

EPA Brownfields Job Training Grant Workshop: Understanding the FY2010 Application Guidelines



Presented by:
The Office of Brownfields and Land Revitalization
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Agenda



- Brownfields Program Background/Overview
- Brownfields Job Training (JT) Program Background/Overview
- Competitive Brownfields Job Training Grants
- Getting Started – Application Process
- Threshold Criteria
- Ranking Criteria
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- Application tips
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Brownfields Program - Overview



Brownfields Definition

*A **brownfield site** is “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant,” as defined in Section 101(39) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA or Superfund).*

The law further defines the term “brownfield site” to include *a site that is contaminated by a controlled substance (e.g., Meth lab), petroleum or a petroleum product (e.g., abandoned gas station), or is mine-scarred land.*

Brownfields Program - Overview



Brownfields 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 brownfields revitalization, including grants for:
 - Environmental assessments
 - Cleanup
 - Revolving loan funds
 - Job training

Brownfields Job Training Program - Overview



The Milwaukee Community Service Corps Job Training Class on site.

Brownfields Job Training Program - Background



- The first seeds of Brownfields Job Training—and of the Brownfields Program itself—emerged in the early 1990s, reflecting EPA’s growing concern for “environmental equity,” later known as environmental justice issues.
- Among the lessons learned from the very first EPA Brownfields Pilot grants was the realization that the communities surrounding these brownfields were not benefiting from the job opportunities created by their assessment and cleanup. EPA realized that these brownfields-related jobs were being filled by environmental professionals from other cities, due to a lack of environmental training among local workforces.

Brownfields Job Training Program – Background (continued...)



- While EPA had no resources allocated for Job Training during the initial years of the Brownfields Program, the Agency had already collaborated with HMTRI to offer environmental education and training program assistance to community colleges located near Superfund and other hazardous waste sites.
- With the goal of adding a job training component to the Brownfields Program, EPA tapped the expertise of a number of federal entities with established job training programs—including the National Institute of Environmental Health Sciences (NIEHS).

Brownfields Job Training Program – Background *(continued...)*



- **January 1995:** EPA announces the first Brownfields Pilots.
- **1996:** EPA signs a Memorandum of Understanding with the Department of Labor, focusing on job training and employment opportunities related to the Brownfields Program for local youths and adults.
- **1998:** The National Institute of Environmental Health Sciences establishes a Brownfields Minority Worker Training Program in collaboration with selected EPA Brownfields Pilot grantees.
- **1998 (cont...):** EPA awards its first 11 Brownfields Job Training Pilots to entities including cities, community colleges, universities, and non-profits.
- **June 1999:** The Brownfields Job Training Program produces its first 100 graduates.
- **September 1999:** 100 graduates of EPA-funded Job Training Programs have been placed in environmental jobs.
- **June 2001:** The number of Brownfields Job Training Program graduates reaches 1,000.

Brownfields Job Training Program – Background (continued...)



- **January 2002:** President Bush signs the *Small Business Liability Relief and Brownfields Revitalization Act* into law. Known as the “Brownfields Law,” this legislation amended CERCLA to specifically authorize federal financial assistance for brownfields revitalization, including grants for assessment, cleanup, and job training.
 - CERCLA now had language specifically authorizing Job Training Grants under EPA’s Brownfields Program—authorizing EPA to provide grants for training to facilitate site assessment, remediation of brownfields sites, or site preparation.
- **2003:** EPA Awards \$2 million for Brownfields Job Training Grants in ten communities across seven states—its first Brownfields Job Training grants under the new Small Business Liability Relief and Brownfields Revitalization Act of 2002.
- **To date,** EPA has funded 157 Brownfields Job Training grants totaling over \$33 million.
- **As of August 2009,** more than 5,000 participants have completed training and more than 3,250 have obtained employment in the environmental field, with an average starting hourly wage of \$13.82.

Brownfields Job Training Program- Overview (continued...)



Recipients of Brownfields Job Training Grants

- Through its Brownfields Job Training Program, 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.

Brownfields Job Training Program- Overview (continued...)



- **Sample Core Curriculum**

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

Other Specialized Training

- Mold Remediation
- Hazardous Substance Transportation
- Disaster Site Worker
- Vapor Intrusion
- Construction

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

Brownfields Job Training Program- Overview (continued...)



Green Jobs

- While traditional curriculums have focused on hazardous waste training, EPA encourages applicants to supplement core curriculums with additional specialized training in innovative technologies or environmentally sustainable training.
- Directly link supplemental training with employer needs.

Other Specialized Training

- Weatherization and Retrofitting
- Green Building Design
- Phytoremediation
- Installation of Technologies that use Alternative Energy (solar, wind, or geothermal)
- Ecological Restoration, Landscaping, and Indigenous Species Revegetation
- Debris Recycling
- Wastewater Treatment Facility Operator Training

Brownfields Job Training Program – Overview (continued...)



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

Brownfields Job Training Grants – The Competitive Grant Process



EPA awards an average of 12-13 Brownfields Job Training grants annually, and sets a high standard for winning applications.

- *One out of approximately four applications are funded per solicitation.*
- *From year-to-year, 90% of previously unfunded applications are funded after re-applying.*

For FY 2010, the total estimated funding available for Brownfields Job Training grants is \$2,600,000. EPA anticipates the award of 12-13 cooperative agreements with maximum values of \$200,000 each.

Brownfields Job Training Grants – The Competitive Grant Process



FY 2009 Brownfields Job Training Program:

- EPA received 47 grant applications.
- Funded 13 grants, at a total cost of approximately \$2.6 million.

American Recovery and Reinvestment Act (ARRA) Job Training Funding:

- EPA received 95 grant applications.
- Funded 14 grants, at a total cost of approximately \$6.8 million.

Joe – the red text is there for regions to fill in should they want to use your presentation.

The Competitive Grant Process ~ Getting Started



To begin the application process:

1. Go to www.epa.gov/oswer and click on the “Grants and Funding” link to find a copy of the FY10 Brownfields JT Grant Guidelines available for download.
3. Applicants may choose to submit application packages as described in Section 4(B) of this announcement, either in hard copy (paper) format or by sending a complete electronic copy via e-mail to bfcompetition@epa.gov.
4. Sign up for the Brownfields listserve to receive automatic notifications of request for applications (RFAs) when they are issued.

Replace the red link with the updated link when the guidelines are posted.

The Competitive Grant Process – Getting Started (continued...)



a. Hard copy (paper) submission – ONLY!

- ✓ Applications must submit two complete packages including all of the documents identified in *Section 4(C)* of this announcement.
- ✓ Complete packages must be postmarked by the closing date and time for receipt of application packages. One complete package must be sent through regular mail, express mail, or courier to each of the following recipients:
 - **Environmental Management Support, Inc.** (contractor to EPA) Attn: Keith Arnold, 8601 Georgia Avenue, Suite 500, Silver Spring, MD 20910, (301) 589-5318
 - The appropriate **EPA Regional Job Training Coordinator** listed in *Section VII, Agency Contacts*.

c. Electronic Submission – Applicants may submit the complete application package via e-mail to bfcompetition@epa.gov. **PLEASE NOTE** – Applications will **not** be accepted through Grants.gov for this competition.

Threshold Criteria



Participants from the Oregon Tradeswomen, Inc. Brownfields Job Training Program.

Threshold Criteria (Pass/Fail)

Overview



- Threshold criteria are evaluated on a pass/fail basis. Applications that fail any one of the threshold criteria will not be considered further.
- EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination.
- Applications that meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(B), Ranking Criteria for Job Training Grants*.
 1. Applicant eligibility
 2. Limitation on applicants with Fiscal Year (FY) 2009 and/or ARRA funding
 3. Location of the proposed project
 4. Required training



Applications that fail any one of the threshold criteria will not be considered further.

Threshold Criteria (Pass/Fail)

1. Applicant Eligibility



- Applicants must demonstrate they are eligible. 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

Threshold Criteria (Pass/Fail)

2. Limitation on Applicants with FY 2009/ARRA Funding



- Applicants who received EPA Brownfields Job Training funds in Fiscal Year 2009 or ARRA (Stimulus) funds are NOT eligible to receive funds during the FY 2010 award cycle.



The Oakland Private Industry Council, receiving their Brownfields Job Training Grant in 1998.

Threshold Criteria (Pass/Fail)



3. 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.
 - Note: this includes both state and tribal assistance and also EPA regionally led Targeted Brownfields Assessments, and is not limited to communities that have received a competitive federal Brownfields grant.

Threshold Criteria (Pass/Fail)

4. Training Requirements



- All Brownfields Job Training curricula must include OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training, and it must be provided to all individuals completing training.

Please visit the following website for more details: http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765.

Content and Form of Proposal Submission

General Application Requirements



- Application packages must substantially conform to the outline and content detailed in *Section 4(C), Content and Form of Proposal Submission* of this announcement or they will be rejected.
- Pages in excess of the page limitations for the transmittal letter (2 pages), narrative proposal (18 pages), and the attachments (20 pages) that are listed in *Section 4(C), Content and Form of Proposal Submission* will not be reviewed.
- All application materials must be submitted in English, including support letters.
- Do not include binders, spiral binding, or color printing.
- Photos and graphics will not be considered.
- The narrative proposal and transmittal letter must be typed, on letter-sized paper, with a font size no smaller than 12 point.
- The narrative proposal must be single-spaced.

Ranking Criteria – Overview



RANKING CRITERIA—OVERVIEW

- Applicants must directly and explicitly address all criteria as part of their “Narrative Proposal.”
- Each application will be rated under a points system, with a total of 100 points possible.
- Each application will be evaluated according to six (6) evaluation criteria.
- Each of the six criteria is comprised of subfactors that vary in scoring value.

Ranking Criteria – Overview



Criterion	Maximum Points Per Criterion
1. Community Need	15
2. Training Program Description, Anticipated Outcomes and Outputs	25
3. Programmatic Capability	15
4. Institutional Capacity	10
5. Community and Employer Partnerships	20
6. Budget/Resources	15
Total Possible Points Per Application	100

Ranking Criteria

1. Community Need

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 1: Describe your target community. What are its demographics? What are the impacts of these demographics and how do they relate to brownfields challenges and environmental justice concerns?**
 - Describe your target community, including population, location, history, and environment.
 - Provide community demographics.
 - 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, etc.



Job Training students in Los Angeles, California.

Ranking Criteria

1. Community Need

(15 Total Points – 3 subfactors – 5 points each)



Subfactor 1: (cont...)

- Describe the negative impacts these brownfields have on the target community (e.g., economic, environmental, and social).
 - Provide an example of a specific site.
 - Economic impacts include loss of tax revenue, and presenting an obstacle to investment.
 - Environmental impacts include potential contamination of air, water, and soil.
 - Social impacts include adverse health effects on community residents, and blight.
- Be descriptive! Help the reader visualize these impacts.
- Make sure your response is compelling. Make the reader cry!
- 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

1. Community Need

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 2: Describe the specific populations that you hope to target with the proposed job training project.**
 - Why are you targeting these specific populations?
 - How will these sensitive populations directly benefit from the proposed job training project?

Ranking Criteria

1. Community Need

(15 Total Points – 3 subfactors – 5 points each)



- **Subfactor 3: Have you conducted any research or labor market assessments?**
 - Describe how you know of the local demand for skilled environmental workers.
 - List specific activities you have done, including research conducted.
 - Describe the procedures you used to conduct a labor market assessment.
 - Discuss the results of your assessment.
 - Is there a need for skilled environmental professionals with certifications?
 - Are those certifications proposed and incorporated into your proposed curriculum?
 - Are these certifications directly applicable to the hiring needs of employers within your community?

Ranking Criteria

2. Training Program Description, Anticipated Outcomes and Outputs (25 Total Points – 5 subfactors – 5 points each)



- **Subfactor 1: Describe the structure of your proposed training program.**
 - Present a clear and concise description of the proposed job training program, including the number of training cycles, the number of hours per cycle, the number and type of certifications to be earned, the names of courses, and the schedule of classes.
 - This description should match the training program outline attached to the proposal.

Ranking Criteria

2. Training Program Description, Anticipated Outcomes and Outputs (25 Total Points – 5 subfactors – 5 points each)



- **Subfactor 2: What are your anticipated enrollment and placement numbers?**

- How many participants do you expect to enroll in the proposed curriculum?
- How many students do you anticipate will complete the proposed training program?
- What is your targeted placement rate of those students that complete the program into environmental remediation jobs?
- How will you track progress toward achieving your expected outputs and outcomes?



Keep in mind that the minimum of 250 participants completing training is a national cumulative target, not the number you are expected to train. An average number trained is 20-24 per cycle with approximately 2 cycles each year.

Ranking Criteria

2. Training Program Description, Anticipated Outcomes and Outputs (25 Total Points – 5 subfactors – 5 points each)



- **Subfactor 3: How will you recruit and screen students for your job training program?**
 - What strategies/tools will you use to market your job training program?
 - Tell us what methods you will use to recruit applicants (newspaper, radio, posters, word-of-mouth, etc.).
 - From which areas in your community will you recruit?
 - Tell us what criteria you will use to screen applicants (high school diploma, drug testing, TABE testing, etc.).
 - How will you address retention and attrition issues?
 - Discuss your timeline for achieving deliverables of the project as reflected in your milestones attachment.



- **Subfactor 4: To what extent will your organization provide job search support and resources for participants of your job training program?**
 - Tell us how your organization will assist with initial job placement, retention, and continuous employment for participants.
 - How and for how long will your organization track graduates?
 - Describe any local hiring incentives (e.g., first-source or local hiring ordinances, tax incentives, wage subsidies, etc.) that will increase the likelihood of employment for graduates.

Ranking Criteria

2. Training Program Description, Anticipated Outcomes and Outputs (25 Total Points – 5 subfactors – 5 points each)



- **Subfactor 5: How will your program meet the needs of the students?**
 - Will students be responsible for covering any fees (e.g., medical, licensing, transportation, etc.)?
 - Tell us about the potential burden program fees (if any) will have on the participants.
 - Are the training facilities easily accessible (i.e., close to public transportation, parking, etc.)?

Ranking Criteria

3. Programmatic Capability (15 Total Points)



- **Subfactor 1 (for previous grantees): If you have ever received an EPA brownfields grant, please respond to the following:**
 - Identify the EPA brownfields grant(s) you currently have or have received in the past.
 - If you were a prior Brownfields Job Training grantee, what was the number of individuals you trained and placed? If the original anticipated training and placement goals were not met, what steps were taken to improve the program?
 - Demonstrate how you successfully managed the grant and successfully performed all phases of work under the previous or existing grant(s) by providing information on:
 - The balance of grant funds not drawn down (funds remaining);
 - Compliance with the work plan, schedule, terms and conditions, and timely reporting (*specifically* quarterly reports, financial status reports, ACRES, and any other required submittals); and
 - Success in implementing the goals of your EPA grant funds.

Ranking Criteria

3. Programmatic Capability (15 Total Points)



- **Subfactor 2 (for previous grantees): If you have ever received an EPA brownfields grant, please respond to the following:**
 - Describe the management system you will have in place to direct activities under the grant.
 - Describe your project manager and staff and their qualifications.
 - How will you retain project leadership or recruit qualified staff should employee turnover occur?
 - What systems do you have in place to acquire additional expertise and resources required to perform the proposed project?
 - If you intend to contract for the necessary expertise, what system will you use to acquire that contractor expertise?

Ranking Criteria

3. Programmatic Capability (15 Total Points)



- **Subfactor 3 (for previous grantees): If you have ever received an EPA brownfields grant, please respond to the following:**
 - Describe any adverse audit findings.
 - If you have had problems with the management of your brownfields grants or other grants (e.g., compliance reporting, expenditure of funds, etc.), describe how you corrected, or are correcting, the problems.



Note: In evaluating responses, EPA may consider relevant information from EPA files or from other federal grantors to verify or supplement information provided by the applicant.

Ranking Criteria

3. Programmatic Capability (15 Total Points)



- **Subfactor 1 (for new grantees): If you have never received an EPA brownfields grant, please respond to the following:**
 - Identify current and/or prior federally and non-federally funded assistance agreements (no more than five).
 - Describe your history of successfully managing these agreements.
 - Describe your history of complying with reporting requirements.
 - Describe your history of submitting final, acceptable reports.
 - Describe your history of reporting on progress toward achieving results expected under those agreements.
 - **Discuss ANY federal or non-federal grants you have received in the past!**



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

3. Programmatic Capability (15 Total Points)



- **Subfactor 2 (for new grantees): If you have never received an EPA brownfields grant, please respond to the following:**
 - Describe the management system you will have in place to direct activities under the grant.
 - Describe your project manager and staff and their qualifications.
 - How will you retain project leadership or recruit qualified staff should employee turnover occur?
 - What systems do you have in place to acquire additional expertise and resources required to perform the proposed project?
 - If you intend to contract for the necessary expertise, what system will you use to acquire that contractor expertise?

Ranking Criteria

3. Programmatic Capability (15 Total Points)



- **Subfactor 3 (for new grantees): If you have never received an EPA brownfields grant, please respond to the following:**
 - Describe any adverse audit findings for any previous grants.
 - If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems.



Note: In evaluating responses, EPA may consider relevant information from other federal grantors to verify or supplement information provided by the applicant.

Ranking Criteria

4. Institutional Capacity

(10 Total Points – 2 subfactors – 5 points each)



- **Subfactor 1: Tell us about your organization's or partners' experience in delivering an effective environmental job training program.**
 - Illustrate your experience working with minority, unemployed, and/or underemployed individuals within your targeted community.



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

Ranking Criteria

4. Institutional Capacity

(10 Total Points – 2 subfactors – 5 points each)



- **Subfactor 2: Provide information regarding your training provider's experience and success in delivering a job training program in the target community.**
 - If a provider has been selected, what criteria did you use to select this provider?
 - Please provide a letter of commitment from this provider.
 - 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?
 - What steps will you use to ensure the instructors have the necessary skills?

Ranking Criteria

5. Community Involvement and Employer Partnerships
(20 Total Points – 3 subfactors – 1st is 5 points, 2nd is 10 points, 3rd is 5 points)



- **Subfactor 1: Demonstrate that efforts have been made to collaborate with brownfields stakeholders in your targeted community.**
 - Stakeholders include local development organizations, environmental employers, other EPA Brownfields grantees, environmental and development contractors, and site owners.
 - Identify the specific entities in your area that have received prior EPA brownfields funding.
 - 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, attach letters of support indicating the commitments these organizations have made.

Ranking Criteria

5. Community Involvement and Employer Partnerships
(20 Total Points – 3 subfactors – 1st is 5 points, 2nd is 10 points, 3rd is 5 points)



- **Subfactor 2: Discuss your plan for involving the affected community (e.g., local community groups, Workforce Investment Boards, and academic institutions located in or near the brownfields community) in the proposed job training program.**
 - Explain any early steps you have taken to notify the community about your program, such as:
 - Conducting public hearings
 - Visual advertisements (posters, flyers, etc.)
 - Radio announcements
 - Have any partners committed to providing non-environmental training, such as GED attainment, life skills training, placement assistance, etc.?
 - If so, attach letters of support indicating the commitments these organizations have made.
 - To what extent will your program ensure trainees are job ready and have the pre-employment skills needed to secure full-time work?

Ranking Criteria

5. Community Involvement and Employer Partnerships
(20 Total Points – 3 subfactors – 1st is 5 points, 2nd is 10 points, 3rd is 5 points)



- **Subfactor 3: Have local employers and community-based organizations (e.g., local businesses, environmental contractors, labor unions, brownfield site owners) been involved in the development of your proposed job training program?**
 - If so, describe any components they have been involved in, such as:
 - Curriculum development
 - Advisory councils
 - Apprenticeships
 - Mentoring
 - Please provide letters of support illustrating these commitments.

Ranking Criteria

6. Budget/Resources

(15 Total Points – 2 subfactors – 1st 10 points, 2nd 5 points)



- **Subfactor 1: Is your budget clear, detailed, reasonable and appropriate? Do you include cost estimates for each of your proposed activities?**

- Include a short introduction before the budget chart outlining how you intend to spend the grant.
- Provide a budget in table format to identify tasks and costs associated with each task.
- After the budget chart, explain each of your tasks clearly and completely, including the basis for the estimated cost as well as the projected outputs where possible.
 - 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

6. Budget/Resources

(15 Total Points – 2 subfactors – 1st 10 points, 2nd 5 points)



- DO NOT include tasks for activities or costs that are ineligible uses of funds under EPA's grant.
 - Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement.
 - A list of prohibited uses of funds can be found in Appendix 1 of the FY2010 Job Training Grant Guidelines.
- Don't use acronyms like "CBOs"—spell them out.
- Allocate travel funds to attend the National Brownfields Conference and the Job Training All Grantee Meeting.
- **Make sure your budget table adds up and you provide a detailed narrative description/response that explains all costs!**

Ranking Criteria

7. Budget/Resources

(15 Total Points – 2 subfactors – 1st 10 points, 2nd 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	\$70,000			\$70,000
Supplies	\$30,000	\$3,000	\$3,000	\$36,000
Other (Please be specific)			\$6,000	\$6,000
Total EPA Funds	\$133,000	\$30,000	\$37,000	\$200,000
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

7. Budget/Resources

(15 Total Points – 2 subfactors – 1st 10 points, 2nd 5 points)



- **Subfactor 2: Did you demonstrate how you will leverage additional funds or in-kind services to carry out your project?**
 - Describe additional sources of internal/external funding already in place.
 - Show how EPA grant funds will be complimented by these additional funding sources or in-kind services (e.g., staff time, life skills training, pre-employment training, GED preparation, child care, academic enhancement, placement assistance, counseling, transportation assistance, etc.).
 - If you don't already have additional funding sources in place, indicate when and where you plan to look and the likelihood additional funding will be available!
 - Indicate how these additional funds will stimulate economic development after your program has ended.
 - Describe how your organization will manage this grant in light of the administrative cost prohibition.



Note: EPA does not require a funding match.

Attachments (20 page limit)



- A. Documentation of Applicant Eligibility**
- B. References**
- C. Training Program Outline**
- G. Milestones Schedule**
- I. General Support Letters**



Documentation of Applicant Eligibility



- Applicants that are not cities, counties, tribes, or states must provide documentation/evidence of current nonprofit status under federal, state, or tribal law, if applicable.
- Evidence of nonprofit status must be submitted at the time of application.



Documentation of nonprofit status will not count against the attachment page limitations.

Reference List



- **References: These organizations may be contacted by EPA during the evaluation process.**
 - Include a list with contact information, **NOT LETTERS**, from the following:
 - 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 (e.g., local businesses, environmental contractors, brownfield site owners, etc.)

General Tips for Application Preparation



- Read entire *NEW* Guidelines and follow directions.
- Get mentoring from prior grantees (listed at www.epa.gov/brownfields/pilot.htm#previous).
- 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.
- Avoid using acronyms and technical/organizational jargon.
- Follow Cover Letter outline (See Section 4 of the Guidelines).
- Use “white space” and obey the 18-page limit for the narrative proposal, the 2-page limit for the cover letter, and the 20-page limit for attachments. 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.
- Electronic submission (via e-mail) of applications is allowed (See Section 4 of the Guidelines).

General Tips for Application Preparation (continued...)



Create a Focused Plan and Show that You Know how to Implement It

- Too much information is not necessarily a good thing.
- Quality beats quantity.
- Do not restate the evaluation criteria.
- Respond clearly and directly to the questions in the guidelines (avoid unnecessary jargon).
- Although your responses may seem repetitious, you need to respond as many times as asked. Some reviewers may not always cross-reference responses.
- Address all criteria—if it doesn't apply, say so and briefly explain why. Address each element of the criteria separately.
- Create a game plan for each section in the application. Identify the number of questions presented in each subsection.
- Highlight key words that you will want to use in your response.
- Identify information that you will need to research or obtain to answer the questions.
- For pertinent sections, design the actual plan you will implement if you receive the EPA grant. Be realistic in your planning.
- Use your plan to answer the questions; a strong understanding of the concepts and well thought out plans will come through in your application.

Joe – the following bullet was included but we deleted it as it did not make sense.

Use presence text (e.g. not we will hold vs. held community meetings)

Application Submission – FY2010 [Tentative] Application Timeline



- December 1, 2009—Application Submission Deadline
- February 2010—Grants Announced (anticipated)
- Applications will not be accepted via grants.gov!



E-mailed applications sent to bfcompetition@epa.gov must be received by 11:59 p.m. Eastern Time on December 1, 2009. E-mail submissions exceeding 15 MB may experience transmission delays and should instead be sent via hard copy.

After Application Submission



- Threshold Criteria are evaluated by your EPA Region. You may be contacted to clarify information in your application.
- Programmatic Capability will be scored by the Region.
- National panels will convene and rank applications.
- The Office of Solid Waste and Emergency Response (OSWER) Assistant Administrator (i.e., the Selection Official) makes final determinations.

What To Do Now?



- Draft your application!
- Get letters of support.
- Hold a public meeting.
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your application!

EPA Regional Job Training Brownfields Team



- Region 1 – Kathleen Castagna (617) 918-1429 castagna.kathleen@epa.gov
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- Region 10 – Laura Caparros (206) 553-6378 caparros.laura@epa.gov

Presentation Materials in your Folder



- FY2010 Brownfields Job Training Grant Application Guidelines
- A Copy of Today's PowerPoint Presentation
- State Program Contact list

Web-based Resources



- **FY10 Job Training Application Guidelines** – [Update with Final JT Proposal Guidelines link]
- **FY10 Job Training Grant Frequently Asked Questions (FAQs)** – [Update with Final JT Grant FAQs link]
- **Headquarters Information on-line** – www.epa.gov/brownfields/job.htm
- **Job Training Report: “Improving Land and Lives: 10 Years of Investment in EPA’s Job Training Program”** – <http://www.epa.gov/brownfields/pdf/jtreport0408.pdf>
- **List of previous Brownfields Job Training Grant Recipients** – www.epa.gov/brownfields/pilot.htm#previous
- **List of existing and past EPA funded Brownfields Grant Recipients in your area** – www.epa.gov/brownfields/plocat.htm

Questions ?



Students Graduating from Tucson, Arizona's Job Training Program.

Good Luck!



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



After viewing the links to additional resources,
please complete our online feedback form.

Thank You

[Links to Additional Resources](#)

[Feedback Form](#)