

# Brownfields Job Training

**Professional Learning Community**

Special Host: *Kansas State University &*

*Center for Creative Land Recycling*

*Technical Assistance to Brownfields (TAB) Programs*

May 21, 2025



**TAB**  
Technical Assistance  
to Brownfields

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# Technical Assistance Updates

- Updated *BFJT Best Practices Guide*  
<https://www.epa.gov/brownfields/brownfields-job-training-best-practices-guide>
- FY 2026 Brownfields Job Training Grants page will be updated once NOFO is released  
<https://www.epa.gov/brownfields/fy-2026-brownfields-job-training-grants>
- New Coalition Memorandum of Agreement (MOA) Template  
<https://www.epa.gov/system/files/documents/2025-05/bfjt-coalition-moa.pdf>



# Technical Assistance Updates (Continued)

## National Brownfields Conference

Includes Job Training Events

Conference Registration

[Register Today](#)

Travel Scholarships

[Apply Here](#)

A promotional banner for the Brownfields 2025 conference. The top half has a blue background with a white stylized flower logo on the left. To the right of the logo, the text 'Brownfields 2025' is written in large white font, with 'Sustainable Communities Start Here' in smaller white text below it. Further right, the dates 'AUGUST 5-8, 2025' and location 'CHICAGO, ILLINOIS' are listed in white. The bottom half of the banner features a colorful illustration of a city skyline with a large, reflective, dome-shaped structure in the foreground. Overlaid on the right side of this illustration is a dark blue box containing the text 'REGISTRATION NOW OPEN!' in large, bold letters, with 'NOW OPEN!' in yellow. Below this, the dates 'AUGUST 5-8, 2025' and location 'CHICAGO, ILLINOIS | McCORMICK PLACE' are written in white. At the bottom left of the illustration, the logos for 'EPA' and 'ICMA' are displayed in white.

**Brownfields 2025**  
Sustainable Communities Start Here

AUGUST 5-8, 2025  
CHICAGO, ILLINOIS

**REGISTRATION  
NOW OPEN!**

AUGUST 5-8, 2025  
CHICAGO, ILLINOIS | McCORMICK PLACE

**EPA ICMA**



# Guest Hosts



**Blase Leven, PG**

*Executive Director of KSU TAB  
Program*



**Claire Weston**

*Senior Programs Manager,  
Center for Creative Land  
Recycling*



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# Today's Agenda

## Introductions

## What is Technical Assistance to Brownfields - Blase Leven, KSU TAB

- Overview of TAB programs
- Alignment of TAB resources with Job Training programs
- Available resources for grant writing support

## Grant Writing Tips – Claire Weston, CCLR

- Defining and demonstrating need
- Responding to need – Training development and Program Structure
- Cultivating and maintaining partnerships
- Common challenges and pain points
- **Stories and lessons learned from grantees**

## Discussion and Q&A



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# The Technical Assistance to Brownfields (TAB) Program & Grant Application Resources

[ksutab.org](https://ksutab.org)



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# Disclaimer

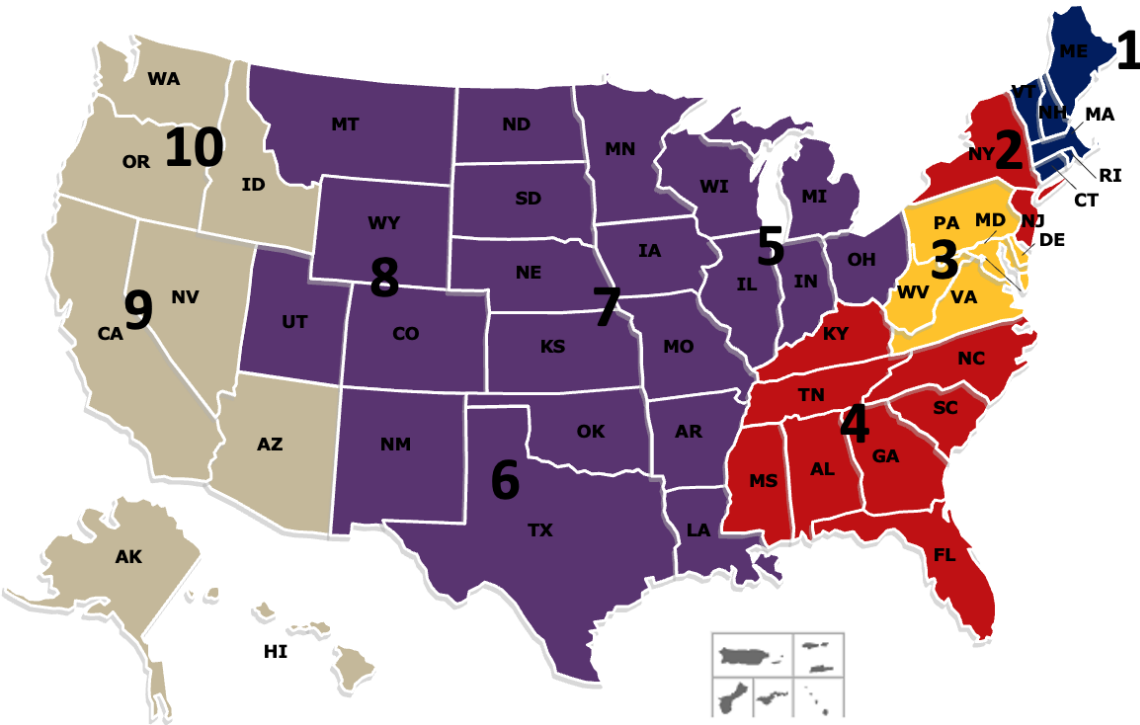
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# Technical Assistance to Brownfields (TAB)

## What is TAB?

- A national program funded by U.S. EPA
- Assist communities and tribes with the brownfield assessment, cleanup and redevelopment process
- Planning, environmental and economic development expertise
- Dedicated TAB services provider for each EPA region & a dedicated TAB services provider for all federally recognized Tribes & Alaska Native villages
- Services provided are **FREE** and tailored to address specific community needs
- Webinars, workshop, e-tools (e.g., BiT, TAB EZ) and online resources
- And much, much more...



## Who are the TAB Service Providers?

[University of Connecticut](#) – EPA Region 1

[New Jersey Institute of Technology \(NJIT\)](#) – EPA Regions 2 & 4

[Mid-Atlantic TAB](#) – EPA Region 3

[Kansas State University \(KSU\)](#) – EPA Regions 5, 6, 7, & 8

[Center for Creative Land Recycling \(CCLR\)](#) – EPA Regions 9 & 10

[KSU – ITEP – ANTHC](#) – Tribal TAB





# Tribal TAB

Provides free technical assistance to:

- All federally recognized Tribes
- Alaska Native Villages
- Other Tribal entities

Collaborative partnership between:

**KANSAS STATE**  
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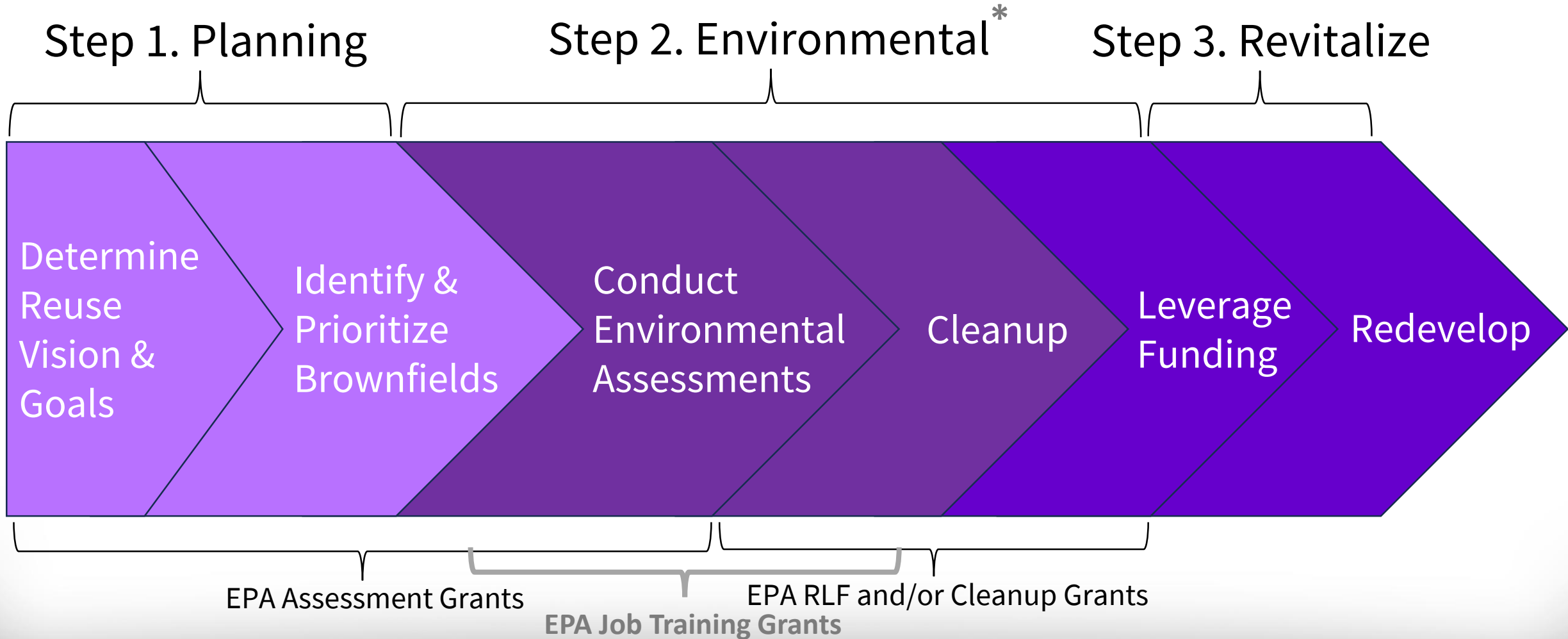


ALASKA NATIVE  
TRIBAL HEALTH  
CONSORTIUM



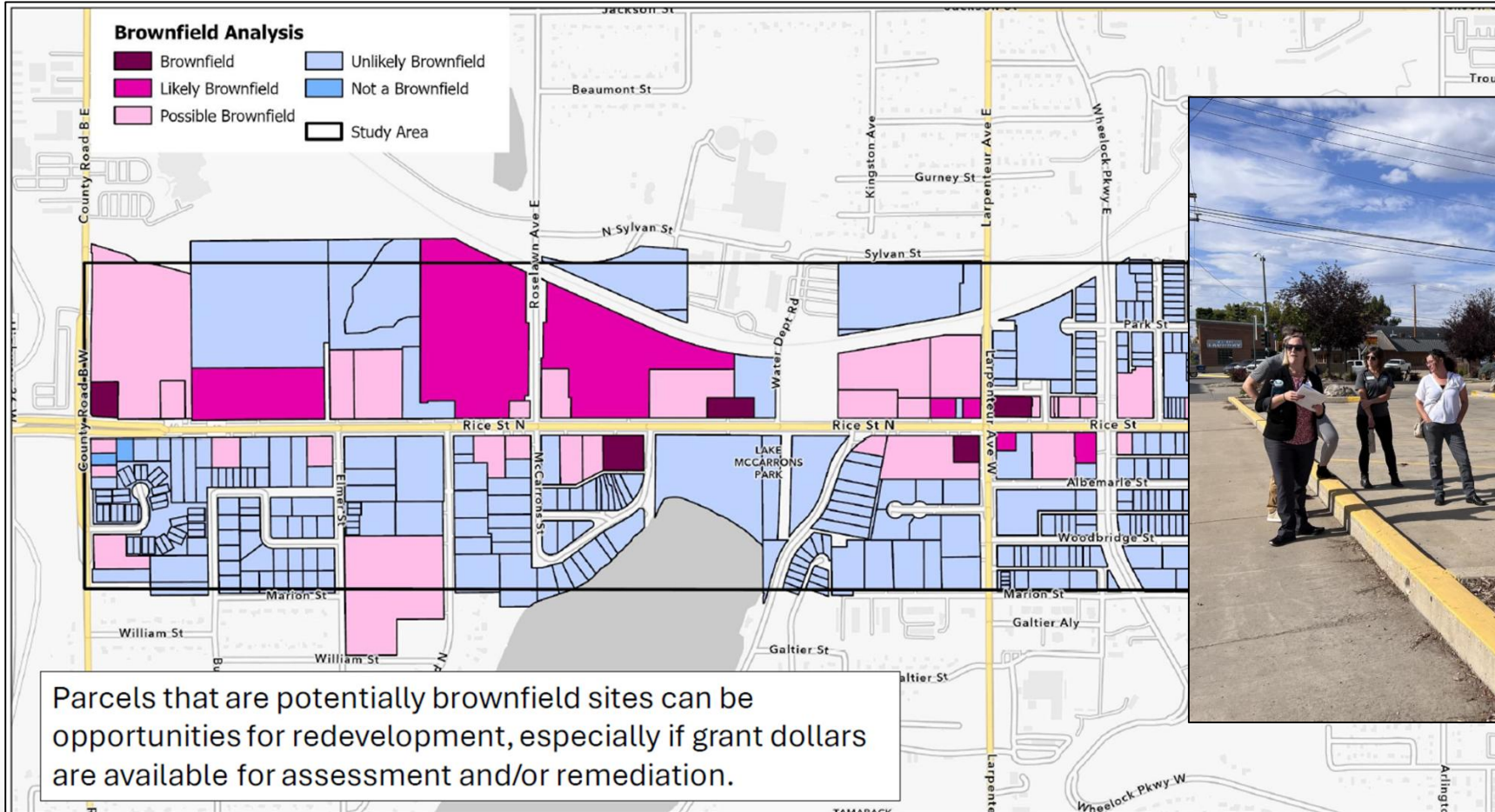
[ksutab.org/tribal-tab](https://ksutab.org/tribal-tab)

# Brownfields Redevelopment Process



\* Environmental Technicians, either employed by grant recipients or contractors, typically perform much of the work, especially for Step 2

# Assistance Identifying & Prioritizing Sites





## 1. Planning

# Assistance Identifying & Prioritizing Sites

- [Brownfields Inventory Tool \(BiT\)](#)
- Helps prioritize and track progress on brownfields sites
- Structured to mirror the brownfields redevelopment process
  - Assessment, cleanup, institutional controls
  - Redevelopment
- Some EPA Assessment & Cleanup Grantees use this!
- TAB is available to train job training students on the use of BiT!

**Site Setup**

Program: Houston

Site: 2450 Houston Ave

**INPUT SITE DATA In Your Preferred Order**

Use the navigation below to jump around in the form and enter the data you have. Check sections off as you go.

**All Sites Map**

**ACRES Interface**

**Edit Default Menus**

**Manage Participants**

**> Manage Funding Sources**

**Site Information**

- Site Details
- Ownership
- Comments

**Site Assessment/Reuse Planning**

- Assessment Activities
- Contamination Info
- Cultural/Historical Information
- Funding Activities
- Comments

**Sampling**

- Sampling

**Cleanup**

- Cleanup Details
- Contaminants Addressed
- Media Addressed

Site Name\*: 2450 Houston Ave

Site Status: Select...

Site Type: Select...

**Address**

Street Address/P.O. Box: 2450 Houston Avenue

City: Houston State: Texas

County: Harris County Zip Code: 29.7785047

Latitude (Use degree format): 29.7785047

Map Satellite Terrain

Map data ©2025 Google, INEGI

Upload Images

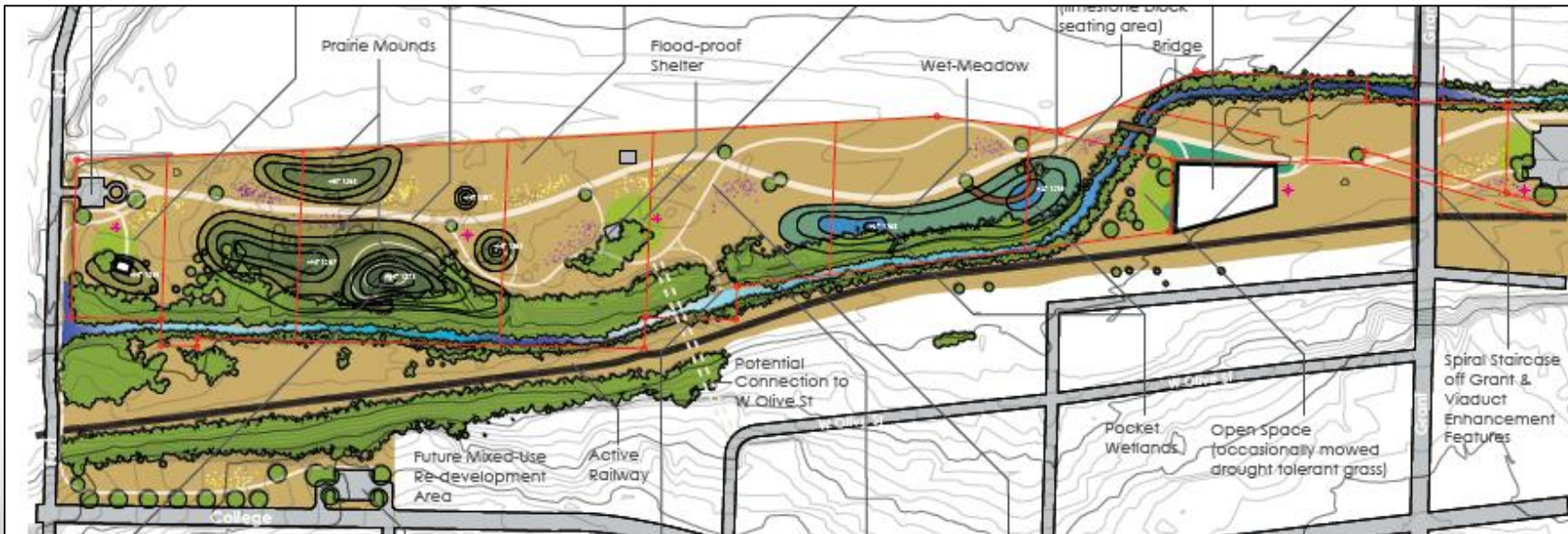
Upload Documents



# TAB Helps Determine Reuse Vision & Goals

- Identify stakeholders & engage the community
- Set redevelopment goals & produce renderings
- TAB may be able to connect you to the community stakeholders involved with brownfields

## 1. Planning

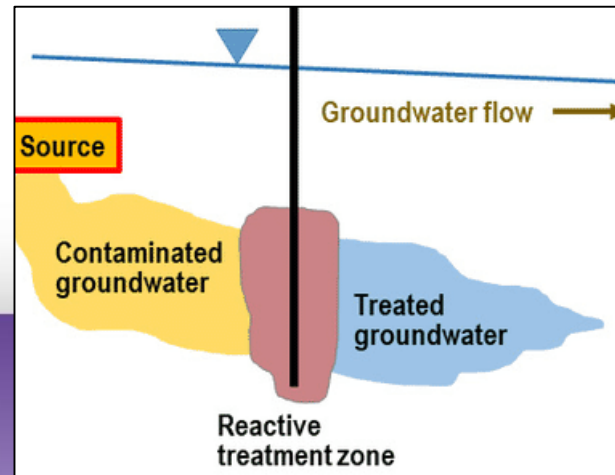


# Assistance with Environmental Assessments & Cleanup

- Must be done by a qualified environmental professionals (and technicians)
- TAB helps EPA Assessment and Cleanup grantees with technical document reviews, RFPs to hire contractors, and referrals to state and EPA programs that do these for free
- TAB can connect Job Training Grant applicants with local, regional and state brownfields assessment and cleanup grant recipients



Removal of Contaminated Soil



## 2. Environmental

### REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)

Professional Environmental Services for  
[Insert City] Brownfield Community-wide Assessment Grant

Submittal Due Date and Time:  
Month XX, 2023 by 12:00 pm CT/MT

Question Submittal Deadline:  
Month XX, 2023 by 12:00 pm CT/MT

Mail or deliver documents to:  
Name, Title  
City of XXXX  
Address



Treatment of Groundwater



## **TAB helps Identify Funding, Resources and Partners**

### **Loans**

- EDA
- HUD
- Brownfields revolving loan funds
- SBA
- USDA

### **Grants**

- HUD's CDBG
- EPA MARC Grants
- EDA public works

### **Equity capital**

- SBA Small Business Investment Cos.

### **Tax incentives and tax-exempt financing**

- Targeted expensing of cleanup costs
- Historic rehabilitation tax credits
- Low-income housing tax credits
- Industrial development bonds
- Energy efficiency construction credits

### **Tax-advantaged zones**

- HUD/USDA Empowerment Zones
- HUD/USDA Enterprise Communities
- Opportunity Zones

**& many others!**

# Thinking Strategically: The Importance of Community-Based Job Training Programs

Environmental training & certifications are particularly valuable to urban, rural and tribal communities with:

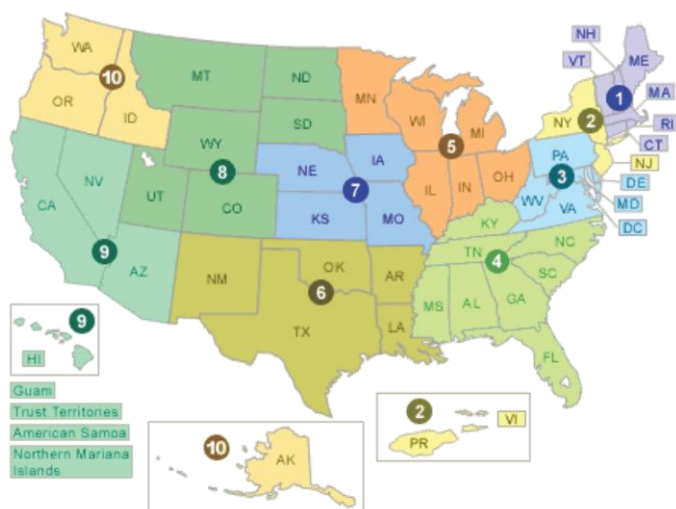
- Existing funding to address brownfields or other environmentally impacted sites
- Unemployed or underemployed populations
- Sensitive populations impacted by environmental risks and natural hazards
- Existing workforce programs that need environmental health & safety, including radiation safety, environmental testing and monitoring, and other common certifications
- Revitalization goals that will achieve sustainable community environmental and economic goals





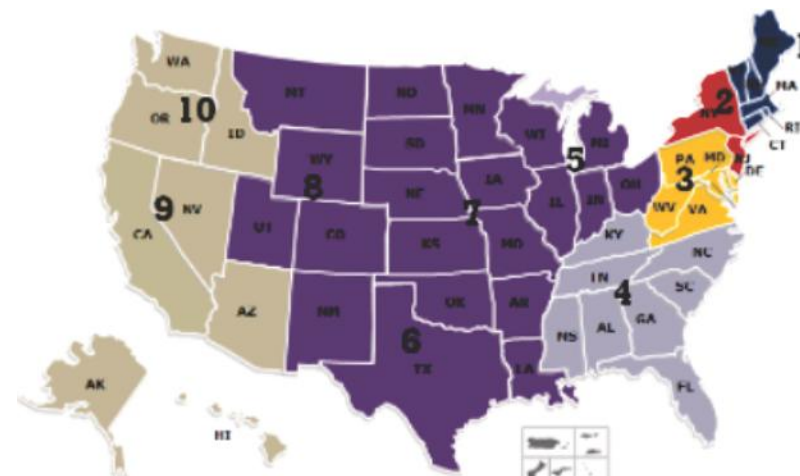
# High-Level Grant Writing Tips: Who Can You Turn To With Questions?

## EPA Brownfields Job Training Coordinators



Threshold Criteria Questions

## TAB Regional Programs



Technical Assistance /  
Review of Draft Applications

# Drafting Your Grant App | Meeting Threshold

## Threshold Eligibility Criteria

1. Applicant Eligibility
2. Coalition Agreement
3. **Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs**
4. Required HAZWOPER Training
5. Federal Funds Requested and Estimated Project Period
6. Substantial Conformity with Instructions and Format Requirements
7. Training Curriculum Chart Indicating the Cost of Each Course
8. Target Area
9. Previous Funding Requirement
10. Expenditure of Existing Brownfields Job Training Grant Funds

**IMPORTANT:** If one of the threshold criteria doesn't apply to you do not skip it. **Affirm that it does not apply to you.**

Check out CCLR's **Application Elements and Requirements Checklist**  
(Released after FY2026 NOFO release)



# Drafting Your Grant App | Demonstrating Need

Ask yourself two questions:

**Why** are you doing this and **who** are you doing this for?

## Why

- Identify and describe the need using data
  - Why is this training important for your community?
  - What environmental challenges does your community face?
- Share findings from your **labor market study** and employer surveys and how those findings have informed your curriculum development

## Who

- Identify and describe your target area using demographic data
- Who specifically are you targeting? (unemployed individuals, formerly incarcerated persons, veterans, etc.)



Your labor market study is critical. Learn more about how to conduct one and how to use it to support your application by watching [\*Strategies for Successful Brownfields Job Training Programs\*](#)

# Drafting Your Grant App | Demonstrating Need

Use data to identify and demonstrate need

Data Type	National Sources	Regional/Local Sources (Examples)
<b>Demographic Data to Demonstrate Community Need</b>	<ul style="list-style-type: none"><li>• <b>U.S. Census Bureau</b> (Detailed demographic, income, and poverty data)</li><li>• City Health Dashboard</li></ul>	<ul style="list-style-type: none"><li>• California Dept. of Finance Demographic Research Unit Data Hub</li><li>• Arizona Progress Meters</li><li>• Hawaii State Data Center and UHERO.data</li><li>• Nevada State Demographer and Data Hub at the Lincy Institute and Brookings Mountain West</li></ul>
<b>Data on Overburdened and Sensitive Populations</b>	<ul style="list-style-type: none"><li>• CDC Social Vulnerability Index (SVI)</li><li>• National Equity Atlas</li><li>• County Health Rankings and Roadmaps</li></ul>	<ul style="list-style-type: none"><li>• CalEnviroScreen and California Healthy Places Index</li><li>• Nevada Community Health Needs Assessment</li><li>• Hawaii Environmental Health Tracking Program</li><li>• Arizona Environmental Public Health Tracking</li></ul>



# Drafting Your Grant App | Demonstrating Need

Use data to identify and demonstrate need

Data Type	National Sources	Regional/Local Sources (Examples)
Labor Market Data	<ul style="list-style-type: none"><li>• Bureau of Labor Statistics (BLS)</li><li>• Results from your labor market study: surveys, reports, interviews with employers, etc.</li></ul>	<ul style="list-style-type: none"><li>• California Employment Development Department</li><li>• Arizona Office of Economic Opportunity – Labor Market Information</li><li>• Hawaii Workforce Development Division</li><li>• Nevada Department of Employment, Training, and Rehabilitation</li></ul>
Environmental Challenges and Other Vulnerabilities	<ul style="list-style-type: none"><li>• EPA’s Cleanups In My Community (CIMC)</li><li>• U.S. Climate Resilience Toolkit</li><li>• FEMA National Risk Index</li></ul>	<ul style="list-style-type: none"><li>• California State Geoportal and CAL Fire Hazard Severity Zones Maps</li><li>• Arizona Department of Environmental Quality</li><li>• Hawaii Climate Portal</li><li>• Nevada Division of Environmental Protection</li></ul>

# Drafting Your Grant App | Training Description

Provide a detailed description of curriculum and certifications earned

*“Describe how the training is structured to meeting the needs of the students, employers and the community.”*

Don't forget these 3 columns!!

Sample Training Program Table

Course Name / Level of Training	Type of Certification	Course Description	# of Hours	Start Date – End Date	# of Times Course will be Offered	Cost of Course Per Cohort	Total Course Cost	% of Grant Budget
Global Hazard Communication	Federal	This course will cover the requirements of OSHA 1910.1200 to provide instruction in the proper classification of the potential hazards of chemicals, and appropriate methods of communication concerning hazards and appropriate protective measures to employee.	16	Week 1	5	\$2,268	\$11,340	6%
Blueprint Reading / Intermediate	Industry	This course introduces the fundamentals of blueprint reading, with a focus on interpreting site plans, environmental reports, and construction drawings. Participants learn how to read and.....	8	Week 6	5	\$1,134	\$5,670	3%

# Drafting Your Grant App | Program Structure

## Program Structure



### Recruitment, screening, and retention of students

How will your organization ensure prospective students of the program are successful?



### Program support for job placement

How will your organization assist graduates with initial job placement?



### Program sustainability

How will your organization ensure that the job training program will continue once grant funds are exhausted?

- EPA tracks outputs and outcomes based on:
  - How many participants you **enroll**
  - Number of students **graduated**
  - Placement of students in **employment** or number of students pursuing **further education**
  - **Average wages** for students placed in employment
- Applicants must discuss how program outcomes reflect challenges presented in describing **Community Need**

# Drafting Your Grant App | Cultivating Partnerships

Who's at the table:

**Employers:** Local businesses, environmental contractors, labor unions

**Community:** Community leaders, faith-based organizations, block clubs, social service providers

Important: Include a letter from each identified partner stating their commitments to the program.

**Letters should be tailored and specific!**

**Coalition Member (optional):** If more than one job training entities want to apply together

**Environmental Entities:** MARC recipients in your community, City or County Depts.

**Job Readiness/Life Skills:** GED prep institutions, substance abuse counseling, One Stop Centers, Workforce Development Boards



# Drafting Your Grant App | Cultivating Partnerships

**Cultivating and maintaining partnerships with employers is crucial to success**

**Engage employers early to:**

- Understand labor market demand
- Shape curriculum
- Outline their involvement/commitments (Exp. employer guest speaker series, field trips, mentoring, interview commitments, etc.)

**Engagement Strategies:**

- Conduct focus groups and employer interviews
- Survey employers and consider offering incentives for survey participation
- Host employer led workshops and site visits



# Drafting Your Grant App | Budget Development

## Budget Development Tips

- Set aside funding to support placement and tracking of graduates
- Use the provided budget template and modify as necessary
- Must include a budget narrative that provides basis for each cost estimate **(show the calculations!)**
  - Exp. “Student safety equipment for 100 students at a cost of \$50 each for a total of \$5,000”
- Familiarize yourself with [participant support cost guidance](#)
  - Participant support costs must not exceed 40% of the award
- **Take note:** Administrative costs are restricted to 5% of the total award

Sample Budget Table						
	Budget Category	Project Tasks				Total
		Outreach, Recruitment, and Retention	Instruction/ Training	Program Management	Placement and Tracking	
Direct Costs	Personnel					
	Fringe benefits					
	Travel <sup>1</sup>					
	Contractual					
	Supplies					
	Other (Please be specific for Participant Support Costs such as stipends)					
Total Direct Costs <sup>2</sup>						
Indirect Costs <sup>2</sup>						
Total Budget (Total Direct Costs+ Indirect Costs)						

**Tips!**

Review accepted BFJT grant examples and look at how they structure and format their budgets

Allocating budget towards actual **training** is viewed more favorably

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> Administrative costs (direct and/or indirect) for the Brownfields Job Training Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

# Drafting Your Grant App | “Table Manners”

## Important tables and charts

### NARRATIVE

- Demographic Information
- Training Program Table
- Budget
- Outputs
- Partnerships
- Leveraged Funding

### NARRATIVE ATTACHMENT

- Milestone Schedule

“Eye candy”

### Tip 1!

Follow EPA suggested format as closely as possible

### Tip 2!

Tables and charts give visual relief, and provide a lot of info in a snapshot - to an otherwise prose-heavy document



# Common Challenges and Pain Points

		Meeting Threshold	Labor Market Study	Employer Engagement
Common Mistakes		<ul style="list-style-type: none"><li>• Applicants do not meet all threshold criteria</li></ul>	<ul style="list-style-type: none"><li>• Applicants don't provide enough data</li><li>• Applicants don't detail their methods or results used to conduct the LMA</li></ul>	<ul style="list-style-type: none"><li>• Applicants don't connect with employers early enough</li><li>• Partnership letters lack detail</li></ul>
		<ul style="list-style-type: none"><li>• Thoroughly read the NOFO</li><li>• Utilize CCLR's BFJT Application Elements and Requirements Checklist</li><li>• Respond to threshold criteria questions even if not applicable</li></ul>	<ul style="list-style-type: none"><li>• Utilize data sources beyond baseline employment data</li><li>• Clearly outline your methods for assessing labor market demand</li></ul>	<ul style="list-style-type: none"><li>• Engage employer partners early</li><li>• Ensure letters include specific commitments from partners</li></ul>



# Resources for Grant Writing Support

## [EPA: Brownfields Job Training Grants](#) [– Technical Assistance Resources](#)

- [Tips Sheet for applying for funding \(important!\)](#)
- List of Eligible and ineligible JT courses
- Best Practices Guide
- And more!

## [TAB 2024 Job Training Grant Writing Webinar](#)

Recording, Slides,  
Companion Text  
Document, and more

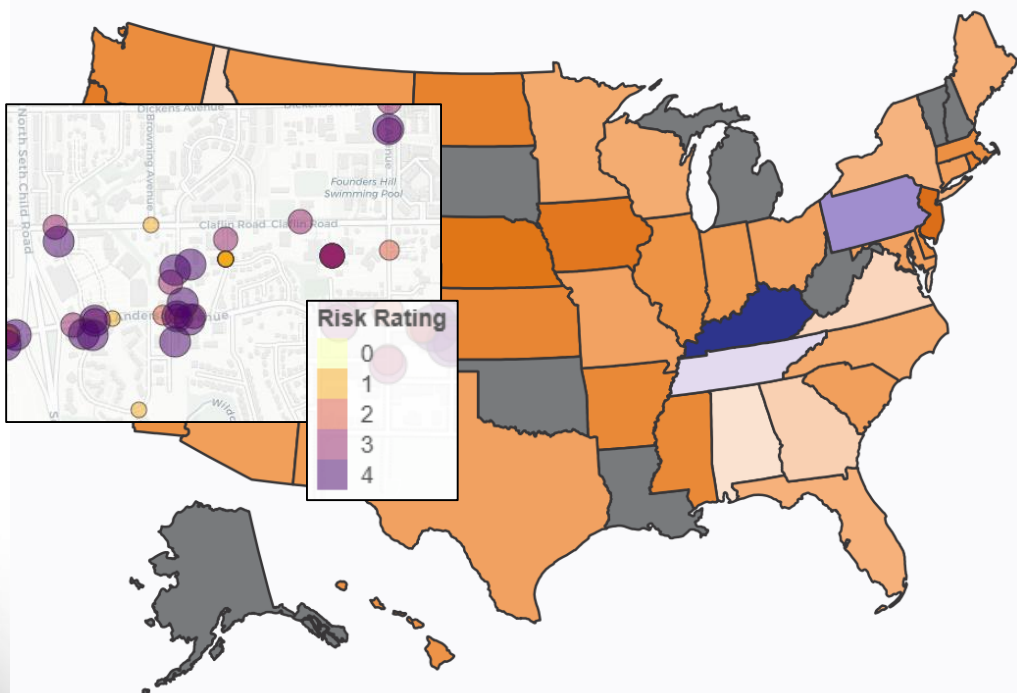
## [Past Successful Brownfields Job Training Applications](#)

# Resources for Grant Writing Support (Continued)

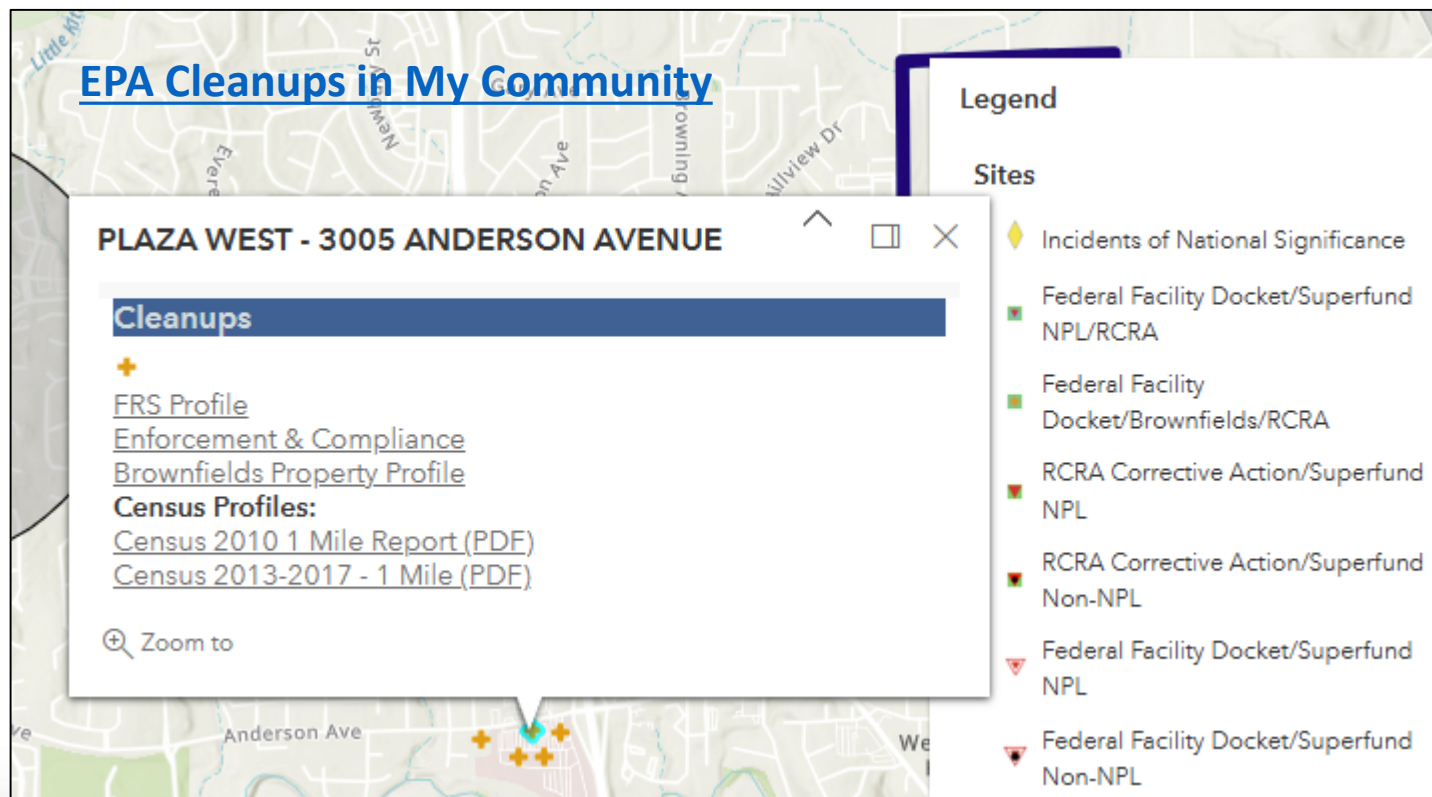
Getting a Sense for Environmental Sites of Interest, and Brownfields Programs, in Your Community

[Searchable Brownfields Grants Fact Sheets](#)

## [PEER: Platform for Exploring Environmental Records](#)



## [EPA Cleanups in My Community](#)



# TAB Can Review your Draft Job Training Grant Application

Regional TAB staff will provide a thorough review of your EPA Grant application! **Review Time: ~3 to 4 business days**

**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)

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**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)

# Summary and Some High-level Advice

- Tie your proposed Job Training activities to your local brownfields needs, activities, and goals (and framework, if one exists)
- Develop & Reiterate a 'Storyline' throughout your application with 'win themes':
  - The Storyline: The Problem; How you will address the problem (details of your Job Training Program); and Expected Results
  - Win themes: Why you as the applicant are uniquely qualified to succeed.
- Ask TAB to review your application, with plenty of advanced notice – we are here to help!
- Good luck!





# Contact Info

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**Let's Connect!**

Scan to get in touch with a TAB  
member or to join our mailing list



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**ksutab.org**

# Get in Touch and Stay in Touch!

[Get Acquainted with the CCLR Team](#)

[Schedule a TA call](#)

[Subscribe to our newsletter](#) and follow us on Social





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# Thank You

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