while delivering high-quality training to an appropriate number of jobseekers based on the demand in the local labor market.
- Number of students working in an environmental career one year after the conclusion of the training program.
- Number of classroom style trainings, practical trainings, and curricula modules.
- Number of appropriate certifications and credentials in environmental sampling and site cleanup methods.
- Number of individuals that receive certifications in OSHA 29 CFR § 1910.120 40-hour HAZWOPER training.
- Number of relationships established with employers that are interested in hiring job training graduates.

2. Outcomes: The term “outcome” refers to the result, effect, or consequence that will occur from carrying out the activities under the grant. Outcomes may be environmental, behavioral, health-related, or programmatic; must be qualitative or quantitative; and may not necessarily be achievable during the project period. EPA anticipates the outcomes from the projects awarded under this announcement may be an increase in the capacity of governmental entities and nonprofit organizations to:

- Help residents of communities take advantage of jobs created by the assessment and cleanup of brownfields and the assessment, cleanup, and management of solid and hazardous waste sites and facilities while addressing environmental justice concerns.
- Support individuals with significant barriers to employment in gaining competitive job skills and achieving high quality employment to support meaningful economic mobility.
- Provide training that leads to sustainable employment in the environmental field.
- Improve community involvement in environmental projects and stimulate the development of constructive partnerships.
- Reduce exposures to hazardous substances and other contaminants and improve the health of workers, occupants, and residents.
- Foster self-sufficiency and enhance the skills and availability of labor for

environmental remediation in particularly impacted communities, including those that are underserved communities.¹⁰

- Enable residents to participate in the promotion of environmental health and occupational safety, both on the job and in their communities.

I.H. Supplementary Information

The statutory authorities for assistance agreements expected to be awarded by EPA under this announcement is CERCLA § 104(k)(7).

I.I. Additional Provisions for Applicants Incorporated Into The Solicitation

Additional provisions that apply to sections III., IV., V., and VI. of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in in Section VII. Agency Contacts to obtain the provisions.

SECTION II. – AWARD INFORMATION

II.A. What is the Amount of Available Funding?

The total funding available under this competitive opportunity is approximately \$14,000,000 subject to availability of funds, quality of applications received, and other applicable considerations for FY25. EPA anticipates awarding approximately 20 Brownfields Job Training grants. Applicants may apply for up to \$500,000 of EPA funds. (Note, applicants may also request an amount that is less than \$500,000.)

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of the original selection decision. EPA reserves the right to reject all applications and make no awards under this announcement or make fewer awards than anticipated.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions, types of training, or phases of proposed projects. To maintain the integrity of

¹⁰ When EPA uses the term “underserved communities” it has the meaning defined in Executive Order 13985: *Advancing Racial Equity And Support For Underserved Communities Through The Federal Government*, which defines “underserved communities” as “populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life as exemplified in the preceding definition of equity.” As described in the Executive Order, the term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, which may include Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

the competition and selection process, EPA, if it decides to partially fund an application, will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award.

Awards may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

II.B. What is the Project Period for Award(s) Resulting from this Solicitation?

The project period for Brownfields Job Training Grants is five (5) years. Training is anticipated to conclude by the end of the fourth year, with the fifth year of the project period devoted to the placement of remaining graduates in employment and reporting accomplishments data to EPA.

Note: Applicants may propose completing the grant in less than five years.

II.C. Substantial Involvement

The Brownfields Job Training Grant will be awarded in the form of a cooperative agreement. Cooperative agreements require EPA's Project Officers to be substantially involved in overseeing the work performed by the selected recipients. Although EPA will negotiate precise terms and conditions related to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project may include, but is not limited to:

- Close monitoring of the recipient's performance to verify compliance with the EPA-approved workplan and achievement of environmental results.
- Collaboration during performance of the scope of work, including participation in project activities, to the extent permissible under EPA policies. Examples of collaboration include:
 - a. Consultation between EPA staff and the recipients on effective methods of carrying out the scope of work provided the recipient makes the final decision on how to perform authorized activities.
 - b. Advice from EPA staff on how to access publicly available information on EPA or other Federal agency websites.
 - c. With the consent of the recipient, EPA staff may provide technical advice to recipient contractors or subrecipients provided the recipient approves any expenditures of funds necessary to follow advice from EPA staff. (The recipient remains accountable for performing contract and subaward management as specified in [2 CFR § 200.318](#) and [2 CFR § 200.332](#) as well as the terms of the EPA cooperative agreement.)
 - d. EPA staff participation in meetings, webinars, and similar events upon the request of the recipient or in connection with a co-sponsorship agreement.
- In accordance with 2 CFR § 200.325, as appropriate, review of proposed procurements.
- Reviewing proposed procurements in accordance with 2 CFR §§ 200.317 and/or 200.325, as well as the substantive terms of proposed contracts or subawards as appropriate. This may include reviewing requests for proposals, invitations for bids, scopes of work and/or plans and specifications for contracts over \$250,000 prior to advertising for bids.
- Reviewing qualifications of key personnel. (EPA does not have the authority to select employees or contractors, including consultants, employed by the award recipient or subrecipients receiving pass-through awards.)

- Reviewing and commenting on quarterly and annual reports prepared under the cooperative agreement. (The final decision on the content of reports rests with the recipient.)
- Reviewing outputs and outcomes to ensure substantial progress is made in accordance with the cooperative agreement terms and conditions.
- Approval of project phases, such as curriculum development, prior to the implementation of training.

SECTION III. – APPLICANT ELIGIBILITY & THRESHOLD CRITERIA

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

III.A. Who Can Apply?

In accordance with Assistance Listing (CFDA) 66.815, the following entities are eligible to apply for a Brownfields Job Training Grant:

- General Purpose Unit of Local Government (EPA uses the definition of *Local government* in 2 CFR § 200.1.)
- Land Clearance Authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government.
- Government entity created by State Legislature.
- Regional Council or group of General Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a State.
- State.¹¹
- Federally recognized Indian Tribe other than in Alaska. (The exclusion of Alaskan Tribes in Alaska, with the exception of the Metlakatla Indian Community as noted below, from grant eligibility is statutory at CERCLA §104(k)(1)). Intertribal Consortia are eligible for funding in accordance with EPA’s policy for funding intertribal consortia published in the Federal Register on November 4, 2002, at 67 Fed. Reg. 67181. (This policy also may be obtained from your EPA Regional Job Training Coordinator listed.)
- Alaskan Native Regional Corporation, Alaska Native Village Corporation, and the Metlakatla Indian Community. (Alaskan Native Regional Corporation and Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following).)
- Nonprofit organizations. For purposes of this grant program, consistent with the definition of *Nonprofit organization* in 2 CFR § 200.1 the term “nonprofit organization” means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. Eligible nonprofit organizations may, but are not required to be, exempt from taxation under section 501 of the Internal Revenue Code.

As defined in CERCLA 101(27), the definition of *State* for purposes of the Brownfields program “include[s] the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Commonwealth of the Northern Marianas, and any other territory or possession over which the United States has jurisdiction.”

Workforce Investment Boards and organized Labor Unions that meet these criteria may be eligible nonprofit organizations. Public and nonprofit private institutions of higher education (including community colleges and similar 2-year institutions) are eligible to apply. However, 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 are **not** eligible to apply.

For-profit or proprietary training organizations or trade schools are **not** eligible to apply.

III.B. Threshold Eligibility Criteria

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive a Brownfields Job Training Grant. Threshold criteria are pass/fail and are based on certain requests for information identified below. The information you submit will be used by EPA solely to make eligibility determinations for grants. Only those applications that specifically address and pass all threshold criteria will be evaluated against the evaluation criteria in [Section V.A.](#) of this announcement.

Entities may not apply for more than one FY25 Brownfields Job Training Grant even if proposing to serve different target areas. Applicants that exceed the number applications allowable will be contacted, prior to review of any of the applications by EPA, to determine which application(s) the applicant will withdraw from the competition.

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

EPA staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about this announcement. For purposes of the threshold eligibility review, an EPA Brownfields Program representative, if necessary, may seek clarification of applicant information that is included in the application and/or consider information from other sources, including EPA files. Such communications shall not be used to correct application deficiencies or material omissions, materially alter the application or project proposed, or discuss changes to the applicant's responses to any evaluation or selection criteria.

To maintain the integrity of the competition process, EPA staff cannot meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. EPA's limitations on staff involvement with grant applicants are described in [EPA's Policy for Competition of Assistance Agreements](#).¹²

¹² EPA Order 5700.5A1, *EPA's Policy for Competition of Assistance Agreements* is available at www.epa.gov/grants/epa-order-57005a1-epas-policy-competition-assistance-agreements.

Applications must substantially comply with the submission instructions and requirements set forth in [Section IV](#) of this announcement or they will be rejected. Pages exceeding the page limits described in [Section IV.C](#) for the Narrative Information Sheet and the Narrative, and attachments not specifically required, will not be reviewed.

In addition, applications must be submitted through www.grants.gov as stated in [Section IV](#) and [Appendix 1](#) of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in [Appendix 1](#)) on or before the application submission deadline. Applicants are responsible for following the submission instructions in [Section IV](#) and [Appendix 1](#) of this announcement to ensure that their application is submitted on time. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in [Appendix 1](#), which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.

Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with www.grants.gov or relevant www.sam.gov system issues. An applicant's failure to timely submit their application through www.grants.gov because they did not timely or properly register in www.sam.gov or www.grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.

EPA will verify that the Unique Entity Identifier (UEI) number listed on the application is the correct UEI number for the applicant's organization/department. If the correct UEI number is not included in the application, the application may be deemed ineligible. Applicants need to ensure that the correct Authorized Organization Representative (AOR) and UEI number are listed on the application for the entity that will receive the award and will be held accountable by EPA for the proper expenditure of funds.

Responses to each item below are required and must be included as an attachment to the Narrative that is submitted to EPA. See [Section IV.C](#) for a complete list of required documents that must be submitted.

1. Applicant Eligibility

- a. Applicants and coalition members must be eligible entities. From the list of eligible entities in [Section III.A](#), *Who Can Apply?*, indicate your applicant type (and the applicant type for each non-lead coalition member, if applicable).

Provide information that demonstrates how you (and each non-lead coalition member, if applicable) are an eligible entity for this grant.

- For entities that are cities, counties, Tribes, or states, affirm that the organization is eligible for funding.
- For government entities other than cities, counties, Tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
- For nonprofit organizations, or organizations comprised of nonprofit organizations, provide documentation as an attachment to the Narrative demonstrating tax-exempt status under section 501(c)(3) of the Internal

Revenue Code, another provision of the Internal Revenue Code, or recognition as a nonprofit organization under applicable state or tribal law.

- For qualified community development entities, provide documentation as an attachment to the Narrative certifying the organization's status.
- Intertribal consortia must attach documentation that they meet the requirements in 40 CFR § 35.504(a) and (c). All members of the Intertribal consortium must authorize submission of an application to provide nationwide technical assistance.

b. Indicate if your organization (and non-lead coalition members, if applicable) is exempt from Federal taxation under section 501(c)(4) of the Internal Revenue Code.

- If yes, indicate if your organization lobbies within the meaning of the Lobbying Disclosure Act 2 U.S.C. 1601 et. seq.
- If yes, but your organization does not lobby, attach a legal opinion that states that the organization does not engage in lobbying activities within the meaning of the Lobbying Disclosure Act 2 U.S.C. 1601 et. seq.

2. **Coalition Agreement**

Each non-lead coalition member must submit a signed letter to the grant applicant (the lead coalition member) in which they agree to be part of the coalition. An active Memorandum of Agreement that includes a description and role of each coalition member may serve in place of the individual coalition members' letters. Include the document(s), as an attachment, in your application. **Documentation that is not included with the application will render that non-lead member ineligible from participating in the coalition, and potentially render the entire application ineligible if there is less than one non-lead member.**

Alternatively, if this application does not include non-lead coalition members, state 'n/a' or 'not applicable'.

3. **Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs**

Demonstrate that the proposed training project does not duplicate other federally funded programs for environmental job training in your target community, including training provided through EPA's Superfund Job Training Initiative (SuperJTI); EPA's Environmental Justice Small Grants Program Assistance Listing 66.604; and EPA's Surveys, Studies, Investigations, Training, and Special Purpose Activities Relating to Environmental Justice Grants Program Assistance Listing 66.309. Applicants must demonstrate that the proposed training project does not duplicate National Institute of Environmental Health Sciences (NIEHS) Hazardous Waste Worker Training programs in their target community or Department of Labor (DOL) grant funds that include brownfields remediation, renewable energy, HVAC, or other energy-related training or wastewater treatment technology operator training. Federal agencies maintain lists of these grant programs at the following websites:

EPA: www.epa.gov/superfund/superfund-job-training-initiative,
www.epa.gov/environmentaljustice

NIEHS: www.niehs.nih.gov/careers/hazmat/about_wetp/ecwtp/index.cfm

DOL: www.dol.gov/general/grants/howto

If you are listed on any of these websites as a recipient, you must demonstrate how services under this proposed project will complement, but not duplicate, the existing federal environmental job training activities (i.e., different target audience, such as a different age group, differing types of certification training).

If you are not listed on the above websites but are the recipient of other federally funded environmental or “green job” training programs serving your area or community(ies), you must similarly demonstrate how services under this proposed project will complement, but not duplicate, the existing federal environmental job training activities. These other programs may include funding provided by Housing and Urban Development (HUD), Department of Energy (DOE), Health and Human Services (HHS), and other federal agencies. EPA may also conduct internal screening to ensure demonstration of non-duplication and will coordinate duplication screening with federal partners.

If your proposed target community is not a recipient of any federally funded environmental or “green job” training programs, a statement to this effect must be included in your response to this threshold criterion.

4. Required HAZWOPER Training

Your application must document that OSHA 29 CFR § 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training will be included in your training curriculum and be provided to **all trainees** in the proposed program. Applications that do not include 40-hour HAZWOPER in their training curriculum will be rejected. Indicate on which page of the Narrative this information can be found.

5. Federal Funds Requested and Estimated Project Period

Applications with project periods exceeding five (5) years or requesting more than \$500,000 in EPA Job Training Grants funds for the entire project period will not be reviewed. Please indicate your requested funding amount and estimated project period.

6. Substantial Conformity with Instructions and Format Requirements

Applications must substantially conform to the application submission instructions and format requirements set forth in [Section IV](#) of this announcement or they will be rejected. EPA will not review pages in excess of the page limitations stated in [Section IV](#).

7. Training Curriculum Chart Indicating the Cost of Each Course

As part of the application, applicants must submit a detailed training curriculum chart with associated costs for each training course as referenced in [Section IV.E](#). Applicants must calculate and indicate what percentage of the grant budget will be allocated for each training course within this chart. The training curriculum chart with associated costs for each training course is not considered an attachment and must be included with responses to the ranking criteria as part of the Narrative. When addressing this threshold criterion, indicate on which page of the Narrative your training curriculum chart can be found. Note that applicants may use training curriculum chart formats other than the one EPA

provides as a sample to meet this requirement and that applicants who use a different training curriculum chart format will not be penalized in the evaluation process.

8. Target Area

Identify one target area you propose to serve (as defined in [Section I.A.](#)), such as county(ies), Tribal lands, a number of neighboring towns or cities, a district, a corridor, a shared planning area, or a census tract. Applicants **cannot propose to serve multiple target areas**. However, EPA will consider applications that propose to serve large areas, especially in rural communities, that may include a number of towns in a county(ies), and/or Tribal lands as well as applications seeking to serve sister-cities. An example of an application that proposes to serve multiple target areas in a rural location, which is not allowed, would be if the applicant listed an area in the northeast part of a state and an area in the southwest part of the state.

9. Previous Funding Requirement

Please note that applicants who were awarded a Brownfields Job Training Grant (EPA-I-OLEM-OBLR-23-08) from EPA in Fiscal Year 2024 (FY24) are not eligible to apply under this competition under any circumstance, even if the applicant proposes to serve a different city or target area. Applicants who received a Brownfields Job Training Grant in, or before, FY23, and who did not receive funding in FY24 as described above, are eligible to apply for funding under this competition.

List the most recent year you received a Brownfields Job Training Grant from EPA or state that you have not received a grant in the past.

10. Expenditure of Existing Brownfields Job Training Grant Funds

Current EPA Brownfields Job Training Grant recipients must demonstrate that the recipient has received payment from EPA (also known as “drawn down”), and drawn down funds have been disbursed, for at least 50.00% of the funding for each Brownfields Job Training cooperative agreement by June 1, 2024, in order to apply for funding under this solicitation.

To demonstrate this, applicants must attach a copy of a financial record displaying the amount of cooperative agreement funds drawn down (e.g., a report from the Automated Standard Application for Payments (ASAP) or general ledger entries). If necessary, applicants may contact the assigned EPA Project Officer for the cooperative agreement or Matt Wosje (Wosje.Matthew@epa.gov) to obtain draw down information from EPA’s grant financial database (Compass Data Warehouse). Disbursements of drawn down funds must comply with requirements in EPA’s General Terms and Conditions for timely disbursement of EPA funds (i.e., recipients other than states must substantially disburse all of the funds within 5 business days of draw down).

Alternatively, the applicant must affirm it does not have an open EPA Brownfields Job Training Grant.

III.C. Cost Sharing and Matching Requirements

As provided in [2 CFR § 200.1](#), cost sharing or matching means the portion of project costs not paid by Federal funds or contributions. **Consistent with the authorizing statute in CERCLA § 104(k)(7), cost sharing and matching funds are not required under this competition.** As provided in [2 CFR § 200.1](#), *Voluntary committed cost sharing* is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. **Voluntary cost share will not be accepted under this competition.**

SECTION IV. – APPLICATION SUBMISSION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

IV.A. How to Obtain an Application Package

An application package may be obtained by visiting this opportunity (EPA-I-OLEM-OBLLR-24-02) on [www.grants.gov](#). Applicants will be prompted to initiate the application process by generating a Workspace for this opportunity.

IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package electronically to EPA through [www.grants.gov](#). Applications must be submitted no later than 11:59 p.m. ET on **August 15, 2024**. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using [www.grants.gov](#).

Applications submitted after 11:59 p.m. ET August 15, 2024, will not be considered for funding.

Follow the Submission Instructions in Section B.1. in [Appendix 1](#) for the requirements to apply in [www.grants.gov](#). In order to submit an application through [www.grants.gov](#), you must:

1. Have an active System for Award Management (SAM) account in [www.sam.gov](#) and a Unique Entity Identifier (UEI) assigned by [www.sam.gov](#);
2. Be registered in [www.grants.gov](#); and
3. Have the E-Business Point of Contact designate an AOR in [www.grants.gov](#).

The registration process for all of the above items **may take a month or more to complete**. Please refer the [FY25 JT FAQs](#) for additional information on registration requirements.

The electronic submission of your application must be made by the AOR of your institution who is registered with [www.grants.gov](#) and is authorized to sign applications for federal assistance. Refer to [Appendix 1](#) for specific instructions on the use of [www.grants.gov](#).

If you do not have the technical capability to apply electronically through [www.grants.gov](#) because of limited or no Internet access which prevents you from being able to upload the required application materials to [www.grants.gov](#), please refer to the procedures in [Appendix 1](#). You should make every effort to complete the registration process in order to apply through [www.grants.gov](#). There is no guarantee EPA will accept the submission outside of

www.grants.gov. Requests received after **August 15, 2024**, at 11:59 PM ET will not be reviewed or considered.

If you submit more than one application for the same, identical project (either in error or to replace a previously submitted application), EPA will only review the most recently received application for that project unless you notify Matt Wosje (Wosje.Matthew@epa.gov) and specify which application you want EPA to review.

IV.C. Content and Form of Application Submission

The application must stand on its own merits based on the responses to the relevant ranking criteria in [Section IV.E.](#)

Upon receipt, applications will be reviewed for substantial conformity with the format requirements and page limits listed below, per the threshold eligibility criteria in [Section III.C.](#)

All application materials, including Partnership Letters, must be submitted in English. Photos and graphics **will not be considered**. The Narrative and Narrative Information Sheet must be typed on letter-sized (8½ x 11 inch) paper, be single-spaced, and should use Times New Roman, Arial, or Calibri font, sized no smaller than 12-point font. Attachments are limited to those identified below and are limited to one scanned image per page. Extraneous materials, including attachments not listed, will not be considered. Application materials and attachments exceeding the page limits described below will not be reviewed. Applicants are responsible for submitting a complete application, as described below, by the due date.

APPLICATION SUBMISSION CHECKLIST

<ul style="list-style-type: none">• Federal application materials required by www.grants.gov (see Appendix 1)
<ul style="list-style-type: none">• Narrative Information Sheet (3-page limit, single-spaced) (see Section IV.D.)
<ul style="list-style-type: none">• The Narrative, which includes responses to all seven ranking criteria (14-page limit, single-spaced) (see Section IV.E.)
<ul style="list-style-type: none">• Narrative Attachments (15-page limit) (see Section IV.G.)<ul style="list-style-type: none">○ Milestone Schedule○ Partnership Letters identified in your Narrative
<ul style="list-style-type: none">• Threshold Criteria Responses (as an attachment(s)):<ul style="list-style-type: none">○ A statement of applicant eligibility if a city, county, state, or Tribe (see Section III.B.1.)

- Documentation of applicant eligibility if other than a city, county, state, or Tribe; e.g., resolutions, statutes, Intertribal Consortium documentation, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see [Section III.B.1.](#))
- A statement of the applicant’s 501(c)(4) tax-exempt status and, if applicable, legal opinion regarding lobbying activities (see [Section III.B.1.](#))
- Coalition Agreement or a signed letter of commitment from each coalition member, if applying as a coalition (see [Section III.B.2.](#))
- Demonstration that proposed project does not duplicate other federally funded environmental job training programs (see [Section III.B.3.](#))
- An affirmative statement that all trainees in the proposed program will be provided the OSHA 40-Hour HAZWOPER training (see [Section III.B.4.](#))
- A statement of the federal funds requested and estimated project period (see [Section III.B.5.](#))
- Indicate the page(s) on which you include the training curriculum chart (see [Section III.B.7.](#))
- A description of the target area the applicant is proposing to serve (see [Section III.B.8.](#))
- A statement of when the applicant was last awarded a Brownfields Job Training Grant; or an affirmative statement that the applicant has never received a Brownfields Job Training Grant (see [Section III.B.9.](#))
- Documentation of the available balance on each open Brownfields Job Training Grant; or an affirmative statement that the applicant does not have an open Brownfields Job Training Grant (See [Section III.B.10.](#))

IV.D. Narrative Information Sheet

The Narrative Information Sheet should address the information below and shall not exceed three (3) pages, single-spaced. Do not include a summary or overview of your Narrative/project. Any pages submitted over the page limit or information beyond what is requested below will not be considered. EPA does not consider information in the Narrative Information Sheet to be responses to the evaluation criteria. Provide the Narrative Information Sheet on the applicant’s official letterhead. You will not be penalized if you provide this information to EPA in a different format.

- A. Applicant Identification: Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA for proper expenditure of funds.
- B. Grant Type: Indicate “Brownfields Job Training Grant” or “Brownfields Job Training Coalition.”
- C. Project Period and Funding Request:
 - a. Indicate the length of proposed project period (must not exceed five (5) years).
 - b. Indicate the amount of federal funds requested (must not exceed \$500,000 in EPA Job Training Grants funds).

- D. Coalition Members: If applicable, list each non-lead coalition member (i.e., the entity/organization's name).
- E. Website URL: Provide the website URL of your training program. If selected for funding, EPA will include the links to the social media accounts on the Brownfields Grant Factsheet Tool.
- F. Population/Target Area Data:
- Provide the general population of the area you are proposing to serve and the population of your defined target community. Tribes must provide the number of Tribal/non-Tribal members affected. Your jurisdiction's population can be found at www.census.gov.
 - List the target area discussed in the Narrative.
 - Applicants other than Tribal Nations, if the target area is smaller than a city/town, list the eleven-digit census tract number(s) within the target area. (Please see the FY25 [JT FAQs](#) for guidance on how to find a census tract.)
 - Provide the anticipated address, or census tract, where the training facility will be located.
- G. Contacts:
- a. Project Director: Provide the name, phone number, email address, and mailing address of the project director assigned to the proposed project. This person should be the main point of contact for the project and should be the person responsible for the project's day-to-day operations. This person may be contacted if further information is needed.
 - b. Chief Executive/Highest Ranking Official: Provide the name, phone number, email address, and mailing address of the applicant's Chief Executive (e.g., mayor of a city, executive director of a nonprofit, etc.). For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization's Executive Director or President. This person may be contacted if further information is needed.
- H. Releasing Copies of Applications
- In concert with EPA's commitment to conducting business in an open and transparent manner, copies of applications submitted under this solicitation may be made publicly available on [EPA's Office of Brownfields and Land Revitalization](#) website or other public website for a period of time after the selected applications are announced. EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information that, if disclosed, would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with [40 CFR § 2.203](#). (Review [Section IV.H](#) for more information.)

Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if the application does not have confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to the submitter.

- I. Other Factors: Applicants claiming one or more of the other factors please identify with an **X** for any of the items below and provide a summary in the Narrative on the applicable other factor(s). Please identify which of the below items apply to your community/proposed project by noting the corresponding Narrative page number. If none of the Other Factors apply to your community/proposed project, please check that box.

Sample Format for Providing Information on the Other Factors		Page #
<input type="checkbox"/>	Applicants that propose to serve a community population of 10,000 or less.	
<input type="checkbox"/>	Whether the applicant is new (i.e., has not received an EPA Brownfields Job Training Grant since 2015).	
<input type="checkbox"/>	Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will primarily serve tribal or territorial residents.	
<input type="checkbox"/>	Applications that seek to serve veterans.	
<input type="checkbox"/>	Whether the target area is located within a community in which a coal-fired power plant has recently closed (2015 or later) or is closing.	
<input type="checkbox"/>	None of the above apply.	

IV.E. Narrative

The Narrative (including citations) shall not exceed 14 single-spaced pages. Any pages submitted over the page limit will not be evaluated.

The Narrative must include clear, concise, factual responses to all criteria below. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. The Narrative must provide sufficient detail to allow for an evaluation of the merits of the application. If a criterion does not apply, clearly state this. **Any criterion left unaddressed may result in zero points given for that criterion.** Responses to the criteria should include the criteria number and title but need not restate the entire text of the criteria. Do not provide photos or extraneous materials.

If the application is selected for funding, the information in your Narrative will be incorporated into the workplan and will become the scope of your grant, subject to any adjustments to clarify issues with carrying out the project's scope of work made during the post-selection negotiation process. The workplan is a legally binding document. Therefore, applicants should carefully consider and accurately respond to the criteria below, including the identification of the target area (which will become the boundary in which work can be performed), the overall design of the training program, the use of grant funds, and leveraged resources committed to the project that will materialize during the period of performance. EPA may not permit material changes to the workplan.

Section IV.E. below includes sample format tables that applicants may use to present all or a portion of their response. Applicants who do not use the sample format tables will not be penalized when EPA evaluates their applications.

1. Community Need

A. Community Description

Identify and describe your target area, such as a county or counties, a number of neighboring towns or cities, Tribal lands, a district, a corridor, a shared planning area, or a census tract. Provide an explanation of how/why the targeted area was selected for the training.

Provide a detailed description of your community and identify if and how it is an underserved community (as identified as defined by the footnote 10). For the purpose of the Justice40 Initiative goal, applicants are encouraged to identify if it is disadvantaged community, as defined by [M-23-09](#). Identify and describe the environmental, public health, and employment/workforce challenges in your community and the degree to which the challenges impact the community. Provide other relevant demographic information that demonstrates how your proposed project will benefit communities in the target area and the specific groups of individuals you aim to serve in the target area, including population, unemployment rate, poverty rate, per capita income, and/or other relevant statistics.

Provide census-based demographic data for your target area and compare the data to the larger local, state, and national demographics, as described in the sample format below. Responses should clearly identify the sources of information used. Applicants may, but are not required to, use the sample format below to organize demographic data. Applicants who do not use this format will not be penalized during the evaluation process. Applicants may use additional rows or text, to include other data or information, including data related to disproportionate environmental or human health harms and risks, which provide a compelling explanation for why you selected the target area.

Provide information on how your project will help facilitate the identification and reduction of threats to human health and the environment that may be associated with exposure to hazardous substances, pollutants, or contaminants, and the health or welfare of the target area population, including any affected sensitive populations,¹³ and other high-need individuals. Examples of high-need individuals are: unemployed or severely underemployed individuals, dislocated workers, formerly incarcerated persons, veterans, individuals with little to no advanced education past high school level, opportunity youth, single custodial parents, members of Federally Recognized Tribes, and residents of communities disproportionately impacted by environmental or human health harms or risks (including disproportionately impacted low income, minority, Tribal and indigenous communities).

Describe how the proposed project will benefit the health or welfare of sensitive populations, including specific groups of high-need individuals in the target area. Applicants are encouraged to use the EPA IRA Disadvantaged Communities in EJScreen to describe and identify impacts to the target area population and gain a better understanding of the communities that may be adversely and disproportionately

¹³ Sensitive populations are discussed in CERCLA § 104(k)(6)(C)(x).

affected by environmental or human health harms and risks. Alternatively, applicants may use state/regional dataset(s) or geospatial mapping tool(s) to illustrate impacts to the target area population, which may or may not incorporate a state’s own definition of an overburdened or other type of identified community. Applicants can include data from the EPA IRA Disadvantaged Communities layer in EJScreen or other geospatial mapping tools in the Narrative to help characterize and describe the target area and its community(ies). Data from other sources (e.g., studies, census, and third-party reports) can also be included to give a more complete picture of the impacted communities and populations. For more information on using the EPA IRA Disadvantaged Communities layer in EJScreen in your Brownfields Job Training Grant application, please refer to the [FY25 JT FAQs](#) and a recorded demonstration available on [EPA’s Brownfields Program website](#).

Sample Format for Demographic Information

	Target Community (e.g., Census Tract)	City/Town/County or Tribal Reservation	Statewide	National
Population:				331,097,593 ¹
Unemployment:				3.7% ²
Poverty Rate:				11.5% ³
Median Household Income:				\$75,149 ⁴
Other: <i>Include other relevant data, including potential environmental or human health harms and risks, in additional rows, such as whether the community has a disadvantaged census tract as defined by CEJST</i>				

¹Data are from the 2022 American Community Survey data profile and are available at <https://data.census.gov/table/ACSDP5Y2022.DP05>.

²Data are from the Bureau of Labor Statistics (The Employment Situation – February 2024) and are available at <http://www.bls.gov/news.release/pdf/empsit.pdf>.

³Data are from the 2022 American Community survey data profile and are available on data.census.gov at <https://www.census.gov/library/publications/2023/demo/p60-280.html>.

⁴Data are from the 2022 American Community Survey data profile and are available on data.census.gov at <https://data.census.gov/table/ACSST5Y2022.S1901>.

B. Labor Market Demand

Provide a description of the local labor market assessment and/or employer survey you, as the applicant, conducted. Detail the methods and results of the steps taken to assess the local labor market demand and indicate the time period associated with your assessment. For example, methods may include an employer advisory group, surveys, published reports, one-on-one meetings, relationships with the employers you are partnering with, etc.

Discuss what industry-recognized certifications you are proposing to incorporate into your curriculum that will meet the labor market demands, as identified by the employers you are partnering with. The U.S. Department of Labor and Department of Commerce have outlined eight [Good Jobs Principles](#) that articulate key features of a good job. Discuss how you will evaluate whether the jobs in the industry are high-quality jobs that align with the [Good Jobs Principles](#).

2. Training Program Description

Provide a detailed description of the proposed curriculum and the certifications graduates will earn. Describe how the training is structured to meet the needs of the students, employers, and the community. Describe how you will deliver your training as explained in [Section I.A.](#)

Provide a description for each training course for which you are proposing to use Brownfield Job Training Grant funds. For example training courses, see [Section I.D.](#)

Describe how the training program creates a pathway to jobs that provide family-sustaining wages and economic mobility, or a pathway to continued training (e.g., a pre-apprenticeship program in partnership with a Registered Apprenticeship Program).

Discuss if you are proposing a pre-apprenticeship program in partnership with a local employer or labor union with a guaranteed pathway into a Registered Apprenticeship Program. Indicate if training courses will be offered to every student or if courses are separated into different specialized training tracks.

Describe how the execution of your training program will incorporate sustainable practices, such as the recycling and reuse of training materials, purchasing, or leasing more sustainable equipment, supplies, and services, or other practices that directly reduce water, materials, energy, or air impacts.

Provide the course name, the level of training to be provided (awareness, intermediate, or advanced), the type of certification(s) to be earned (state, federal, industry, other, or if none and it is a leveraged/ training state that here), the number of hours it will take to complete each course, the course schedule, and the training provider (if known). Please also list the same information for any leveraged trainings and ensure that the cost of the course is \$0 or state that the course is leveraged. Applicants may, but are not required to, use the sample table format provided below. Applicants who do not use this format will not be penalized during the evaluation process. Add or remove rows from the suggested training program table format, as necessary, to accurately and fully detail your training program. Do not include training that is ineligible for EPA grant funding, such as training in general construction and carpentry, or life skills training. Applicants who propose ineligible uses of funding, including ineligible costs/activities described in [Section I.D.](#), will be evaluated less favorably.

Include the cost of each course, how many times that given course will be offered, and the percentage of your **entire** grant budget that is allocated for the total cost of each training course. For example, if you are requesting a total of \$500,000 in funding from

EPA for a course that costs \$2,500 per cohort of students and will offer that course to three cohorts, then the total cost of that course is \$7,500, or 1.5% of your total budget.

If selected for funding, EPA will include the training courses, both eligible trainings with Brownfields Job Training Grant funds and leveraged training courses on the [Brownfields Grant Factsheet Tool](#).

Ensure that the costs for training listed in this section correspond with the dollar amount listed in your budget table in Section 3. Below.

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 (if known)	Cost of Course	Percent of Grant Budget
Totals:								

3. **Budget**

Specify the costs by budget category, associated with each task. EPA encourages applicants to set aside appropriate funding to support placement and tracking of graduates. Applicants may, but are not required to, use the table format below to identify specific tasks for which EPA funding will be used. Applicants who do not use this format will not be penalized during the evaluation process. Tasks shown in the sample table format are examples and can be edited as needed to be tailored to the applicant’s program. Add columns for additional tasks if necessary. EPA provides general guidance on how to characterize costs for budgeting purposes in [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

In addition to the budget table, provide a budget description for each task in narrative format. Provide the basis for each cost estimate, in relation to the projected outputs where possible (e.g., student safety equipment for 100 students at a cost of \$50 each for a total of \$5,000).

Describe your approach, procedures, and controls for ensuring that grant funds will be expended in a timely and effective manner.

Note:

- Transportation stipends, monetary stipends, and childcare subsidies are considered participant support costs that are separate and do not count toward instruction/training costs. Total amount of stipends, including participant support costs to hire the trainees as W2 employees, may not exceed 40% of total award.
- Do not include tasks for activities or costs that are ineligible uses of EPA funds.
- Administrative costs (direct costs for grant administration and indirect costs) may not exceed 5% of the total requested EPA funds. EPA considers costs for

performance and financial reporting to be allowable programmatic costs that are not subject to the 5% limitation. Costs must be classified as direct or indirect consistently as required by 2 CFR §§ 200.403(d) and 200.412 and applicants may not classify the same cost in both categories.

Sample Budget Table

	Budget Category	Project Tasks				Total
		Outreach, Recruitment, and Retention	Instruction/ Training	Program Management	Placement and Tracking	
Direct Costs	Personnel					
	Fringe benefits					
	Travel ¹					
	Contractual					
	Supplies					
	Other (Please be specific for Participant Support Costs such as stipends)					
Total Direct Costs²						
Indirect Costs²						
Total Budget (Total Direct Costs+ Indirect Costs)						

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.
² Administrative costs (direct and/or indirect) for the Brownfields Job Training Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

4. Program Structure, Anticipated Outputs, and Outcomes

A. Outputs and Outcomes

Provide detailed information on 1) how many participants you expect to enroll, 2) the number of students anticipated to graduate from the proposed training program, 3) the average anticipated wages for trainees obtaining employment, and 4) the targeted placement rate of graduates in environmental employment. A sample template is provided to assist applicants.

Provide detailed information on post-program outcomes and how they reflect the challenges you presented in the Community Need section. Discuss how you will evaluate progress toward achieving the expected short-term and long-term project outputs and outcomes. Clearly explain how your proposed timeline will help achieve the deliverables of the project, as reflected in the attached milestones schedule.

Sample Outputs

Overall # of Participants Enrolled in Program	# of Graduates Completing Program	# of Graduates Placed in Environmental Positions	Average Anticipated Wage for Trainees Obtaining Employment	# of Graduates Not Placed but Pursuing Further Education

B. Recruitment, Screening, and Retention

Explain how you will market your program to prospective students and recruit unemployed or under-employed individuals, including individuals from underserved populations in the target area (e.g., low income, formerly incarcerated persons, veterans, and individuals with little to no advanced education past high school level who are impacted by potential environmental justice concerns). Describe strategies for working with trusted community leaders and community-based organizations for recruiting and retaining underserved populations.

Describe the screening approaches that will be utilized by your program to ensure that prospective students will be successful in participating in the proposed program and discuss why these approaches are appropriate for your target community (e.g., age requirements, ability to lift certain weight, reading and math proficiency, and drug and medical tests).

Describe your approach to retaining students in the training program and discuss why these approaches are appropriate for your target population.

Describe how this grant will be utilized to help retain participants by alleviating the burden of fees to participants (e.g., licensing, certification, and medical examination fees). Describe the accessibility of your training facilities as not to overburden the target community and how the accessibility of your training facilities will help retain participants (e.g., proximity to public transportation, parking accessibility, access for individuals with disabilities). Note that any fees you collect will be considered “program income” under 2 CFR Part 200 and must be used for the Brownfields Job Training program activities described in your approved grant award.

C. Program Support for Job Placement

Discuss the job search support and resources available for participants of your job training program, including the extent to which your organization will assist with initial job placement.

Discuss how you will utilize federal and local hiring incentives (e.g., first-source or local hiring ordinances, tax incentives, wage subsidies, etc.) that can increase the likelihood of employment for program graduates in your community. Discuss how you will market these incentives to employers.

Discuss how your organization (and if applicable, your coalition members) will track

and provide employment support for program graduates and for how long (must be a minimum of one (1) year).

D. Program Sustainability

Describe your plan for sustaining and continuing your environmental job training program once EPA Grant funds are exhausted. This may include, for example, interest from your local public workforce agency or your partner employers to collaborate to continue offering the training.

5. Partnerships

Carefully review EPA’s “[Contracts and Subawards](#)” solicitation clause before naming an entity that will receive EPA funds provided under this RFA as a “partner.” All financial transactions with for-profit partners such as consultants or commercial training providers must comply with the competitive procurement requirements in 2 CFR Parts 200 and 1500 and services must be acquired in compliance with the Good Faith Effort provisions of 40 CFR Part 33, EPA’s Participation by Disadvantaged Business Enterprises Rule. Subawards must comply with EPA’s Subaward Policy which generally precludes using subawards to acquire services from for-profit organizations. Please carefully review Section IV.d, “Contracts and Subawards”, of [EPA’s Solicitation Clauses](#). EPA provides detailed guidance on these competitive procurement requirements and subawards in the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#), [EPA Subaward Policy](#), and [Subaward Frequent Questions](#).

Note that naming a commercial firm or an individual consultant or instructor as a “partner” does not justify a sole source procurement contract in excess of the micro-purchase threshold which is \$10,000 for most applicants. However, nonprofit organizations such as Labor Unions and public institutions of higher education such as community colleges are eligible for non-competitive subawards.

Applicants may, but are not required to, use the sample format below to organize your response. Applicants who do not use this format will not be penalized during the evaluation process.

Partner commitments listed in the table should match commitments made in the Partnership Letters, Memorandum of Agreement, and/or Coalition Letters.

Sample Format for Partnerships

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

A. Collaboration with Environmental Entities

Provide information on any specific efforts made to collaborate with organizations that are performing environmental work, including, but not limited to, non-lead coalition members and Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grant recipients in your community.

Explain how past and/or future efforts to collaborate with organizations (including with non-lead coalition members, if applicable) completing local environmental projects in your target community will enhance and foster future employment for job training graduates.

Discuss your organization's relationship with your local economic development or other city or county departments (which may include your coalition members) and if these relationships resulted in or will result in the placement of graduates with local contractors in your community. Attach Partnership Letters indicating commitments partner organizations have made to your proposed program. If the applicant is referencing specific commitments from a coalition member, the application does not need to include a partnership letter from the coalition member but the commitment must be in the Memorandum of Agreement or Coalition Agreement.

B. Collaboration with Job-Readiness/Life Skills

Provide information on any specific efforts made to collaborate with organizations (which may include your non-lead coalition members) that provide job-readiness skills (e.g., life skills training, pre-employment training, GED preparation, academic enhancement, substance abuse counseling, etc.) that are not eligible for funding under this RFA.

Discuss partners' (e.g., non-lead coalition members, local community groups, Workforce Development Boards, One Stop Centers, and academic institutions located in or near the affected community) commitments made to support your program. Explain how your program and partners' expertise ensures trainees have the pre-employment skills needed to secure full-time work. Attach Partnership Letters indicating partner organizations' commitments made to your proposed program. If the applicant is referencing specific commitments from a coalition member, the application does not need to include a partnership letter from the coalition member but the commitment must be in the Memorandum of Agreement or Coalition Agreement.

C. Collaboration with Community

Discuss the relationships you have with community leaders and community-based organizations to support the success of the students in this program. This may include partnerships such as those focused on recruiting students from underrepresented and underserved populations or partnerships with community-based organizations that offer supportive services for students. Examples of community-based organizations include faith-based organizations, local community groups and block clubs, high schools, social service providers, etc. Attach Partnership Letters indicating partner organizations' commitments made to your proposed program.

Describe any efforts you made to notify and involve the local community, and/or hold any public comment sessions during the development of your application. Provide detailed information on how these collaborations will continue throughout the program.

D. Collaboration with Employers

Discuss the involvement of the employer community (e.g., non-lead coalition members, local businesses, environmental contractors, labor unions, site owners) in developing the proposed job training program (for example, identify meeting dates, curriculum development, advisory council participation, registered apprenticeships, pre-apprenticeships tied to registered apprenticeships, internships, on-the-job training, and mentoring etc.)

Discuss your collaboration efforts with employers or unions (which may include your non-lead coalition members) committed to enhancing student learning and those employers or unions specific commitments. For example, employer guest speakers, field trips, mentoring, and/or on-the-job training opportunities.

Describe any employers' commitments (which may include your non-lead coalition members) made to enhancing a graduate's chance of being hired including, but not limited to, commitments to interview students and/or hire graduates.

Attach Partnership Letters from past and prospective employers indicating partner organizations' commitments made to your proposed program. If the applicant is referencing specific commitments from a coalition member, the application does not need to include a partnership letter from the coalition member but the commitment must be in the Memorandum of Agreement or Coalition Agreement.

6. Leveraging

Discuss how you will leverage additional funds/resources beyond the grant funds awarded by EPA to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project.

Describe the leveraged commitments for monetary services/resources to the proposed job training program (e.g., staff time, life skills training, pre-employment training, student stipends, supplies, personal protective equipment (PPE), transportation and bus tokens, GED preparation, childcare, academic enhancement, substance abuse counseling, etc.) already committed to your program. If such commitments are not yet made, describe the likelihood that these commitments will materialize during the project.

Describe the amount(s) and type(s) of leveraged resources that will be available to your project and for what tasks they may be used. For each source of funding, list whether it is an anticipated source of funding or a confirmed source of funding. Applicants may, but are not required to, use the optional table format below to illustrate for which tasks leveraged funds will be used and how much leveraged funding you plan to use for each task. Applicants who do not use this format will not be penalized during the evaluation process. Please modify task categories and add rows as necessary.

Attach Partnership Letters indicating leveraged commitments made to your proposed program. Specific commitments from a coalition member may be included in the Memorandum of Agreement or Coalition Agreement that is attached to your application.

Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

Leveraged Funding Table (Optional)

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

7. Programmatic Capability

This section of your application demonstrates that your organization (“the applicant”) (and if applicable, your coalition members) has programmatic capability (experience, knowledge, and resources, or ability to obtain them) and a reasonable approach necessary to ensure successful completion of all required aspects of this proposed program.

A. Grant Management System

Discuss the management system you have in place to direct activities under the grant. Include a brief description of your project manager and staff and a discussion of the qualifications and experience. Discuss the means you have to retain project leadership or recruit qualified staff should employee turnover occur. Describe the system(s) you have in place to acquire additional expertise and resources required to perform the proposed project. If you intend to contract for the necessary expertise, describe the system you have in place to acquire that expertise.

B. Organizational Experience

Explain your organization’s (and if applicable, your coalition members’) experience in working with the community you propose to serve. Discuss any experience your organization (and if applicable, your coalition members) has in the employment and training field at large. Discuss any previous experience your organization (and if applicable, your coalition members) has had in environmental training as it relates to

your proposed curriculum.

If you do not have an instructor on staff and are considering contracting or using a subaward to an eligible subrecipient (e.g., a community college), describe the criteria you will use to select the contractor (including consultant) and/or subrecipient.

C. Past Performance and Accomplishments

If you received an EPA Brownfields Job Training Grant (or an Environmental Workforce Development and Job Training Grant (EWDJT)) within the last 10 years, please respond to **item i.** below.

If you have not received an EPA Brownfields Job Training Grant (or an Environmental Workforce Development and Job Training Grant), but have received other federal or non-federal assistance agreements within the last 10 years, including EPA Brownfields Area-Wide Planning, Multipurpose, Assessment, Revolving Loan Fund, or Cleanup Grants, please respond to **item ii.** Below.

If you have not received any type of federal or non-federal assistance agreements within the last 10 years or if you have recently received an assistance agreement (including a Brownfields Grant), but have not had an opportunity to demonstrate compliance with the award requirements, please indicate this in response to **item iii.** Below. **Failure to indicate anything in response may result in zero points for this criterion.**

In evaluating applicants under the factors in [Section V.](#), EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant).

i. Current or Past EPA Brownfields Job Training or EWDJT Grant Recipients that were awarded a JT Grant within the last 10 years. (Please be advised the date you were awarded the grant must be 2015 or later to qualify for this category.) Identify each of the EPA Brownfields Job Training Grant(s) (or an Environmental Workforce Development and Job Training Grant(s)) you currently have or have received in the past. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under the previous or existing grant(s) by providing the information requested below.

- Funds Expenditure: Provide the balance of grant funds not drawn down (funds remaining). If you have an open EPA Job Training Grant, indicate your need for additional funding based on remaining funds.
- Compliance with grant requirements:
 - a. Discuss your compliance with the workplan, schedule, and terms and conditions of the grant(s).
 - b. Discuss whether you have made, or are making, progress toward achieving the expected results of the grant in a timely manner. If not, discuss what corrective measures you took, or are taking, and

- how the corrective measures were effective, documented, and communicated.
 - c. Discuss your timely quarterly and annual reporting, as well as ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting.
 - d. Discuss whether the data are accurately reflected in ACRES at the time of this application submission, and if not, explain why.
- Accomplishments – Provide information on:
 - a. Number of individuals you committed to train and place **in your prior selected application** versus what was provided in your approved workplan.
 - b. Number of individuals that were actually trained under each grant.
 - c. Placement rate. (Placement rate is defined as the number participants obtaining full-time employment in an environmental job divided by the number of participants completing training.)
 - d. Whether the original anticipated training and placement goals were met, and, if not, the steps that were taken to improve the program.

Sample Accomplishments Data (Optional)

Grant #	Project Period	Funds Expended	# of Participants Trained	# of Participants Placed	% placed in full-time employment	Data Updated in ACRES (Yes/No)
JT-99999998	10/01/11 – 9/30/14	\$183,264	80	70	88%	Yes
JT-99999999	10/01/03 – 9/30/05	\$200,000	78	72	92%	Yes

– OR –

- ii. Has Not Received an EPA Brownfields Job Training or EWDJT Grant; Recipient of Other Federal or Non-Federal Assistance Agreements that was awarded within the last 10 years. (Please be advised the date you were awarded the grant or assistance agreement must be 2015 or later to qualify for this category.)
 - Identify current and/or prior federally and non-federally funded assistance agreements (no more than three) you received, including EPA Brownfields Grant(s), *that are most similar in scope and relevance in terms of structure and/or deliverables to the proposed project*. If you worked with EPA on delivering a Superfund Job Training Initiative (JTI) project, please also note this. Demonstrate your history of successfully managing these agreements and performing all phases of work under each agreement by providing the following information.

- a. Describe the awarding agency/organization, amount of funding awarded, and purpose of the current/most recent assistance agreement(s) you have received. Discuss your compliance with the workplan, including schedule, and terms and conditions of the grant.
- b. Discuss whether you have made, or are making, progress toward achieving the expected results of the grant in a timely manner. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented, and communicated.
- c. Discuss your success in meeting and complying with reporting requirements, including quarterly reporting, technical reports, final reports, and data entry into ACRES, as applicable.

– OR –

- iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements Affirm that your organization has never received any type of federal or non-federal assistance agreement (grant or cooperative agreement). Or, discuss how your organization has recently received an assistance agreement, but has not had an opportunity to demonstrate compliance with the award requirements. (*Applicants that indicate that they do not have a history of performing assistance agreements will receive a “neutral” 5-point score for this factor. However, failure to indicate anything in response to this sub-criterion may result in zero points.*)

IV.F. Leveraging

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third-party sources (including another federal grant) to support or complement the project they are awarded under the competition which is above and beyond the EPA grant funds awarded. These resources are different from legally binding *Voluntary committed cost sharing* as defined in 2 CFR § 200.1. Leveraging resources may materialize during the grant *Period of performance* or after the Brownfields Grant has ended. Any leveraged funds/resources and their source must be identified in the Narrative. However, the leveraged funds/resources should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement as would be the case for *Voluntary committed cost sharing*, which is not allowed under this solicitation.

- **Leveraging that will materialize during the grant:** An example of leveraging that typically materializes during a Brownfields Grant *Period of performance* includes an applicant’s leveraged resources that are needed to support or complement the grant.¹⁴ If applicants propose to provide leveraged funds/resources, EPA expects them to make the effort to secure the leveraged resources described in their Narrative. If the proposed leveraging does not materialize during grant performance, then EPA may

¹⁴If an applicant proposes to contribute resources to carry out the grant, EPA will evaluate responses to the 6. Leveraging criterion.

reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 or 1500. The grant workplan must include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's Narrative.

- **Leveraging that will materialize after the Brownfields Grant has ended:** Examples of leveraging that typically materialize after the Brownfields Grant has ended include resources for continued training after the Brownfields Job Training Program cooperative agreement is closed.

IV.G. Narrative Attachments

The following documents should be included as attachments to your application. Items 1-2 of the listed attachments must not exceed a total of fifteen (15) pages.

1. **Milestones Schedule:** This should indicate start times and completion dates of significant tasks under your program (e.g., outreach, procurement of a contractor, recruitment, frequency of classes to be offered and length, instruction, placement, and tracking).
2. **Partnership Letters:** Partnership Letters may only impact scoring of the subcriteria that directly cite and request letters and references. Letters and references will not impact scoring for other criteria. Letters must be received with your application; **letters received separately or after the due date for application submission will not be considered.**

IV.H. Confidential Business Information

As discussed in [Section IV.D.](#), *Narrative Information Sheet*, EPA recommends that you do not include confidential business information (CBI) in your application. However, if CBI is included, it will be treated in accordance with [40 CFR § 2.203](#). Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. EPA will evaluate such claims in accordance with [40 CFR Part 2](#). If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by [40 CFR § 2.204\(c\)\(2\)](#) prior to disclosure.

SECTION V. – APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

V.A. Evaluation Criteria

If your application passes the threshold eligibility review (see [Section III.B.](#)), the information you provide in response to [Section IV.E.](#) (Narrative) will be evaluated per the criteria below and scored by a national evaluation panel. Your application may be assigned up to 200 points.

1. COMMUNITY NEED (45 points)

Each application will be evaluated on the quality and extent to which it addresses the following:

1.A. Community Description (25 points)

- The degree to which the applicant identifies and describes their target area and provides a detailed explanation of how/why the targeted area was selected for the training. (5 points)
- The degree to which the applicant provides a detailed description of their community and the degree to which their community is an underserved community or includes a disadvantaged community (as defined by footnote 1). The degree to which the described environmental, public health, and employment/workforce challenges negatively impact the target community. The extent to which the demographic information identifies the environmental, social, public health, economic issues, and brownfield challenges. (5 points)
- The extent to which demographic statistics are provided for the target area, including a comparison to the larger local, state, and/or national averages and the degree to which the statistics for the target area demonstrate that the project will benefit communities in the target area. *Note, responses that do not clearly identify sources of information used will be evaluated less favorably.* (5 points)
- The extent to which the project will help facilitate the identification and reduction of threats to human health and the environment that may be associated with exposure to hazardous substances, pollutants, or contaminants, and the health or welfare of the target area population, including affected sensitive populations, and other high-need individuals in the target area (5 points)
- The extent to which the proposed project will benefit the health or welfare of sensitive populations, including specific groups of high-need individuals in the target area (5 points)

1.B. Labor Market Demand (20 points)

- The extent to which the applicant conducted a labor market assessment using current data and the extent to which the methods used to conduct the assessment were sound. The extent to which the applicant provides a detailed explanation of the methods used (5 points)
- The extent to which the labor market assessment identified demand for an environmental workforce in the proposed target area and/or region. (5 points)
- The extent to which the results of the labor market assessment are incorporated into the proposed curriculum, including the extent to which trainings will meet the labor market demands. The degree to which the applicant will evaluate whether jobs in the industry are high-quality jobs that align with the Good Job Principles. (10 points)

2. TRAINING PROGRAM DESCRIPTION (25 points)

Each application will be evaluated on the quality and extent to which it addresses the following:

- The degree to which the proposed training curriculum and certifications offered are comprehensive, achievable, and structured to meet the hiring needs of the students, employers, and the community. (10 points)
- The extent to which the applicant provides a detailed description for each training course that will use Brownfield Job Training Grant funds for and the extent to which each course is eligible. (*Note, responses that include ineligible costs will be evaluated less favorably.*) (5 points)
- The extent to which the training program creates a pathway to jobs that provide family-sustaining wages and economic mobility, or a pathway to continued training. If applicable, the extent to which a proposed pre-apprenticeship program in partnership with a local employer or labor union will create a guaranteed pathway into a Registered Apprenticeships Program with a local labor union or employer. (5 points)
- The extent to which the execution of the training program incorporates sustainable practices. (5 points)

3. BUDGET (15 points)

Each application will be evaluated on the quality and extent to which it addresses the following:

- The degree to which to which the EPA-funded tasks/activities that will take place under this grant (beyond the eligibility of the training courses evaluated in Section 2, *Training Program Description*) are eligible and appropriate to the goals of the proposed training program. (5 points)
- The degree of clarity on how each cost estimate was developed (including direct and/or indirect administrative costs, when applicable) and the extent to which costs per task are presented in detail. (5 points)
- The extent to which each proposed cost estimate is reasonable (costs are commensurate with benefits) to implement the training program and clearly correlates with the proposed tasks. (5 points)

Notes:

- *Projects that allocate at least 60% of funds to tasks directly associated with instruction/training will be evaluated more favorably. Please reference Section IV.E.3. for guidance on instruction/training costs.*
- *Transportation stipends, monetary stipends, and childcare subsidies are considered participant support costs that are separate and do not count toward instruction/training costs. Total amount of stipends or personnel costs, to hire the trainees as W2 employees, may not exceed 40% of total award. Projects that allocate more than 40% of funds for participant support costs or trainee wages will be*

evaluated less favorably.

- *Administrative costs that exceed 5% of the total EPA-requested funds will be evaluated less favorably.*
- *A response that includes cost estimates that are not reasonable or realistic to implement the project/grant will be evaluated less favorably. For example, applicants that request more funds than is reasonably justified in the Narrative to complete the proposed project/grant.*

4. PROGRAM STRUCTURE, ANTICIPATED OUTPUTS, AND OUTCOMES (50 points)

Each application will be evaluated on the quality and extent to which it addresses the following:

4.A. Outputs and Outcomes (10 points)

- The extent to which program outputs are clearly identified (including the number of students enrolled, number of students anticipated to graduate, target placement rate of graduates in environmental employment, and anticipated starting wages for graduates), and align with the specific activities of the proposed program. (5 points)
- The degree to which the post-program outcomes are clearly described and reflect the challenges presented in the Community Need section. (5 points)

4.B. Recruitment, Screening, and Retention (20 points)

- The degree to which the recruitment strategies and strategies for working with trusted community leaders and community-based organizations for recruiting unemployed or under-employed individuals, including individuals from underserved populations within the target area are clearly identified and appropriate. (5 points)
- The quality of your screening approaches and the extent to which these approaches are appropriate for the target community. (5 points)
- The quality of the approach to retaining students in the training program and the extent to which these approaches are appropriate for the target community. (5 points)
- The extent to which the accessibility of the program to your target community will alleviate the burden of fees to students and the degree to which accessibility to training facilities will not overburden the target community. (5 points)

4.C. Program Support for Job Placement (15 points)

- The extent to which the proposed program provides job search support and resources for participants, including the extent to which the applicant will assist with initial job placement. (5 points)
- The extent to which the applicant's use of federal and local hiring incentives will increase the likelihood of employment for program graduates. The extent to which the incentives will be marketed to employers. (5 points)
- The extent to which the applicant will track and provide employment support for program graduates. *(Programs that will track graduates for less than one year will be evaluated*

less favorably.) (5 points)

4.D. Program Sustainability (5 points)

- The extent to which the applicant has a plan in place to continue the environmental training program once the EPA grant are exhausted. (5 points)

5. PARTNERSHIPS (35 points)

Each application will be evaluated on the quality and extent to which it addresses the following:

5.A. Collaboration with Environmental Entities (5 points)

- The extent to which the applicant has made efforts to collaborate with organizations (which may include your non-lead coalition members) performing environmental work in the target community and the extent to which specific commitments by those partners will contribute to the success of the proposed project.
- The degree to which the applicant's past and/or future efforts to collaborate with organizations (which may include your non-lead coalition members) completing local environmental projects in the target community will enhance and foster future employment opportunities for job training graduates.
- The degree to which the applicant's relationships with local economic development or other city or county departments (which may include your non-lead coalition members) will result in the placement of graduates with local contractors.
- The extent to which the Partnership Letters identify specific commitments to support the proposed program. If the applicant is referencing specific commitments from a coalition member, the application does not need to include a partnership letter from the coalition member but the commitment must be in the Memorandum of Agreement. *(Note, that Partnership Letters, Memorandum of Agreement or Coalition Letters that do not match the commitment identified in the Narrative will be evaluated less favorably.)* (5 points)

5.B. Collaboration with Job-Readiness/Life Skills (5 points)

- The extent to which the applicant has made efforts to collaborate with organizations (which may include your non-lead coalition members) that provide students with job-readiness skills to ensure trainees have the pre-employment skills needed to secure full-time work.
- The extent to which partners (which may include your non-lead coalition members) have committed support that will contribute to the success of the proposed program.
- The extent to which the Partnership Letters identify specific commitments to support the proposed program. If the applicant is referencing specific commitments from a coalition member, the application does not need to include a partnership letter from the coalition member but the commitment must be in the Memorandum of Agreement. *(Note, that Partnership Letters, Memorandum of Agreement or Coalition Letters that do not match the commitment identified in the Narrative will be evaluated less favorably.)* (5 points)

5.C. Collaboration with Community (10 points)

- The extent to which the applicant has collaborated with community leaders and community-based organizations to support the success of the students in the program. The degree to which the applicant notified and involved the local community in developing the application. The extent to which the collaborations with the local community will continue throughout the program. (5 points)
- The extent to which the Partnership Letters identify specific commitments to support the proposed program. If the applicant is referencing specific commitments from a coalition member, the application does not need to include a partnership letter from the coalition member but the commitment must be in the Memorandum of Agreement. *(Note, that Partnership Letters, Memorandum of Agreement or Coalition Letters that do not match the commitment identified in the Narrative will be evaluated less favorably.)* (5 points)

5.D. Collaboration with Employers (15 points)

- The degree to which the employer community or local labor unions (which may include your non-lead coalition members) were involved in the development of the proposed program. The extent to which the applicant has collaborated with employers or unions (which may include your non-lead coalition members) committed to enhancing student learning and the degree to which the specific commitments by those employers or unions (which may include your non-lead coalition members) will contribute to the success of the proposed program. (5 points)
- The extent to which the applicant has collaborated with employers or local labor unions (which may include your non-lead coalition members) committed to enhancing a graduate's chance of being hired and the specific commitments by those employers. (5 points).
- The extent to which the Partnership Letters identify specific commitments to support the proposed program. If the applicant is referencing specific commitments from a coalition member, the application does not need to include a partnership letter from the coalition member but the commitment must be in the Memorandum of Agreement. *(Note, that Partnership Letters, Memorandum of Agreement or Coalition Letters that do not match the commitment identified in the Narrative will be evaluated less favorably.)* (5 points)

6. LEVERAGING (5 points)

- The extent to which the applicant provided a detailed plan (amount(s) and type(s)) to leverage additional funds/resources beyond the grant funds awarded by EPA to support the proposed project activities and the extent to which these funds/resources will be used to contribute to the performance and success of the proposed project. The extent to which leveraged commitments for monetary services/resources to the proposed job training program are already committed to your program. If such commitments are not yet made, the likelihood that the commitments will materialize during the project.
- The degree to which the applicant's leveraged resources have already been committed or confirmed or if they are an anticipated leveraged resource. *(Applications with committed or confirmed leveraged funding and resources will be evaluated more favorably.)* (5 points)

7. PROGRAMMATIC CAPABILITY (25 points)

Each application will be evaluated on the quality and extent to which it addresses the following:

7.A. Grant Management System (5 points)

- The extent to which the applicant has a management system in place to direct activities under this grant. The extent to which the project manager and staff have the qualifications and experience to successfully manage the grant. The degree to which the applicant has the means to retain project leadership or recruit qualified staff should employee turnover occur. The degree to which the applicant has a system(s) in place to acquire additional expertise and resources required to perform the proposed project. (5 points)

7.B. Organizational Experience (10 points)

- The degree of experience the applicant's organization (and if applicable, the coalition members) has with working with the local community they are proposing to serve. (5 points)
- The degree of experience the applicant (and if applicable, the coalition members) has in the employment and training field at large. The extent to which the applicant (and if applicable, the coalition members) has experience in environmental training as it relates to the proposed curriculum. If the applicant does not have the experience and is considering contracting or using a subaward to an eligible subrecipient, the extent to which the criteria used to procure/select an instructor is clear and in compliance with applicable requirements described in the "Contracts and Subawards" solicitation clause and further discussed in [Section IV.D.](#) of EPA's Solicitation Clauses. (5 points)

7.C. Past Performance and Accomplishments (10 points)

In evaluating an applicant's response to this criterion, in addition to the information provided by the applicant, EPA may consider relevant information from other sources including information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant. Applicants will only be evaluated using the sub-criterion below that is appropriate to their situation.

If the applicant has not received any type of federal or non-federal assistance agreement within the last 10 years, they should provide a response to such effect., *Failure to respond to this criterion may result in zero points for this criterion.*

i) Current or Past EPA Brownfields Job Training or EWDJT Grant Recipients that were awarded a JT Grant within the last 10 years. (Please be advised the date you were awarded the grant must be 2015 or later to qualify for this category.)

- The degree to which the applicant demonstrates its ability to successfully manage past EPA Brownfields Job Training or EWDJT Grant(s) and proven success throughout the different phases of work under the grant.
 - The extent to which funds from any open Brownfields Job Training grant(s) were drawn down in a timely and appropriate manner. The extent to which

the applicant explains its need for additional funds, if the applicant has an open grant with funds remaining. (5 points)

- The extent of compliance with the workplan, schedule, and terms and conditions under the current/most recent grant(s), and the extent to which there is a demonstrated history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.
- The extent to which meaningful accomplishments were achieved under the current/most recent grant(s) including:
 - The number of individuals the applicant committed to train and place versus what was provided in your approved workplan.
 - The number of individuals that were actually trained under each grant.
 - The placement rate.
 - Whether the original anticipated training and placement goals were met, and, if not, the steps that were taken to improve the program. (5 points)

– OR –

ii) Has Not Received an EPA Brownfields Job Training or EWDJT Grant; Recipient of Other Federal or Non-Federal Assistance Agreements awarded within the last 10 years. (Please be advised the date you were awarded the grant must be 2015 or later to qualify for this category.)

- The degree to which the applicant demonstrates its ability to successfully manage federal or non-federal grant(s), and the performance of all phases of work under each grant.
 - The extent to which the current/most recent assistance agreement(s) is similar in terms of scope and relevance in terms of structure and/or deliverables to the proposed project. The extent to which meaningful project accomplishments (including specific outputs and outcomes and measures of success) were achieved under the current/most recent assistance agreement(s). (5 points)
 - The degree of success in meeting and complying with reporting requirements, including quarterly reporting, technical reports, final reports, and data entry into required systems such as ACRES, as applicable. (5 points)

– OR –

iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements

- The extent to which it is clearly affirmed that the organization never received any type of federal or non-federal assistance agreement, or has recently received an assistance agreement, but has not had an opportunity to demonstrate compliance with the award requirements. *(These applicants will receive a “neutral” score of 5 points. Applicants that fail to indicate anything in response to this sub-criterion may result in zero points.)* (5 points)

V.B. Other Factors

In making the final selections from among the most highly ranked applicants, EPA’s Headquarters Selection Official may consider the factors below as appropriate. Applicants

should provide a summary in the Narrative on the applicable other factors and note the corresponding page number on the Sample Other Factors Checklist Form located in Narrative Information Sheet [Section IV.D](#). Other factors include:

- whether the community population is 10,000 or less;
- whether the applicant has not received an EPA Brownfields Job Training Grant since 2015;
- whether the applicant is a federally recognized Indian Tribe or United States territory or whether the project is assisting a tribe or territory;
- whether the applicant is seeking to serve veterans;
- whether a target area is located within a community in which a coal-fired power plant has recently closed (2015 or later) or is closing.

EPA may verify this information prior to selection.

Additionally, EPA's Headquarters Selection Official may take the following considerations into account when making final selections:

- whether a target area is located within, or includes, any census tract identified as disadvantaged by CEJST;
- distribution of funds between urban and non-urban areas;
- whether the proposed site(s) is located within, or includes, a county experiencing "persistent poverty" where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates;
- the distribution of funds among EPA's ten Regions;
- whether the applicant has not previously been awarded a Brownfields Job Training Grant; and
- whether the application is for a Job Training Coalition Grant.

V.C. Review and Selection Process

Timely submitted applications initially will be reviewed by the EPA Regional Office which covers the location of the project to determine eligibility ([Section III](#)). All applications that pass the threshold eligibility criteria review will then be evaluated by national evaluation panels comprised of EPA staff and possibly other federal agency staff knowledgeable about the training activities listed in the RFA. Eligible applications will be evaluated based on the criteria described in [Section V.A](#), and the Office of Brownfields and Land Revitalization (OBLR) will develop a ranking list of applicants.

OBLR will provide the list to the EPA Headquarters Selection Official, who is responsible for further consideration of the applications and the final selection of grant recipients. Applications will be selected for award based on evaluated point scores, the availability of funds, and consideration, as appropriate, of other factors and considerations described in [Section V.B](#).

SECTION VI. – AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

VI.A. Award Notices

Applicants who fail the threshold eligibility requirements will be notified within 15 calendar days of EPA's determination of ineligibility. EPA will notify applicants who are not selected for award based on the evaluation criteria and other considerations within 15 calendar days of EPA's final decision on selections for this competition.

EPA anticipates notification to successful applicants will be made via email by the first calendar quarter in 2025. The notification will be sent to the Project Director and Chief Executive/ Highest Ranking Elected Official listed in the Narrative Information Sheet. This notification, which informs the applicant that its application is selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Regional Award Official (EPA grants officer) for regional awards. Applicants are cautioned that only an EPA grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., a workplan), that must be approved by EPA before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

VI.B. Administrative and National Policy Requirements

Funding will be awarded as a cooperative agreement. The applicants who are selected for award will work with an EPA Project Officer to finalize the required federal application package, the proposed budget, and to negotiate the cooperative agreement workplan. It is EPA's expectation that the selected applicants will complete the award process within six months of the announcement.

Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what recipients must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 2 CFR § 200.329. A listing and description of general EPA regulations and terms and conditions applicable to the award of assistance agreements may be viewed at www.epa.gov/grants.

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress toward completing the project activities described in the workplan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.

VI.C. Reporting Requirements

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within 30 days after each reporting period. The reporting period (e.g., quarterly, annually) is set forth in the terms and conditions of the cooperative agreement. These reports shall cover work status, work progress, difficulties encountered, an accounting of

financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel involved with the project.

Grant recipients will be required to register and enter output data on the Job Training Reporting Form electronically through EPA's online database called the Assessment, Cleanup, and Redevelopment Exchange System (ACRES). Failure to comply with the reporting requirements may result in early termination of the grant and a requirement to return grant funds.

At the end of the cooperative agreement, a final project report is required. The final report will summarize accomplishments, expenditures, outcomes, outputs, lessons learned, and any other resources leveraged during the project and how they were used.

VI.D. Programmatic Requirements

1. Under the Government Performance and Results Act, EPA reports on the many benefits of its funding. One such measure provides information on the number of individuals placed in full-time employment as a result of the use of grant funds. As many of these activities occur beyond the grant period, please note that EPA may contact you after the grant period of performance to collect this information. Reasonable efforts must be made to report this information to EPA.
2. Grant recipients will be required to have in place a system for tracking graduates of their program for a minimum of one year following the close of the grant. Grant recipients are anticipated to have completed the training components of their projects by the end of the fourth year of their award and it is anticipated that the fifth year of the grant will be devoted to placement, tracking, and reporting. Any placements that take place following the close of the grant and final expenditure of grant funds must be reported to the EPA Project Officer and recorded in the Job Training Reporting Form and ACRES – EPA's on-line reporting database -- with the "quarterly report" described above. Failure to do so may affect an applicant's ability receive future Brownfields Job Training Grant funding.
3. All recipients who are awarded funding under this solicitation must meet sufficient progress requirements as referenced in the grant terms and conditions. The term "sufficient progress" means the recipient, within the first year of receiving the grant award: established a training program and began marketing the program; hired all key personnel and procured a contractor(s) or identified an eligible subrecipient(s) (if applicable); and within the second year, completed the first cohort of students have completed training.

VI.E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#) website. Copies of these procedures may also be requested by contacting the Regional Job Training Coordinator listed in [Section VII](#) of this announcement. Please note that the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes

remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

SECTION VII. - AGENCY CONTACTS

EPA Headquarters Contact: Matt Wosje; 1200 Pennsylvania Ave. N.W.; Mail Code: 5105T; Washington, D.C. 20460. Phone: (202) 566-1060. E-mail: Wosje.Matthew@epa.gov

EPA Regional Job Training Coordinators

Regions and States		Address, Phone Number, and Email Address
EPA Region 1 William “Will” Lariviere	CT, ME, MA, NH, RI, VT	5 Post Office Square Suite 100, Mail Code OSRR-07-3 Boston, MA 02109-3912 Phone: (617) 918-1231 e-mail: lariviere.william@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	290 Broadway, 18th Floor New York, NY 10007 Phone: (212) 637-3283 e-mail: mitchell.schenine@epa.gov
EPA Region 3 Nancy Shannon	DE, DC, MD, PA, VA, WV	4 Penn Center (3LD50) 1600 John F Kennedy Boulevard Philadelphia, PA 19103-2029 Phone: (215) 814-3175 e-mail: shannon.nancy@epa.gov
EPA Region 4 Olga Perry	AL, FL, GA, KY, MS, NC, SC, TN	61 Forsyth Street (SNFC, EPA Mail Room) Atlanta, GA 30303 Phone: (404) 562-8534 e-mail: perry.olga@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone: (312) 886-4747 e-mail: morgan.linda@epa.gov
EPA Region 6 Emily Jimenez	AR, LA, NM, OK, TX	1201 Elm Street, Suite 500 Dallas, TX 75270 Phone: (214) 665-2176 e-mail: jimenez.emily@epa.gov
EPA Region 6 Rita Ware		1201 Elm Street, Suite 500 Dallas, TX 75270 Phone: (214) 665-6409 e-mail: ware.rita@epa.gov
EPA Region 7 Alma Moreno-Lahm	IA, KS, MO, NE	11201 Renner Boulevard Lenexa, KS 66219 Phone: (913) 551-7380 e-mail: moreno-lahm.alma@epa.gov

EPA Region 8 Christine Tilly	CO, MT, ND, SD, UT, WY	1595 Wynkoop Street (8LCR-BR) Denver, CO 80202-1129 Phone: (303) 312-6743 e-mail: michaudtilly.christine@epa.gov
EPA Region 9 Amanda Pease	AZ, CA, HI, NV, AS, GU	75 Hawthorne Street (LCRD 2-1) San Francisco, CA 94105 Phone: (415) 972-3068 e-mail: pease.amanda@epa.gov
EPA Region 9 Jasmine Williams		75 Hawthorne Street (LCRD 2-1) San Francisco, CA 94105 Phone: (415) 972-3271 e-mail: williams.jasmine.a@epa.gov
EPA Region 10 Angel Ip	AK, ID, OR, WA	1200 6 th Avenue, Suite 155 (15-H04) Seattle, WA 98101 Phone: (206) 553-1673 e-mail: ip.angel@epa.gov

Appendix 1 Grants.gov Application Submission Instructions

A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined [here](#). Please note that your request must be received *at least 15 calendar days* before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in Section C. *Technical Issues with Submission* below.

B. Submission Instructions

B.1. SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization at www.sam.gov. If you do not have a SAM.gov account, then you will create an account using [Login.gov](https://login.gov)¹⁵ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining a Unique Entity ID (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you to renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the registration [Frequently Asked Question](#) for additional details on the difference.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](https://www.federal.gov/help) (866-606-8220) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent. The Federal Service desk hours of operation are Monday – Friday, 8 a.m. – 8 p.m. ET.

B.2. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal

¹⁵ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit <http://login.gov/help>.

grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the **EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization**. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). **Only person(s) with the AOR role can submit applications in Grants.gov**. Please review the [Intro to Grants.gov- Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take **a month or more** for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

B.3. Application Submission Process

To begin the application process under this grant announcement, go to www.grants.gov and enter the Funding Opportunity Number, **EPA-I-OLEM-OBLR-24-02** into the search box in the top right corner of the page. Click on the “GO” button to view the “View Grant Opportunity” page and click the red “Apply” button at the top of the page.

The electronic submission of your application for this funding opportunity must be made by an official representative of your organization who is registered with www.grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s EBiz point of contact or contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through www.grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization’s SAM.gov account. If not, the application may be deemed ineligible.

B.4. Application Submission Deadline

Your organization’s AOR must successfully submit your complete application package electronically to EPA through www.grants.gov **no later than August 15, 2024, 11:59 p.m. ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from www.grants.gov with the following subject lines:

1. GRANT##### Grants.gov Submission Receipt

2. GRANT##### Grants.gov Submission Validation Receipt for Application

If the AOR did not receive either notification emails listed above, contact the www.grants.gov Support Center at 1-800-518-4726. The Support Center is open 24/7 (except federal holidays).

After the application package is retrieved out of the www.grants.gov system by EPA, the AOR should receive the following notification emails from www.grants.gov:

3. GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application

4. GRANT##### Grants.gov Agency Tracking Number Assignment for Application

Applications submitted through www.grants.gov will be time and date stamped electronically. If you do not receive a confirmation of receipt from EPA (not from www.grants.gov) within 30 days of the application deadline, please contact Matt Wosje ([vosje.matthew@epa.gov](mailto:wosje.matthew@epa.gov)). Failure to do so may result in your application not being reviewed.

Please note that successful submission of your application through www.grants.gov does not necessarily mean your application is eligible for award.

C. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

- Contact the www.grants.gov Support Center **before** the application deadline date at 1-800-518-4726 or https://gditshared.servicenowservices.com/hhs_grants.
- Document the www.grants.gov ticket/case number.
- Send an email with the Funding Opportunity Number, EPA-I-OLEM-OBLR-24-02, in the subject line to Matt Wosje ([vosje.matthew@epa.gov](mailto:wosje.matthew@epa.gov)) **before** the application deadline time and date. The email **must** include the following:
 - a. The www.grants.gov ticket/case number(s).
 - b. A description of the issue.
 - c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of www.grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered.

EPA will make decisions concerning acceptance of each application submitted outside of www.grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through www.grants.gov due to www.grants.gov or relevant www.sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit prior to the application submission deadline time and date because they did not properly or timely register in www.sam.gov or www.grants.gov is **not** an acceptable reason to justify acceptance of an application outside of www.grants.gov.

D. Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Preaward Compliance Review Report (EPA Form 4700-4) [Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4].
5. Project Narrative Attachment Form – attach the Narrative Information Sheet, the Narrative, and required attachments (including responses to the threshold criteria) as one file, if possible. See [Section IV.C](#) for details on the required content, and the associated page limits.

The following forms and documents are **optional** under this announcement.

1. Grants.gov Lobbying Form – To be submitted by applicants requesting **more than** \$100,000 of EPA grant funding.
2. Negotiated/Proposed Indirect Cost Rate Agreement – To be submitted using the Project Narrative Attachment Form by applicants proposing to charge indirect costs to the EPA grant. Please note that applicants may budget for indirect costs pending approval of their Indirect Cost Rate Agreement by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of [EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements](#). However, recipients may not draw down indirect costs until their rate is approved or EPA grants an exception.

Note: A workplan is not required under this announcement. Applicants that are selected for funding will negotiate the workplan with EPA before the cooperative agreement is awarded. Additionally, selected applicants must provide EPA with other required forms and documents, as appropriate, to award the cooperative agreement.