

# EPA Brownfields Job Training Grant Workshop: Understanding the FY2009 Application Guidelines



Presented by:  
The Office of Brownfields and Land Revitalization  
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# Agenda



- Brownfields Program Background/Overview
- Brownfields Job Training (JT) Program Background/Overview
- Competitive Brownfields Job Training Grants
- Getting Started – Application Process
- Threshold Criteria
- Evaluation Criteria
- Attachments
- Application tips
- Next Steps
- Additional Resources
- Questions



## **Brownfields Definition**

*A **brownfield site** is “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.” as defined in Section 101(39) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA or Superfund).*

*The law further defines the term “brownfield site” to include a site that is contaminated by a controlled substance (e.g., Meth lab), petroleum or a petroleum product, asbestos and lead paint, mine-scarred land, and other environmental contaminants.*



## **Brownfields Mission**

- EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. The Program provides financial and technical assistance for brownfield revitalization, including grants for:
  - Environmental assessments
  - Cleanup
  - Revolving loan funds
  - Job training

# Brownfields Job Training Program - Overview



*The Milwaukee Community Service Corps Job Training Class on site.*

# Brownfields Job Training Program - Background



- The first seeds of Brownfields Job Training—and of the Brownfields Program itself—emerged in the early 1990s, reflecting EPA’s growing concern for “environmental equity,” later known as environmental justice issues.
- Among the lessons learned from the very first EPA Brownfields Pilot grants was the realization that the communities surrounding these brownfields were not benefiting from the job opportunities created by their assessment and cleanup. EPA realized that these brownfields-related jobs were being filled by environmental professionals from other cities, due to a lack of environmental training among local workforces.

## Brownfields Job Training Program ~ Background (continued...)



- While EPA had no resources allocated for Job Training during the initial years of the Brownfields Program, the Agency had already collaborated with HMTRI to offer environmental education and training program assistance to community colleges located near Superfund and other hazardous waste sites.
- With the goal of adding a job training component to the Brownfields Program, EPA tapped the expertise of a number of federal entities with established job training programs— Including the National Institute of Environmental Health Sciences (NIEHS).



# Brownfields Job Training Program ~ Background (continued...)



- **January 1995:** EPA announces the first Brownfields Pilots.
- **1996:** EPA signs a Memorandum of Understanding with the Department of Labor, focusing on job training and employment opportunities related to the Brownfields Program for local youths and adults.
- **1998:** The National Institute of Environmental Health Sciences establishes a Brownfields Minority Worker Training Program in collaboration with selected EPA Brownfields Pilot grantees.
- **1998 (cont...):** EPA awards its first 11 Brownfields Job Training Pilots to entities including cities, community colleges, universities, and non-profits.
- **June 1999:** The Brownfields Job Training Program produces its first 100 graduates.
- **September 1999:** 100 graduates of EPA-funded Job Training Programs have been placed in environmental jobs.
- **June 2001:** The number of Brownfields Job Training Program graduates reaches 1,000.

# Brownfields Job Training Program ~ Background (continued...)



- **January 2002:** President Bush signs the *Small Business Liability Relief and Brownfields Revitalization Act* into law. Known as the “Brownfields Law,” this legislation amended CERCLA to specifically authorize federal financial assistance for brownfields revitalization, including grants for assessment, cleanup, and job training.
  - CERCLA now had language specifically authorizing Job Training Grants under EPA’s Brownfields Program—authorizing EPA to provide grants for training to facilitate site assessment, remediation of brownfields sites, or site preparation.
- **2003:** EPA Awards \$2 million for Brownfields Job Training Grants in ten communities across seven states—its first Brownfields Job Training grants under the new Small Business Liability Relief and Brownfields Revitalization Act of 2002.
- **To date,** EPA has funded 131 Brownfields Job Training grants totaling over \$25 million.
- **As of spring 2008,** more than 4,200 participants have completed training and more than 2,700 have obtained employment in the environmental field, with an average starting hourly wage of \$13.97.

# Brownfields Job Training Program- Overview (continued...)



## Recipients of Brownfields Job Training Grants

- Through its Brownfields Job Training Program, EPA awards competitive grants to develop environmental cleanup and health and safety training programs for unemployed and underemployed, predominately low-income and minority residents of brownfields-impacted communities. These programs provide trainees with the skills needed to obtain jobs created by the assessment, cleanup, and redevelopment of brownfields in their communities.

# Brownfields Job Training Program- Overview (continued...)



- **Sample Core Curriculum**

- Occupational Safety And Health Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER)
- Asbestos and Lead Paint Abatement
- Environmental Site Technician
- Soil And Groundwater Sampling
- Confined Space Entry
- Demolition/Debris Removal
- Environmental Health and Safety

#### **Other Specialized Training**

- Mold Remediation
- Phytoremediation
- Hazardous Substance Transportation
- Disaster Site Worker
- Vapor Intrusion
- Construction
- Alternative Technologies

- ❖ Please note that HAZWOPER training is a newly **REQUIRED** component of a Brownfields Job Training curriculum for grantees.



- **Environmental Job Examples**
  - Environmental Technician
  - Air Quality Technician
  - Emergency Response Technician
  - Energy Conservation Specialist
  - GIS Technician
  - Treatment, Storage, & Disposal Facility Technician
  - Health & Safety Technician/Trainer
  - Biotechnology Technician/Analyst
  - Sampling/Calibration/Analysis Technician
  - Wastewater Treatment Plant Operator
  - Hazardous Materials Transporter
  - Forklift Operator
  - Construction/plumber/electrician

# Brownfields Job Training Grants ~ The Competitive Grant Process



*EPA awards an average of 12-13 Brownfields Job Training grants annually, and sets a high standard for winning applications.*

- *One out of approximately four applications are funded per solicitation.*
- *From year-to-year, 90% of previously unfunded applications are funded after re-applying.*

**For FY 2009, the total estimated funding available for Brownfields Job Training grants is \$2,500,000. EPA anticipates the award of 12-13 cooperative agreements with maximum values of \$200,000 each.**

## Brownfields Job Training Grants ~ The Competitive Grant Process



### **FY 2008 Brownfields Job Training Program:**

- EPA received 39 grant applications.
- Funded 13 grants, at a total cost of approximately \$2.6 million.

Joe – the red text is there for regions to fill in should they want to use your presentation.

# The Competitive Grant Process - Getting Started



To begin the application process:

1. Go to [www.epa.gov/oswer](http://www.epa.gov/oswer) and click on the “Grants and Funding” link to find a copy of the FY09 Brownfields JT Grant Guidelines available for download.
2. Applicants may choose to submit application packages as described in Section 4(B) of this announcement, either in hard copy (paper) format or through [www.Grants.gov](http://www.Grants.gov) with an electronic signature.
3. Sign up for the Brownfields listserv to receive automatic notifications of request for applications (RFAs) when they are issued.

Replace the red link with the updated link when the guidelines are posted.



# The Competitive Grant Process - Getting Started (continued...)



**a. Hard copy (paper) submission – ONLY!**

- ✓ Applications must submit two complete packages including all of the documents identified in *Section 4(B)* of this announcement.
- ✓ Complete packages must be postmarked by the closing date and time for receipt of application packages. One complete package must be sent through regular mail, express mail, or courier to each of the following recipients:
  - **Environmental Management Support, Inc.** (contractor to EPA) Attn: Keith Arnold, 8601 Georgia Avenue, Suite 500 Silver Spring, MD 20910, (301) 589-5318
  - The appropriate **EPA Regional Job Training Coordinator** listed in *Section 7(B), Agency Contacts*.

- b. Online Submission** – Using [www.Grants.gov](http://www.Grants.gov), applicants may submit the complete application package on-line with no hard copy or computer disks.

# Threshold Criteria



*Participants from the Oregon Tradeswomen, Inc. Brownfields Job Training Program.*

# Threshold Criteria (Pass/Fail)

## Overview



- Threshold criteria are evaluated on a pass/fail basis. Applications that fail any one of the threshold criteria will not be considered further.
- EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination.
- Applications that meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(A), Ranking Evaluation Criteria*.
  1. Applicant eligibility
  2. Limitation on applicants with Fiscal Year (FY) 2008 funding
  3. Location of the proposed project
  4. Eligible use of funds
  5. No duplication of other federally funded Environmental Job Training programs
  6. Required training (new)
  7. Conformity with application guidelines
  8. Submission in English
  9. Documentation/evidence of current nonprofit status under federal, state, or tribal law, if applicable (new)

★ **Applications that fail any one of the threshold criteria will not be considered further.**

# Threshold Criteria (Pass/Fail)

## 1. Applicant Eligibility



- Applicants must demonstrate they are eligible. Eligible applicants include:
  - Non-profit organizations (501(C)(3) proof required)
  - Municipalities
  - Quasi-governmental organizations
  - Government entities created by state legislatures
  - Regional Councils or general purpose units of local government
  - Redevelopment agencies
  - States
  - Tribes (other than in Alaska)\*
  - Workforce Investment Boards
  - Colleges and Universities

## Threshold Criteria (Pass/Fail)

### 2. Limitation on Applicants with FY 2008 Funding



- Applicants who received EPA Brownfields Job Training funds in Fiscal Year 2008 are NOT eligible to receive funds during the FY 2009 award cycle.



*The Oakland Private Industry Council, receiving their Brownfields Job Training Grant in 1998.*

## Threshold Criteria (Pass/Fail)

### 3. Location Requirements / Eligible Use of Funds



- Eligible applicants must propose to serve a community that currently receives, or has received, assistance from EPA, states, or tribal authorities for brownfields projects.
  - Note: this includes both state and tribal assistance and also EPA regionally led Targeted Brownfields Assessments, and is not limited to communities that have received a competitive federal Brownfields grant.
- Applicants must affirm that their proposed project will be an eligible use of funds.
- Most costs directly related to Brownfields Job Training Grants are eligible. However, JT grant funds cannot be used for general or life-skills training, actual response activities, or administrative costs.



For detailed information on eligible use of funds, refer to Section 1(B) of this announcement (*refer to Appendix 1: Prohibitions on Use of Funds*).

## Threshold Criteria (Pass/Fail)

### 4. Anti-redundancy / Training Requirements



- Applicants **MUST** demonstrate that their proposed program does not duplicate any other federally funded Environmental Job Training programs in their communities.
- To determine if there are similar programs in the community you propose to serve:
  - Check the National Institute of Environmental Health Sciences website at [www.niehs.nih.gov/wetp](http://www.niehs.nih.gov/wetp).
- All Brownfields Job Training curricula must include OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training, and it must be provided to all individuals completing training.

Please visit the following website for more details:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9765](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765).

## Threshold Criteria (Pass/Fail)

### 5. Application Package / Language Requirements



- Application packages must substantially conform to the outline and content detailed in *Section 4(B), Content and Form of Application* of this announcement or they will be rejected.
- Pages in excess of the page limitations for the narrative proposal (18 pages) and the attachments (20 pages) that are listed in *Section 4(B), Content and Form of Application* will not be reviewed.
- All application materials must be submitted in English, including support letters.







## RANKING CRITERIA—OVERVIEW

- **Applicants must directly and explicitly address all criteria as part of their “Project Description.”**
- **Each application will be rated under a points system, with a total of 100 points possible.**
- **Each application will be evaluated according to eight (8) evaluation criteria.**
- **Each of the eight criteria is comprised of subfactors that vary in scoring value.**

# Ranking Criteria ~ Overview



Criterion	Maximum Points Per Criterion
1. Project Workplan – Training Program Objectives and Plans	15
2. Performance Measurement: Anticipated Outcomes and Outputs	15
3. Programmatic Capability	10
4. Environmental Results Past Performance	10
5. Community Involvement and Employer Partnerships	25
6. Community Need	15
7. Budget/Resources	5
8. Leveraging	5
<b>Total Possible Points Per Application</b>	<b>100</b>

## Ranking Criteria

### 1. Project Work Plan - Training Objectives and Plans (15 Total Points - 3 subfactors - 5 points each)



- **Subfactor 1: Are the objectives of your project clearly identified?**

- Present a clear and concise description of the proposed job training program— i.e., training program outline is clearly identified and comprehensive, including the number of training cycles, the number of hours per cycle, the number of certifications to be earned, the names of courses, and the schedule of classes.



Keep in mind that the minimum of 250 participants completing training is a national cumulative target, not the number you are expected to train. An average number trained is 15-20 per cycle with approximately 2 cycles each year.

## Ranking Criteria

### 1. Project Work Plan - Training Objectives and Plans (15 Total Points - 3 subfactors - 5 points each)



- **Subfactor 2: How will your program ensure employment for graduates and comply with employer hiring needs?**
  - Tell us what certifications graduates will earn and how you will link them to the hiring needs in the community.
  - Are your instructors licensed to provide these certifications?
  - Tell us about the potential burden program fees will have on the participants. Medical, licensing, transportation, etc.
- **How will your recruitment & screening criteria ensure that participants graduate? Are your facilities easily accessible?**
  - Tell us what criteria you will use to recruit applicants (newspaper, radio, posters, word-of-mouth, etc.).
  - Tell us what criteria you will use to screen applicants (high school diploma, drug testing, TABE testing, etc.).
  - How close is the training facility to the targeted community? Is there public transportation?

## Ranking Criteria

### 1. Training Program Objectives and Plans

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 3: What are your local job development strategies? Will they support the placement of graduates? In full-time positions? Have you partnered with your state environmental office to aid in placement?**
  - Talk about the local job development strategies you already have established and how they will help place graduates of the program. Describe how they relate to ongoing brownfields work in your community.
  - What strategies will you use to market your program to employers, to get graduates placed in environmental jobs?
  - Tell us about the partnerships you have made with states/tribes to place graduates in brownfields-related work.
- **What incentives will be utilized to increase the likelihood of employment?**
  - Talk about any local hiring incentives, such as:
    - Hiring ordinances for public agency contractors
    - Tax incentives
    - Wage subsidies

## Ranking Criteria

### 2. Performance Measurement – Anticipated Outcomes and Outputs (15 Total Points – 5 subfactors – 3 points each)



- **Subfactor 1: Are your anticipated outcomes and outputs clearly identified as described in Section 1(E), Measuring Environmental Outcomes/Outputs?**
  - Tell us about the number of participants you expect to train through this grant and the targeted placement rate for jobs that directly relate to the training received.
- **Subfactor 2: Are your measures of success clearly described for the project?**
  - Ensure that measures of success are either measures of environmental improvement or are directly related.
  - ★ The Evaluation Panel will look for quantitative and qualitative measurability.
- **Subfactor 3: How will success in achieving project outcomes and outputs be evaluated and measured?**
  - Provide a description of any planned reports or other deliverables that measure and track project success and document achievement of expected outputs identified in Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs.



• **Subfactor 4: Are your milestones and objectives specific, measurable, and realistic?**

- Describe your specific milestones.
- Show how these milestones will be measured/achieved.
- Tell us why you think these milestones are realistic.
  - (An example of past success would work well here.)
- Describe the need for environmental workers expressed by local employers.
- Include a timetable/schedule of these milestones in your attachments.
- Be specific!



## Ranking Criteria

### 2. Performance Measurement - Anticipated Outcomes and Outputs (15 Total Points - 5 subfactors - 3 points each)



- **Subfactor 4 (continued...): Does your organization have a detailed and realistic strategy in place to continue your program after EPA funding is exhausted?**
  - Describe the specific strategy that will ensure the continuation of your program.
  - Show how you know this strategy is realistic.
    - For instance, provide past experience in leveraging funds.
  - Do you currently have other funds that will sustain your program if you're partially funded either this time or next time?
    - Describe internal funding sources.
    - Highlight outside funding commitments.
    - Describe past leveraging successes.
  - If not, what is your plan to sustain your program throughout the life of this grant?

## Ranking Criteria

### 2. Performance Measurement - Anticipated Outcomes and Outputs (15 Total Points - 5 subfactors - 3 points each)



- **Subfactor 5: How will your organization ensure sustainable employment including initial job placement, retention, and continuous employment for participants of its job training program?**
  - Describe your process, from initial placement through retention and long-term employment.
    - Are your doors always open to help place past graduates?
    - Explain your policy for **past graduates** as far as accessing job search resources.
  - Highlight the need for environmental workers on upcoming/ongoing projects.
  - Describe your relationships with local environmental employers and their involvement in your program. Include factors such as these employers':
    - Willingness to hire.
    - Participation on advisory councils.



- **Subfactor 5 (continued...): Has your organization developed a strategy to ensure successful implementation of this program? To what extent?**
  - Describe how you will utilize outside resources.
    - Will you use an employer network, career centers, etc.?
  - How will you revise your program once implemented?
    - Will you interact with trainees to address their comments/suggestions?
    - Are you willing/prepared to adjust curricula based on unforeseen demands (e.g., hurricanes, oil spills, etc.)
    - Do you have an advisory board in place that will meet regularly and assist you with altering the program if necessary?



- **Subfactor 5 (continued...): How and to what extent will your organization provide job search support for trainees?**
  - Tell us how trainees will be able to access the resources you provide for job search support (computers, environmental directories, etc.)
  - Tell us your plan for tracking graduates for at **least** a year. This is a requirement!
    - Explain if this tracking will stay in house or be contracted out.
    - Will employers be required to report back in order for you to accurately comply with reporting requirements?
    - Explain your policy for allowing past graduates to access job search resources.
  - Tell us how your plan will ensure compliance with EPA's tracking requirements.

## Ranking Criteria

### 3. Programmatic Capability

(10 Total Points – 5 subfactors – 2 points each)



- **Subfactor 1: Demonstrate your ability to successfully complete and manage this project.**
- Provide an example of a successfully completed, federally funded project similar in size, scope and relevance within the past three years.
  - Discuss the type of project.
  - Highlight specific similarities (e.g., size, contaminants, location).
  - Describe funding sources.
  - Discuss specific obstacles and how they were addressed.
  - **Discuss any federal grants you have received in the past three years.**

\*Note: if you have no relevant experience/history, say so! A neutral score will be given for these sections. Any sections not addressed will receive a zero score.

## Ranking Criteria

### 3. Programmatic Capability

(10 Total Points – 5 subfactors – 2 points each)



- **Subfactor 2: Show your ability to meet reporting requirements under federally funded assistance agreements.**
- Highlight your history of meeting reporting requirements under federally funded assistance agreements. Demonstrate your timely submission of final reports.
  - What type of reports were submitted?
  - Who drafted/submitted the reports?
  - How often were they submitted?
  - Were they submitted on time?
  - **Discuss ANY federal grants you have received in the past! Not just EPA awards.**

\*Note: if you have no relevant experience/history, say so! A neutral score will be given for these sections. Any sections not addressed will receive a zero score.

## Ranking Criteria

### 3. Programmatic Capability

(10 Total Points – 5 subfactors – 2 points each)



- **Subfactor 3: Show your organizational experience and plan for achieving the objectives of the proposed project on time.**
  - Tell us about your organizational experience and how you will ensure the timely completion of your program's objectives.
  - How long has your organization been providing job training?
  - Is your training experience in the environmental field?
  - Show how your organization is structured to ensure accountability.
  - Show how you can meet your objectives within the two-year performance period.

Is this too much information to include this slide as well??

## Ranking Criteria

### 3. Programmatic Capability

(10 Total Points – 5 subfactors – 2 points each)



- **Subfactor 4: Describe your staff’s expertise and qualifications, and the resources they provide to ensure your program’s success.**
  - Mention years of experience of qualified staff.
  - Demonstrate how your instructors are qualified to provide environmental training.
  - You need to convince the reader that your organization has planned for this training, has highly qualified instructors, and is ready for the funding **NOW!**
  - Provide specific examples of your instructors’ experience working within your targeted community.



## Ranking Criteria

### 3. Programmatic Capability

(10 Total Points – 5 subfactors – 2 points each)



- **Subfactor 5: Tell us about your success in delivering an effective environmental job training program.**

- Illustrate your experience working with minority, unemployed, and/or underemployed individuals within your targeted community.
- If you have not identified an instructor and are considering subcontracting or sub-granting to acquire these services, what steps will you use to ensure that they are qualified?

**As a means of demonstrating your relevant experience, EPA will consider information from other federal agency files and prior/current grantees.**

## Ranking Criteria

### 4. Environmental Results Past Performance (10 Total Points – 2 subfactors – 5 points each)



- **Subfactor 1: Have you adequately documented and/or reported on your progress towards achieving expected results under past federal assistance agreements?**
  - Indicate how you documented your progress toward achieving expected results under any federal assistance agreement you received (within the past three years). Provide detailed explanations of how outcomes and outputs were documented.
  - If progress was not adequately documented, explain why not.
  - Discuss ANY federal grants you have received in the past, not just EPA awards.
  - Please be thorough, as the region has records of your reporting history (i.e., quarterly reports submitted on time and JT reports submitted).
    - These reports should reflect your past successes in training and placement.

**As a means of demonstrating your relevant experience, EPA will consider information from other federal agency files and prior/current grantees.**

\*Note: if you have no relevant experience/history, say so! A neutral score will be given for these sections. Any sections not addressed will receive a zero score.

## Ranking Criteria

### 4. Environmental Results Past Performance (10 Total Points – 2 subfactors – 5 points each)



- **Subfactor 2: Demonstrate how you will continue to be successful in meeting expected project outcomes/outputs. Were you a previous Job Training grantee? What successes have you had in training and placing graduates? What steps you have taken to improve your program? What are your strategies to place graduates?**
  - Tell how many trainees you have placed in environmental jobs.
  - What was your attrition rate?
  - Detail the successes you have had in meeting program goals.
  - If your original goals were not met, what steps did you take to improve your program, and what new strategies were implemented to place graduates?
- **Everyone should address this Subfactor, even if they have never received an EPA Job Training grant.**

## Ranking Criteria

### 5. Community Involvement and Employer Partnerships (New) (25 Total Points ~ 5 subfactors ~ 5 points each)



- **Subfactor 1: Demonstrate that efforts have been made to collaborate with brownfields stakeholders in your targeted community.**
  - Stakeholders include local development organizations, environmental employers, other EPA Brownfields grantees, environmental and development contractors, and site owners.
  - Have you made efforts to enhance or foster employment opportunities for job training graduates in your targeted area?
  - Have local organizations made commitments to assist with your training program (e.g., to provide on-the-job training or hiring graduates)?
    - If so, provide letters of support from these organizations.

## Ranking Criteria

### 5. Community Involvement and Employer Partnerships (New) (25 Total Points ~ 5 subfactors ~ 5 points each)



- **Subfactor 2: What steps did you take to notify the community about your program? How did you involve the community in developing your program?**
  - Explain any early steps you have taken to notify the community about your program, such as:
    - Conducting public hearings
    - Visual advertisements (posters, flyers, etc.)
    - Radio announcements
  - Explain how the community was involved in developing the program/application, such as:
    - Through participation in public meetings
    - Aiding in recruitment activities
    - Having their input solicited regarding your program's curriculum

## Ranking Criteria

### 5. Community Involvement and Employer Partnerships (New) (25 Total Points ~ 5 subfactors ~ 5 points each)



- **Subfactor 3: What efforts were made to partner with local community groups, labor unions with apprenticeship programs, Workforce Investment Boards, and academic institutions to provide the non-environmental elements of your training program, such as:**
  - Life-skills training
  - Pre-employment training
  - GED preparation
  - Child care
  - Academic enhancement
  - Placement assistance
- As requested earlier, please provide any letters of support from organizations and the types of commitments they have made.

## Ranking Criteria

### 5. Community Involvement and Employer Partnerships (New) (25 Total Points ~ 5 subfactors ~ 5 points each)



- **Subfactor 4: What efforts have been made to partner with your state and/or tribal government's environmental office?**
  - What additional resources and assistance will they provide?
  - How will these offices help facilitate the placement of graduates?
  
- **Subfactor 5: Have local employers been involved in development of your proposed job training program?**
  - If so, what components have they been involved in, such as:
    - Curriculum development
    - Advisory councils
    - Apprenticeships
    - Mentoring
  - Please provide letters of support illustrating these commitments.

# Ranking Criteria

## 6. Community Need

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 1: Describe your target community. What are its demographics? What are the impacts of these demographics and how do they relate to brownfields challenges?**
  - Describe your target community, including population, location, history, and environment.
  - Provide community demographics.
  - Provide the source(s) of your information.
  - Include unemployment and poverty rates, minority populations, child and elderly populations, etc.
- Discuss the extent of brownfields sites in your area, including the number of sites, sizes, community impact, etc.



*Job Training students in Los Angeles, California.*



# Ranking Criteria

## 6. Community Need

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 1: (cont...)**
- Describe the negative impacts these brownfields have on the target community (e.g., economic, environmental, and social).
  - Provide an example of a specific site.
  - Economic impacts include loss of tax revenue, and presenting an obstacle to investment.
  - Environmental impacts include potential contamination of air, water, and soil.
  - Social impacts include adverse health effects on community residents, and blight.
- Be descriptive! Help the reader visualize these impacts.
- Make sure your response is compelling. Make the reader cry!
- Emphasize the specific benefits your target community will receive if you are awarded this grant.
  - Be careful to ensure a connection between your community statistics and the focus area of your project.

## Ranking Criteria

### 6. Community Need

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 2: Have you addressed environmental justice (EJ) concerns in your community? How do they relate to this training program? Have you conducted any research or labor market assessments?**
- Indicate any specific EJ concerns and how they relate to:
  - Low-income populations
  - Minority populations
  - Socio-economically disadvantaged populations
- Discuss how these EJ concerns relate to your program.
- Describe in detail how these EJ concerns will be addressed, such as:
  - Pro-bono services, fee reductions
  - Increased representation

## Ranking Criteria

### 6. Community Need

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 3: Have you conducted any research or labor market assessments?**
  - Describe how you know of the local demand for skilled environmental workers.
    - List specific activities you have done, including research conducted.
    - Describe the procedures you used to conduct a labor market assessment.
    - Discuss the results of your assessment.
    - Is there a need for skilled environmental professionals with certifications?
    - Are those certifications proposed and incorporated into your proposed curriculum?
    - Are these certifications directly applicable to the hiring needs of employers within your community?

## Ranking Criteria

### 7. Budget/Resources (1 Criteria – 5 points)



- **Criteria: Are your budget chart and budget narrative included as part of the “Detailed Project Description”?**
  - Starting in FY2009, the budget chart and budget narrative will be included as part of the “Detailed Project Description” and not as an attachment (i.e., Attachment A).
- **Is your budget clear, detailed, reasonable and appropriate? Do you include cost estimates for each of your proposed activities?**
- Include a short introduction before the budget chart outlining how you intend to spend the grant.
  - After the budget chart, explain each of your tasks clearly and completely.
  - Address each cost presented under a task.
    - The cost should appear reasonable based on the details in the description.
    - **This area is where many applicants lose points.**

## Ranking Criteria

### 7. Budget/Resources (1 Criteria ~ 5 points) (continued...)



- Never use the word “administrative” to describe a task—use “cooperative agreement oversight” or something similar.
- Don’t use acronyms like “CBOs”—spell them out.
- Allocate travel funds to attend National Brownfields conferences.
- Make sure you address all 8 items listed under 3a. on page 14 of the guidelines.
- Translate this information into your budget table.
- **Make sure your budget table adds up!**

# Ranking Criteria

## 7. Budget/Resources (1 Criteria ~ 5 points)

(continued...)



Project Funding	Instruction	Outreach	Other Tasks	Total
<b>EPA Project Funding</b>				
Personnel	\$25,000	\$20,000	\$20,000	\$65,000
Fringe benefits	\$7,000	\$5,000	\$5,000	\$17,000
Travel	\$1,000	\$2,000	\$3,000	\$6,000
Contractual	\$70,000			\$70,000
Supplies	\$30,000	\$3,000	\$3,000	\$36,000
Other (Please be specific)			\$6,000	\$6,000
<b>Total EPA Funds</b>	<b>\$133,000</b>	<b>\$30,000</b>	<b>\$37,000</b>	<b>\$200,000</b>
<b>Non-EPA Project Funding</b>				
Administrative Costs	\$9,000		\$20,000	\$29,000
Other (Please be specific)	\$32,000	\$1,000	\$1,000	\$34,000
<b>Total Non-EPA Funds</b>	<b>\$41,000</b>	<b>\$1,000</b>	<b>\$21,000</b>	<b>\$63,000</b>

## Ranking Criteria ~ Job Training

### 8. Leveraging (1 subfactor ~ 5 points)



- **Criteria: Did you demonstrate how you will leverage additional funds to carry out your project?**
- Describe additional sources of internal/external funding already in place
- Show how EPA grant funds will be complimented by these additional funding sources
- Use an example of a past success in leveraging additional funds:
  - How did you leverage these funds?
  - From whom did they come?
- If you don't already have additional funding sources in place, indicate when and where you plan to look!
- Indicate how these additional funds these additional funds will stimulate economic development after your program has ended.
- Note: EPA does not require a funding match (see page 29 of the Guidelines, ranking criteria #8).

## Attachments (20 page limit)



- A. References**
- B. Training Program Outline**
- C. Letter to your state or tribe environmental program**
- D. Milestones Timetable**
- E. General support letters**
- F. Standard Form 424 (SF-424), Application for Federal Assistance, with original signature**
- G. Documentation of Nonprofit Status, if applicable**





# Attachments: A - G (20-page limit)



## **A: References**

- Two employers who have hired participants in the past
- Two neighborhood and/or community-based organizations aiding in the development of your program
- Two organizations from the employer community

## **B: Training Program Outline**

## **C: Letter to your state environmental program**

## **D: Milestone Timetable**

## **E: General support letters**

- A support letter from a past graduate is a good thing!
- Note: The Attachment section is limited to a total of 20 pages!
- Note: The page numbers in parenthesis are only a suggestion. Feel free to adjust as needed.

## **F: Standard Form 424 (SF-424), Application for Federal Assistance, with original signature**

## **G: Documentation of Nonprofit Status, if applicable**

# General Tips for Application Preparation



- Read entire *NEW* Guidelines and follow directions.
- Get mentoring from prior grantees (listed at [www.epa.gov/brownfields/pilot.htm#previous](http://www.epa.gov/brownfields/pilot.htm#previous)).
- Write as though the reader knows **NOTHING** about your community.
- **Follow the instructions in Section 4 for application submission.**
- Address *all* criteria—if it *doesn't* apply, say so and explain why.
- Avoid using acronyms and technical/organizational jargon.
- Follow Cover Letter outline (See pages 11 and 12 of the Guidelines).
- Use “white space” and obey the 18-page limit (not including the 2-page cover letter). Pages in excess of page limits will be removed and not evaluated.
- Typed; single spaced; no binders; **NO COLOR!**
- No photos or graphics.
- Limit attachments to required and relevant documents and letters.
- Electronic submission of applications is allowed (See page 17 of the Guidelines).

# General Tips for Application Preparation (continued...)



## Create a Focused Plan and Show that You Know how to Implement It

- Too much information is not necessarily a good thing.
- Quality beats quantity.
- Do not restate the evaluation criteria.
- Respond clearly and directly to the questions in the guidelines (avoid unnecessary jargon).
- Although your responses may seem repetitious, you need to respond as many times as asked. Some reviewers may not always cross-reference responses.
- Address all criteria—if it doesn't apply, say so and briefly explain why. Address each element of the criteria separately.
- Create a game plan for each section in the application. Identify the number of questions presented in each subsection.
- Highlight key words that you will want to use in your response.
- Identify information that you will need to research or obtain to answer the questions.
- For pertinent sections, design the actual plan you will implement if you receive the EPA grant. Be realistic in your planning.
- Use your plan to answer the questions; a strong understanding of the concepts and well thought out plans will come through in your application.

Joe – the following bullet was included but we deleted it as it did not make sense.

Use presence text (e.g. not we will hold vs. held community meetings)

## Application Submission – FY2009 [Tentative] Application Timeline



- 60-day application window for submission
- October 29, 2008—Application Submission Deadline
- December 2008/January 2009—Grants Announced

★ **If submitting applications through grants.gov, registration is required two weeks prior to submittal!**

## After Application Submission



- Threshold Criteria is evaluated by your EPA Region. You may be contacted to clarify information in your application.
- Environmental Results Past Performance will be scored by the Region.
- National panels will convene and rank applications.
- **The Office of Solid Waste and Emergency Response (OSWER) Assistant Administrator (i.e., the Selection Official) makes final determinations.**

## What To Do Now?



- Draft your application!
- Get letters of support.
- Hold a public meeting.
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your application!
- Send a letter to your state or tribal environmental official notifying them of your plans to apply.
- Register for grants.gov at least two weeks in advance if submitting your application electronically.

# EPA Regional Job Training Brownfields Team



- Region 1 – Marcus Holmes (617) 918-1630 [holmes.marcus@epa.gov](mailto:holmes.marcus@epa.gov)
- Region 2 – Schenine Mitchell (212) 637-3282 [mitchell.schenine@epa.gov](mailto:mitchell.schenine@epa.gov)
- Region 3 – Jeff Barnett (215) 814-3246 [barnett.jeff@epa.gov](mailto:barnett.jeff@epa.gov)
- Region 4 – Kathleen Curry (404) 562-8660 [curry.kathleen@epa.gov](mailto:curry.kathleen@epa.gov)
- Region 5 – Linda Morgan (312) 886-4747 [morgan.linda@epa.gov](mailto:morgan.linda@epa.gov)
- Region 6 – Amber Perry (214) 665 – 3172 [perry.amber@epa.gov](mailto:perry.amber@epa.gov)
- Region 7 – Ina Square (913) 551-7357 [square.ina@epa.gov](mailto:square.ina@epa.gov)
- Region 8 – Bernadette Gonzalez (303) 312-6072  
[gonzalez.bernadette@epa.gov](mailto:gonzalez.bernadette@epa.gov)
- Region 9 – Noemi Emeric (213) 244-1821 [emeric.noemi@epa.gov](mailto:emeric.noemi@epa.gov)
- Region 10 – Deborah Burgess (360) 753-9079 [burgess.deborah@epa.gov](mailto:burgess.deborah@epa.gov)

## Presentation Materials in your Folder



- FY2009 Brownfields Job Training Grant Application Guidelines
- A Copy of Today's PowerPoint Presentation
- State Program Contact list



## Web-based Resources



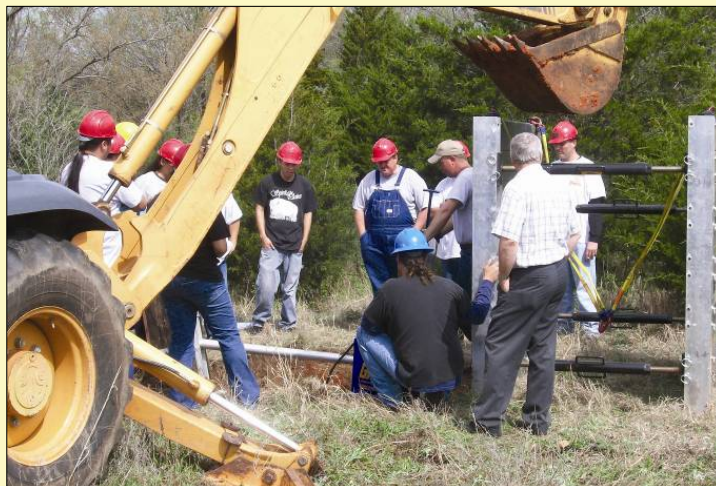
- **Headquarters Information on-line** – [www.epa.gov/brownfields/job.htm](http://www.epa.gov/brownfields/job.htm)
- **Job Training Report: "Improving Land and Lives: 10 Years of Investment in EPA's Job Training Program"** – [www.epa.gov/brownfields/job.htm#tenyears](http://www.epa.gov/brownfields/job.htm#tenyears)
- **Check here to ensure non-duplication of similar Job Training programs** – [www.niehs.nih.gov/wetp](http://www.niehs.nih.gov/wetp)
- **List of previous Brownfields Job Training Grant Recipients** – [www.epa.gov/brownfields/pilot.htm#previous](http://www.epa.gov/brownfields/pilot.htm#previous)
- **List of existing and past EPA funded Brownfields JT Grant Recipients in your area** – [www.epa.gov/brownfields/plocat.htm](http://www.epa.gov/brownfields/plocat.htm)

# Questions ?



*Students Graduating from Tucson, Arizona's Job Training Program.*

Good Luck!



*Students in the Absentee Shawnee Tribe Brownfields Job Training Program, participating in onsite training.*



After viewing the links to additional resources,  
please complete our online feedback form.

**Thank You**

[Links to Additional Resources](#)

[Feedback Form](#)