Brownfields Job Training Understanding the FY 2026 Guidelines

U.S. EPA Office of Brownfields and Land Revitalization

July 24, 2025, 1-3:30 PM EST

https://www.epa.gov/brownfields/fy-2026-brownfields-job-training-grants

Disclaimer: NOFO (Notice of Funding Opportunity) guidelines supersede any information provided in this presentation or by the presenters

Meeting Logistics

- **Call-in Options**
  - Call-in Number: +1 646 828 7666
  - Webinar ID: 161 416 2939

- **Questions**
  - Please submit questions in the Q&A feature at the bottom of your screen

- **Recording will be posted to our website**:
  - https://www.epa.gov/brownfields/fy-2026-brownfields-job-training-grants

- **Use of Artificial Intelligence (AI)**
  - EPA does not provide, nor review, an AI-generated summary of this webinar
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Matt Wosje

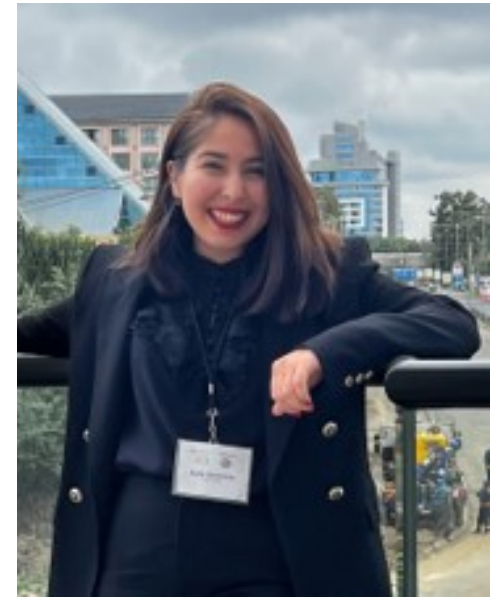EPA HQ, Office of
Brownfields & Land
Revitalization

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EPA Region 10

Meet the Presenters

EPA BROWNFIELDS AND
LAND REVITALIZATION

Technical Assistance Resources

- **Professional Learning Community Call - open to everybody**
  - Hosted by EPA Technical Assistance Provider Tetra Tech/Adaapta
  - View past recordings here: https://www.epa.gov/brownfields/brownfields-job-training-grants-professional-learning-community
  - Held on the third Wednesday of every month @2 pm EST (when NOFO is not open)
  - To be included on the invites for future PLC calls, submit an inquiry form and state in the "Inquiry" field a request to "Add me to future PLC call invites."

- **Past Job Training Webinars**
  - https://www.epa.gov/brownfields/brownfields-job-training-grants-webinars

- **Find Your Regional TAB Provider – They can review draft applications**
  - https://www.epa.gov/brownfields/interested-applying-brownfields-job-training-funding#TAB

EPA Resources

- FY 2026 Brownfields Job Training Grant Guidelines: https://www.epa.gov/system/files/documents/2025-07/epa-i-olem-oblr-25-01_0.pdf

- FY 2026 Brownfields Job Training Frequently Asked Questions: https://www.epa.gov/brownfields/frequently-asked-questions-about-brownfields-job-training-jt-grants

- 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

- Brownfields Job Training Best Practices Guide https://www.epa.gov/brownfields/brownfields-job-training-best-practices-guide

NEW

EPA BROWNFIELDS AND LAND REVITALIZATION

Agenda

- **History and Background**
- **Overview**
  - Use of Grant Funds
  - Substantive Changes
  - Brownfields Job Training Coalition
- **Grant Application Process**
  - Getting Started
  - Application Content
    - o Narrative Information Sheet
    - o Threshold Attachments
    - o The Narrative
    - o Narrative Attachments
    - o Required Forms
- **Next Steps**
- **Regional Contacts**
- **Resources**

Absentee Shawnee Tribe Brownfields Job Training Program

EPA BROWNFIELDS AND LAND REVITALIZATION

History and Background

- **January 1995:** EPA announces the first Brownfields Pilots.
  - Reflecting EPA's growing concern for "environmental equity"
  - 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 April 2024:** EPA has funded 431 Job Training Grants totaling approximately $107.8 million.
  - Excluding pilot data (1998 - 2002):
    - Approximately 21,700 individuals completed training
    - Over 16,700 obtained employment in the environmental field
    - Average starting wage of over $16.5 an hour. Last 5 years – starting wage of $22 per hour.
    - Placement rate = 74%

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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 sustainable community revitalization 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.

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Overview of BF Job Training Grants

- **Brownfields Job Training Grant 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 (HAZWOPER) to all trainees

  - Must meet all other threshold criteria as outlined in Section 2 of the NOFO

    Note: applicants that were awarded a FY25 Brownfields Job Training Grant from EPA are not eligible to apply under this competition.

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Overview of BF Job Training Grants

- **Under this funding opportunity:**
  - Applicants can apply for up to $500,000
    - o Total estimated funding for FY26 is $10-$14 million
  - The project period for these grants is five years:
    - o Year 1 & 2: recruitment and screening/beginning of training
    - o Year 3 & 4: continued recruitment and screening/continuation and conclusion of training
    - o 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 2026 Job Training Request for Applications:

1. The organization of the NOFO has changed.

2. General revisions to the review criteria to clarify existing language.

> For a complete list of changes,
> please review the
> **"Fiscal Year 2026 Brownfields Job Training Guidelines Summary of Changes"**
> available at
> https://www.epa.gov/brownfields/fy-2026-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 FY26 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).

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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.

  - May be beneficial for **City and County governments**, as this approach can expand the jurisdiction of the target area.

- 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

NEW **Brownfields Job Training Coalitions Memorandum of Agreement Template**
https://www.epa.gov/system/files/documents/2025-05/bfjt-coalition-moa.pdf

13

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Overview: Uses of Grant Funds

Region 4, Durham North Carolina- Job Training

Note: Section 3.A.3. of the NOFO 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

  - Participant Support costs

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Overview: Eligible Trainings With Brownfields Job Training Grant Funds
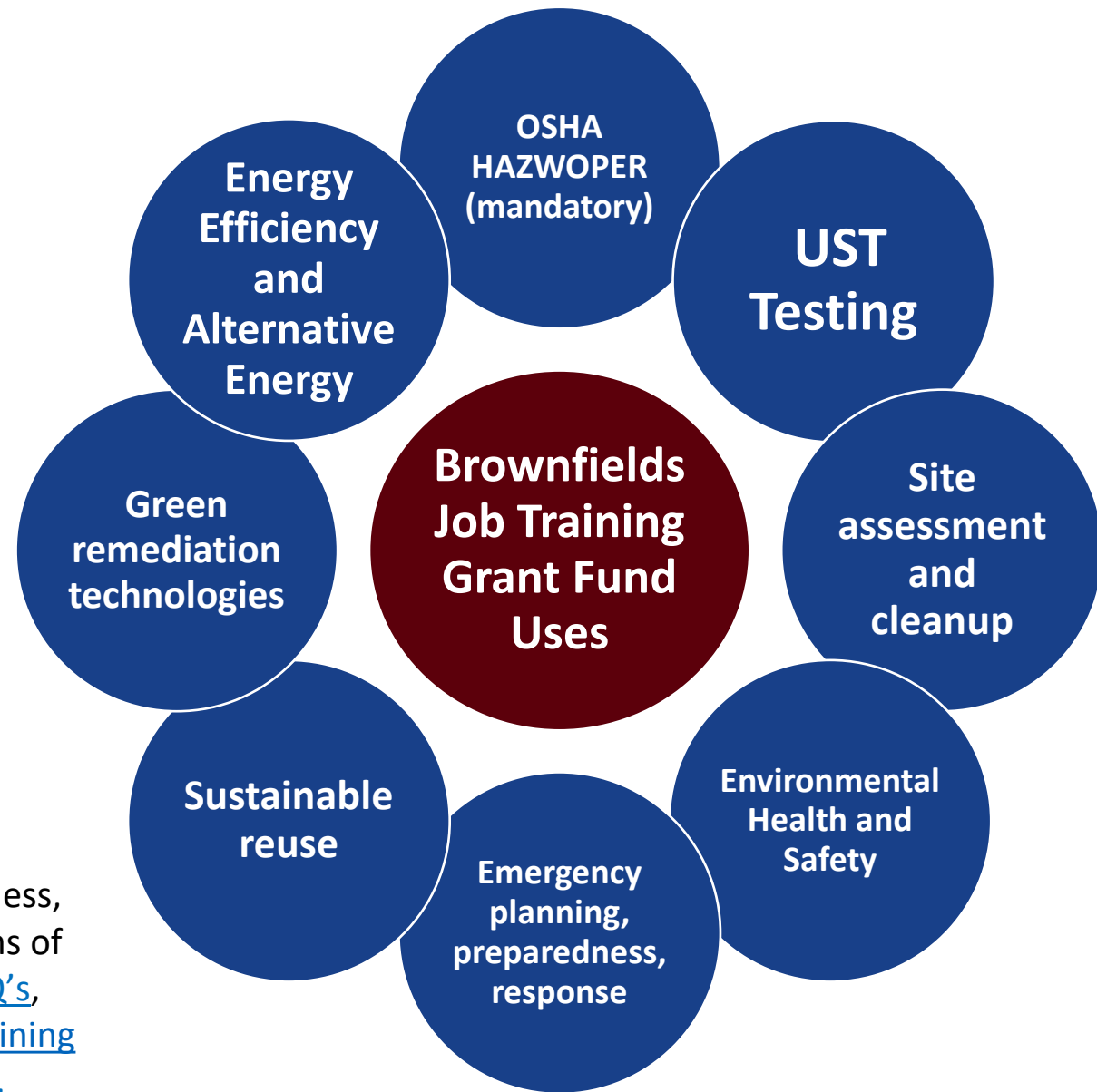
Note: All the above training can be delivered at awareness, intermediate, or advanced levels. Expanded descriptions of these trainings are available in the FY26 NOFO, the FAQ's, and the List of Eligible and Ineligible Brownfield Job Training Courses available on the Brownfields Job Training page.

Brownfields Job Training Grant Fund Uses

- OSHA HAZWOPER (mandatory)
- UST Testing
- Site assessment and cleanup
- Environmental Health and Safety
- Emergency planning, preparedness, response
- Sustainable reuse
- Green remediation technologies
- Energy Efficiency and Alternative Energy

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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 3.A.5. of the NOFO provides a more illustrative list of ineligible uses of grant funds

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Submitting Your Application Package

Applications are due September 26, 2025, via Grants.gov

EPA encourages applicants to apply before September 26

Grants.gov Tip Sheet

Grants.gov Resources for Applicants

Requirements to Submit an Application

Requirement	Accept ✅	Reject ❌
Active **www.sam.gov** account through **September 26, 2025**	• The account is active and matches the applying entity's info	• Inactive/expired account • Account is being updated, but is in "processing" status
Obtain a Unique Entity **Identifier (UEI)** generated in http://www.sam.gov/	• The same UEI must be used on future applications	• Another organization's/ department's UEI is listed on the Standard Form 424
Active **www.grants.gov** account	• Associated with same, correct UEI number	• Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account
Submission by the **Authorized Organization Representative** (AOR)	• Designated in Grants.gov by the E-business POC (listed in sam.gov) • Has a Grants.gov account • Submits the application in Grants.gov	• Someone other than the designated AOR submits the application

How to Register to Apply for Grants

Procurement Technical Assistance Center (PTAC) advisors can also help with SAM.gov enrollment: 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 Application Package

REQUIRED FORMS

1. Application for Federal Assistance (SF-424)

2. Budget Information for Non-Construction Programs (SF-424A)

3. Pre-award 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.]

4. EPA Key Contacts (Form 5700-54)

5. Project Narrative Attachment Form, as one file (if possible) include:
   - ✓ Narrative Information Sheet
   - ✓ Threshold Responses (submitted as an attachment(s))
   - ✓ Narrative (responses to Narrative/Review 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.

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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.

- If the AOR did not receive notification emails or the application package did not transmit successfully, immediately **contact the 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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Threshold Attachments

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The Narrative

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Narrative 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)
  - Responses to Threshold Criteria (submitted as an attachment(s))
  - The Narrative (14-page limit)
  - Narrative Attachments (15-page limit)
  - Required Forms
    - SF-424 (Application for Federal Assistance)
    - SF-424A (Budget Information for Non-Construction Programs)
    - EPA Form 4700-4 (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 12-point font, and single-spaced

Grant Process – Application Content

Narrative Information Sheet

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Threshold Attachments

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The Narrative

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Narrative 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

- **Grant Type**
  - Brownfields Job Training Grant <u>or</u> Brownfields Job Training Coalition

- **Project Period and Funding Request**

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

See the full list of eligible entities in Section 2.A.

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Grant Process – Application Content Narrative Information Sheet

- **Coalition Members** (if applicable)

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

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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"

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Grant Process – Application Content Narrative Information Sheet

- Other Factors

Sample Format for Providing Information on the Other Factors	Page #
☐ Applicants that propose to serve a community population of 15,000 or less.	
☐ Whether the applicant is new (i.e., has not received an EPA Brownfields Job Training Grant since 2016).	
☐ Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will primarily serve tribal or territorial residents.	
☐ Applications that seek to serve veterans.	
☐ Whether the target area is located within a community in which a coal-fired power plant has recently closed (2016 or later) or is closing.	
☐ None of the above apply.	

Grant Process – Application Content Threshold Criteria

Every application must clear the Threshold Requirements

Narrative Information Sheet

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Threshold Attachments

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The Narrative

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Narrative Attachments

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Required Forms

Your Application Package!

28

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NEW

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

Threshold Criteria Responses (as an attachment(s)):	
Threshold Criteria	**Corresponding Section**
Applicant Eligibility	Section 2.A.1.a.
Coalition Agreement	Section 2.A.1.b.
Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs	Section 2.A.1.c.
Required HAZWOPER Training	Section 2.A.1.d.
Federal Funds Requested and Estimated Project Period	Section 2.A.1.e.
Training Curriculum Chart Indicating the Cost of Each Course	Section 2.A.1.g.
Target Area	Section 2.A.1.h.
Previous Funding Requirement	Section 2.A.1.i.
Expenditure of Existing Brownfields Job Training Grant Funds	Section 2.A.1.j.

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Grant Process – Application Content Threshold Attachments

a. Applicant Eligibility

- City, county, state, tribe, other general purpose unit of local government (see Section 2.A.1 of the NOFO)
- 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

b. 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'

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Grant Process – Application Content Threshold Attachments

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

- EPA's Superfund Job Training Initiative (SuperJTI)
- 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

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Grant Process – Application Content Threshold Attachments

d.   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

e. Federal Funds Requested/Funding Amount

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

f.   Substantial Conformity

- Ensure that you have conformed with the formatting requirements set forth in Section 4. of the NOFO

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Grant Process – Application Content Threshold Attachments

**g. 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:								

h. Target Area

- Indicate what community you propose to serve and census tracts
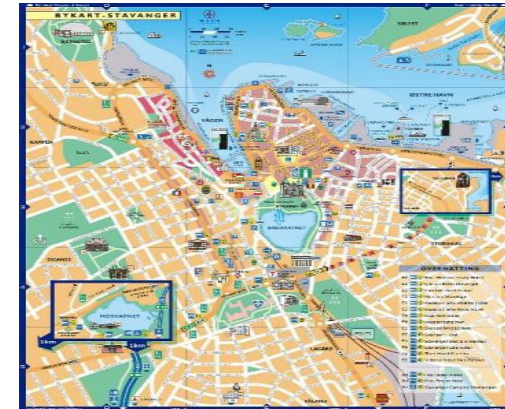
Grant Process – Application Content Threshold Attachments

i. **Previous Funding Requirement**

- Applicants who were awarded a Brownfields Job Training Grant (EPA-I-OLEM-OBLR-24-02) from EPA in Fiscal Year 2025 (FY25) 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

j.   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 **August 1, 2025**.

No Voluntary Cost Share

- Cost sharing and matching funds are <u>not</u> 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.

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Grant Process – Application Content

Narrative Information Sheet

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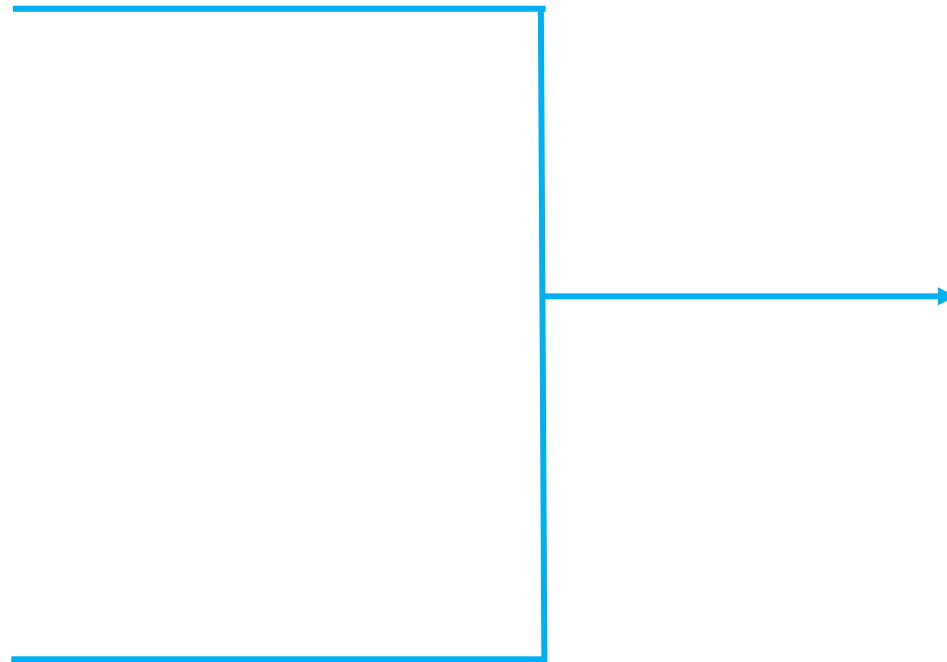**Threshold Attachments**

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The Narrative

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Narrative Attachments

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Required Forms

Your Application Package!

Grant Process – Application Content
The Narrative/Review Criteria

- **The Narrative includes:**
  - **Responses to all 7 criteria listed in the NOFO**
    - 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/Review Criteria

1. Community Need (40 pts total)

   A. Community Description (20 pts)

- Identify and describe your target area and how/why it was selected

- How is the target area impacted by brownfield issues

- Provide demographic data for your target area and compare the data to the larger local, state, and national demographics

- Discuss how your project will help benefit **and** facilitate the identification and reduction of threats to:

  - Human Health

  - The environment

  - Threats to the health or welfare of sensitive populations and any other high-need individuals

Sample Format for Demographic Information

	Target Community (e.g., Census Tract)	City/Town/County or Tribal Reservation	Statewide	National
Population:				331,097,593[1]
Unemployment:				3.7%[2]
Poverty Rate:				11.5%[3]
Median Household Income:				$75,149[4]
Other: *Include other relevant data, including potential environmental or human health harms and risks, in additional rows.*				

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

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

are from the 2022 American Community survey data profile and are available on data.census.gov at //www.census.gov/library/publications/2023/demo/p60-280.html.

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

EPA BROWNFIELDS AND LAND REVITALIZATION

Grant Process – Application Content
The Narrative/Review Criteria

1. **Community Need (40 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

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.

- Describe how the proposed training does not duplicate other Federally funded Environmental Job Training Programs.

- Provide a description of each training course that will use Brownfields Job Training Grant Funds.
  - Provide a statement that all students will receive the HAZWOPER 40 training.
  - Provide the costs for each training course and indicate what percentage of the grant budget will be allocated for each training course.

- 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/Review 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					

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Grant Process – Application Content
The Narrative/Review 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 individuals who are impacted by brownfield challenges
- 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
- 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/Review Criteria

5. Partnerships (40 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

EPA BROWNFIELDS AND LAND REVITALIZATION

Grant Process – Application Content
The Narrative/Review 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 (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/Review 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.

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

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:						

EPA BROWNFIELDS AND LAND REVITALIZATION

Grant Process – Application Content
The Narrative/Review 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/Review 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

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

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

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

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

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

Grant Process – Application Content

Narrative Information Sheet

+

Threshold Attachments

+

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 Review criteria that request Partnership letters (Partnerships & Leveraging)
    - *Letters received separately or after the due date for application submission will not be considered*

Grant Process – Application Content

Narrative Information Sheet

+

Threshold Attachments

+

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 4700-4 (Pre-Award Compliance Review Report)

  - Form 5700-54 (EPA Key Contacts)

  Note: These documents will not count towards the page limits

EPA BROWNFIELDS AND LAND REVITALIZATION

Grant Process – Application Content

Narrative Information Sheet

+

Threshold Attachments

+

The Narrative

+

Narrative Attachments

+

Required Forms

Your complete grants.gov Application Package!

Next Steps and Tips

Familiarize yourself with the FY 2026 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 <u>not</u> include photos or graphics

Regional Contacts

Regions and States		Address and Phone Number
EPA Region 1 Will Lariviere	**CT, ME, MA, NH, RI, VT**	Phone: (617) 918-1231 E-mail: Lariviere.William@epa.gov
EPA Region 2 Ricardo Berrios-Perez	**NJ, NY, PR, VI**	Phone: (212) 637-5033 E-mail: BerriosPerez.Ricardo@epa.gov
EPA Region 3 Dawn Farver	**DE, DC, MD, PA, VA, WV**	Phone: (215) 814-5179 e-mail: Farver.Dawn@epa.gov
EPA Region 4 Olga Perry	**AL, FL, GA, KY, MS, NC, SC, TN**	Phone: (404) 562-8534 E-mail: Perry.Olga@epa.gov
EPA Region 5 Torre Ippolito	**IL, IN, MI, MN, OH, WI**	Phone: (312) 353-6556 E-mail: Ippolito.Torre@epa.gov
EPA Region 6 Emily Jimenez	**AR, LA, NM, OK, TX**	Phone: (214) 665-2176 E-mail: Jimenez.Emily@epa.gov
EPA Region 7 Idallis Shaffer	**IA, KS, MO, NE**	E-mail: Shaffer.Idallis@epa.gov
EPA Region 8 Andrew Riddle	**CO, MT, ND, SD, UT, WY**	Phone: (303) 312-6398 E-mail: Riddle.Andrew@epa.gov
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EPA Region 9 Jacqueline Aybar		Phone: (415) 972-3774 e-mail: Aybar.Jacqueline@epa.gov
EPA Region 10 Robert Miller	**AK, ID, OR, WA**	Phone: (206) 553-8321 E-mail: Miller.Robert01@epa.gov
EPA Region 10 Aytaj Gasimova		Phone: (206) 553-6326 Email: Gasimova.Aytaj@epa.gov
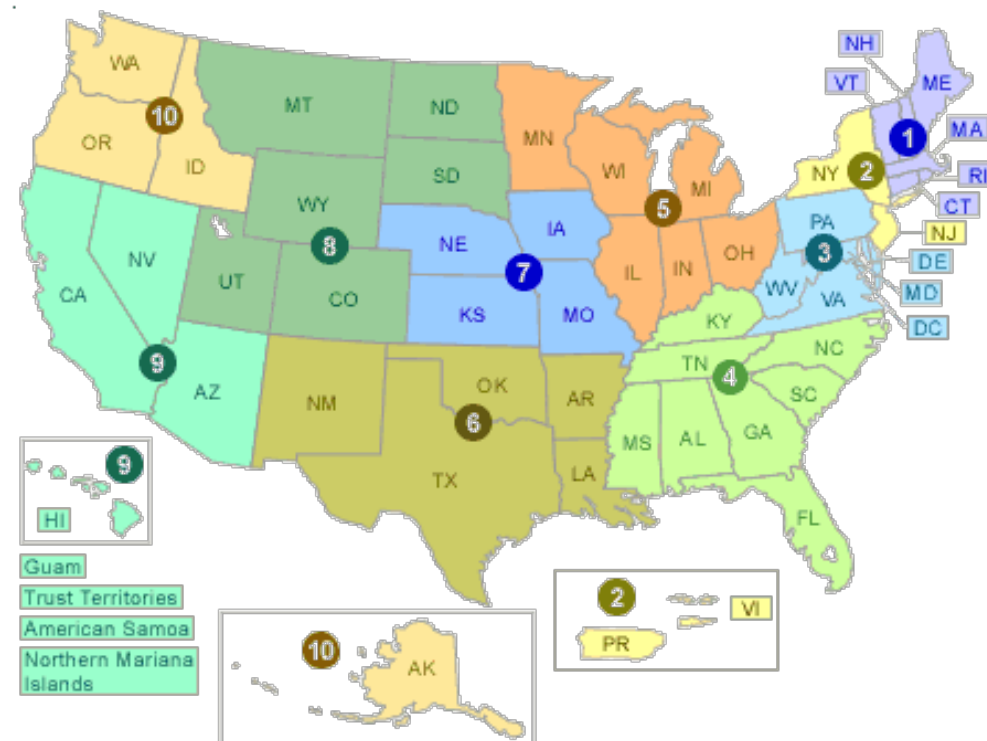
Additional Resources

- **FY26 Guidelines, FAQs and Grants.gov Tip Sheet:**
  https://www.epa.gov/brownfields/fy-2026-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

- **Brownfields Job Training Best Practices Guide**
  https://www.epa.gov/brownfields/brownfields-job-training-best-practices-guide

Additional Resources

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

Region	TAB Provider	Point of Contact
Region 1 (CT, ME, MA, NH, RI, and VT)	University of Connecticut	Randi Mendes randi.mendes@uconn.edu
Region 2 (NJ, NY, PR, and VI)	New Jersey Institute of Technology	Sean Vroom svroom@njit.edu
Region 3 (DE, DC, MD, PA, VA, and WV)	West Virginia University	Carrie Staton carrie.staton@wvu.edu
Region 4 (AL, FL, GA, KY, MS, NC, SC, and TN)	New Jersey Institute of Technology	Sean Vroom svroom@njit.edu
Region 5 (IL, IN, MI, MN, OH, and WI)	Kansas State University	Roxanne Anderson roxanderson@ksu.edu
Region 6 (AR, LA, NM, OK, and TX)	Kansas State University	Scott Nightingale scottnight@ksu.edu
Region 7 (IA, KS, MO, and NE)	Kansas State University	Maggie Belanger maggiejessie@ksu.edu
Region 8 (UT, MT, WY, CO, ND and SD)	Kansas State University	Maggie Belanger maggiejessie@ksu.edu
Region 9 (AZ, CA, HI, NV, AS, and GU)	Center for Creative Land Recycling	Claire Weston claire.weston@cclr.org
Region 10 (AK, ID, OR, and WA)	Center for Creative Land Recycling	Claire Weston claire.weston@cclr.org

Questions?