

# Brownfields Job Training Understanding the FY 2025 Guidelines

U.S. EPA Office of Brownfields  
and Land Revitalization

June 6, 2024, 1-3:30 PM EDT

**Disclaimer:** NOFO (Notice of  
Funding Opportunity)  
guidelines supersede any  
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presenters







**Matt Wosje**

EPA HQ, Office of  
Brownfields & Land  
Revitalization



**Will Lariviere**

EPA Region 1



**Schenine Mitchell**

EPA Region 2



**Olga Perry**

EPA Region 4

# Meet the Presenters



# Kansas State Univ. JT - Technical Assistance to Brownfields Resources

- **Professional Learning Community Call - open to everybody**

Wednesday June 19, 2024, and July 17, 2024, 2 PM EST

- Held monthly on Wednesday afternoons
- To Join PLC Zoom Meetings, go to:
  - <https://us06web.zoom.us/j/85626179544?pwd=pmAeWjiESqIUbbgKERwlt0VIP7cpxF.1>
  - Meeting ID: 856 2617 9544
  - Passcode: 225041
- Notes and recordings from previous sessions may be found at: <https://www.ksutab.org/job-training>

- **Establishing A Successful Brownfields Job Training Program**

May 23, 2024

- The recording of the webinar is available here: <https://www.ksutab.org/job-training>

- **Grant Writing Tips Webinar for JT Grant Applicants**

June 12, 2024, 2 PM EST

- <https://us06web.zoom.us/meeting/register/tZ0qceqtrzwoGtw0Tpy-I5kNjG8NxDSB4pK0#/registration>

- **KSU JT-TAB Listserv**

- Email [jt-tab@ksu.edu](mailto:jt-tab@ksu.edu) to join



# EPA Resources

- FY 2025 Brownfields Job Training Grant Guidelines:  
[https://www.epa.gov/system/files/documents/2024-05/fy25jt-nofo\\_final\\_0.pdf](https://www.epa.gov/system/files/documents/2024-05/fy25jt-nofo_final_0.pdf)
- FY 2025 Brownfields Job Training Frequently Asked Questions:  
[https://www.epa.gov/system/files/documents/2024-05/fy25-bf-jt-faqs\\_may24.pdf](https://www.epa.gov/system/files/documents/2024-05/fy25-bf-jt-faqs_may24.pdf)
- EPA Brownfields Job Training Grants: Interested in Applying for Funding:  
<https://www.epa.gov/brownfields/interested-applying-brownfields-job-training-funding>
- List of Eligible and Ineligible Brownfield Job Training Courses:  
<https://www.epa.gov/brownfields/list-eligible-and-ineligible-brownfield-job-training-courses>





# Agenda

- **History and Background**
- **Overview**
  - Use of Grant Funds
  - Substantive Changes
  - Brownfields Job Training Coalition
- **Grant Process**
  - Getting Started
  - Application Content
    - Narrative Information Sheet
    - Threshold Criteria
    - The Narrative
    - 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 March 2024:** EPA has funded 414 Job Training Grants totaling approximately \$105.5 million.
  - Approximately 21,700 individuals completed training
  - Over 16,700 obtained employment in the environmental field
  - Average starting wage of over \$15 an hour
  - Cumulative placement rate since inception= 75%



# 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 FY25 is \$14 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. Brownfields Job Training Coalitions are now eligible.
2. All responses to the Threshold Eligibility Criteria must be included as an attachment to the Narrative
3. Two new Threshold Eligibility Criteria:
  1. Coalition Agreement
  2. Expenditure of Existing Brownfields Job Training Grant Funds
4. General revisions to the ranking criteria to clarify existing language

For a complete list of changes, please  
review the

**“Fiscal Year 2025 Brownfields Job Training Guidelines  
Summary of Changes”**

available at

[www.epa.gov/brownfields/fy-2025-brownfields-  
job-training-grants](http://www.epa.gov/brownfields/fy-2025-brownfields-job-training-grants)



# Brownfields Job Training Coalition

- Coalitions are designed for one “lead” eligible entity to partner with eligible entities.
- The **lead** eligible entity submits the application.
- Information on **non-lead** members:
  - There must be at **one**, or more, eligible entities.
  - Entities that have an open Brownfields Job Training Grant, are **not eligible** to be a non-lead member.
  - Members of the coalition **may not be an agency or instrumentality of themselves** (for example, a county and the redevelopment authority of the same county); except for coalitions in which the state is the lead and one of the members is a regional council or regional commission that is created by a state legislature through a charter or another official action.
- Coalition members may not be members of other FY25 Job Training Coalition Grant applications.
- Coalition members may not submit a Brownfields Job Training Grant application as an individual applicant.

**Note:**

Once the lead entity submits the application, it becomes the applicant, and the coalition members may not substitute another eligible entity as the lead entity after the deadline for submitting applications has passed. Additionally, the non-lead coalition members may not be substituted after the deadline for submitting applications has passed. For more information, see 2 CFR § 200.308(c).



# Brownfields Job Training Coalition

## Key Features

- Partnership with non-lead members that do not have the capacity to apply for and manage their own EPA cooperative agreement and otherwise would not have access to Brownfields Grant Resources.
  - ❖ Applicants are encouraged to **include eligible community-based nonprofit organizations** as non-lead coalition members to help promote strong local engagement.
- For the application, a coalition agreement or a signed letter of commitment from each coalition member is required.
- A Memorandum of Agreement (MOA) documenting the coalition's process must be in place prior to the expenditure and draw down of any funds that have been awarded to the lead coalition member.
- One Target Area
- **Funding:** up to \$500,000
- **Project Period:** up to 5 years






# Overview: Uses of Grant Funds



Region 4, Durham North Carolina- Job Training

 **Note:** Section I.C. of the RFA provides a list of additional types of direct programmatic costs associated with implementing a Brownfields Job Training program that are eligible uses of grant funds

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

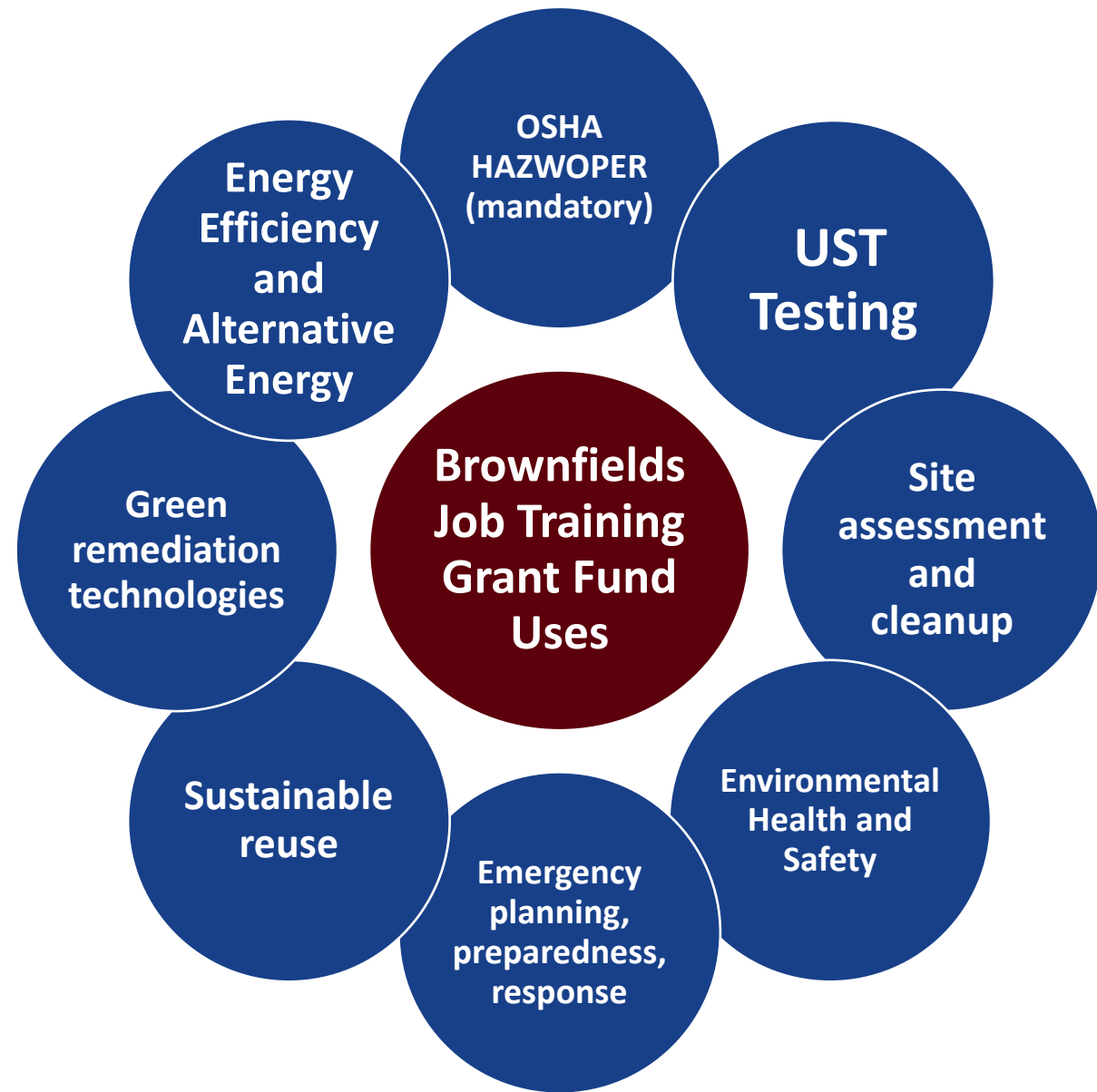
- Personnel costs for instructors to conduct training, fringe benefits, and/or tasks associated with programmatic reporting requirements
- Costs for screening and placement of students
- Costs associated with health exams, drug testing, licensing fees
- Costs for training materials and work gear associated 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



# Overview: Eligible Trainings With Brownfields Job Training Grant Funds

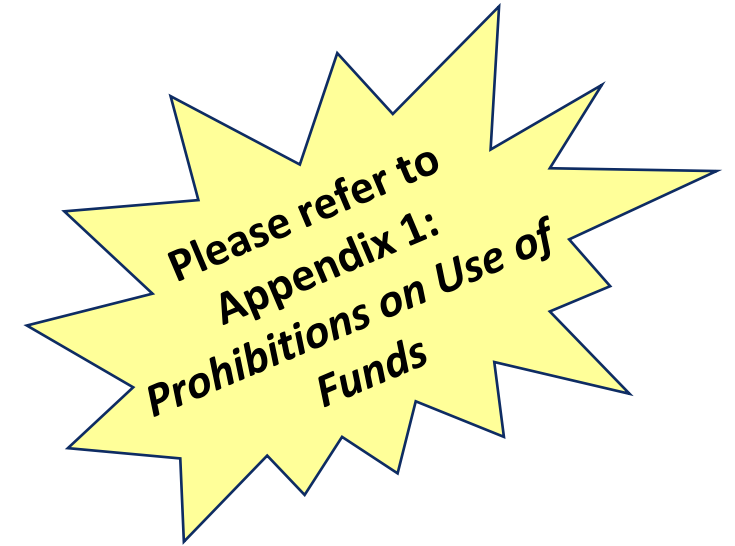


**Note:** All the above training can be delivered at awareness, intermediate, or advanced levels. Expanded descriptions of these trainings are available in the [FY25 RFA](#), the [FAQ's](#), and the [List of Eligible and Ineligible Brownfield Job Training Courses](#) available on the [Brownfields Job Training page](#).



# 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.E. of the RFA provides a more illustrative list of grants funds.



# Submitting Your Application Package

Applications are due **August 15, 2024**, via Grants.gov  
Grants.gov scheduled maintenance → **EPA encourages applicants to apply before Aug 15**



[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>August 15, 2024</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>

[How to Register to Apply for Grants](#)

Procurement Technical Assistance Center (PTAC) advisors can also help with SAM.gov enrollment: [www.aptac-us.org/](http://www.aptac-us.org/)

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
  - ✓ Threshold Responses (and related attachments)
  - ✓ Narrative (responses to Narrative/Ranking criteria)
  - ✓ Narrative 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

+

Threshold Criteria

+

The Narrative

+

Narrative Attachments

+

Required Forms

**Your  
Application  
Package!**





# Grant Process – Application Content

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

- Narrative Information Sheet (3-page limit)
- Responses to Threshold Criteria (submitted as an attachment(s))
- The Narrative (14-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)

- **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



Region 2, NYC Fortune Society Guest Lecturer



# Grant Process – Application Content

**Narrative Information Sheet**

+

**Threshold Criteria**

+

**The Narrative**

+

**Narrative Attachments**

+

**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

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

- **Grant Type**

- Brownfields Job Training Grant or Brownfields Job Training Coalition

- **Project Period and Funding Request**

- Must not exceed 5 years
  - Note: Applicants may propose completing the grant in less than five years
- Must not exceed \$500,000
  - Note, applicants may also request an amount that is less than \$500,000



# Grant Process – Application Content

## Narrative Information Sheet

NEW

- **Coalition Members** (if applicable)

- **Location**

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

NEW

- **Website URL**

- **Population/Target Area Data**

- General population of target community
  - Target area discussed in the Narrative
  - Census tract(s) within the target area – when target area is smaller than a city/town
  - Anticipated address or census tract where the training facility will be located



NEW





# Grant Process – Application Content Narrative Information Sheet

- **Contacts**

- **Project Director** → Name, phone number, email, mailing address
- **Chief Executive** → Name, phone number, email, mailing address

- **Releasing Copies of Applications**



- Indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state “n/a” or “not applicable”



# Grant Process – Application Content Narrative Information Sheet

- Other Factors

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



# Grant Process – Application Content Threshold Criteria

Every application must clear the Threshold Requirements

Narrative Information  
Sheet

+

Threshold Attachments

+

The Narrative

+

Attachments

+

Required Forms

Your  
Application  
Package!



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You MUST Attach Responses to Your Application and Responses MUST be Separate from the Narrative



# Grant Process – Application Content Threshold Criteria

## Threshold Criteria Responses (as an attachment(s)):

Threshold Criteria	Corresponding Section
Applicant Eligibility	Section III.B.1.
Coalition Agreement	Section III.B.2.
Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs	Section III.B.3.
Required HAZWOPER Training	Section III.B.4.
Federal Funds Requested and Estimated Project Period	Section III.B.5.
Training Curriculum Chart Indicating the Cost of Each Course	Section III.B.7
Target Area	Section III.B.8
Previous Funding Requirement	Section III.B.9
Expenditure of Existing Brownfields Job Training Grant Funds	Section III.B.10.



# Grant Process – Application Content

## Threshold Attachments

### 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

## Threshold Attachments



### 2. Coalition Agreement

- Each non-lead coalition member must submit a signed letter to the grant applicant (the lead coalition member) in which they agree to be part of the coalition.
- Include the document(s) as an attachment
- If the application is not a Brownfields Job Training Coalition, state 'n/a' or 'not applicable'



# Grant Process – Application Content

## Threshold Attachments

### 3. **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 Threshold Attachments

## 4. 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

## 5. Federal Funds Requested/Funding Amount

- Indicate your requested funding amount (must not exceed \$500,000)
- Indicate your project period (must not exceed 5 years)

## 6. Substantial Conformity

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



# Grant Process – Application Content

## Threshold Attachments

### 7. 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

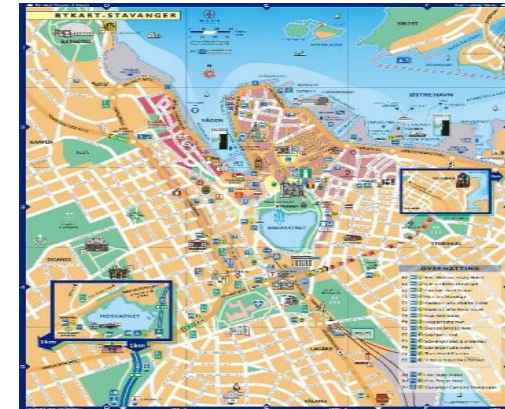
Sample Training Program Table Format

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:								



### 8. Target Area

- Indicate what community you propose to serve and census tracts



# Grant Process – Application Content

## Threshold Attachments

### 9. Previous Funding Requirement

- Applicants who were awarded a Brownfields Job Training Grant (EPA-I-OLEM-OBLR-23-08) from EPA in Fiscal Year 2024 (FY24) are not eligible to apply under this competition.
- 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 attachment





# Grant Process – Application Content Threshold Attachments




**NEW**

## **10. Expenditure of Existing Brownfields Job Training Grant Funds**

- Current EPA Brownfields Job Training Grant recipients must demonstrate they have drawn down funds and disbursed, for at least **50.00%** of funding for each Brownfields Job Training cooperative agreement by **June 1, 2024**.



# No Voluntary Cost Share

- Cost sharing and matching funds are not required under this competition.
  - Cost sharing or matching means the portion of project costs not paid by Federal funds or contributions.
  - Voluntary committed cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required.
- **Voluntary cost share will not be accepted.** 
- All contributions from your organization should be placed under leveraged funding.

## Leveraging:

When an applicant proposes to provide its own additional funds/resources or those from third-party sources (including another federal grant) to support or complement the project they are awarded under the competition which is above and beyond the EPA grant funds awarded.



# Grant Process – Application Content

Narrative Information Sheet

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Threshold Attachments

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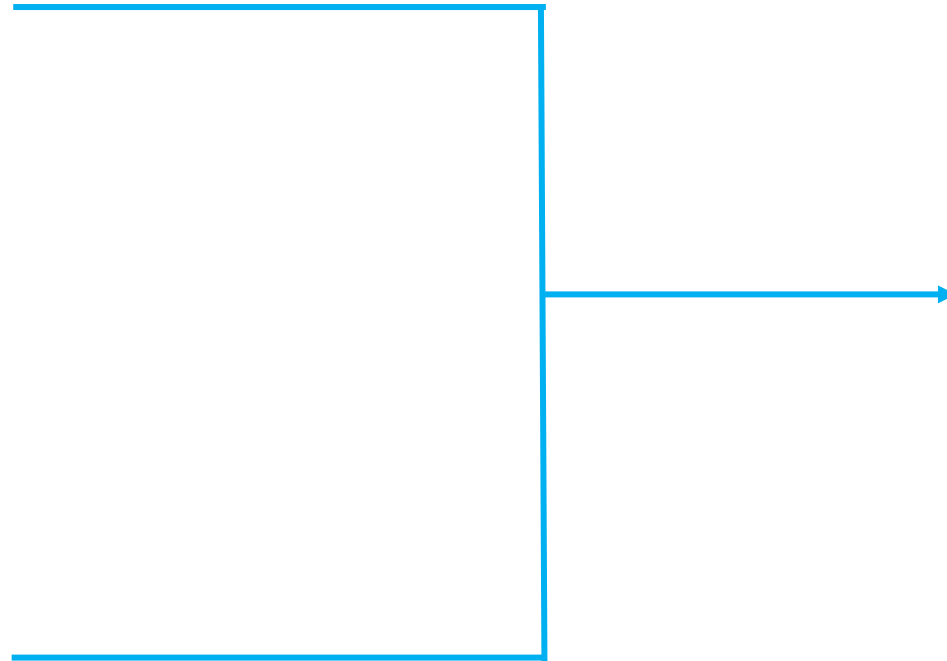
**The Narrative**

+

Attachments

+

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  
14 pages**



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

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

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

- Identify and describe your target area and how/why it was selected
- Population, unemployment, poverty rate, 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
- Describe how your proposed project will benefit:
  - Health and welfare of sensitive populations
  - Specific groups of high-need individuals in the target area and;
  - Applicants are encouraged to use the [EPA IRA Disadvantaged Communities](#) layer in [EJScreen](#), or other EJ-focused geospatial mapping tools.
- Provide demographic data for your target area and compare the data to the larger local, state, and national demographics

Sample Format for Demographic Information

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

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

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

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

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



**Please see FAQ J.2. for mor information  
on Using the EPA IRA Disadvantaged  
Communities layer in EJScreen:**





# 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
- Evaluate whether the jobs align with The US Department of Labor and Department of Commerce eight [Good Jobs Principles](#)



# Grant Process – Application Content

## The Narrative/Evaluation Criteria



### 2. Training Program Description (25 pts total)

- Discuss the curriculum and certifications graduates will earn.
- Describe how the training is structured to meet the needs of students, employers, and the community.
- Provide a description of each training course that will use Brownfields Job Training Grant Funds.
- Describe how the training program creates a pathway to jobs.
- Discuss if you are proposing a pre-apprenticeship program in partnership with a local employer or labor union.
- How the execution of your training program will incorporate sustainable practices.

List of Eligible and Ineligible Brownfield Job Training Courses:  
<https://www.epa.gov/brownfields/list-eligible-and-ineligible-brownfield-job-training-courses>

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 (15 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)					
Total EPA Funds					



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 4. Program Structure/Anticipated Outputs and Outcomes (50 pts total)

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

- Provide information on: 1. how many participants; 2. number of students to graduate; 3. average wage; and 4. placement rate
- 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	Average Anticipated Wage for Trainees Obtaining Employment	# of Graduates Not Place but Pursing Further Education

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

- Plan to recruit students and market your Brownfields Job Training program
- Strategies for working with community leaders for recruiting underrepresented/underserved populations
- Screening approaches to ensure students will be successful
- Retention approaches to keep students in the training program

#### C. Program Support for Job Placement (15 pts)

- Job search support, resources, and initial job placement
- Extent your organization will utilize federal and local hiring incentives
- Discuss how you will track and provide employment support (must be a minimum of 1 year)

#### 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 (35 pts total)

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

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

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

#### B. 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 (35 pts total)**

#### **C. Collaboration with Community (10 pts)**

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

#### **D. Collaboration with Employers (15 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
- Describe leveraged commitments for providing services/resources to the proposed job training program. Examples include:

- Staff time
- Life skills training
- Pre-employment training
- Student stipends
- GED preparation
- Lunches
- Childcare
- Academic enhancement
- Counseling
- Supplies
- Transportation and bus tokens
- Construction training

-  • Attach Partnership Letters indicating leveraged commitments made to your proposed program.

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]						
Total Non-EPA Funds Leveraged:						

**NEW**

**We will not accept a voluntary cost share. Any services/resources provided by your program should be listed in Leveraging**



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### **7. Programmatic Capability (25 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



# Grant Process – Application Content

## The Narrative/Evaluation Criteria

### 7. Programmatic Capability (25 pts total)

#### C. 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

+

Threshold Criteria

+

The Narrative

+

Narrative Attachments

+

Required Forms

**Your  
Application  
Package!**



# Grant Process – Application Content Narrative Attachments

- **Attachments (15-page limit)**

- **Milestones Schedule** (the following are examples of what can be included):

- Outreach
    - Procurement of a contractor
    - Recruitment
    - Frequency/length of classes
    - Placement
    - Tracking

- **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

+

Threshold Criteria

+

The Narrative

+

Narrative Attachments

+

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

+

Threshold Criteria

+

The Narrative

+

Narrative Attachments

+

Required Forms

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



# Next Steps and Tips

## **Familiarize yourself with the FY 2025 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**

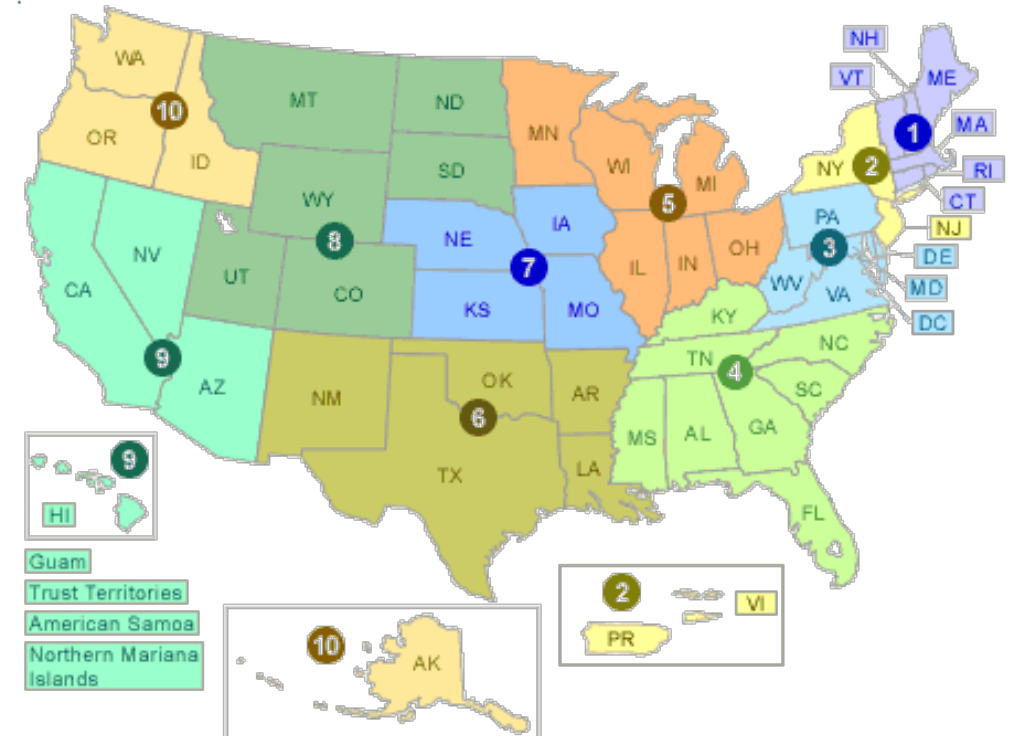
- Too much information is not necessarily a good thing

## **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>
<b>EPA Region 2</b> Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: <a href="mailto:mitchell.schenine@epa.gov">mitchell.schenine@epa.gov</a>
<b>EPA Region 3</b> Nancy Shannon	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3175 e-mail: <a href="mailto:shannon.nancy@epa.gov">shannon.nancy@epa.gov</a>
<b>EPA Region 4</b> Olga Perry	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8534 E-mail: <a href="mailto:perry.olga@epa.gov">perry.olga@epa.gov</a>
<b>EPA Region 5</b> Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: <a href="mailto:morgan.linda@epa.gov">morgan.linda@epa.gov</a>
<b>EPA Region 6</b> Emily Jimenez	AR, LA, NM, OK, TX	Phone: (214) 665-2176 E-mail: <a href="mailto:jimenez.emily@epa.gov">jimenez.emily@epa.gov</a>
<b>EPA Region 6</b> Rita Ware		Phone: (214) 665-6409 E-mail: <a href="mailto:ware.rita@epa.gov">ware.rita@epa.gov</a>
<b>EPA Region 7</b> Alma Moreno Lahm	IA, KS, MO, NE	Phone: (913) 551-7380 E-mail: <a href="mailto:moreno-lahm.alma@epa.gov">moreno-lahm.alma@epa.gov</a>
<b>EPA Region 8</b> Christine Tilly	CO, MT, ND, SD, UT, WY	Phone: (303) 312-6743 E-mail: <a href="mailto:michaudtilly.christine@epa.gov">michaudtilly.christine@epa.gov</a>
<b>EPA Region 9</b> Amanda Pease	AZ, CA, HI, NV, AS, GU	Phone: (415) 972-3068 E-mail: <a href="mailto:pease.amanda@epa.gov">pease.amanda@epa.gov</a>
<b>EPA Region 9</b> Jasmine Williams		Phone: (415) 972-3271 e-mail: <a href="mailto:williams.jasmine.a@epa.gov">williams.jasmine.a@epa.gov</a>
<b>EPA Region 10</b> Angel Ip	AK, ID, OR, WA	Phone: (206) 553-1673 E-mail: <a href="mailto:ip.angel@epa.gov">ip.angel@epa.gov</a>



# Additional Resources

- **FY25 Guidelines, FAQs and Grants.gov Tip Sheet:**  
<https://www.epa.gov/brownfields/fy-2025-brownfields-job-training-grants>
- **Brownfields Website for General Information:**  
<https://www.epa.gov/brownfields>
- **Brownfields Job Training Grants – Technical Assistance Resources**  
<https://www.epa.gov/brownfields/brownfields-job-training-grants-technical-assistance-resources>
- **List of Eligible and Ineligible Brownfield Job Training Courses**  
<https://www.epa.gov/brownfields/list-eligible-and-ineligible-brownfield-job-training-courses>
- **Brownfields Job Training Grants Tip Sheet**  
<https://www.epa.gov/brownfields/interested-applying-brownfields-job-training-funding>





# Additional Resources

Share draft applications with your regional Technical Assistance to Brownfields TAB provider for review and comment

**Region 1 (CT, ME, MA, NH, RI, and VT);** University of Connecticut; Randi Mendes, [randi.mendes@uconn.edu](mailto:randi.mendes@uconn.edu)

**Region 2 (NJ, NY, PR, and VI);** New Jersey Institute of Technology; Sean Vroom, [svroom@njit.edu](mailto:svroom@njit.edu)

**Region 3 (DE, DC, MD, PA, VA, and WV);** West Virginia University; Carrie Stanton, [carrie.stanton@mail.wvu.edu](mailto:carrie.stanton@mail.wvu.edu)

**Region 4 (AL, FL, GA, KY, MS, NC, SC, and TN)**

International City/County Management Association; Chris Harrell, [charrell@icma.org](mailto:charrell@icma.org)

**Region 5 (IL, IN, MI, MN, OH, and WI);** Kansas State University; Blase Leven, [baleven@ksu.edu](mailto:baleven@ksu.edu)

**Region 6 (AR, LA, NM, OK, and TX);** Kansas State University; Blase Leven, [baleven@ksu.edu](mailto:baleven@ksu.edu)

**Region 7 (IA, KS, MO, and NE);** Kansas State University; Blase Leven, [baleven@ksu.edu](mailto:baleven@ksu.edu)

**Region 8 (UT, MT, WY, CO, ND and SD);** Kansas State University; Blase Leven, [baleven@ksu.edu](mailto:baleven@ksu.edu)

**Region 9 (AZ, CA, HI, NV, AS, and GU);** Center for Creative Land Recycling; Claire Weston, [claire.weston@cclr.org](mailto:claire.weston@cclr.org)

**Region 10 (AK, ID, OR, and WA);** Center for Creative Land Recycling; Claire Weston, [claire.weston@cclr.org](mailto:claire.weston@cclr.org)



# Questions?

