

# **BROWNFIELDS**

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## **Job Training**

### **Grant Application Process** **A Tutorial**



**The United States Environmental Protection Agency**  
**Region 4**



# Purpose

- **Provide an overview of FY2008 Brownfields Job Training Grant**
- **Review the application requirements and process**
- **Provide tips for a successful application**
- **Provide an opportunity for Q & A**

**(Caveat: This tutorial is to give assistance only. The JT Application Guidelines is the final and determining resource for application requirements, process and contents.)**



# Agenda

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- **10:00 am   Welcome & Introduction**
- **10:05 am   Overview of Grants**
- **10:10 am   Job Training Program Overview**
- **10:10 am   Cover Letter & Threshold Criteria**
- **10:25 am   Ranking Criteria**
- **11:15 am   Strengths and Weaknesses**
- **11:30 am   Questions and Answers**



## Materials

- **FY 2008 Proposal Guidelines for Brownfields Job Training Grants**
- **CLU-in Announcement Flyer**
- **Power Point Presentation or PDF Document**



# Acronyms

- **ARC – Assessment, Revolving Loan Fund and Clean up**
- **BF – Brownfields**
- **Clu-In – Hazardous Waste Cleanup Information**
- **EPA – Environmental Protection Agency**
- **ET – Environmental Technician**
- **FY – Fiscal Year**
- **HAZMAT – Hazardous Materials**
- **JT – Job Training**
- **LOS – Letters of Support**
- **OMB – Office of Management and Budget**
- **Q & A – Questions and Answers**
- **RLF – Revolving Loan Fund**
- **TPO – Training Program and Objectives**
- **UST – Underground Storage Tanks**



# US EPA Brownfields Grant Program

## Brownfields ARC Grants

- **Assessment\***
- -- **Hazardous Waste**
- -- **Petroleum**
- **Revolving Loan Funds (RLF)\***
- **Clean-up\***
- **Job Training**



## Environmental Job Possibilities

### Possible Environmental Job Position --

- Air Quality Technician
- Emergency Response Technician
- Energy Conservation Specialist
- GIS Technician
- Treatment, Storage, & Disposal Facility Tech
- Health & Safety Technician / Trainer
- Biotechnology Technician / Analyst
- Sampling / Calibration / Analysis Technician
- Wastewater Treatment Plant Operator
- Mailroom Traffic Coordinator
- Hazardous Materials Transporter



## Brownfields Job Training Program

### Each Grant is:

- **Funded up to \$200,000 for two years.**
- **Located within or near a past or current Brownfields Assessment, Clean-up or RLF Grantee.**
- **Required to train participants as environmental technicians.**
- **Required to track graduates for at least one year.**



## Eligible Uses of Funds (pg 3)

**Eligible uses of grant funds under this competitive opportunity include:**

- Training residents for the handling and removal, sampling, analysis, and site remediation;**
- Training in the management of HAZMAT facilities;**



## Eligible Uses of Funds (Continued)

- **Training for response activities;**
- **Development/refinement of existing ET training curriculum; (tip: study previous grantee's curriculum and tailor your proposed curriculum to meet area employer's needs– no one track training, i.e., asbestos removal or lead abatement)**



## Eligible Uses of Funds (Continued)

- ❑ **Training participants in the use of techniques and methods for cleanup of UST and other sites contaminated by:**
  - **Petroleum products,**
  - **Asbestos, or**
  - **Lead****where included in a comprehensive curriculum.**



## Eligible Uses of Funds (Continued)

- **Recruiting participants from communities impacted by Brownfields; and**
- **Outreach activities to prospective employers;**



## Eligible Uses of Funds (Continued)

- Personnel costs for instructors to conduct training;**
- fringe benefits; and/or**
- personnel costs for tasks associated with mandated reporting requirements;**



## Eligible Uses of Funds (Continued)

- **Reasonable costs associated with procuring a contractor.**
- **Reasonable costs for training materials and work gear associated with the training curriculum;**

*(tip: during training term not after training completion.)*



## Eligible Uses of Funds (Continued)

- **Reasonable Costs directly related to the screening training and/or the placement of graduates and associated with:**
  - **health exams (i.e. pulmonary function tests—air/oxygen capacity),**
  - **drug testing, or**
  - **licensing fees**

*(tip: during training term not after training completion)*



## Eligible Uses of Funds (Continued)

- ❑ Providing light refreshments for graduation ceremonies;
- ❑ Reasonable rental fees associated with training facilities; and,
- ❑ Reasonable costs associated with transportation for trainees for site visits during training.



## Prohibited Uses of Funds (pg 4)

- ❑ **Conducting site assessments or actual cleanups outside the context of on-the-job training;**
- ❑ **Conducting response activities often associated with cleanups**



## Prohibited Uses of Funds

(Continued)

- **General or life skills education activities, such as remedial classes in math and reading;**
  
- **Job readiness training, such as developing resumes and acquiring interview skills;**



## Prohibited Uses of Funds

(Continued)

- **Job placement costs**
- **GED costs**
- **Transportation costs, for i.e.:**
  - **getting to and from class, or**
  - **stipends for students;**



## Prohibited Uses of Funds

(Continued)

- ❑ **Transportation costs, such as the costs of getting to and from class, or stipends for students;**
- ❑ **Web site development; vehicle or medical insurance; or, child care and daycare costs;**



## Prohibited Uses of Funds

(Continued)

- **Prohibited Costs (e.g., lobbying, fund-raising) as applicable, under;**

### OMB Circulars

- **A-21 (universities)**
- **A-87 (state, tribal, and local governments)**
- **A-122 (nonprofit organizations)**



## Prohibited Uses of Funds

(Continued)

- ❑ Matching any other Federal funds unless there is specific statutory authority for the match. CERCLA does not provide this authority. Grant funds may be used to match state or local funds, if authorized by the relevant state statute or local ordinance; or,
- ❑ Administrative costs, penalties, or fines.

*(Refer to Appendix 1: Prohibitions on Use of Funds.)*



## EPA Strategic Plan Linkage (pg 5)

### Brownfields Job Training Program:

- Trains and places residents impacted by Brownfields
- Promotes and facilitates clean-up of Brownfields sites
- Ensures economic benefits derived from Brownfields

*(tip: The above is documented by outcomes and outputs)*

\* EPA Strategic Goal 4 (Healthy Communities and Ecosystems), Objective 4.2 (Communities), And Sub-objective 4.2.3 (Assess and Cleanup Brownfields).



## Measuring Environmental Results (pg 5)

### Outcomes

- Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project.

Outcomes may be environmental, behavioral, health-related or programmatic, must be quantitative, and may not necessarily be achievable during the project period.



## Measuring Environmental Results (Continued)

### Expected Outcomes:

- Help Residents Take Advantage of BF Jobs
- Provides Training for Placement in Sustainable Jobs



## Measuring Environmental Results (Continued)

### Expected Outcomes Continued:

- **Improves Community Involvement**
- **Stimulates Development of Partnerships**
- **Fosters Self-sufficiency**



## Measuring Environmental Results (Continued)

### Expected Outcomes Continued:

- Enhances Skills as Environmental Technician
- Increases Environmental Workforce



## Measuring Environmental Results (Continued)

### Expected Outcomes Continued:

- **Facilitates BF Sites Assessment and Remediation**
- **Enables Residents to Promote Environmental Health and Occupational Safety at home and on the job**



## Measuring Environmental Results (Continued)

### Outputs

- Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period.



# Measuring Environmental Results (Continued)

## **Expected Outputs**

**Efforts from a Brownfields Job Training Grant should result in:**

- Recruitment for Environmental Training**
- Training as Environmental Technicians**
- Placement in Sustainable Environmental Jobs**



## The Job Training Guidelines

**The Guidelines are published annually and include:**

- Funding Opportunity Description**
- Award Information**
- Eligibility Information**
- Application and Submission Information**
- Application Review Information**
- Award Administration Information**
- Agency Contacts**



## Eligible Entities (pg 8)

- **Local Government/General Purpose Unit**
- **Land Clearance Authority or other quasi-governmental entity** that operates under the supervision and control of, or as an agent of, a general purpose unit of local government



## Eligible Entities (Continued)

- **Government Entity** created by State Legislature
- **Regional Council** or group of General Purpose Units of Local Government
- **Redevelopment Agency** that is chartered /sanctioned by a State



## Eligible Entities (Continued)

- **State or Indian Tribe** other than in Alaska
- **Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community**
- **Nonprofit Organizations – *including Educational Institutions and Workforce Investment Boards***



## Threshold Criteria (pg 9)

■ **Applicant Eligibility** *(tip: state legal authority and copy of documentation where warranted)*

■ **Previous EPA JT Grant History**  
*(tip: if performance (training and placement) record is successful, state so and how; if not successful, state so and why; and, state how program changes will ensure success)*



# Threshold Criteria

(Continued)

## ■ Proposed Project Location

*(tip: include location and name of impacted community or neighborhood)*

## ■ Affirm Eligible Use of Funds *(tip: no more than 1 or 2 sentences is needed)*

## ■ No Duplication of Training

*(tip: Check NIEHS' web site for targeted area and state that you did so with your findings)*



## Proposal Cover Letter (pg 11)

### Identify the Brownfields Job Training grant applicant and primary contact information:

- 1. Applicant Identification:** Who is applying
- 2. Location:** Location of the applicant (*tip: include location and name of BF ARC recipient as well*)
- 3. Contacts:** All parties involved in the development of the project proposal and who will be responsible for project outcomes



## Proposal Cover Letter (Continued)

- 4. Submission Date:** When postmarked, pick-up date, or electronic submission date (tip: 2-week prior registration required; go to [www.grants.gov](http://www.grants.gov))
- 5. Proposed Project Period (2 years maximum)**
- 6. Total Population**
- 7. Indicate Special Designation**
- 8. Cooperative Partners**
- 9. Funding Requested**



## Required Attachments (pg 14)

- Detailed Itemized Budget**
- Training Program Outline**
- Notification Letter to State/Tribe**
- Documentation of Non-profit status**
- General Letters of Support (LOS)**
- List for References, at least:**
  - 2 employers who have hired from previous training programs**
  - 2 neighborhood/community-based organizations**
  - 2 employers who are involved in development of JT proposal and project.**

*(tip; provide complete contact information)  
and notify that EPA will be calling about the JT proposal)*



## Ranking Criteria (pg 21)

- **Each element is evaluated and scored according to the completeness of the response. Total Points possible – 100.**  
*(tip: It is critical that each response is clear, and on point – don't ramble, make each word count)*
  
- **Each application will stand on its own merit. Regional personnel are barred from reviewing draft documents.**



## Ranking Criteria (Continued)

- ❑ **Applicants will not be permitted to submit any additional information after due date nor will they be contacted during the review period.**



## Ranking Criteria (Continued)

- **Training Program Objectives and Plans**
- **Community Involvement and Employer Partnerships**
- **Programmatic Capability and Institutional Capacity**
- **Past Performance and Environmental Results**
- **Performance Measurement**
- **Community Need**
- **Budget, Schedule and Leveraging (Table and Narrative)**
- **Leveraging**
- ***Other Factors***



## Training Program Objectives and Plans (pg 23)

**Total Points – 20**

- State Objectives and project results (14)\***
- How will TPO ensure goals are met** *(tip: Refer back to page 5 where "Outputs and Outcomes" are explained)*
- Relevancy of program certification to placement goals**



## Training Program Objectives and Plans (Continued)

- **How will TPO ensure project and EPA's goals are met** (*tip: Refer back to page 5 where "Outputs and Outcomes" are explained*)
- **Relevancy of program certification to placement goals**



## Training Program Objectives and Plans (Continued)

- Screening criteria and process in relation to retention
- Local incentives/mechanisms to assist in hiring
- Job development strategies



## Community Involvement and Employer Partnerships (pg 24)

**Total Points - 20**

- BF ARC Grant Recipient – Partnership**
- Early notification to targeted community**
- Community Involvement in application process**



## Community Involvement and Employer Partnerships (Continued)

- Local Partnerships
- Value added by partners
- Partnerships for non-funded activities
- Employer partnerships



## Programmatic Capability and Institutional Capacity (pg 25)

- **Total Points – 15**
- **Project management ability**
  - **Past performance in grant management**
  - **History of meeting reporting requirements**
- **Institutional capacity to conduct training**



## Programmatic Capability and Institutional Capacity (Continued)

- **Instructors' expertise and credentials**
- **Correlation of the above to a successful and productive Job Training Program**



## **Past Performance and Environmental Results Past Performance (pg 26)**

### **Total Points - 15**

- How will your proposed project's training and placement ensure success in meeting EPA's expected Outcome and Outputs**
  
- Your past success rate in training and Placement**



## **Past Performance and Environmental Results Past Performance (Continued)**

- Past compliance with reporting requirements**
- Self-policing to ensure proposed project's compliance with meeting EPA's expected Outcome and Outputs**



## Performance Measurement (pg 27)

**Total Points – 10**

- Project Milestones and objectives – measurable and realistic (2 yr grant)**
- Sustainable employment thru placement and retention**
- Job search support and resources**



## Performance Measurement (Continued)

- ❑ **Tracking process and term (minimum – 1 yr)**
- ❑ **Plan to evaluate program compliance and measure project success**
- ❑ **Resolution plan for attrition and other conflicts**
- ❑ **Program strategy for long-term sustainability**



# Community Need (pg 28)

**Total Points – 10**

- Personify targeted community**
  - Demographics** (*tip: note sensitive populations*)
  - Poverty rate**
  - Unemployment rate**
  - Any specific health patterns**
- Impact of indicators on the community**



## Community Need (Continued)

- ❑ Relate indicators to Brownfields' impact on the targeted community:
  - Environmental
  - Social
  - Public Health
  - Economic



## Community Need (Continued)

- **Environmental Justice Concerns, i.e.,**
  - **Land Filled Sites (high occurrence or risk)**
  - **High Frequency of Specific Diseases (Asthma, Cancer, Black Lung)**
  - **High Un-employment rate**
  - **Sub-standard Housing**



## Community Need (Continued)

- **Address Social Issues as faced by residents who are considered:**
  - **Low-income population**
  - **Minority population**
  - **Socio-economically disadvantaged population**



## Community Need (Continued)

- **Labor Market Assessment**
  - **Employer needs**
  - **Demand for skilled environmental technicians**



## Budget/Resources (pg 28)

**Total Points - 5**

### **Narrative**

**(tip: should correlate with budget table;  
include leveraged dollars and in-kind services)**

- Reflects Proposed Workplan Tasks**
- Clearly stated**
- Detailed**
- Reasonable**
- No prohibited costs**



## Budget/Resources (Continued)

### □ Table

- **Reflects Workplan Tasks**
- **Easily followed**
- Order is consistent with budget narrative
- No prohibited costs
- Separate tables for EPA-funded cost items  
from Non-EPA funded items

*(tip: make sure to include leveraged funds -- assign \$ value to in-kind services)*



## Leveraging (pg 29)

**Total Points – 5**

**Funding Source**

**Cash Amount Donated**

**Service Donated**

- Where possible, assign a cash value to service



## Other Factors (pg 29)

**In Addition to Evaluation Results the Following Selection Factors are Given Consideration:**

**□ Fair Distribution of Funds**

- Between Urban and Non-Urban
- EPA's 10 Regions
- New and Previously Awarded Grantees
- Environmental Justice Communities
- Special Governmental Designation
- Overall Program Priorities



# Tips

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## Strengths and Weaknesses

Region 4 - FY 2008 Brownfields Job Training Application Tutorial

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## Strengths and Weaknesses

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# STRENGTHS



# Strengths

- **Proposal is Written Well**
- **Pages are labeled and numbered**
- **Proposal is organized and follows sequential order of the guidelines for responses**



## Strengths (Continued)

- **Document complies with page limitation** (*tip: 17 pages for proposal narrative and 20 pages for supporting attachments*)
- **Proposal includes Table of Contents, Index for Attachments** (*tip: is not required and is not counted in page limitation*)



## Strengths (Continued)

- Meets all Eligibility Requirements** (*tip: documentation of status is included*)
- Demonstrates Community Need**
- Documented Community Early Notice and Involvement**



## Strengths (Continued)

- **Budget Narrative is detailed, clear, reflects tasks as outlined in proposed Workplan, parallels Budget Table and contains no prohibited costs**
  
- **Budget Table is detailed, clear, reflects tasks as outlined in proposed Workplan and Budget Narrative and contains no prohibited costs**



# Strengths (Continued)

- **Documented Institutional Capacity**
- **Excellent Institutional Training and Placement Record (*Performance*)**
- **Credentialed and Experienced Instructors**



## Strengths (Continued)

- **Leverage Funding for Pre-requisite Skills, Life Skills, and Job-Readiness**
- **Documented Diverse Partnerships**  
*(tip: schools, employers, businesses, and community residents)*
- **Employer Commitment to Hire**



# Strengths (Continued)

- **Clearly Stated Measures of Success (MOS) with Reasonable and Clear Timeline (*tip: set training and placement goals; time-line is doable*)**
- **Good Discussion about Long-Term Goals and Strategies for Sustainable Growth (*tip: reasonable and detailed*)**



## Strengths (continued)

- **Letters of Support (LOS) contain:**
  - **Current Date**
  - **Substantiate Claims for Institutional Performance Record**
  - **Proposed JT Program Activities**
  - **Committed Partners and their roles**



## Strengths and Weaknesses

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# WEAKNESSES



# Weaknesses

- **Eligibility Requirements are not met (*tip: no documentation enclosed to substantiate*)**
- **Proposal is vague or too wordy without adding merit to the substance of the document.**
- **Incomplete, partial or no response to all of the ranking criteria**



## Weaknesses (Continued)

- **Inadequate discussion about the impacts and challenges (economic and health) as a result of Brownfields.**
- **Little or no demographics to substantiate need and no showing sensitive populations, (if any)**
- **Vague, Insufficient or No Documented Community Early Notice and Participation**



## Weaknesses (Continued)

- **No or Insufficient Discussion about Institutional Performance Record (*tip: training and placement*)**
  
- **Insufficient or No Information Regarding Instructors' Credentials and Experience**



## Weaknesses (Continued)

- **No documented Employer's Commitment to Hire**
- **No discussion regarding applicant's relationship and experience with the targeted community**



## Weaknesses (Continued)

- **No Leveraged Funding or In-kind services**
- **Budget Table is confusing and hard to follow.**



## Weaknesses (Continued)

- **When contacted, listed references and partners are vague or clueless about proposed project and its role.**
- **No discussion about how the cost of activities not covered by EPA will be funded** (*child-care, student transportation and job-readiness and life-skills training*)



## Weaknesses (Continued)

- **No documented Partnerships or is not sufficiently discussed**
- **Vague or no Measures of Success (MOS)**
- **Vague or no plan for resolution of issues**
- **No or Unclear Timeline Narrative and Chart**



## Weaknesses (Continued)

### Letters of Support (LOS):

- **No or Insufficient Letters of Support**
  - Date is not Current
  - Substance of Letter is not relevant to proposal
  - Boiler plate language for all or most LOS



## Weaknesses (Continued)

- **LOS do not Substantiate Claims for:**
  - **Institutional Training Record**
  - **Institutional Placement Record**
  - **Instructors' credentials**
  - **Proposed JT Activities**
  - **Committed Partners and their roles**



## Job Training Projected Timeline

### FY 2008

<b>2007 Aug. 29</b>	<b>Federal Register Notice</b>
<b>2007 Oct. 19</b>	<b>Proposals are due</b>
<b>2007 Dec. 12</b>	<b>National JT Panel Convene</b>
<b>2008 Spring</b>	<b>Grant Awards Announced</b>



## Proposal Assistance

- FAQs and other significant questions and answers will be posted on the EPA website: [www.epa.gov/brownfields](http://www.epa.gov/brownfields) under Job Training Grants
- Additional questions may be submitted electronically to EPA to Kathleen Curry at [curry.kathleen@epa.gov](mailto:curry.kathleen@epa.gov) and to Joseph Bruss at [bruss.joseph@epa.gov](mailto:bruss.joseph@epa.gov)
- To submit questions via the US mail send to:

**Joseph Bruss, U.S. Environmental Protection Agency,  
Office of Brownfields Cleanup and Redevelopment, MC-  
5105T, 1200 Pennsylvania Avenue, NW, Washington, DC  
20460.**



## Region 4 Contact

Daisy Kathleen Curry, J.D.  
Regional Job Training Coordinator  
US EPA, R4 -- 61 Forsyth Street, SW  
Atlanta, GA 30303  
404-562-8660  
[curry.kathleen@epa.gov](mailto:curry.kathleen@epa.gov)

**For guidelines and additional information,  
visit EPA website : [www.epa.gov/brownfields](http://www.epa.gov/brownfields)**



## Thank You

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

**Thank You**

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