

EPA Brownfields Job Training Grant Program

Understanding the FY2009 ARRA Application Guidelines



Presented by:
U.S. EPA
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Agenda

- Brownfields Program Mission
- Brownfields Job Training Program Overview
- American Recovery and Reinvestment Act Overview
- Threshold Criteria
- Ranking Criteria
- Attachments
- Job Training Competition Process
- Getting Started – Application Process
- Web-Based Resources
- Questions

EPA's Brownfields Program Mission



- EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. The Program provides financial and technical assistance for brownfield revitalization, including grants for:
 - Environmental Assessments
 - Cleanup
 - Revolving Loan Funds
 - Job Training



Brownfields Job Training Program

Overview



- EPA awards competitive grants to develop environmental cleanup and health and safety training programs for unemployed and underemployed, predominately low-income and minority residents of brownfields-impacted communities. These programs provide trainees with the skills needed to obtain jobs created by the assessment, cleanup, and redevelopment of brownfields in their communities.
- **To date**, EPA has funded 144 Brownfields Job Training grants totaling over \$25 million.
- **As of fall 2008**, more than 4,700 participants have completed training, over 3,100 have obtained employment in the environmental field, with an average starting hourly wage of \$13.84.

Brownfields Job Training Program

Environmental Job Examples



- Environmental Technician
- Air Quality Technician
- Emergency Response Technician
- Energy Conservation Specialist
- GIS Technician
- Forklift Operator
- Health & Safety Technician/Trainer
- Biotechnology Technician/Analyst
- Sampling/Calibration/Analysis Technician
- Wastewater Treatment Plant Operator
- Hazardous Materials Transporter
- Treatment, Storage, & Disposal Facility Technician
- Construction/plumber/electrician

Green Jobs focus on Energy Diversity and Efficiency, such as sustainable energy sources like wind and solar, ethanol production, green building, hazardous waste removal, recycling and consumer goods, construction, manufacturing, technology, operations.



Brownfields Job Training Grants

American Recovery and Reinvestment Act



- EPA hopes to award 10-12 Brownfields Job Training grants
- Maximum value for each grant is \$500,000
- ARRA Job Training Grants Emphasize:
 - Focus/priority for local Job Training programs that can demonstrate the ability to begin quickly and contribute to the creation or preservation of jobs **(readiness!)**
 - An increased targeted placement rate commitment of 75%
 - The incorporation of green job technologies
 - A three-year performance period (likely 7/1/09 – 6/30/12)

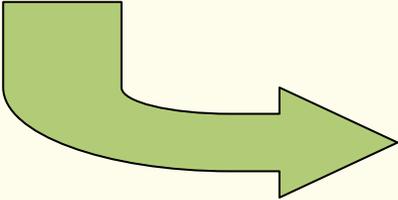
The Job Training Competition Process

Two Part Review



Part 1 - Threshold Review

- Region 6 Review
- **Pass/Fail – Must Pass All Criterion**
- Failure Means
 - You Do Not Compete
 - Exit Review Process



Part 2 -Ranking Review

- Reviewers From Across Country
 - Don't Know Your Community/Region/State
 - **Scores Decide Selection**
- Your Responses Are Scored
- All They Have Is The Proposal

Threshold Criteria (Pass/Fail)

Overview



Threshold criteria

1. Applicant Eligibility/Documentation
2. Project Location
3. Eligible Use of Funds
4. Duplication
5. Required Training – 40-Hr HAZWOPER
6. Conformity with Application Guidelines
7. Entire Application Must be Submitted in English

Remember: Applications that fail any one of the threshold criteria will not be considered further!

Threshold Criteria (Pass/Fail)

1. Applicant Eligibility



Eligible applicants include:

- Non-profit organizations (501(C)(3) - proof required)
- Municipalities
- Quasi-governmental organizations
- Government entities created by state legislatures
- Regional Councils or general purpose units of local government
- Redevelopment agencies
- States
- Tribes (other than in Alaska)*
- Workforce Investment Boards
- Colleges and Universities

What we're looking for here is a statement that explains what type of applicant you are. If you are a 501©(3), provide documentation.

Threshold Criteria (Pass/Fail)

2. Location Requirements



Eligible applicants must propose to serve a community that currently receives, or has received, assistance from EPA, states, or tribal authorities for brownfields projects.

What we're looking for here is the name(s) of brownfields grant recipients (or TBA sites) in your area. NOTE – if you list them here, they need to be discussed in your proposal.

Threshold Criteria (Pass/Fail)

3. Eligible Use of Funds



- Applicants must affirm that their proposed project will be an eligible use of funds.
- JT grant funds cannot be used for general or life-skills training, actual response activities, or administrative costs.

What we're looking for here is a statement that affirms that the grant will only be used for eligible activities and will not include prohibited costs.



For detailed information on eligible use of funds, refer to Section 1(B) of this announcement (*refer to Appendix 1: Prohibitions on Use of Funds*).

Threshold Criteria (Pass/Fail)

4. Duplication



- Applicants MUST demonstrate that their proposed program does not duplicate any other federally funded Environmental Job Training programs in their communities.
- To determine if there are similar programs in the community you propose to serve:
 - Check the National Institute of Environmental Health Sciences website at www.niehs.nih.gov/wetp.

What we're looking for here is a statement that affirms that the grant will only be used for eligible activities and will not include prohibited costs. Additionally, affirm effort made to ensure this project is not duplicative.

Threshold Criteria (Pass/Fail)

5. Required Training



- Document that your training includes the required OSHA 40-Hr Hazardous Waste Operations and Emergency Response (HAZWOPER) training.

What we're looking for here is a statement that 1) Affirms that the training outline includes 40-Hr HAZWOPER and 2) makes reference to your attached training outline that includes the 40-Hr HAZWOPER



Threshold Criteria (Pass/Fail)

6. Conformity with the Guidelines



****See Section 4(B), Content and Form of Application [pg 12]***

- Application packages must substantially conform to the outline and content detailed in of this announcement or they will be rejected.
- Pages in excess of the page limitations for the narrative proposal (15 pages) and the attachments (15 pages) will not be reviewed.

What we're looking for here is for your proposal to follow the outline and content of our Guidelines. Responses are provided in order, and all basic elements are included.

***Affirm that you used RFA No: EPA-ARRA-OSWER-OBLR-JT**

Threshold Criteria 7: All application materials must be submitted in English, including support letters.

Affirm that all materials are being submitted in English.

Ranking Criteria – Point Allocations



Criterion	Maximum Points Per Criterion
1. Recovery Act Effect	30
2. Project Workplan – Training Program Objectives and Plans	15
3. Performance Measurement: Anticipated Outcomes & Outputs	15
4. Programmatic Capability	10
5. Environmental Results Past Performance	10
6. Community Involvement and Employer Partnerships	10
7. Community Need	10
8. Budget/Resources	5
9. Leveraging	5
Total Possible Points Per Application	110

Ranking Criteria



1. Recovery Act Effect (30 Total Points – 4 Subfactors)

- **Subfactor 1: Quick/Thorough Grant Implementation (15 points)**
 - Number to be trained
 - How training will facilitate job placement/creation/preservation
 - Length of training program (cycle length, grant length)
 - Targeted placement rate (**note: at least 75%!**)
- **Subfactor 2: Labor Market Assessment (5 points)**
 - Provide information on local labor market assessments (include green job needs!)
 - Describe how the proposed curriculum reflects the labor market analysis (certifications relate to local employer needs)

Ranking Criteria



1. Recovery Act Effect (30 Total Points – 4 Subfactors)

- **Subfactor 3: Employer Community Involvement in Proposed Job Training Program (5 points)**
 - Describe employer community involvement in THIS job training program (Did employers review this proposal? Provide input? Attend meetings? Indicate demand for env jobs? Commit to hiring?)
 - Provide letters of support from prospective employers
- **Subfactor 4: Measures of Success (5 points)**
 - Quantitative measures of success (# trained, placement rate)
 - Qualitative measures of success (promoting economic recovery)

Ranking Criteria

2. Project Workplan (15 Total Points – 3 Subfactors)



- **Subfactor 1: Clearly Identify Project Objectives (5 points)**
 - Number of training cycles, the number of hours per cycle, the number of certifications to be earned, the names of courses, and the schedule of classes

Remember:



- Targeted placement rate is 75%!
- Be sure to include 40-Hr HAZWOPER!

Brownfields Job Training Program

Sample Core Curriculum



Sample Core Curriculum

- Occupational Safety And Health Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER)
- Asbestos, Mold and Lead Paint Abatement
- Environmental Site Technician
- Soil And Groundwater Sampling
- Confined Space Entry
- Demolition/Debris Removal
- Environmental Health and Safety

Other Specialized Training

- Phytoremediation
- Hazardous Substance Transportation
- Disaster Site Worker
- Vapor Intrusion
- Construction
- Alternative Technologies

❖ Please note that 40-Hr HAZWOPER training is a REQUIRED component of a Brownfields Job Training curriculum for grantees.

Ranking Criteria

2. Project Workplan (15 Total Points – 3 Subfactors)



- **Subfactor 2: Describe Criteria for Recruitment & Screening and the Accessibility of Training Facilities (5 points)**
 - Tell us what criteria you will use to recruit applicants (newspaper, radio, posters, word-of-mouth, etc.)
 - Tell us what criteria you will use to screen applicants (high school diploma, drug testing, etc.)
 - How close is the training facility to the targeted community? Is there public transportation?

Ranking Criteria

2. Project Workplan (15 Total Points – 3 Subfactors)



- **Subfactor 3: Describe Local Job Development Strategies and Local Employment Incentives (5 points)**
 - Discuss local job development strategies you have established and how they will help place graduates of the program. Describe how they relate to ongoing brownfields work in your community
 - What strategies will you use to market your program to employers, to get graduates placed in environmental jobs?
 - Tell us about the partnerships you have made with states/tribes to place graduates in brownfields-related work. (Discuss state VCP!)
 - Talk about local hiring incentives, such as:
 - Hiring ordinances for public agency contractors
 - Tax incentives
 - Wage subsidies

Ranking Criteria

3. Performance Measurement (15 Total Points – 3 subfactors)



- **Subfactor 1: Describe Plan for Measuring Anticipated Outcomes and Outputs (see Section 1(E), [pg 6]) (5 points)**
 - Tell us about the number of participants you expect to train through this grant and the targeted placement rate for jobs that directly relate to the training received
 - Respond to the 5 outcomes and 3 outputs described on pg 6
 - Don't forget to tie Outcomes and Outputs to environmental improvement!

Ranking Criteria

3. Performance Measurement (15 Total Points – 3 subfactors)



- **Subfactor 2: Describe Project Milestones and Your Plan for Sustaining Your Job Training Program. (5 points)**
 - Describe specific milestones and how they will be measured/achieved
 - Tell us why you think these milestones are realistic. (use example of past success!)
 - Include a timetable/schedule of these milestones in your attachments.
 - Be specific!
 - Describe the specific strategy that will ensure the continuation of your program
 - Do you currently have other funds that will sustain your program if you're partially funded either this time or next time?
 - Describe internal funding sources.
 - Highlight outside funding commitments.
 - Describe past leveraging successes.
 - If not, what is your plan to sustain your program throughout the life of this grant?

Ranking Criteria

3. Performance Measurement (15 Total Points – 3 subfactors)



- **Subfactor 3: Describe Your Plan for Ensuring Sustainable Employment (5 points)**
 - Describe long-term employment process, from initial placement through retention
 - Tell us how trainees will be able to access the resources you provide for job search support (computers, env directories, etc.)
 - Highlight the need for env workers on upcoming/ongoing projects
 - Describe your relationships with local env employers and their involvement in your program. Include factors such as the employers' willingness to hire and participation on advisory councils
 - Describe your plan to track graduates (for at least 1 year)

Ranking Criteria

4. Programmatic Capability (10 Total Points – 5 subfactors)



- **Subfactor 1: Demonstrate Your Ability to Successfully Complete and Manage This Project. (2 points; Neutral Score 1 point)**
 - Provide an example of a successfully completed, federally funded project similar in size, scope and relevance within the past 3 years
 - Discuss the type of project
 - Highlight specific similarities (e.g., size, contaminants, location)
 - Describe funding sources
 - Discuss specific obstacles and how they were addressed
 - Discuss any federal grants you have received in the past 3 years (Table format is often helpful)

*Note: if you have no relevant experience/history, say so! A neutral score will be given for these sections. Any sections not addressed will receive a zero score.

Ranking Criteria

4. Programmatic Capability (10 Total Points – 5 subfactors)



- **Subfactor 2: Demonstrate Your Ability to Meet Federal Reporting Requirements (2 points; Neutral Score 1 point)**
 - Highlight your history of meeting reporting requirements under federally funded assistance agreements. Demonstrate timely submission of final reports.
 - What type of reports were submitted?
 - Who drafted/submitted the reports?
 - How often were they submitted?
 - Were they submitted on time?
 - **Discuss ANY federal grants you have received in the past! Not just EPA awards.**

*Note: if you have no relevant experience/history, say so! A neutral score will be given for these sections. Any sections not addressed will receive a zero score.

Ranking Criteria

4. Programmatic Capability (10 Total Points – 5 subfactors)



- **Subfactor 3: Describe Your Organizational Experience and Plan for Timely and Successfully Achieving the Objectives of Proposed Project (2 points)**
 - Tell us about your organizational experience and how you will ensure the timely completion of your program's objectives
 - How long has your organization been providing job training?
 - Is your training experience in the environmental field?
 - Discuss your organization's accountability structure
 - Demonstrate how you can meet your objectives within the three-year performance period

Ranking Criteria

4. Programmatic Capability (10 Total Points – 5 subfactors)



- **Subfactor 4: Describe Your Staff's Expertise and Qualifications, and the Resources They Provide to Ensure Your Program's Success (2 points)**
 - Mention years of experience of qualified staff
 - Demonstrate how your instructors are qualified to provide environmental training
 - You need to convince the reader that your organization has planned for this training, has highly qualified instructors, and is ready for the funding **NOW!**
 - Provide specific examples of your instructors' experience working within your targeted community

Ranking Criteria

4. Programmatic Capability (10 Total Points – 5 subfactors)



- **Subfactor 5: Tell Us About Your Success in Delivering an Effective Environmental Job Training Program (2 points)**
 - Illustrate your experience working with minority, unemployed, and/or underemployed individuals within your targeted community
 - If you have not identified an instructor and are considering subcontracting or sub-granting to acquire these services, what steps will you use to ensure that they are qualified?

Note: As a means of demonstrating your relevant experience, EPA will consider information from other federal agency files and prior/current grantees.



- **Subfactor 1: Documentation of Achieving Results (5 points; Neutral score 3 points)**

- Indicate how you documented your progress toward achieving expected results under any federal assistance agreement you received (within past 3 years). Provide detailed explanations of how outcomes and outputs were documented.
- If progress was not adequately documented, explain why not.
- Discuss ANY federal grants you have received in the past, not just EPA awards
- Please be thorough, as the region has records of your reporting history (i.e., quarterly reports submitted on time and JT reports submitted).
 - These reports should reflect your past successes in training and placement

Note: As a means of demonstrating your relevant experience, EPA will consider information from other federal agency files and prior/current grantees.

Ranking Criteria

5. Environmental Results Past Performance

(10 Total Points – 2 subfactors)



- **Subfactor 2: Demonstrate That You Achieved the Original Training and Placement Goals as a Previous EPA Job Training Grantee (5 points; Neutral Score 3 points)**
 - Tell how many trainees you have placed in environmental jobs
 - What was your attrition rate?
 - Detail the successes you have had in meeting program goals
 - If your original goals were not met, what steps did you take to improve your program, and what new strategies were implemented to place graduates?

Note: Everyone should address this Subfactor, even if they have never received an EPA Job Training grant.

Ranking Criteria

6. Community Involvement and Employer Partnerships (10 Total Points – 2 subfactors)



- **Subfactor 1: Demonstrate That Efforts Have Been Made to Collaborate With Brownfields Stakeholders in your Targeted Community (5 points)**
 - Stakeholders include local development organizations, environmental employers, other EPA Brownfields grantees, environmental and development contractors, and site owners
 - Provide letters from these EPA grant recipients
 - Have you made efforts to enhance or foster employment opportunities for job training graduates in your targeted area?
 - Have local organizations made commitments to assist with your training program (e.g., to provide on-the-job training or hiring graduates)?
 - If so, provide letters of support from these organizations

Ranking Criteria

6. Community Involvement and Employer Partnerships (10 Total Points – 2 subfactors)



- **Subfactor 2: Describe Efforts Made to Partner with Local Community Groups, Labor Unions with Apprenticeship Programs, Workforce Investment Boards, and Academic Institutions to Provide the Non-Environmental Elements of Your Training Program, such as: (2 points)**
 - Life-skills training
 - Pre-employment training
 - GED preparation
 - Child care
 - Academic enhancement
 - Placement assistance
- As requested earlier, please provide any letters of support from organizations and the types of commitments they have made.

Ranking Criteria

7. Community Need (10 Total Points – 2 subfactors)



- **Subfactor 1: Describe Your Target Community (5 points)**
 - Describe your target community, including population, location, history, and environment
 - Provide community demographics (compare cmty/state/national – table format is effective)
 - Provide the source(s) of your information
 - Include unemployment and poverty rates, minority populations, child and elderly populations, etc
 - Discuss the extent of brownfields sites in your area, including the number of sites, sizes, community impact, challenges, etc.
 - Describe negative impacts of specific brownfields on the target community (e.g., economic, environmental, and social)
 - Emphasize the specific benefits your target community will receive if you are awarded this grant
 - Be careful to ensure a connection between your community statistics and the focus area of your project

Ranking Criteria

7. Community Need (10 Total Points – 2 subfactors)



- **Subfactor 2: Describe How You Have Addressed Environmental Justice (EJ) Concerns in Your Community (5 points)**
 - Indicate any specific EJ concerns and how they relate to:
 - Low-income populations
 - Minority populations
 - Socio-economically disadvantaged populations
 - Discuss how these EJ concerns relate to your Job Training program
 - Describe in detail how these EJ concerns will be addressed, such as:
 - Pro-bono services, fee reductions
 - Increased representation

Ranking Criteria

8. Budget/Resources (1 Criteria – 5 points)



- **Criteria: Detailed Project Description, Including Table and Narrative (5 points)**
 - Include chart and discussion in narrative – NOT as attachment
- **Is your budget clear, detailed, reasonable and appropriate? Do you include cost estimates for each proposed activity?**
 - Include a short introduction before the budget chart outlining how you intend to spend the grant
 - After the budget chart, explain each of your tasks clearly and completely
 - Address each cost presented under a task
 - The cost should appear reasonable based on the details in the description
 - **This area is where many applicants lose points**

Ranking Criteria

8. Budget/Resources (1 Criteria – 5 points)



- Never use the word “administrative” to describe a task—use “ cooperative agreement oversight,” “programmatic cost” or something similar
- Allocate travel funds to attend national Brownfields conferences and other relevant brownfields travel
- Make sure you use the budget table format provided on page 16 of the Guidelines and address all 8 categories
- **Make sure your budget table adds up!**



For detailed information on eligible use of funds, refer to Section 1(B) of this announcement (*refer to Appendix 1: Prohibitions on Use of Funds*).

Ranking Criteria

8. Budget/Resources (1 Criteria – 5 points)



Project Funding	Instruction	Outreach	Other Tasks	Total
EPA Project Funding				
Personnel	\$25,000	\$20,000	\$20,000	\$65,000
Fringe benefits	\$7,000	\$5,000	\$5,000	\$17,000
Travel	\$1,000	\$2,000	\$3,000	\$6,000
Contractual	\$370,000			\$370,000
Supplies	\$30,000	\$3,000	\$3,000	\$36,000
Other (Please be specific)			\$6,000	\$6,000
Total EPA Funds	\$433,000	\$30,000	\$37,000	\$500,000
Non-EPA Project Funding				
Administrative Costs	\$9,000		\$20,000	\$29,000
Other (Please be specific)	\$32,000	\$1,000	\$1,000	\$34,000
Total Non-EPA Funds	\$41,000	\$1,000	\$21,000	\$63,000

Ranking Criteria

9. Leveraging (1 subfactor – 5 points)



- **Criteria: Demonstrate How You Will Leverage Additional Funds to Carry Out Your Project (5 points)**
- Describe additional sources of internal/external funding already in place
- Show how EPA grant funds will be complimented by these additional funding sources
- Use an example of a past success in leveraging additional funds:
 - How did you leverage these funds?
 - From whom did they come?
- If you don't already have additional funding sources in place, indicate when and where you plan to look!
- Indicate how these additional funds these additional funds will stimulate economic development after your program has ended

* Note: EPA does not require a funding match



Attachments: **A – E** (15-page limit)

A: References

- Two employers who have hired participants in the past
- Two neighborhood and/or community-based organizations aiding in the development of your program
- Two organizations from the employer community

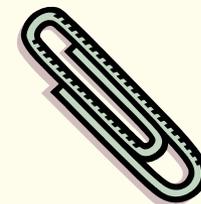
B: Training Program Outline

C: Letter to your State Environmental Program

D: Milestone Description

E: General Support Letters

- A support letter from a past graduate is a good thing!
- Note: The Attachment section is limited to a total of 15 pages!



No Page Limits:

- ❖ **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature**
- ❖ **Documentation of Nonprofit Status, if applicable**
- ❖ **Preaward Compliance Review Report**

The Job Training Competition Process

Submitting an Application Package



Option 1 - Hard copy (paper) submission

MAIL TO BOTH:

- **Environmental Management Support, Inc.** (contractor to EPA) Attn: Keith Arnold, 8601 Georgia Avenue, Suite 500 Silver Spring, MD 20910, (301) 589-5318
- **Your Regional JT Contact** (This information is located in Section 7(B) of the ARRA JT Guidelines)

Option 2 - Email Submission

E-MAIL TO BOTH:

- **bfstimulus@epa.gov**
- **Your Regional Contact** (This information is located in Section 7(B) for the ARRA JT Guidelines.)

MUST BE POSTMARKED BY APRIL 20, 2009!!!

The Job Training Competition Process

Page Limits



15 page limit

Cover letter

Responses to
Threshold
Criteria

Responses to
all 9 Ranking
Criteria

15 page limit

Attachments
A-E

NO page limit

SF 424

Preaward
Compliance
Report

Non-profit
Status

= proposal

The Job Training Competition Process

Timeline



- March 19 - Request for Applications posted**
- March 25 - Region 6 JT Conference Call**
- Week of March 30 - National JT Conference Call**
- April 20 - Proposals due to EMS and EPA**
- Late May - Announcement**
- Mid June - Funds Awarded**



Application Preparation Tips!

- Read entire *NEW* Guidelines and follow directions (Guidelines updated 3/23/09)
- Write as though the reader knows NOTHING about your community
- Follow the instructions in Section 4 for application submission
- Address *all* criteria—if it doesn't apply, say so and explain why
- Outline each section and address each subfactor separately
- Avoid using acronyms and technical/organizational jargon
- Follow Cover Letter outline (See pages 12-13 of the Guidelines)
- Adhere to page limits. Pages in excess of page limits will be removed and not evaluated
- Typed; single spaced; no binders; NO COLOR!
- No photos or graphics
- Limit attachments to required and relevant documents and letters
- Number pages



Where Do I Begin?

- Draft your application!
 - Go to www.epa.gov/brownfields to download the FY09 ARRA Brownfields JT Grant Guidelines.
- * NOTE: Minor changes were made to the Guidelines 3/23/09.
- Get letters of support
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your application!
- Send a letter to your state or tribal environmental official notifying them of your plans to apply



Web-based Resources

- **EPA Brownfields Job Training Information:**
www.epa.gov/brownfields/job.htm
- **American Recovery and Reinvestment Act Information:** www.epa.gov/recovery
- **Check here to ensure non-duplication of similar Job Training programs –** www.niehs.nih.gov/wetp
- **List of previous Brownfields Job Training Grant Recipients –**
www.epa.gov/brownfields/pilot.htm#previous

Job Training Successes in Region 6!



Students in the Absentee Shawnee Tribe Brownfields Job Training Program, participating in onsite training



City of Camden's check ceremony



The City of Shreveport's Job Training Class on site at the Petroleum Tower site