

# Brownfields Job Training Understanding the FY 2024 Guidelines

U.S. EPA Office of Brownfields and Land Revitalization  
June 14, 2022, 1-3:30 PM EDT





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EPA Region 8

# Meet the Presenters



# HMTRI Resources

- Professional Learning Community Call open to everybody  
Wednesday June 21, 2023, 2 PM EST
  - Held biweekly on Wednesday afternoons
  - To Join PLC Zoom Meetings, go to:
  - <https://zoom.us/j/93598658578>
  - Meeting ID: 935 9865 8578
  - Notes and recordings from previous sessions may be found at:  
<https://brownfields-toolbox.org/plc-sessions/>
- HMTRI Listserv
  - Email [hmtri@eicc.edu](mailto:hmtri@eicc.edu) to join



# Agenda

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



Absentee Shawnee Tribe Brownfields Job Training Program



# History and Background

- **January 1995:** EPA announces the first Brownfields Pilots.
  - Reflecting EPA’s growing concern for “environmental equity,” later known as environmental justice issues
  - Lesson learned: Communities surrounding these brownfields were not benefitting from the job opportunities created by their assessment and cleanup
    - Lack of environmental training among local workforces
- **1998:** EPA awards its first 11 Brownfields Job Training Pilots to entities including cities, community colleges, universities, and non-profits.
- **As of June 2023:** EPA has funded 400 Job Training Grants totaling approximately \$93 million.
  - Nearly 21,000 individuals completed training
  - Nearly 16,000 obtained employment in the environmental field,
  - Average starting wage of \$15.23 an hour.
  - Cumulative placement rate since inception= 74%



# Overview of Program

- **The Brownfields Job Training program is designed to:**
  - Recruit, train, and place unemployed and under-employed residents from communities impacted by brownfields.
  - Further environmental justice (EJ) by ensuring that residents benefit from the revitalization and cleanup of brownfields.
  - Help graduates develop wider skill sets that improve their ability to secure full-time, sustainable employment within the larger environmental field.



# Overview of Program

- **Brownfields Job Training Program requirements:**

- Must target unemployed and under-employed individuals that are residents living in or near an area adversely impacted by the presence of brownfield sites
- Must be an eligible entity
- Must not duplicate other federally-funded environmental job training programs
- Must provide OSHA 29 CFR 1910.120 40-Hour Hazardous Waste Operations and Emergency Response to all trainees
- Must meet all other threshold criteria as outlined in Section III.C. of the RFA

Note: applicants who were awarded a FY23 Brownfields Job Training Grant from EPA are not eligible to apply under this competition.



# Overview

- **Under this funding opportunity:**

- Applicants can apply for up to \$500,000
  - Total estimated funding for FY24 is \$12 million
- The project period for these grants is five years:
  - Year 1 & 2: recruitment and screening/beginning of training
  - Year 3 & 4: continued recruitment and screening/continuation and conclusion of training
  - Year 5: placement and tracking of graduates and reporting results to EPA



Region 9, Los Angeles Conservation Corps HAZWOPER Training





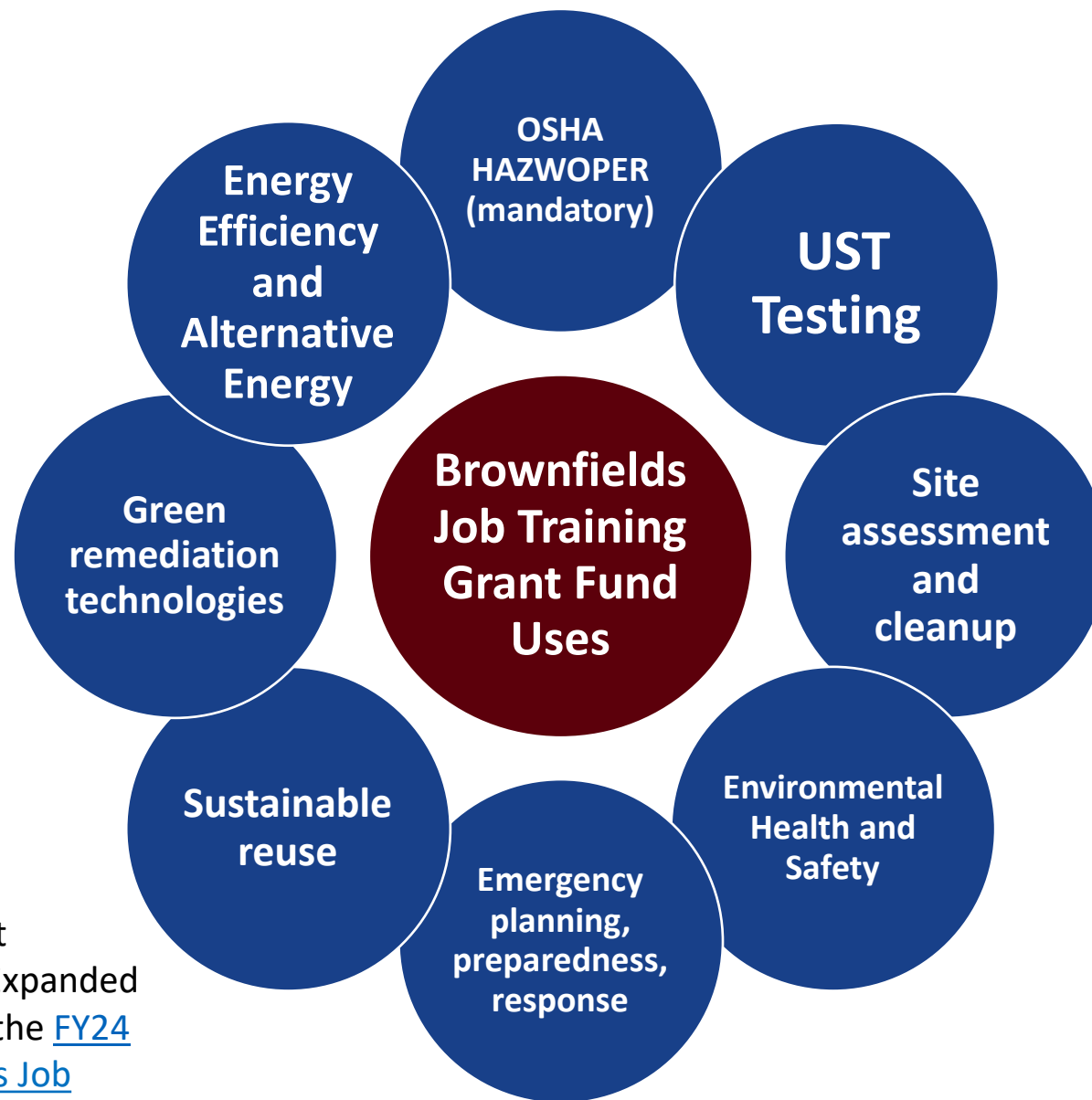
# Substantive Changes

The following are the substantive changes to the Fiscal Year 2024 Job Training Request for Applications:

1. Applicants selected for an FY 2023 Job Training Grant are ineligible to apply for the FY 2024 grant competition.
2. Additional language to the OSHA 40-hour HAZWOPER training.
  - Reinforce that it's up to the applicant to ensure the training complies with OSHA.
3. Expanded language regarding eligible training for testing possible leaking underground storage tanks on brownfield sites.
4. Added language for the EJScreen and Climate and Economic Justice Screening Tool (CEJST) tool to help applicants identify disadvantaged communities for their target areas.
5. General revisions to the ranking criteria to clarify existing language
6. Other Factors list was split into two lists
  - First list: other factors that applicants should respond to if applicable
  - Second list: other factors the Selection Official may take into consideration when making final selections



# Overview: Use of Grant Funds



**Note:** All the above training can be delivered at awareness, intermediate, or advanced levels. Expanded descriptions of these trainings are available in the [FY24 RFA](#) and the [FAQ's](#) available on the [Brownfields Job Training page](#).



# Overview: Use of Grant Funds



Region 4, Durham North Carolina- Job Training

- **Additional eligible uses of grant funds:**

- Personnel costs for instructors to conduct training, fringe benefits, and/or tasks associated with programmatic reporting requirements
- Costs for screening and placement of students
- Costs associated with health exams, drug testing, licensing fees
- Costs for training materials and work gear associated with the training curriculum
- Outreach activities directed toward engaging prospective employers to be involved in the job training program and to hire graduates
- Participation Support costs



**Note:** Section I.C. of the RFA provides a list of additional types of supplemental training that are eligible uses of grant funds



# Overview: Use of Grant Funds

- **Grant funds may NOT be used for:**
  - **Training in general construction skills and trades**
  - **Life skills or education activities, such as resume writing, remedial math and reading classes, interview skills, etc.**
    - EPA encourages applicants to leverage this training through outside funding
  - **Administrative or indirect costs in excess of 5% of total EPA funding**



**Note:** Section I.D. of the RFA provides a more illustrative list of grants funds.

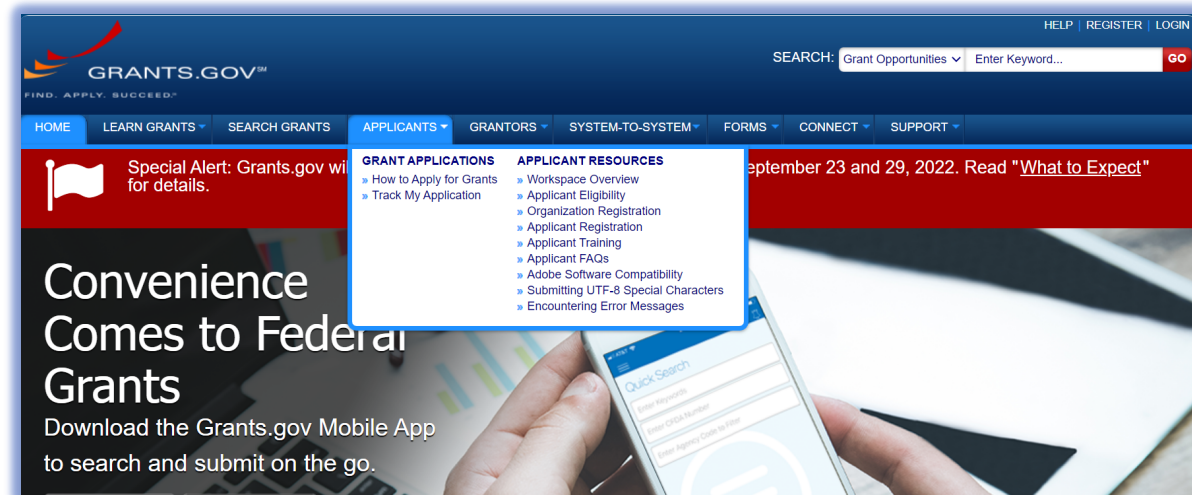


# Submitting Your Application Package



Applications are due **August 2, 2023**, via **Grants.gov**  
Grants.gov scheduled maintenance → **EPA encourages applicants to apply before Aug 2**

[Grants.gov Tip Sheet](#)

**Grants.gov Resources for Applicants**



# Requirements to Submit an Application

Requirement	Accept 	Reject 
Active <b>www.sam.gov</b> account through <b>February 14, 2022</b>	<ul style="list-style-type: none"> <li>The account is active and matches the applying entity's info</li> </ul>	<ul style="list-style-type: none"> <li>Inactive/expired account</li> <li>Account is being updated, but is in "processing" status</li> </ul>
Obtain a Unique Entity Identifier (UEI) generated in <a href="http://www.sam.gov/">http://www.sam.gov/</a>	<ul style="list-style-type: none"> <li>The same UEI must be used on future applications</li> </ul>	<ul style="list-style-type: none"> <li>Another organization's/ department's UEI is listed on the Standard Form 424</li> </ul>
Active <b>www.grants.gov</b> account	<ul style="list-style-type: none"> <li>Associated with same, correct UEI number</li> </ul>	<ul style="list-style-type: none"> <li>Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account</li> </ul>
Submission by the <b>Authorized Organization Representative (AOR)</b>	<ul style="list-style-type: none"> <li>Designated in Grants.gov by the E-business POC (listed in sam.gov)</li> <li>Has a Grants.gov account</li> <li>Submits the application in Grants.gov</li> </ul>	<ul style="list-style-type: none"> <li>Someone other than the designated AOR submits the application</li> </ul>

UEI replaced the DUNS requirement. See more information at <https://sam.gov/content/duns-uei>



For additional resources please see EPA's Office of Grants and Debarment updated training resources: [Register in SAM.gov and Grants.gov](#)



# Your [www.grants.gov](http://www.grants.gov) Application Package

## REQUIRED FORMS

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424 A)
3. Preaward Compliance Review Report (EPA Form 4700-4)  
[Guidance on how to complete this form is available at [www.epa.gov/grants/tips-completing-epa-form-4700-4](http://www.epa.gov/grants/tips-completing-epa-form-4700-4).]
4. EPA Key Contacts (Form 5700-54)
5. Project Narrative Attachment Form, as one file (if possible) include:
  - ✓ Narrative Information Sheet
  - ✓ Narrative (responses to ranking criteria)
  - ✓ Required Attachments

## OPTIONAL FORMS

1. Grants.gov Lobbying Form – To be submitted by applicants requesting more than \$100,000 of EPA grant funding.
2. Negotiated/Proposed Indirect Cost Rate Agreement – submit using the Project Narrative Attachment Form.

A workplan is not required at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.





**KEEP  
CALM  
AND  
CALL THE  
GRANTS.GOV  
HELP DESK!!**

## The Application Has Been Submitted – Now What?

- After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from [www.grants.gov](http://www.grants.gov).
- If the AOR did not receive notification emails or the application package did not transmit successfully, immediately **contact the [www.grants.gov](http://www.grants.gov) Help Desk** (open 24/7; except federal holidays) at 1-800-518-4726. **Make sure to get a case number.**
- Applications that are not successfully submitted **and 'validated'** by the deadline will be considered late and will be rejected.





# Grant Process – Application Content

**Narrative Information Sheet**

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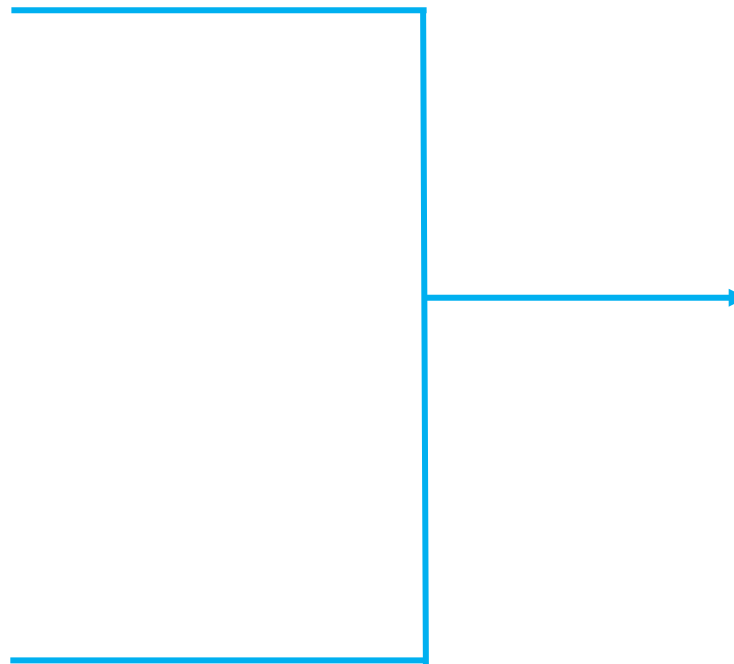
**The Narrative**

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**Attachments**

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**Required Forms**



**Your  
Application  
Package!**



# Grant Process – Application Content

- **All applications must conform to the following outline:**

- Narrative Information Sheet (3-page limit)
- The Narrative (12-page limit)
- Attachments (15-page limit)
- Required Forms
  - SF-424 (Application for Federal Assistance)
  - SF-424A (Budget Information for Non-Construction Programs)
  - EPA Form 4700-A (Pre-Award Compliance Review Report)
  - Form 5700-54 (EPA Key Contacts)



Region 2, NYC Fortune Society Guest Lecturer

- **All pages exceeding the page limit will not be reviewed**

- 8 ½ x 11 inches paper size, font size should be no smaller than 11-point font, and single-spaced



# Grant Process – Application Content

**Narrative Information Sheet**

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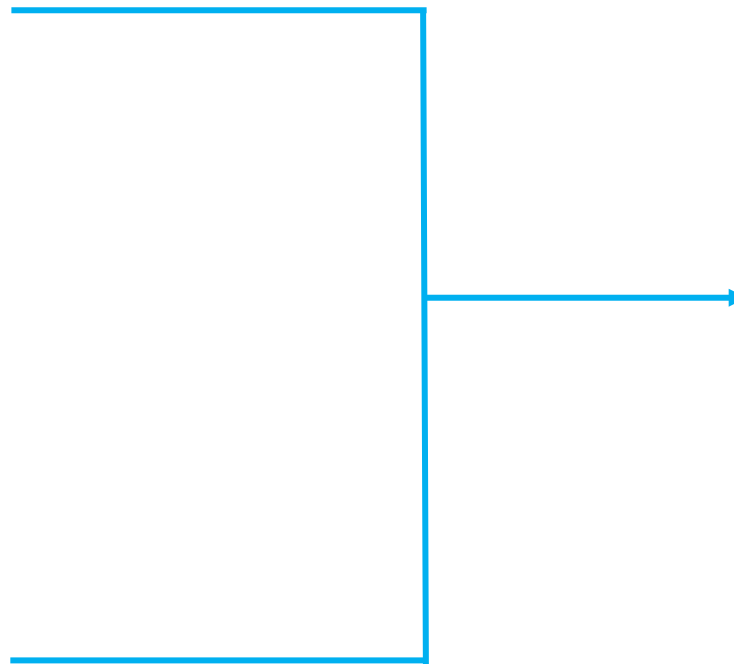
**The Narrative**

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**Attachments**

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**Required Forms**



**Your  
Application  
Package!**



# Grant Process – Application Content Narrative Information Sheet

- **Applicant Identification**

- Name and address of entity applying for funds
- Applicant's Unique Entity Identifier (UEI) number

- **Responses to Threshold Criteria**

1. Applicant Eligibility
2. Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs
3. Required HAZWOPER Training
4. Federal Funds Requested/Funding Amount
5. Substantial Conformity with Instructions and Format Requirements
6. Training Curriculum Chart Indicating the Cost of Each Course
7. Target Area
8. Previous Funding Requirement

**See the full list  
of eligible  
entities in  
Section III.A.**



# Grant Process – Application Content Narrative Information Sheet

- **Grant Type**

- Indicate “Brownfields Job Training Grant”

- **Location**

- Provide your city, county, state and/or reservation and census tract number

- **Contacts**

- **Project Director** → Name, phone/fax numbers, email, mailing address
- **Chief Executive** → Name, phone/fax numbers, email, mailing address

- **Date Submitted**

- Date will auto populate on your application when submitted through [grants.gov](https://www.grants.gov)



# Grant Process – Application Content Narrative Information Sheet

- **Project Period**

- Must not exceed 5 years

- **Population**

- Provide the general population of your defined target community
- Tribes must provide the number of tribal/non-tribal members affected

- **Training**

- What courses you plan to offer and at what level, when applicable



# Grant Process – Application Content Narrative Information Sheet: Threshold Criteria

Every application must clear the Threshold Requirements



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# Grant Process – Application Content Narrative Information Sheet: Threshold Criteria

★ **Threshold criteria are evaluated on a pass/fail basis** ★

## 1. Applicant Eligibility

- City, county, state, tribe, other general purpose unit of local government (see Section III.A of RFA)
- Regional council
- Workforce Investment Board or One-Stop Center
- Nonprofit organization
- Redevelopment agencies
- Colleges and universities, including Minority Academic Institutions

You are **NOT** eligible to apply if you are:

- Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995
- For-profit or proprietary organization or trade school





# Grant Process – Application Content

## Narrative Information Sheet: Threshold Criteria

### **2. Demonstration the Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs**

- EPA’s Superfund Job Training Initiative (SuperJTI)
- EPA’s Environmental Justice Small Grants program
- EPA’s Surveys, Studies, Investigations, Training, and Special Purpose Activities Relating to Environmental Justice grants program
- National Institute of Environmental Health Sciences (NIEHS) Hazardous Waste Worker Training programs
- Department of Labor (DOL) grant funds
- Other Federally-funded Environmental Training Programs



Demonstrate that your projects does not duplicate, but compliments other federally funded environmental projects in your targeted area



# Grant Process – Application Content

## Narrative Information Sheet: Threshold Criteria

### 3. Required HAZWOPER Training

- All curricula must provide 40-hour HAZWOPER to their trainees
- Indicate that you have integrated HAZWOPER into your program and that **all** students will be required to complete it

### 4. Federal Funds Requested/Funding Amount

- Indicate your requested funding amount (must not exceed \$500,000)

### 5. Substantial Conformity

- Ensure that you have conformed with the formatting requirements set forth in Section IV.C of the RFA



# Grant Process – Application Content

## Narrative Information Sheet: Threshold Criteria

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

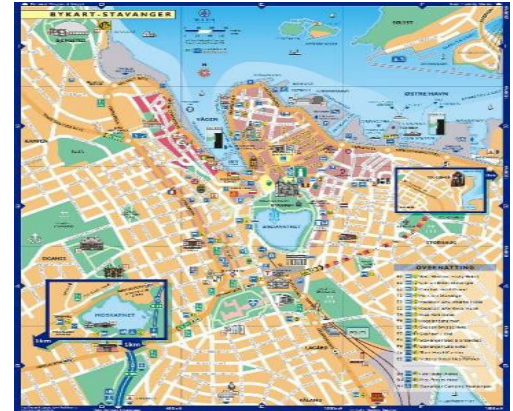
- Indicate that you have included a training curriculum chart in your application
  - This chart lists each training course and its associated cost percentage

Sample Training Program Table Format

Course Name	Level of Training	Type of Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

### 7. Target Area

- Indicate what community you propose to serve and census tracts



# Grant Process – Application Content

## Narrative Information Sheet: Threshold Criteria

### 8. Previous Funding Requirement

- Applicants who were awarded a Brownfields Job Training Grant (EPA-I-OLEM-OBLR-22-02) from EPA in Fiscal Year 2023 (FY23) are not eligible to apply under this competition.
- List the most recent year you received a Brownfields Job Training Grant from EPA
  - If you have not received a grant in the past, state this in your Narrative Information Sheet.



# Grant Process – Application Content

Narrative Information Sheet

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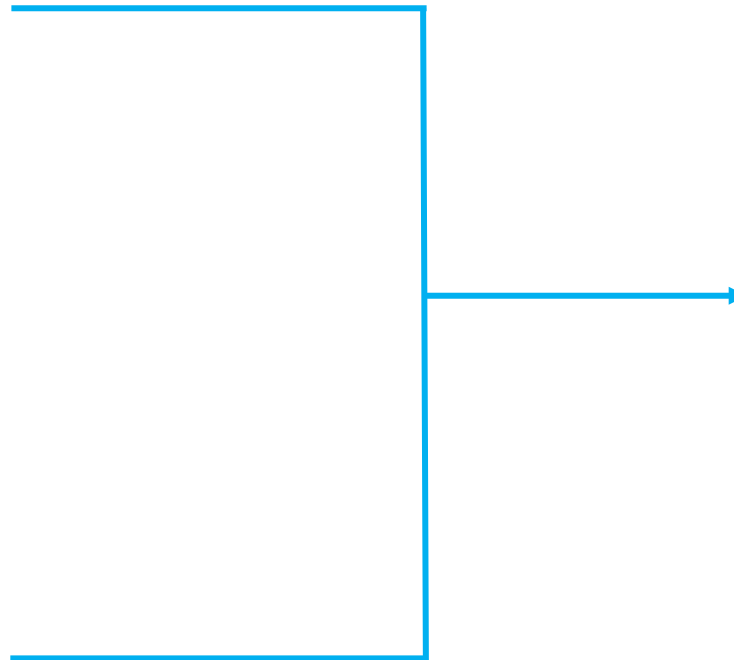
**The Narrative**

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Attachments

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Required Forms



**Your  
Application  
Package!**



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

- **The Narrative includes:**

- **Responses to all 7 criteria**

- Community Need
- Training Program Description
- Budget
- Program Structure, Anticipated Outputs and Outcomes
- Partnerships
- Leveraging
- Programmatic Capability

- **Training curriculum chart, budget chart, and budget narrative**

- **Be clear, concise, and address all criteria**

- Include the criteria number and title



**The Narrative  
must not exceed  
12 pages**



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 1. Community Need (45 pts total)

#### A. Community Description (25 pts)

- Population, unemployment, poverty rate, percent minority, per capita income, etc.
- Discuss how your project will help facilitate the identification and reduction of threats to:
  - Human Health
  - The environment
  - Threats to the health or welfare of sensitive populations
- Applicants are encouraged to use EPA’s EJScreen tool (or other EJ-focused Geospatial mapping tools)
- Describe how your project will benefit disadvantaged communities (as identified in the Justice40 Initiative).
- The Climate and Economic Justice Screening Tool (CEJST) can be used to help identify disadvantaged communities.

Sample Format for Demographic Information

	Target Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population:				316,127,513 <sup>1</sup>
Unemployment:				8.3% <sup>2</sup>
Poverty Rate:				15.5 % <sup>3</sup>
Percent Minority:				37.8% <sup>1</sup>
Median Household Income:				\$53,889 <sup>3</sup>
Other:				



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 1. Community Need (45 pts total)

#### B. Labor Market Demand (20 points)

- Explain methods and results of recent labor market assessments and employer surveys
- Discuss what certifications you are proposing
- Demand for skilled environmental professionals with certifications
- How the training will equip students for high-quality jobs
  - The US Department of Labor and Department of Commerce lay out eight [Good Jobs Principles](#)





# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 2. Training Program Description (20 pts total)

- **Provide a detailed description of your proposed training program**
  - How the proposed curriculum is comprehensive, realistic, detailed, and eligible
  - How courses offered and certifications graduates can earn ensure employment and apply to the hiring needs of your community
  - Discuss if you are proposing a pre-apprenticeship program in partnership with a local employer or labor union
  - Indicate if courses are offered to all students or are specific to separate training tracks
  - How the execution of your training program will incorporate sustainable practices

**Sample Training Program Table Format**

Course Name	Level of Training	Type of Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 3. Budget (10 pts total)

- **Budget table**
  - Tasks EPA funding will be used for
- **Narrative of task details, basis for estimated costs, and projected outputs**
- **Make sure your budget table adds up to the total requested amount of funding, courses have cost estimates and associated percentage of entire budget**

Project Funding	Project Tasks				Total
	Outreach and Recruitment	Instruction/Training	Program Management	Placement and Tracking	
Personnel					
Fringe benefits					
Travel					
Contractual					
Supplies					
Other (Please be specific for Participant support costs such as stipends)					
<b>Total EPA Funds</b>					



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 4. Program Structure/Anticipated Outputs and Outcomes (45 pts total)

#### A. Outcomes and Outputs (10 pts)

- Discuss how you will evaluate progress towards achieving outputs and outcomes

Overall # of Participants Enrolled in Program	# of Graduates Completing Program	# of Graduates Placed in Environmental Positions	# of Graduates Not Placed but Pursuing Further Education

#### B. Recruitment and Screening (20 pts)

- Plan to recruit students and market your Brownfields Job Training program
- Strategies for working with community leaders for recruiting underrepresented/underserved populations
- Screen, retention, and attrition strategies and processes in your program

#### C. Program Support (10 pts)

- Job search support and resources
- Extent your organization will assist with initial job placement
- Extent and for how long your organization will track graduates
- Extent your organization will utilize federal and local hiring incentives

#### D. Program Sustainability (5 pts)

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



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 5. Partnerships (45 pts total)

#### A. Partnerships (10 pts)

- Identify all project partners and commitments

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

#### B. Collaboration with Environmental Entities (5 pts)

- Brownfield Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grant recipients

#### C. Collaboration with Job-Readiness/Life Skills (5 pts)

- Plans to provide job readiness skills needed to secure full time work



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 5. Partnerships (45 pts total)

#### D. Collaboration with Community (5 pts)

- Relationships with community leaders and community-based organizations to support student success. Examples:
  - Faith based organizations
  - Local community groups
  - High schools

#### E. Collaboration with Employers (20 pts)

- Involvement of employers pertaining to the development of your program, enhancing student learning, and a graduate's chance of being hired



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 6. Leveraging (5 pts total)

- **Demonstrate how your program will leverage additional funds/resources**
  - In-kind and/or partner commitments for providing services/resources to the proposed job training program. Examples include:
    - Staff time
    - GED preparation
    - Counseling
    - Life skills training
    - Lunches
    - Supplies
    - Pre-employment training
    - Childcare
    - Transportation and bus tokens
    - Student stipends
    - Academic enhancement
    - Construction training

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



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 7. Programmatic Capability (30 pts total)

#### A. Grant Management System (5 pts)

- System you have in place to direct activities under the grant
  - Brief description of your project manager and staff and a discussion of the qualifications and experience

#### B. Organizational Experience (10 pts)

- Discuss your organization's experience in:
  - Working with the community you propose to serve
  - Environmental training related to your proposed curriculum
  - Experience delivering employment and training programs, if applicable

#### C. Audit Findings (5 pts)

- Describe any adverse audit findings
  - If you have had problems with the administration of any grants, please describe how you have corrected, or are correcting, the problems.



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 7. Programmatic Capability (30 pts total)

#### D. Past Performance and Accomplishments (10 pts)

##### i. Past BF JT or EWDJT Grant Recipients within last 10 years

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

##### ii. No Prior EWDJT funds, but other federal/non-federal assistance agreements within last 10 years

- Identify current and/or prior funded assistance agreements
- Describe your history of successfully managing these agreements

Sample Accomplishments Data						
Grant #	Project Period	Funds Expended	# of Participants Trained	# of Participants Placed	% placed in full-time employment	Data Updated in ACRES (Yes/No)
JT-66721889	10/01/2011 – 9/30/2014	\$183,264	80	70	88%	Yes
JT-85765439	10/01/2003 – 9/30/2005	\$200,000	78	72	92%	Yes



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





# Grant Process – Application Content

Narrative Information Sheet

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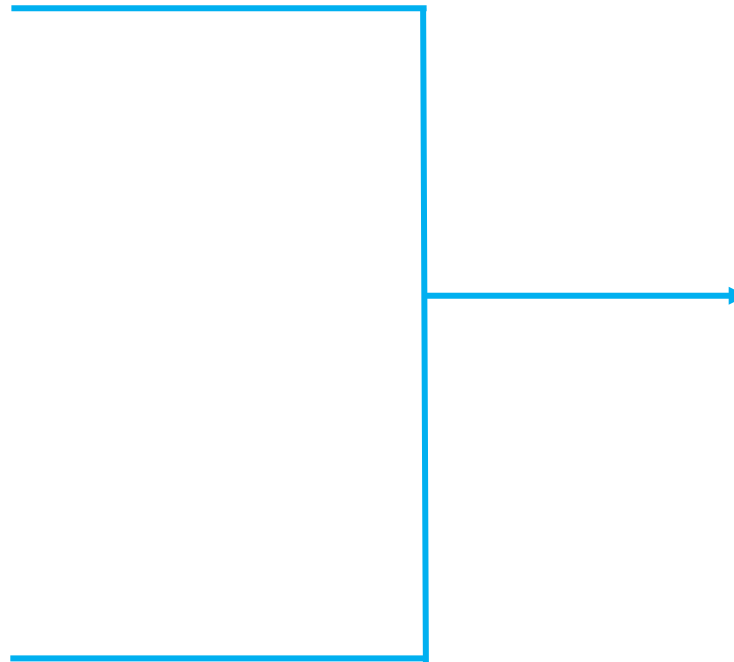
The Narrative

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Attachments

+

Required Forms



**Your  
Application  
Package!**



# Grant Process – Application Content Attachments

- **Attachments (15-page limit)**
  - **Documentation of Applicant Eligibility**
    - *This documentation does NOT count against the page limit*
  - **Milestones Schedule**
    - Outreach
    - Procurement of a contractor
    - Recruitment
    - Frequency/length of classes
    - Placement
    - Tracking
  - **Documentation of Other Factors**
    - Please note the other factors list was split into two lists -- new to this year's RFA
  - **Partnership Letters**
    - For evaluation criteria that request Partnership letters
    - *Letters received separately or after the due date for application submission will not be considered*



# Grant Process – Application Content

Narrative Information Sheet

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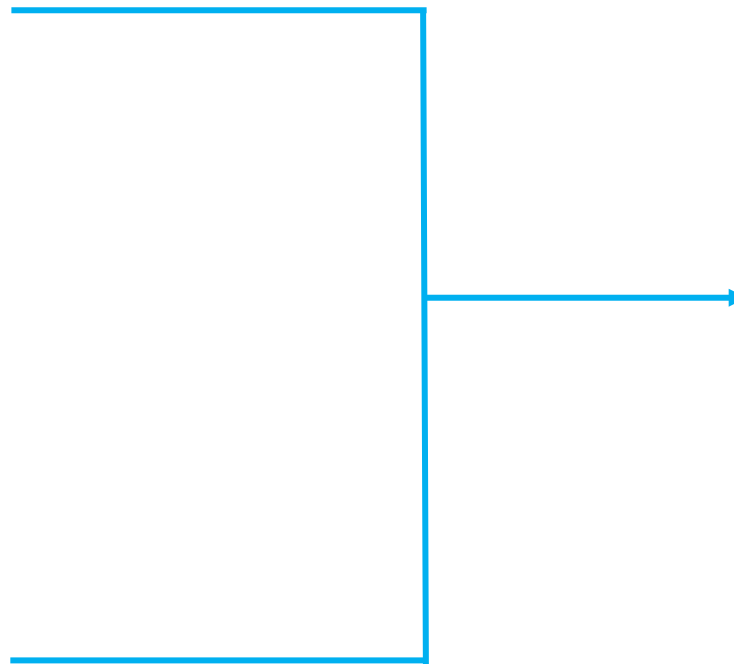
The Narrative

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Attachments

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Required Forms



**Your  
Application  
Package!**



# Grant Process – Application Content Required Forms

- **Required Forms**

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

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



# Grant Process – Application Content

**Narrative Information Sheet**

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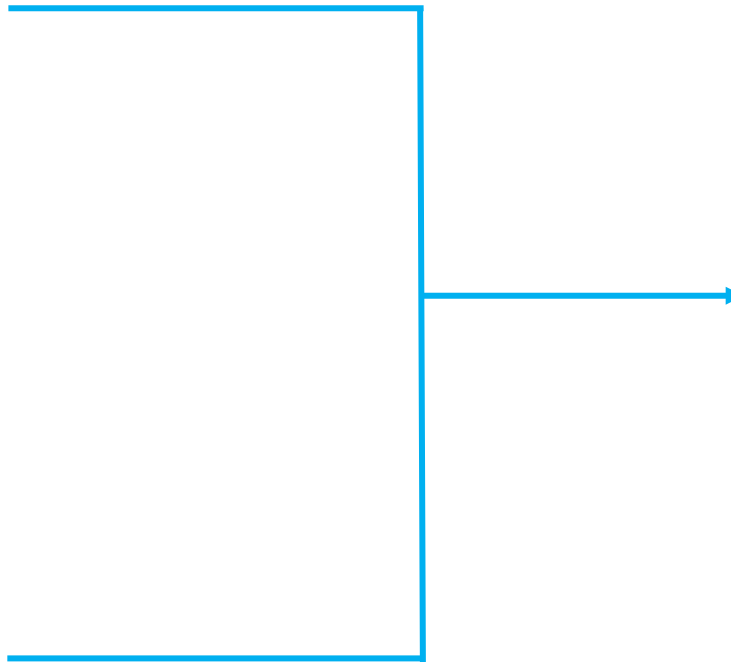
**The Narrative**

**+**

**Attachments**

**+**

**Required Forms**



**Your  
complete  
grants.gov  
Application  
Package!**



# Next Steps and Tips

## **Familiarize yourself with the FY2024 Guidelines**

## **Begin compiling and organizing the required documentation for your application package**

- Employer surveying and hiring commitments
- Request and collect partnership letters
- Hold a public meeting!
- Form an advisory board!

## **Address all criteria**

- If it does not apply, briefly explain why!

## **Quality over quantity**

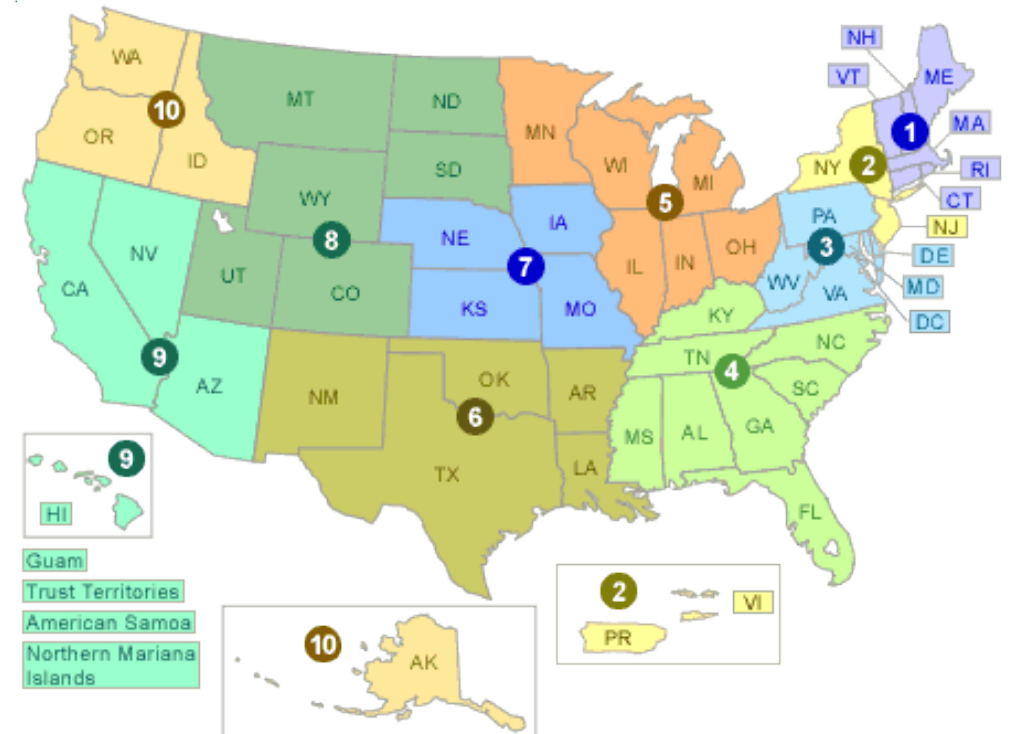
- Too much information is not necessarily a good thing

## **Do not include photos or graphics**



# Regional Contacts

Regions and States		Address and Phone Number
<b>EPA Region 1</b> Bill Lariviere	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1231 E-mail: <a href="mailto:lariviere.william@epa.gov">lariviere.william@epa.gov</a>
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# Additional Resources

- **FY24 Guidelines, FAQs and Grants.gov Tip Sheet:**  
<https://www.epa.gov/brownfields/fy-2024-brownfields-job-training-jt-grants>
- **Brownfields Website for General Information:**  
<https://www.epa.gov/brownfields>
- **Hazardous Materials Training and Research Institute (HMTRI):**  
<http://brownfields-toolbox.org/>







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# Questions?

