

Welcome to the CLU-IN Internet Seminar

Understanding the FY12 Environmental Workforce Development and Job Training Grant Proposal Guidelines

Sponsored by: EPA Office of Brownfields and Land Revitalization

Delivered: March 8, 2012, 2:00 PM - 4:00 PM, EST (19:00-21:00 GMT)

March 16, 2012, 2:00 PM - 4:00 PM, EDT (18:00-20:00 GMT)

Instructors:

Joseph Bruss, U.S. EPA, Office of Brownfields and Land Revitalization (Bruss.Joseph@epa.gov)

Kathleen Curry, U.S. EPA, Region 4 (curry.kathleen@epa.gov)

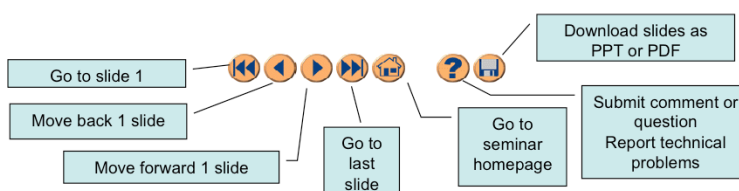
Moderator:

Jean Balent, U.S. EPA, Technology Innovation Program (balent.jean@epa.gov)

Visit the Clean Up Information Network online at www.cluin.org

Housekeeping

- Please mute your phone lines, Do NOT put this call on hold
 - press *6 to mute #6 to unmute your lines at anytime
- Q&A
- Turn off any pop-up blockers
- Move through slides using # links on left or buttons



- This event is being recorded
- Archives accessed for free <http://clu.in.org/live/archive/>

2

Although I'm sure that some of you have these rules memorized from previous CLU-IN events, let's run through them quickly for our new participants.

Please mute your phone lines during the seminar to minimize disruption and background noise. If you do not have a mute button, press *6 to mute #6 to unmute your lines at anytime. Also, please do NOT put this call on hold as this may bring delightful, but unwanted background music over the lines and interrupt the seminar.

You should note that throughout the seminar, we will ask for your feedback. You do not need to wait for Q&A breaks to ask questions or provide comments. To submit comments/questions and report technical problems, please use the ? Icon at the top of your screen. You can move forward/backward in the slides by using the single arrow buttons (left moves back 1 slide, right moves advances 1 slide). The double arrowed buttons will take you to 1st and last slides respectively. You may also advance to any slide using the numbered links that appear on the left side of your screen. The button with a house icon will take you back to main seminar page which displays our agenda, speaker information, links to the slides and additional resources. Lastly, the button with a computer disc can be used to download and save today's presentation materials.

With that, please move to slide 3.

Environmental Workforce Development and Job Training Grant Workshop: Understanding the FY2012 Proposal Guidelines



Presented by:
The Office of Brownfields and Land Revitalization
March 8 & 16, 2012



- **Moderator/Presenter**

Joe Bruss, EPA's Office of Brownfields and Land Revitalization (OBLR), National Job Training Coordinator

E-mail: bruss.joseph@epa.gov

Tel: (202) 566-2772

- **Co-Presenter**

Kathleen Curry, Region 4, Brownfields Section, Regional Job Training Coordinator

E-mail: curry.kathleen@epa.gov

Tel: (404) 562-8660

Agenda



- **History of the Brownfields Job Training (JT) Program**
- **Competitive Environmental Workforce Development and Job Training (EWDJT) Grants**
- **Getting Started – Application Process**
- **Threshold Criteria**
- **Ranking Criteria**
- **Attachments**
- **Application tips**
- **Next Steps**
- **Additional Resources**
- **Questions**

Brownfields Job Training Program – History/Background



The Milwaukee Community Service Corps Job Training Class on site.

Brownfields Job Training Program – History/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 – History/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 – History/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 – History/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 191 job training grants totaling over \$42 million.
- **As of February 2012,** more than 10,300 participants have completed training and more than 7,200 have obtained employment in the environmental field, with an average starting hourly wage of \$14.12.

Environmental Workforce Development and Job Training Grants - Overview



- In 2010-2011, EPA's Brownfields Program lead an effort to more closely collaborate on workforce development and job training with other programs within EPA's Office of Solid Waste and Emergency Response (OSWER), and across the agency, including offices such as:
 - Office of Resource Conservation and Recovery (ORCR);
 - Office of Superfund Remediation and Technology Innovation (OSRTI);
 - Office of Underground Storage Tanks (OUST);
 - Federal Facilities Restoration and Reuse Office (FFRRO);
 - Center for Program Analysis (CPA);
 - Office of Chemical Safety and Pollution Prevention (OCSP);
 - Office of Wastewater Management (OWM), and
 - Office of Emergency Management (OEM)

Environmental Workforce Development and Job Training Grants – Overview (continued)



- The goal was to develop a job training cooperative agreement opportunity that includes expanded training in other environmental media outside the traditional scope of Brownfields hazardous waste.
- As a result of these discussions, the Environmental Workforce Development and Job Training Grants Program, (EWDJT) formerly known as the “Brownfields Job Training Grants Program,” now allows applicants to propose additional hazardous and solid waste, waste water, and chemical safety training.
- The EWDJT also supports OSWER’s Community Engagement Initiative

Environmental Workforce Development and Job Training Grants - Overview (continued)



- Environmental Workforce Development and Job Training Grants recruit, train, and place residents from communities impacted by the presence of a variety of waste facilities, blighted properties, and contaminated sites for environmental jobs that cleanup contractors may otherwise fill from outside the affected community.
- Through this expanded program, graduates attain wider skill sets that improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, while also providing communities flexibility to propose training that meets their local labor needs.

Environmental Workforce Development and Job Training Grants - Overview (continued)



- **Program Requirements:**

- Proposed training programs should target unemployed and underemployed individuals.
- Applicants will be evaluated on the extent to which they have partnered with local contractors and other stakeholders working on EPA funded projects for brownfields, Federal Facilities, Superfund, underground storage tanks, landfills, oil spill sites, or EPA-funded state or tribal corrective actions or closures at solid or hazardous waste facilities or landfills.
- Applicants should establish procedures to ensure that graduates will be employed in environmental work that involves preventing, assessing, managing, and cleaning up contaminated sites, or working on waste water issues, with a focus on the graduates' respective communities.
- EPA's Brownfields Program and OSWER are committed to integrating principles of environmental justice by helping communities revitalize contaminated properties, mitigate potential health risks, and restore economic vitality.

Environmental Workforce Development and Job Training Grants - Overview (continued)



• Core Curriculum

All environmental workforce development and job training proposed program curricula **must** include:

- OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER);
- Underground Storage Tank Leak Prevention awareness training;
- Solid Waste Management or Cleanup related awareness training;
- Innovative and alternative treatment technologies related awareness ;
- Wastewater treatment awareness;
- Specialized training in reducing exposures and promoting the health and safety of workers through training in chemical safety awareness, chemical stewardship, pollution prevention, general worker practices, or existing chemical specific worker training and certification programs

15

Environmental Workforce Development and Job Training Grants - Improving Land and Lives

- Solid Waste Management or Cleanup related awareness training (e.g., recycling center operator training, landfill remediation and capping, demolition and debris collection and recycling, etc.);
- Innovative and alternative treatment technologies related awareness training (e.g., solar installation, green remediation techniques, phytoremediation, soil amendments, advanced sampling instrument operator training, etc.)

- Innovative and alternative treatment technologies related awareness training (e.g., solar installation, green remediation techniques, phytoremediation, soil amendments, advanced sampling instrument operator training, etc.)

- Wastewater treatment awareness training (e.g., wastewater treatment facility operations, general water careers awareness training, stormwater management, green infrastructure maintenance, or decentralized systems maintenance);

Note: Applicants may choose to deliver required training courses at varying degrees. For example, if the applicant determines that the demand for leaking underground storage tank prevention training is not as applicable to employers hiring needs in your geographic locale, applicants have the discretion to provide more basic awareness training for that required course. On the other hand, if the applicant has identified a real need to provide one or more of these types of training based on hiring needs in your community, applicants are encouraged to provide more in-depth, advanced training in these courses, especially if the identified EPA-funded project in the community is a solid waste facility, such as a landfill or recycling center, an area where leaking underground storage tanks present an issue, a wastewater treatment facility, or a Superfund or Federal Facility site where innovative and alternative treatment technology training is pertinent and employment opportunities are present.

* Please review the FY12 Frequently Asked Questions for further information.

Environmental Workforce Development and Job Training Grants - Overview (continued)



• Supplemental Green Training

- While traditional curricula have focused on hazardous waste training, EPA encourages applicants to supplement this training with additional specialized training in innovative technologies or other environmentally sustainable training.
- Directly link training with employer needs.

Other Specialized Training

- Industrial and/or Oil Spill Response
- Heavy Machine Operations
- Green Building Design
- Phytoremediation
- Preparing Formerly Contaminated Sites for the Installation of Renewable Energies (solar, wind, geothermal)
- Ecological Restoration, Landscaping, and Indigenous Species Re-vegetation
- Debris Recycling
- Freon Extraction and White Goods Recycling
- CDL
- Confined Space Entry



- **Environmental Job Examples**

- Environmental Technician
- Recycling Center Operator
- Emergency Response Technician
- GIS Technician
- Treatment, Storage, & Disposal Facility Technician
- Health & Safety Technician/Trainer
- Biotechnology Technician/Analyst
- Sampling/Calibration/Analysis Technician
- Underground Storage Tank Removal Specialist
- Hazardous Materials Transporter
- Wastewater Treatment Facility Operator
- Construction/Plumber/Electrician

Environmental Workforce Development and Job Training Grants – The Competitive Grant Process



- **Historically, EPA has set a high standard for successful job training grant applications:**
 - In past years, an average of one out of every four applications was funded per solicitation. In FY2011, EPA received a record number of applications and only one out of every 12 applicants was funded.
 - From year-to-year, 90% of previously unfunded applicants, who re-applied, are successful and consequently, were funded after re-applying.

★ *FY 2012's total estimated funding, available for Environmental Workforce Development and Job Training Grants, is approximately \$2,800,000. EPA anticipates awarding 10 – 14 cooperative agreements with maximum values of \$200,000 each for a three-year project period.*

The total number of new JT grantees for fiscal year 2011 is 23.

The Competitive Grant Process ~ Getting Started



To begin the application process:

1. Go to www.epa.gov/oswer and click on the “Grants and Funding” link to find a copy of the *FY12 Environmental Workforce Development and Job Training Grant Guidelines* available for download. The guidelines also will be posted on the EPA Brownfields Program website at www.epa.gov/brownfields/applicat.htm and at www.grants.gov.
3. Applicants may choose to submit application packages either in hard copy (paper) format or by submitting a complete electronic version via www.grants.gov.
4. Sign up for the Brownfields *list serve* 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. Paper submission – (The Instructions below apply to Hard copy ONLY!)

- Applicants must submit two complete packages including all of the documents identified in the forthcoming application guidelines.
- Complete packages must be postmarked by the closing date and time (April 12, 2012) 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 VII* of the guidelines.

c. Electronic Submission – Applicants may submit the complete application package electronically via www.grants.gov. Also, send an electronic copy to the appropriate EPA Regional Job Training Coordinator as listed in *Section VII* of the guidelines.



NOTE – The grants.gov registration process may take up to one week, so please plan accordingly (Suggestion: pre-register Now for later submittal)

The Due Date for all submissions is: April 12, 2012 11:59 pm EST

Note: There is a registration process to complete for electronic submission via grants.gov, which may take a week or more to complete. Occasionally, technical and other issues arise when using grants.gov. EPA encourages applicants to not wait until the deadline to submit a proposal.

Environmental Workforce Development and Job Training Grants – The Competitive Grant Process (continued)



- FY 2012 Proposals are due by April 12, 2012.
- Proposals may be sent through the U.S. Postal Service (USPS), a commercial delivery service, or through www.grants.gov.
- ☆ **Note: Only one method should be used for the submission of the original, complete proposal.**
- Proposals sent through the USPS or via a commercial delivery service must be postmarked by 11:59 pm on April 12, 2012.
- Proposals sent via <http://www.grants.gov> must be received by 11:59 p.m. Eastern Standard Time on April 12, 2012.
- ☆ **Note: Please refer to Section IV.B., Due Date and Mailing Instructions, for further instructions.**

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.**
- Threshold criteria include:
 1. Applicant Eligibility
 2. Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs
 3. Required Training
 4. Funding Amount

★ **Proposals must not request more than \$200,000 or project periods in excess of three years.**

- Applicants who received an EPA EWDJT grant in FY11 are ineligible to apply in FY12.
- EPA will notify applicants not meeting the threshold criteria within 15 calendar days of the “fail” determination.
- Proposals that meet the threshold criteria will then be evaluated based on the ranking criteria disclosed in *Section 5(B)—Ranking Criteria for Environmental Workforce Development and Job Training Grants*.

★ **Applications failing any one of the threshold criteria will not be given further consideration and their proposals will not advance to the ranking evaluation process.**

23
Environmental Workforce Development and Job Training Grants - Improving Land and Lives

For example, applicants must demonstrate that the proposed training project does not duplicate **National Institute of Environmental Health Sciences (NIEHS)** hazardous waste management training programs in their target community. Applicants must also undergo similar analyses for other Federally-funded job training programs serving the area or community(ies) in their application including funding provided by the **Department of Labor, the Department of Energy, and other federal agencies**.

Applicant Eligibility - Describe how you are an eligible applicant as described in Section III.A., *Who Can Apply?* For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (non-profit status, resolutions, statutes, etc.).

Non-profit applicants must also affirm that you are currently maintaining your 501©(3) status and are in good standing within the past four years

For example, applicants must demonstrate that the proposed training project does not duplicate National Institute of Environmental Health Sciences (NIEHS) hazardous waste management training programs in their target community. NIEHS maintains a list of their worker training grantees on their web site, <http://www.niehs.nih.gov/wetp>. If you are listed on this website as a recipient, you must demonstrate how services under this proposed project will complement but not duplicate existing Federal job training activities in your targeted service area, i.e., different target audience, etc. Applicants must undergo similar analyses for other Federally-funded job training programs serving the area or community(ies) in their application including funding provided DOL, DOE, and other federal agencies.

Threshold Criteria (Pass/Fail)

1. Applicant Eligibility



- **Applicants must demonstrate they are eligible. Eligible applicants include:**

- Non-profit organizations (501(C)(3) or other IRS non-profit designation
- 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



Non-profit entities/organizations are eligible for funding. (Proof of current non-profit designation and status is required)

Threshold Criteria (Pass/Fail)

2. No Duplication of Training



- **Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs –**

- Applicants must demonstrate that the proposed training project does not duplicate other Federally-funded programs for environmental job training in your target community

For example:

- Proposed training project does not duplicate National Institute of Environmental Health Sciences (NIEHS) hazardous waste management training programs in their target community, or Department of Labor (DOL) or Department of Energy (DOE) environmental training programs.
- Proposed training does not duplicate another non-profit organization's EPA-funded environmental technician training curriculum in the same geographical area that your proposal is targeting.

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

For example, applicants must demonstrate that the proposed training project does not duplicate National Institute of Environmental Health Sciences (NIEHS) hazardous waste management training programs in their target community. NIEHS maintains a list of their worker training grantees on their web site, <http://www.niehs.nih.gov/wetp>. If you are listed on this website as a recipient, you must demonstrate how services under this proposed project will complement but not duplicate existing Federal job training activities in your targeted service area, i.e., different target audience, etc. Applicants must undergo similar analyses for other Federally-funded job training programs serving the area or community(ies) in their application including funding provided by DOL, DOE, and other federal agencies.

- Must show the need for adding another environmental training program in same area; and
- Must show that proposed training is targeting a different population segment of same geographical area than training that is currently being delivered by another organization; and/or
- Must show that training is different than that currently being delivered by another organization.

Threshold Criteria (Pass/Fail)

2. No Duplication of Training (continued)



Federal agencies maintain lists of these grant programs at the following sites:

- NIEHS: <http://www.niehs.nih.gov/wetp>
- DOL:
 - <http://www.dol.gov/ocia/grants.htm>
 - <http://www.dol.gov/opa/media/press/eta/eta20110949.htm>
- DOE:
 - <http://www.doe.gov/articles/doe-announces-29-million-recovery-act-awards-weatherization-training-centers>

Threshold Criteria (Pass/Fail)

3. Required Training



- **Any proposed curriculum must include the following core training and each course must be provided to every EWDJT participant. The required courses 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;
 - Underground Storage Tank Leak Prevention awareness training;
 - Innovative and Alternative Treatment Technologies-related awareness-training; and
 - Solid Waste Management or Cleanup-related awareness training;
 - Wastewater management related training;
 - Chemical safety related training

OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER);

Underground Storage Tank Leak Prevention awareness training;

Solid Waste Management or Cleanup related awareness training (e.g., recycling center operator training, landfill remediation and capping, demolition and debris collection and recycling, etc.); and, Innovative and alternative treatment technologies related awareness training (e.g., solar installation, green remediation techniques, phytoremediation, soil amendments, advanced sampling instrument operator training, etc.)

Wastewater treatment awareness training (e.g., wastewater treatment facility operations, general water careers awareness training, stormwater management, green infrastructure maintenance, or decentralized systems maintenance);

Specialized training in reducing exposures and promoting the health and safety of workers through training in chemical safety awareness, chemical stewardship, pollution prevention, general worker practices, or existing chemical specific worker training and certification programs

Note: Applicants may choose to deliver required training courses at varying degrees. For example, if the applicant determines that the demand for leaking underground storage tank prevention training is not as applicable to employers hiring needs in your geographic locale, applicants have the discretion to provide more basic awareness training for that required course. On the other hand, if the applicant has identified a real need to provide one or more of these types of training based on hiring needs in your community, applicants are encouraged to provide more in-depth, advanced training in these courses, especially if the identified EPA-funded project in the community is a solid waste facility, such as a landfill or recycling center, an area where leaking underground storage tanks present an issue, a wastewater treatment facility, or a Superfund or Federal Facility site where innovative and alternative treatment technology training is pertinent and employment opportunities are present. Please see the FY12 Frequently Asked Questions for further information.

Content and Form of Proposal Submission General Application Requirements



Application packages must substantially conform to the outline and content detailed in *Section 4(C), Content and Form of Proposal Submission* of the forthcoming guidelines or they will be rejected.

- Application must include Transmittal Letter maximum of **2 pages and single-spaced**.
- Pages in excess of the page limitations for the transmittal letter (**2 pages**), narrative proposal (**18 pages**), and the attachments (15 pages) that are listed in *Section 4(C), Content and Form of Proposal Submission* will not be reviewed.
- All application materials must be submitted in **English**, including support letters.
- Do not include binders, spiral binding, or color printing.
- Photos and graphics will not be considered.



The transmittal letter and narrative proposal must be typed, on letter-head, letter-sized paper, with a font size no smaller than 12 point.

28

Environmental Workforce Development and Job Training Grants - Improving Land and Lives

Transmittal Letter

The transmittal letter must: (1) identify the applicant and a contact for communication with EPA. (2) The transmittal letter must be written on your organization's official letterhead, and (3) signed by an official with the authority to commit your organization to the proposed project. Each transmittal letter must include:

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.

Funding Requested:

Grant type: Indicate "Environmental Workforce Development and Job Training Grant"

Federal Funds Requested: \$_____ (must not exceed \$200,000)

Location: City, county, and state or reservation, tribally-owned lands, tribal fee lands, etc., of the environmentally-impacted community(ies) that you propose to serve.

Contacts:

a. Project Director: Provide the name, phone/fax numbers, email address, and mailing address of the project director assigned to the proposed project. This person may be contacted if other information is needed.

b. Chief Executive/Highest Ranking Official: Provide the name, phone/fax numbers, email address, and mailing address of the applicant's Chief Executive (e.g., mayor of a city, executive director of a nonprofit, etc.). This person may be contacted if further information is needed.

Date Submitted: Date proposal is submitted to EPA via U.S. Postal Service, commercial delivery service, or via www.grants.gov.

Project Period: Project period must not exceed three years.

Population: Provide the general population of your jurisdiction. If you are not a municipal form of government, provide the population of the area addressed by your application. Tribes must provide the number of tribal/non-tribal

Ranking Criteria – Overview



RANKING CRITERIA—OVERVIEW

- Applicants must directly and explicitly address all criteria as part of their “Narrative Proposal.”
- Each application will be evaluated and scored under a point system, with a maximum total of 100 points possible.
- Each application will be evaluated according to five evaluation criteria.
- Each of the five criteria is comprised of subfactors that vary in scoring value.

Ranking Criteria – Overview



Criterion	Maximum Points Per Criterion
1. Community Need	20
2. Training Program Description, Anticipated Outcomes and Outputs	23
3. Programmatic Capability	24
4. Community and Employer Partnerships	25
5. Budget/Resources	8
Total Possible Points Per Proposal	100

Ranking Criteria

1. Community Need

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



- **1. Community Need [20 points]**

- A) Community Description [10 points]**

Provide a detailed description of your community. Use the sample table format below to provide demographic information about your community, including the population, unemployment rate, poverty rate, percent minority, per capita income, and/or other relevant statistics. Discuss how these demographic indicators relate to current challenges and environmental justice concerns, such as the disproportionate siting of polluting facilities or proliferation of brownfield sites in your community, including environmental, social, public health, and economic issues. Demonstrate how you will recruit and train unemployed or under-employed individuals of specific populations indicative of need (*e.g., ex-offenders, veterans, etc.*).



Applicants will be evaluated on the extent to which demographic statistics such as these exceed county, city, state, and/or national averages.

Utilize the table provided in the guidelines to discuss subfactor 1.

Ranking Criteria

1. Community Need

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



Suggested Format for Demographic Information

	Target Community/ Census Tract	County/City	State	National
Population:				308,745,538 ¹
Unemployment:				9.6% ²
Poverty Rate:				14.3 % ³
Percent Minority:				26.7% ¹
Per Capita Income:				\$26,530 ³
Other:				

¹Data is from the 2010 U.S. Census data and is available at www.uscensusbureau.gov

²Data is from the Bureau of Labor Statistics and is available at www.bls.gov

³Data is from the 2009 American Community Survey and is available at http://www.census.gov/newsroom/releases/archives/income_wealth/cb10-144.html

Ranking Criteria

1. Community Need (continued)

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



B) Labor Market Demand [10 points]

- Detail the methods and results of recent labor market assessments and employer surveys you have conducted in your community.
- To what extent do these results indicate a demand for skilled environmental professionals with the certifications you are proposing to incorporate into your curriculum?

Ranking Criteria

2. Training Program Description, Anticipated Outcomes and Outputs (23 Total Points – 4 subfactors – points varies)



- **2. Training Program Description: Anticipated Outcomes and Outputs (23 points)**

- **A) Training Program Structure [8 points]**

- Detail your proposed training program in the sample table format provided below. Include:
 - **course name**
 - **core training and required training (distinguish from supplemental training)**
 - **supplemental training (if any)**
 - **type of certification(s) to be earned,**
 - **number of hours per course,**
 - **total number of hours for the program,**
 - **the course schedule, and**
 - **the training provider (if known)**

Add or remove columns from the suggested table formats, provided in the guidelines, as necessary, to accurately and fully detail your training program.

Ranking Criteria

2. Training Program Description: Anticipated Outcomes and Outputs (23 Total Points – 4 subfactors – points varies) (continued)



- Add or remove columns from the suggested table format, as necessary, to accurately and fully detail your training program.

TRAINING PROGRAM

Course Name/ Curriculum Topic	Required Core Training or Supplemental Training	Program, State or Federally Recognized Certification(s)	# of Hours	Start Date/ Completion Date	# of Times Course will be Offered	Training Provider

- To what extent will the certifications graduates earn ensure employment and apply to the hiring needs of employers in your community?

Also include in certs: programmatic certification, i.e. certification of completed training. Also indicate the type of certification and its designation as programmatic, state, or federal Certification.

Ranking Criteria

2. Training Program Description: Anticipated Outcomes and Outputs

(23 Total Points – 4 subfactors – points varies) (continued)



B) Outputs and Outcomes [5 points]

- In the sample table format provided below,
 1. detail how many participants you expect to enroll,
 2. the number of students anticipated to graduate from the proposed training program, and the
 3. targeted placement rate of graduates in environmental employment.

Overall # of Participants Enrolled in Program	# of Graduates from Program	# of Graduates Placed in Environmental Positions

- How will you evaluate progress towards achieving the expected short term and long term project outputs and outcomes, including, but not limited, to those identified in Section I.D. To what extent is your proposed timeline for achieving deliverables of the project, as reflected in the attached milestones schedule, clearly identified, detailed, and realistic?

Ranking Criteria

2. Training Program Description: Anticipated Outcomes and Outputs
(23 Total Points – 4 subfactors – points vary) (continued)



C) Recruitment and Screening [4 points]

- Describe the process you plan to utilize to recruit students and market your Environmental Workforce Development and Job Training Program.
- Discuss the screening, retention, and attrition strategies and processes that will be utilized by your program.
- To what extent will fees, if any (e.g., licensing, certification, and medical examination fees), burden participants of your program? ***Please note that any such fees you collect will be considered “program income” under 40 CFR Part 30 and 31.***
- To what extent are the training facilities accessible (e.g., proximity to public transportation, parking, etc.)?

Ranking Criteria

2. Training Program Description, Anticipated Outcomes and Outputs (23 Total Points – 4 subfactors – points vary) (continued)



D) Program Support [6 points]

- Describe the job search support and resources for participants of your job training program.
- To what extent will your organization assist with initial job placement and continuous employment for participants?
- To what extent will your organization track graduates and for how long **(must be a minimum of one year)**?
- To what extent will you 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 and
- How will you market these incentives to employers?

★ **Note: The minimum acceptable placement rate for FY12 is 70%.**

Ranking Criteria

3. Programmatic Capability

(24 Total Points – 4 Subfactors (points vary))



• 3. Programmatic Capability (24 points)

A) Grant Management System [4 points]

- Describe 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 expertise, 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. Please refer to Section II.E.

Ranking Criteria

3. Programmatic Capability (continued)

(24 Total Points – 4 Subfactors (points vary))



B) Organizational Experience [8 points]

- Discuss your organization's and training provider's experience in working with minority, unemployed, veterans, and ex-offenders in the community you propose to serve.
- Describe any previous experience your organization has had in **environmental** training as it relates to your proposed curriculum.
- If you do not have an instructor on staff and are considering subcontracting or sub-granting to obtain these services, detail the criteria you will use to select these services. **Please provide a commitment letter from this provider.**
- Discuss any experience your organization has in the employment and training field at large.

Ranking Criteria

3. Programmatic Capability (continued)

(24 Total Points – 4 Subfactors (points vary))



C) Audit Findings [2 points]

- Describe any adverse audit findings.
- If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems.

If your organization has never received an adverse audit finding, state so.

Ranking Criteria

3. Programmatic Capability (continued)

(24 Total Points – 4 Subfactors (points vary))



D) Past Performance and Accomplishments [10 points]

- If you have ever received an EPA Job Training grant, please respond to item **i** below.
- If you have not received an EPA Job Training grant, but have received other federal or non-federal assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract), including EPA Brownfields Assessment, Revolving Loan Fund, or Cleanup grants, please respond to item **ii** below.
- If you have never received any type of federal or non-federal assistance agreements please state so in your proposal and you will receive a neutral score (6 points) for this criterion. **(Failure to respond may result in zero points for this criterion.)**



Note: In evaluating an applicant's response to this criterion, EPA may consider relevant information from EPA files and/or from other federal and/or non-federal grantors to verify or supplement information provided by the applicant.

Ranking Criteria

3. Programmatic Capability (continued) (24 Total Points ~ 4 Subfactors (points vary))



i. Currently or Has Ever Received an EPA Brownfields Job Training Grant

- Identify each of the EPA 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 information on the following:
- Funds Expenditure: the balance of grant funds not drawn down (funds remaining). If you have an open EPA Job Training grant, please indicate your need for additional funding based on remaining funds. (1 point)

Ranking Criteria

3. Programmatic Capability (continued) (24 Total Points ~ 4 Subfactors (points vary))



Compliance with grant requirements:

- a. Information regarding your compliance with the work plan, schedule and terms and conditions. Are you making sufficient progress towards achieving the expected results of the grant? (2 points)
- b. Information regarding your timely quarterly and annual reporting, as well as ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting. (2 points)

Accomplishments:

- a. the number of individuals you committed **in your proposal** to train and place versus what was provided in your negotiated workplan (1 point)
- b. the number that were actually trained (1 point)
- c. the placement rate (1 point)

Ranking Criteria

3. Programmatic Capability (continued)

(24 Total Points – 4 Subfactors (points vary))



Accomplishments (continued):

- d. whether the original anticipated training and placement goals were met, and, if not, the steps that were taken to improve the program (1 point)
- e. whether the data is accurately reflected in ACRES at the time of this proposal submission, and if not, why? (1 point)

Ranking Criteria

3. Programmatic Capability (continued) (24 Total Points – 4 Subfactors (points vary))



ii. Has Not Received an EPA Job Training Grant but has received other federal or non-federal assistance agreements, including EPA Assessment, Revolving Loan Fund, or Cleanup Grants

- Identify current and/or prior federally and non-federally funded assistance agreements, including the EPA Brownfields grant(s) you currently have or have received in the past.
- If you worked with the EPA on delivering a Superfund Job Training Initiative (JTI) project, please also note this.
- Please provide information on no more than five of your most recent assistance agreements.
- Describe your history of successfully managing these agreements and performing the agreements including:

Ranking Criteria

3. Programmatic Capability (continued)

(24 Total Points – 4 Subfactors (points vary))



- Describe your history of successfully managing these agreements and performing the agreements including:
 - a. Information regarding your compliance with the work plan, including schedule, progress and terms and conditions. (5 points)
 - b. Information regarding your meeting and complying with reporting requirements, including quarterly reporting, technical reports, final reports, and data entry into the Assessment, Cleanup and Redevelopment Exchange System (ACRES), as applicable. (5 points)



Note: In evaluating responses, EPA may consider relevant information from EPA files or from other federal grantors to verify or supplement information provided by the applicant.

Ranking Criteria

4. Community and Employer Partnerships

(25 Total Points – 3 Subfactors – points vary)



- **Community and Employer Partnerships** (25 points)
 - A) Collaboration with Solid and Hazardous Waste Site Communities** [4 points]
 - Describe any specific efforts that have been made to collaborate with brownfield assessment, revolving loan fund, and cleanup grantees, and/or Superfund, Federal Facility, leaking underground storage tank, EPA-funded state or tribal regulated corrective action or landfill closure contractors, or wastewater treatment facilities in your community.
 - Detail how these efforts will enhance and foster future employment for job training graduates in the community.
 - Describe your organization's relationship with your local economic development office and how this relationship has resulted in placement of graduates with local contractors in your community.
 - If applicable, please provide letters of support for any commitments these organizations have made to assist with your training program **(e.g., to provide on-the-job training or to hire graduates).**

48
Environmental Workforce Development and Job Training Grants - Improving Land and Lives

LOS are required to substantiate your statements regarding partnerships/relationships with listed organizations to garner maximum points. Make sure each LOS is on partner's letterhead with a current date and includes acknowledgement of the proposed project, support for the project, organization's role/commitment for the project term and any supplemental funding or in-kind commitments (statement is made stronger by assigning a \$ value to committed in-kind services).

Ranking Criteria

4. Community and Employer Partnerships (continued)

(25 Total Points - 3 Subfactors - points vary)



B) Community Partnership Building [8 points]

- Describe your plan for involving the affected community (e.g., local community groups, Workforce Investment Boards, and academic institutions located in or near the affected community) in the proposed job training program.
- To what extent did you notify, involve, or hold any public comment sessions in the target community before applying or during the development of your proposal?

49

Environmental Workforce Development and Job Training Grants - Improving Land and Lives

Make sure each LOS is on partner's letterhead with a current date and includes acknowledgement of the proposed project, support for the project, organization's role/commitment for the project term and any supplemental funding or in-kind commitments (statement is made stronger by assigning a \$ value to committed in-kind services).

Ranking Criteria

4. Community and Employer Partnerships (continued)



~~(27 Total Points — 5 Subfactors — points vary)~~

B) Community Partnership Building (continued) [8 points]

- To what extent have partners committed to providing non-environmental training such as GED attainment, life skills training, transportation, childcare, personal protective equipment (PPE), etc.?
- Please attach letters of support indicating commitments these organizations have made.
- Describe how your program and partners' expertise ensures trainees are job ready and have the pre-employment skills needed to secure full-time work. **Please carefully review Section II.D. and II.E. before identifying a partner who you intend to provide EPA funds to under a procurement contract or subgrant.**

Ranking Criteria

4. Community and Employer Partnerships (25 Total Points - 3 Subfactors - points vary)



C) Employer Involvement [13 points]

- To what extent has the employer community (e.g., local businesses, environmental contractors, labor unions, site owners) been involved in the development of the proposed job training program (e.g., curriculum development, advisory councils, apprenticeships, and mentoring)?
- Detail specific efforts related to employer involvement, such as meeting dates, etc., that occurred during the preparation of this proposal.
- To what extent have employers committed to hiring graduates of your proposed program?
- Discuss any partnerships you have established with employers who have hired graduates of your program in the past.
- **Please provide letters of support from past and prospective employers that affirm their involvement and commitment to the proposed program.**

LOS are imperative for maximum points for this criterion. Without the LOS, statements are considered to not be substantiated and very little value if any is given. Make sure each LOS is on partner's letterhead with a current date and includes acknowledgement of the proposed project, support for the project, organization's role/commitment for the project term and any supplemental funding or in-kind commitments (statement is made stronger by assigning a \$ value to committed in-kind services).

Ranking Criteria

5. Budget Resources

(8 Total Points – 2 Subfactors – points vary)



- **Budget Resources (8 points)**
 - A) Budget [5 points]**
 - Use the table format below to identify specific tasks for which EPA funding will be used.
 - Show the costs (by budget category) associated with each task. (Note: the tasks provided in the table below are examples, not necessarily required).
 - In addition to the budget table, **describe in narrative format each task in detail**, including the basis for the estimated cost as well as 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).

★ **Note:** EPA also encourages applicants to set aside appropriate funding to support placement and required tracking upon completion of the last training class. *(Refer to Section I.D. for a definition and examples of “outputs.”)*

52
Environmental Workforce Development and Job Training Grants - Improving Land and Lives

EPA strongly encourages the applicants utilize the sample table provided for recording their projects proposed budget.

The narrative must accompany the budget table. Each category must be discussed describing in detail its purpose, correlating workplan activity/task, responsible party, cost, projected outcome and output.

The budget will be evaluated based on the extent that it is clearly stated, detailed, and appropriate to achieve the project’s objectives; whether it demonstrates the ability to effectively sustain the proposed project; whether it describes the applicant’s plan for managing the budget; and how the applicant will manage the project within cost parameters.

Do not include tasks for activities or costs that are ineligible uses of funds under EPA’s brownfields grants as described in Appendix 1. Note particularly the prohibition on using grant funds for indirect costs. Please refer to the FAQs at: <http://www.epa.gov/brownfields> for additional examples of ineligible uses of funds. For questions not covered by the FAQs, contact your Regional Job Training Coordinator listed in Section VII.

Ranking Criteria

5. Budget/Resources (continued)

(8 Total Points – 2 subfactors)



Project Funding	Instruction	Outreach	Program Mgmt.	Other Tasks	Total
EPA Project Funding					
Personnel					
Fringe benefits					
Travel					
Contractual					
Supplies					
Other (Please be specific)					
Total EPA Funds					
Non-EPA Project Funding					
Administrative Costs					
Other (Please be specific)					
Total Non-EPA Funds					

Ranking Criteria

5. Budget Resources (continued)

(8 Total Points – 2 Subfactors – points vary)



• The Narrative

- Include a short introduction before the budget chart outlining how you intend to spend the grant.
- Present the budget chart
- Include a narrative explaining each of your tasks clearly and completely, including:
 - Basis for the estimated cost
 - projected outputs where possible.
 - Address each cost presented under a task. *The task should correlate with the proposed project's workplan*
 - The cost should appear reasonable based on the details in the description.
 - List responsible party assigned to complete the task or activity



Note: This is where many applicants lose points! Applicant must provide both the chart and the narrative must be provided to receive full points.

The narrative must accompany the budget table to garner maximum points.. Each category must be discussed describing in detail its basis, correlating workplan activity/task, responsible party, cost, projected outcome and output.

Ranking Criteria

5. Budget Resources (continued)

(8 Total Points – 2 Subfactors – points vary)



- DO NOT include tasks for activities or costs that are ineligible uses of funds under EPA's grant.
 - Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement.
 - A list of prohibited uses of funds can be found in *Appendix 1* of the *FY2012 Environmental Workforce Development and Job Training Grant Guidelines*.
- Don't use acronyms like "CBOs"—spell them out.
- Allocate travel funds to attend the National Brownfields Conference and the annual Job Training All-Grantee Meeting.
- **Make sure your budget table adds up the total requested amount of funding!**

Ranking Criteria

5. Budget Resources (continued)

(8 Total Points – 2 Subfactors – points vary)



B) Leveraging [3 points]

- To what extent are in-kind and/or partner commitments providing services/ resources to the proposed job training program **(e.g., staff time, life skills training, pre-employment training, student stipends, supplies, transportation and bus tokens, GED preparation, child care, academic enhancement, counseling, etc.)** clearly indicated?
- Have these commitments already been committed?
- If not, what is the likelihood that these commitments will materialize during the project?
- Describe how your organization will manage this grant in light of the administrative cost prohibition?

(Note: cost-shares are not required for this grant).

LOS are imperative to substantiate any statements made in this criterion. Make sure each LOS is on partner's letterhead with a current date and includes acknowledgement of the proposed project, support for the project, organization's role/commitment for the project term and any supplemental funding or in-kind commitments (statement is made stronger by assigning a \$ value to committed in-kind services).

Ranking Criteria

5. Budget Resources (con't)

(8 Total Points - 2 Subfactors - points vary)



• Leveraging

- **When reviewing your budget, ensure that you demonstrated how you will leverage additional funds or in-kind services to carry out your project.**

- Make sure to describe additional sources of internal/external funding already in place.
- Did you show how EPA grant funds will be complimented by these additional funding sources or in-kind services (e.g., staff time, life skills training, pre-employment training, GED preparation, child care, academic enhancement, placement assistance, counseling, transportation assistance, etc.).
- If you don't already have additional funding sources in place, indicate when and where you plan to look!
- Did you indicate how these additional funds will stimulate economic development after your program has ended.
- Describe how your organization will manage this grant in light of the administrative cost prohibition.



Note: EPA does not require a funding match.

Attachments (20 page limit)



- A. Documentation of Applicant Eligibility**
- B. References List**
- E. Milestones Schedule**
- F. General Letters of Support**



Documentation of Applicant Eligibility



- Applicants that are not cities, counties, tribes, or states must provide documentation/evidence of current nonprofit status under federal, state, or tribal law, if applicable.
- Evidence of nonprofit status must be submitted at the time of application.



Documentation of nonprofit status will not count against the attachment page limitations.

Reference List



- **References: These organizations may be contacted by EPA during the evaluation process.**
 - Include a **list** with **contact information**, **(NOT LETTERS)**, from the following:
 - Two employers who have hired past participants of your job training program (if applicable);
 - Two neighborhood and/or community-based organizations aiding in the development of your program; and
 - Two organizations from the employer community (e.g., local businesses, environmental contractors, site owners, etc.) that have been involved in the development of your job training program.

Make sure than any partner agency, company, organization or government office listed as partners or employers receive a copy of your proposal with a cover letter explaining that you are submitting the proposal. Nothing worse than a listed partner/ employer being contacted and they don't know anything about your proposal or proposed training project.

Milestones Schedule



Your Milestones Schedule should include:

- **start and completion dates for significant tasks**
 - outreach
 - procurement of a contractor
 - recruitment and screening
 - training cycles (start and completion date)
 - class schedule (start and end time with number of total hours indicated)
 - placement, and tracking (for each cycle)

General Letters of Support



- Attach general support letters from community-based organizations, past or potential employers, organizations involved in the development of your job training program, project partners, or other stakeholders that support your proposed training.
- Support letters will only impact scoring of the subfactors listed in *Section V.B.5* of the guidelines.

★ *Letters must be received with the proposal; letters received separately after the due date for proposal submission will not be considered.*

General Tips for Proposal Preparation



- Read entire *NEW* Guidelines and follow directions.
- Get mentoring from prior grantees (Contact information is listed at http://cfpub.epa.gov/bf_factsheets/index.cfm).
- Write as though the reader knows NOTHING about your community.
- **Follow the instructions in Section IV of the Guidelines 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 Section 4 of the Guidelines).
- Use "white space" and obey the **18-page limit for the narrative proposal**, the **2-page limit for the cover letter**, and the **15-page limit for attachments**. Pages in excess of page limits will be removed and will not be reviewed or evaluated.
- Typed; single spaced; no binders; **NO COLOR!**
- No photos or graphics.
- Limit attachments to required and relevant documents and currently dated letters.
- Electronic submission (via www.grants.gov) of applications is allowed (See Section IV of the Guidelines).

General Tips for Proposal Preparation (con't)



- **Organize and plan all phases and each element of the project prior to writing the proposal.**
- **Quality beats quantity. Make each word count! Too much information is not necessarily a good thing.**
- **Do not recycle prior proposals submitted in past years; the RFP's format is changed.**
- **Respond clearly and directly to the questions in the guidelines (avoid unnecessary jargon or industry-driven acronyms).**
- **Your responses may seem repetitious, but you need to respond as many times as asked. All reviewers may not cross-reference responses.**
- **Respond to all criteria—if it doesn't apply, say so and briefly explain why. Address each element of the criteria separately.**

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

Use present tense (e.g. not we will hold vs. held community meetings)

General Tips for Proposal Preparation (continued)



- **Create a game plan for each section in the application. Identify the each query needing a response in each subsection. Speak in present tense, not passive – “we held a meeting” *not* “a meeting was held by us”.**
- **Highlight key words that you will want to use in your response.**
- **Identify information that you will need to research or obtain to be responsive (accurately and completely) to the criteria.**
- **For pertinent sections, design the actual plan you will implement if you receive the EPA grant. Be realistic in your planning (schedule, tasks and line item costs).**
- **Use your plan to answer the questions; a strong understanding of the concepts and well-thought out plans will be reflected in your application.**

Application Submission – FY2012 Application Timeline [Tentative]



- February 23, 2012 Request for Proposals issued
- April 12, 2012—Application Submission Deadline
- June 2012—Grants Announced (anticipated)



FY12 applications will be accepted via grants.gov

(Remember to plan for submission to grants.gov and register at least 2 weeks prior to submission due date!)

After Application Submission



- Threshold Criteria are evaluated by your EPA Region. A reviewer may contact you to clarify information in your application.
- Programmatic Capability 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 selections determinations.**

What To Do Now?



- Access and read for comprehension and clarity the FY 2012 EWDJT Guidelines and the FAQs. <http://www.epa.gov/brownfields/applicat.htm>
- Begin compiling and organizing the required documentation to insert into your application package!
- Conduct employer survey and get commitments from employers to participate in your program and to hire!
- Request and collect individualized letters of support (LOS) on respective letterhead with current date from committed partners and supporters. Make sure LOS contain support, and specific role partner will assume during project term. **(NB: Boiler-plate LOS reduces points – indicate to reviewer no real effort from applicant and no real commitment from partner)**
- Hold a public meeting **(plan to offer opportunity for public comment and input and not to just inform public of plans to submit EWDJT proposal).**
- Contact partners for assistance in preparing and/or reviewing your application/proposal for clarity and completeness.
- Contact us with eligibility questions!

EPA Regional Job Training Brownfields Team



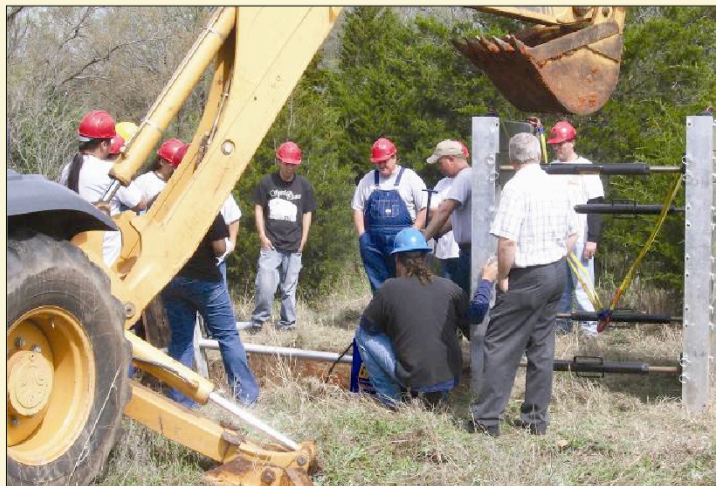
- Region 1 – **Kathleen Castagna** (1-617- 918-1429) castagna.kathleen@epa.gov
- Region 2 – **Schenine Mitchell** (1-212- 637-3282) mitchell.schenine@epa.gov
- Region 3 – **Jeff Barnett** (1-215-814-3246) barnett.jeff@epa.gov
- Region 4 – **Kathleen Curry** (1-404-562-8660) curry.kathleen@epa.gov
- Region 5 – **Linda Morgan** (1-312-886-4747) morgan.linda@epa.gov
- Region 6 – **Amber Perry** (1-214-665-3172) perry.amber@epa.gov
- Region 7 – **Ina Square** (1-913-551-7357) square.ina@epa.gov
- Region 8 – **Christina Wilson** (1-303-312-6706) wilson.christina@epa.gov
- Region 9 – **Wallace Woo** (1-415-972-3270) woo.wallace@epa.gov
- Region 10 – **Susan Morales** (1-206-553-7299) morales.susan@epa.gov

Web-based Resources



- **FY12 Environmental Workforce Development and Job Training Grant Guidelines** – <http://www.epa.gov/brownfields/applicat.htm>
- **FY12 Environmental Workforce Development and Job Training Grant Frequently Asked Questions (FAQ)** – <http://www.epa.gov/brownfields/applicat.htm>
- **Headquarters Information on-line** – 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
- **List of previous Job Training Grant Recipients** – http://cfpub.epa.gov/bf_factsheets/index.cfm
- **List of existing and past EPA funded JT Grant Recipients in your area** – www.epa.gov/brownfields/plocat.htm

Questions?



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

Good Luck!



Students Graduating from Florida State College-Jacksonville's EWDJT program, August 29, 2011

Resources & Feedback

- To view a complete list of resources for this seminar, please visit the [Additional Resources](#)
- Please complete the [Feedback Form](#) to help ensure events like this are offered in the future

The screenshot shows the EPA Technology Innovation Program Feedback Form. The header includes the EPA logo and the title 'Technology Innovation Program'. The main heading is 'U.S. EPA Technical Support Project Engineering Seminar: Green Remediation: Opening the Door to Field Use Session C (Green Remediation Tools and Examples) Seminar Feedback Form'. A message states: 'We would like to receive any feedback you might have that would make this service more useful. Please take the time to fill out this form before leaving the site.' The form contains fields for 'First Name', 'Last Name', 'Email', and 'Phone'. A red box highlights a checkbox labeled 'Please send a copy of my feedback confirmation to a friend or participant in this activity.' Below the form is a 'Delivery Status' section.

Need confirmation of your participation today?

Fill out the feedback form and check box for confirmation email.