

Frequently Asked Questions (FAQ's) for Fiscal Year (FY) 13 Environmental Workforce Development and Job Training Grants

<http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-13-03.pdf>

EPA prepared these Frequently Asked Questions and Answers to assist prospective applicants with preparing Environmental Workforce Development and Job Training grant proposals for the FY13 competition. Please review the FY 2013 proposal guidelines/Request for Proposals (RFP) published in February 2013 when preparing your proposal. If there is a conflict between the answer to a question and the statute, regulation, or the Guidelines, the statute, regulation or the Guidelines take precedence.

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I. Changes to the Guidelines – New to FY13

Q1. How have the Environmental Workforce Development and Job Training Grant Guidelines changed since the FY13 competition?

i. General Changes:

In FY13, EPA reduced the number of mandatory training requirements. The only required training in the FY13 guidelines is OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER). The applicant is still expected to provide additional training courses, but there is more flexibility to fit each training program to the labor market needs identified. Additionally, applicants that propose to deliver some, or all, training listed in items 1-6 in Section I.B. are more likely to receive funding preference.

In FY13, EPA added several additional examples of supplemental trainings that grant funds are eligible to provide under the grant announcement. The additional supplemental trainings include the following:

- Training in Freon removal or the removal of hazardous substances from white goods.
- Training in weatherization; Building Performance Institute (BPI) training; energy efficiency retrofitting; heating, ventilation, and air conditioning (HVAC); and energy auditing.
- Training in the use of compost and soil amendments and associated sampling, testing, and design considerations, and management techniques to support the assessment and cleanup of sites for urban agriculture and horticulture.
- Training in the assessment and cleanup of uranium mine tailings, or the cleanup of other mine-scarred lands.

In FY13, the Transmittal Letter page limit was increased from 2 to 3 pages in order to accommodate the threshold criteria, and the narrative proposal page limit was reduced from 18 to 15 pages.

In FY13 Appendix 3, Other Factors Checklist, was added.

Please pay careful attention to Section V.D of the Guidelines “Proposal Submission Information” and follow the instructions and formatting requirements for submitting your proposal.

<input type="checkbox"/> Transmittal Letter, which includes responses to threshold criteria (3-page limit) (see Section IV.C.2)	
<input type="checkbox"/> The Narrative Proposal, which includes responses to all 5 ranking criteria (15-page limit) (see Section IV.C.3)	
Attachments including: (15-page limit)	
<input type="checkbox"/> References List (see Section IV.C.4.2)	
<input type="checkbox"/> Milestones Description (see Section IV.C.4.3)	
<input type="checkbox"/> General letters of support from partners identified in your proposal (see Section IV.C.4. 5)	
<input type="checkbox"/> Other Factors Checklist (Appendix 3)	
<input type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section IV.C.4.1) <i>Note: This documentation will not count against page limitations.</i>	

ii. Changes to Threshold Criteria:

In FY13, EPA has made the following changes to the threshold criteria in the Guidelines:

- 1) The EPA will no longer require applicants to deliver all the mandatory training listed under last year’s RFP including: Underground Storage Tank Leak Prevention, Solid Waste Management, Innovative and Alternative Treatment Technologies, Wastewater Treatment, and specialized training in reducing exposures and promoting the health and safety of workers through chemical safety awareness. While all of these listed trainings remain eligible for inclusion in a training plan, they will no longer be required.
- 2) Each proposal must demonstrate that OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training will be incorporated into the proposed curriculum and be required of **all trainees** in the proposed program.
- 3) Responses to all six Threshold Criteria must be included in the Transmittal Letter.

II. General Guidelines and Application Process Questions

Q2. How do I get help in understanding and responding to the FY13 Environmental Workforce Development and Job Training Grant Guidelines?

A2. Applicants should review information at: <http://www.epa.gov/brownfields/job.htm>. EPA Regional Job Training Coordinators may provide pre-application assistance to individual applicants regarding threshold eligibility requirements only. Contact information for each EPA Regional Job Training Coordinator is provided in the guidelines/RFP in Section VII. Regional staff will not provide assistance to help applicants prepare their responses to ranking/evaluation criteria. Agency personnel will not review drafted proposals.

Q3. What does the Environmental Workforce Development and Job Training grant application process entail in FY13?

A3. The process for applying for an Environmental Workforce Development and Job Training

grant consists of submitting a single proposal as discussed in the FY13 Guidelines for Environmental Workforce Development and Job Training Grants (Guidelines) /Request for Proposals (RFP). The Guidelines can be found at <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-13-03.pdf>. EPA is asking eligible applicants to demonstrate that they meet threshold eligibility requirements, to respond to evaluation criteria that will be used to rank proposals and to provide pertinent attachments described in Section IV of the Guidelines. The closing date and time for submission of proposals is April 9, 2013, 11:59 p.m. EST. See Section IV.B. of the Guidelines for submission details.

The process for applying for the Brownfields Assessment, Revolving Loan Fund, and Cleanup grants, as well as other competitive grant opportunities offered through the Office of Solid Waste and Emergency Response (OSWER), are discussed in separate proposal guidelines from the Environmental Workforce Development and Job Training Program and are listed under a different Catalog for Federal Domestic Assistance (CFDA) number; 66.818. The Environmental Workforce Development and Job Training Grant Guidelines have one CFDA number – 66.815. For applicants submitting proposals through grants.gov, please reference CFDA 66.815.

Q4. How will my proposal be evaluated?

A4. Each proposal undergoes two stages of evaluation. In the first stage, EPA regional staff review the threshold criteria responses. Threshold criteria are evaluated on a pass/fail basis. If a response fails to meet any of the threshold criterion listed in Section III.B, the proposal will be disqualified from further consideration and the applicant will be notified within 15 business days of the determination. However, EPA regional representatives may seek clarification from an applicant regarding its response to a threshold criterion. Each proposal that passes all threshold criteria will then be evaluated on its responses to the evaluation criteria by a national review panel.

During the second stage of review, evaluation panels comprised of EPA headquarters and regional staff and representatives of other federal agencies will evaluate the ranking criteria outlined in Section V of the Proposal Guidelines. The evaluation panel will score each proposal's responses against the ranking criteria. Applicants should make every effort to respond to each and every criterion to the best of their ability, even if it doesn't apply. Scores on each ranking evaluation criterion will be totaled to determine the panel's recommended proposal rankings. EPA will not seek clarification of responses to any ranking evaluation criteria.

Under the Small Business Liability Relief and Brownfields Revitalization Act, the highest ranked proposals will be recommended for funding. In making final selection recommendations, EPA's Selection Official may then consider the following other factors if, and as, appropriate. The Other factors for this solicitation are listed in the proposal guidelines and include:

- Applicant's target area contains a recent (2007 or later) manufacturing plant closure, including auto plant closure, or other significant economic disruptions. To be considered, applicant must identify here the timeframe and name of the plant recently closed and jobs

lost, or reason for other significant economic disruption within the target area: _____

- Applicant's target area will serve a "micro" community (a community with a population of 10,000 or less) or rural community (a community with a population of 20,000 or less) and is not located within a Metropolitan Statistical Area. Indicate whether the area served is a micro community or rural community: _____
- Applicant has never received an EPA Environmental Workforce Development and Job Training Grant or Brownfields Job Training Grant;
- Applicant is, or applicant will serve, a federally recognized Indian Tribe or United States Territory;
- Applicant's target area has been affected by recent (2005 or later) natural disaster(s). To be considered, applicant must identify here the timeframe and type of natural disaster(s) that occurred: _____
- Applicant is proposing to deliver training beyond brownfields hazardous waste, including: wastewater/water quality, underground storage tank removal, Superfund/innovative and alternative treatment technologies, solid waste, emergency response, or enhanced chemical safety related training.
- Applicant is a recipient of a HUD/DOT/EPA Partnership for Sustainable Communities (PSC) grant and the proposed target area includes the same area served through the PSC funding;
- Applicant proposes to serve an area designated as a federal, state or local Empowerment Zone or Renewal Community;
- Applicants define their target area as an environmental justice community – a community that bears a disproportionate impact of environmental contamination or faces adversely high cumulative environmental impacts. Specify the reasoning behind your classification of the community as an environmental justice community, including quantitative data on the percent of low-income and/or minority individuals and the corresponding cumulative environmental health impacts in the community;
- Applicant is seeking to serve veterans.

Q5. What is the maximum amount of money that an applicant may be awarded?

A5. Under the Guidelines/RFP, an eligible applicant may apply for up to \$200,000 per grant. However, EPA reserves the right to fund successful proposals at lower amounts depending upon the availability of EPA funds, applicant's access to other funding sources, quality of the applicant's proposal, and community need. The project period for Environmental Workforce Development and Job Training grants is up to three years. Actual funding is dependent upon the availability of funds through the Federal budget process and the EPA reserves the right to partially fund or make no awards at all.

In FY13, EPA anticipates awarding approximately 12 Environmental Workforce Development and Job Training grants at a total of \$2.4 million.

Q6. Why does EPA discourage binders and color printing?

A6. Each proposal is photocopied and distributed to members of the National Review Panel. Graphics, binders, charts, color copies, etc., do not photocopy well and may distort information submitted for reproduction.

Q7. What are the important deadlines?

<i>April 9, 2013</i>	<i>Deadline for submission of proposals to EPA</i>
<i>Late-April 2013</i>	<i>Applicants who failed to meet “Threshold Criteria” are notified</i>
<i>June 2013</i>	<i>Anticipated announcement of grant selections</i>
<i>August 2013</i>	<i>Grants are awarded; budget and project periods begin</i>

Q8. Would my application be looked upon less favorably if my organization has never received any type of Federal or non-federal financial assistance?

A8. No. If you have never received any type of federal or non-federal financial assistance, you must indicate this in the programmatic capability section of your proposal to receive a neutral score for this subcriterion (6 points). Failure to respond to this criterion will result in a score of zero. If you have received non-federal funding, such as funding from a foundation, this can still improve your scoring on this criterion and the national review panel will take this into consideration. So, make sure to include information related to whether you have received non-federal sources of funding and indicate your experience in managing financial funds in general to improve your score on this criterion.

Q9. How can I demonstrate my program is not duplicative of other federally funded environmental job training programs?

A9. Applicants must demonstrate that the proposed training project does not duplicate other Federally-funded programs for environmental job training in your target community. Some examples of types of duplicative training might include:

- *National Institute of Environmental Health Sciences (NIEHS) hazardous waste worker training programs (HWWTP) and Minority Worker Training Programs (MWTP). NIEHS maintains a list of their worker training grantees on their web site, <http://www.niehs.nih.gov/wetp>. If you are listed on this website as a recipient, you must demonstrate how services under this proposed project will complement, but not duplicate existing federal job training activities in your targeted service area (i.e., different target*

audience, such as an age group, type of training to be delivered or certifications to be earned, etc). Applicants must undergo similar analyses for other federally funded environmental job training programs serving the area or community(ies) in their application.

- *The U.S. Department of Labor's (DOL) Employment and Training Administration (ETA) Green Jobs Innovation Fund (GJIF) seeks to increase the number of individuals completing training programs who receive industry-recognized credentials and to increase the number of individuals completing training programs for employment in green jobs. ETA has funded organizations with existing career training programs to provide technical and basic skills training that lead to green job opportunities.*

For a full listing of the DOL's Employment and Administration's grant recipients, including ARRA funded Pathways Out of Poverty environmental training grantees, visit <http://www.doleta.gov/grants/2011grants.cfm>

- *The U.S. Department of Energy's Weatherization Assistance Program has funded the new Weatherization Innovation Pilot Program to accelerate innovations in whole-house weatherization. This competitive funding can include the private sector, colleges or universities, utility companies, non-profit organizations, or existing weatherization providers.*

For more information on this and other DOE environmental job training programs and recipients, visit <http://www1.eere.energy.gov/wip/financial.html>

The EPA will also conduct duplication screening internally with other EPA offices and federal partners.

Q10. What are examples of eligible uses of funds under this grant opportunity?

A10. Some example types of training supported under this grant opportunity are included directly in the RFP. However, additional eligible uses of funds, including training, under this competitive grant opportunity may include:

- *Training in Freon removal or the removal of hazardous substances from white goods.*
- *Training in weatherization; Building Performance Institute (BPI) training; energy efficiency retrofitting; heating, ventilation, and air conditioning (HVAC); and energy auditing.*
- *Training in the use of compost and soil amendments and associated sampling, testing, and design considerations, and management techniques to support the assessment and cleanup of sites for urban agriculture and horticulture.*
- *Training participants in planning and conducting ecological restoration of contaminated land, including general botanical classes or introductory horticultural classes related to land and stream restoration or indigenous species re-vegetation; landscaping; and soil science.*

- *Training in building trades related to constructing beams, caps, synthetic barriers, pumping facilities, and similar structures to remediate contamination.*
- *Training in vapor intrusion testing and mitigation.*
- *Personnel costs for instructors to conduct training, fringe benefits, and/or personnel costs for tasks associated with programmatic reporting requirements.*
- *Costs for screening and placement of individuals in the training program.*
- *Costs for training materials and work gear associated with the training curriculum.*
- *Development and refinement of existing curricula for training.*
- *Training participants in the use of techniques and methods for cleanup of hazardous substances, petroleum, and pollutants, such as training in asbestos abatement, lead abatement, lead renovation, repair, and painting (RRP), mold remediation, and cleaning up sites contaminated by the manufacturing of illegal drugs (e.g., methamphetamine labs), abandoned gas stations, or mine-scarred lands.*
- *Implementing job development outreach activities directed toward engaging prospective employers to be involved in the job training program and to hire graduates.*
- *Training residents in the preparation of contaminated sites for water or storm water management systems, low-impact development (LID), and Leadership in Energy and Environmental Design (LEED).*
- *Training that promotes safe work practices to reduce exposures to chemicals, including promotion of safer chemical products, engineering controls such as well-designed ventilation to promote air exchange, use of correct personal protective equipment including respiratory protection, gloves, goggles, or coveralls, isolation of work areas, safe storage and handling of chemicals, promoting sanitation and hygiene, and prevention of spills and proper waste disposal. These general worker protection methods have been well-established and are important to consider in any work environment (homes, schools, commercial buildings, clean-up sites, or traditional industrial facilities where chemical exposures are possible).*
- *Training in national historic preservation and tribal historic preservation regulations associated with cleanup projects.*
- *Insurance a trainee needs to participate in the job training program.*
- *Training participants to conduct chemical inventories, inspect and recommend proper chemical storage, safely handle chemicals and oversee removal of dangerous, unlabeled, and unnecessary chemicals.*
- *Training in site surveying, mapping, computer-aided design and drafting (CADD), and geographic information systems (GIS).*

Note: This list is not exhaustive and applicants may propose other types of training related to the statutory authorities cited in the RFP.

Q11. Are stipends or scholarships an eligible use of grant funds under this program?

A11. Stipends for students, including on-the-job training costs, or scholarship funds to support students' enrollment in college courses are not eligible under this grant opportunity.

However, costs associated with eligible participant support costs, including transportation costs associated with transporting trainees to site visits during training or for trainees to get to and from class are eligible.

Q12. How does an applicant ensure that all uses of EPA funds are eligible?

A12. Applicants must carefully review the guidelines to ensure that the activities included in their application are consistent with the guidelines. (Please see Appendix 1 in Guidelines “Prohibitions on Use of Funds” and Section I.B. on “Use of Grant Funds” for additional information). Please note that due to the administrative cost prohibition, indirect costs are not eligible. EPA also encourages applicants to carefully review the OMB Cost Principles applicable to their organization (e.g. OMB Circular A-122 for non profit organizations). Please contact the appropriate Regional Job Training Coordinator in Section VII of the Proposal Guidelines for specific questions on eligible uses of funds.

Q13. If my organization is successful in obtaining EPA funding, can we charge the costs we incurred for a consultant to prepare our grant proposal?

A13. No. Costs for preparing proposals are an unallowable administrative cost. Additionally, all consultant services funded under the grant (once awarded) must go through a competitive selection process, as described in the Procurement Standards at 40 CFR Part 30.40-30.48 or 40 CFR 31.36, as applicable.

Q14. Will EPA fund pre-award costs?

A14. Yes, to the extent allowed by 40 CFR 30.25(f)(1) and EPA policies implementing 40 CFR 31.23 and OMB Circular A-87 (now 2 CFR Part 225) Appendix B, Item 31. Successful applicants may incur pre-award costs up to 90 days before award without prior EPA approval provided:

- 1. The applicant includes the pre-award costs in its proposal;*
- 2. EPA agrees that the costs are eligible and allowable when the Agency approves the scope of work for the grant; and*
- 3. Any procurement contracts that are funded with pre-award costs comply with the competitive Procurement Standards at 40 CFR Part 30 or 40 CFR 31.36 as applicable.*

*Please note an applicant must obtain prior EPA approval to incur pre-award costs more than 90 days before award. Also, **applicants incur pre-award at their own risk and EPA is under no obligation to reimburse applicants for pre-award costs if the applicant does not receive an award or if the amount of the award is less than the applicant anticipates.***

III. Applicant Eligibility

Q15. Who is eligible to apply for an Environmental Workforce Development and Job Training grant?

*A15. Applicants must be either eligible **governmental entities** as defined in CERCLA Section 104(k)(1) or eligible **nonprofit organizations** as defined in Public Law 106-107, the Federal Financial Assistance Management Improvement Act.*

Eligible governmental entities include a general purpose local unit of government; a land clearance authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of government; a governmental entity created by a state legislature; a regional council or group of general purpose units of local government; a redevelopment agency that is chartered or otherwise sanctioned by a state; a state; an Indian Tribe (other than in Alaska), or an Alaskan Native Regional Corporation and an Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following); and the Metlakatla Indian Community. EPA welcomes and encourages proposals from coalitions of such entities, but a single eligible entity must be identified as the legal recipient. Intertribal consortia, except consortia comprised of ineligible Alaskan tribes, are eligible to apply as well.

*Eligible nonprofit organizations include any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. Workforce Investment Boards that meet these criteria may be eligible nonprofit organizations. Public and nonprofit private educational institutions are eligible to apply. However, 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 are **not** eligible to apply.*

For-profit or proprietary training organizations or trade schools are not eligible to apply. Nonprofit applicants must provide proof of their nonprofit status at the time the proposal is submitted.

See Section III.A of the Guidelines for additional information.

Q16. Can an applicant submit more than one proposal and serve different communities through each proposal?

A16. Yes. An applicant may submit several proposals and propose to serve differing communities. In light of the fact that many training organizations and nonprofits have satellite

offices, are national in scope, and exhibit the capacity to train in many communities, the EPA will allow an applicant to submit several proposals. However, the Selection Official will consider the geographic distribution of funds and the distribution of funds among differing organizations and fair distribution of funds between new applicants and previous job training grant recipients.

Q17. Can a non-profit organization or eligible governmental applicant submit a joint application in partnership with a for-profit organization?

A17. No. EPA awards Environmental Workforce Development and Job Training grant funds to a single eligible applicant. Successful applicants may subgrant to eligible entities or may contract for necessary goods and services with for-profit organizations under competitive procurement procedures as required by EPA grant regulations at 40 CFR Part 30 or 40 CFR Part 31, as applicable.

Q18. We live in a community with a large number of dislocated workers and would like to focus our recruitment and training efforts on this population. Is this eligible?

A18. Yes, applicants may use a portion of their grant funding to target unemployed dislocated workers. However, the grant funding should be used to target residents of solid or hazardous waste impacted communities who have been historically affected by pollution, disinvestment, and sites in their community. Thus, applicants should focus on recruiting from the affected community listed in the proposal. Additionally, while a portion of the grant funds may be used to train dislocated workers or provide refresher training, in HAZWOPER for example, the core training program should focus on those who have little or no advanced education, work experience, or who have significant barriers to employment, and are unemployed or severely under-employed. Traditionally, grant funds have focused on training unemployed individuals who are low-income, minority, or tribal residents. Applicants who are providing dislocated workers refresher training or single environmental certifications must ensure these workers have adequate health and safety training since they will not receive the full training.

V. Training Program Structure

Q19. What training is required?

A19. The only required training in the FY13 guidelines is OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER). In addition to brownfields hazardous waste training, applicants may choose to deliver a variety of environmental training listed in items 1-6. Training may include none of the items in 1-6, or multiple items. Please note that applicants have the option to deliver all of the training listed in items 1-6, either at awareness levels or advanced levels. Applicants must indicate the type of

training and at what level the training will be delivered in their transmittal letter. See Section I.B. of the Proposal Guidelines for additional information.

Q20. What is the average number of persons trained through a training cycle?

A20. In past EWDJT reporting, 20-24 appears to be the average number of persons trained during each cycle. This is usually due to the maximum number of trainees that can be accommodated in a classroom setting. This number also fluctuates depending on if the training program is located in an urban versus rural geographic setting where there may be a large number of persons seeking training or not. While EPA does not set requirements on the number of individuals to enter and complete training, EPA encourages applicants to train the maximum number of persons possible. Different grantees will also have varying numbers of persons entering training based on the intensity and comprehensiveness of the curriculum, the number of certifications to be earned, and the varying costs of delivering training, etc.

Q21. What is the average number of training cycles delivered under a grant?

A21. In past EWDJT reporting, 2-3 training cycles per year appears to be the average number of training cycles offered. This number can fluctuate depending on the curriculum being offered as it correlates to available employment. While EPA does not set requirements on the number of training cycles that must be offered, EPA encourages applicants to offer training as often as possible. Different applicants will also have a varying number of cycles based on the schedule which the cycles are offered (days, nights/weekends, etc.)

Note: EPA strongly encourages applicants to focus the third, and final, year of their project period on placement, tracking of graduates, and reporting these results to EPA. Thus, it is assumed the last cycle of training will be concluded by the end of year two.

Q22: Does EPA require grantees/applicants to have a set training curriculum?

A22: No. However EPA does require training in OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) as outlined in Section III.C of the Threshold Criteria.

Please note: EPA encourages grantees to have multi-faceted curricula and offer diversified training in order to assist graduates with obtaining sustainable, full-time employment in various environmental and cleanup activities. This is important given the nature of contractual short-term remediation work, seasonal hiring in the environmental and remediation fields, and for individuals who may be entering the workforce for the first time.

Q23. What are some things to consider when designing a curriculum?

A23. The goal of the Environmental Workforce Development and Job training Grant is to help its participants develop the skills and certifications needed to secure full-time careers in the environmental and remediation fields. Your proposed training curriculum must link to the local labor requirements of your target community in order to secure employment for program participants. Before deciding what types of training to offer, use results of employer queries and discussions conducted in your community and research labor market assessment information to help you forecast employment opportunities in the future. Also, try to obtain direct commitments to hire from employers in your community who are looking for the certifications and skills delivered through the proposed training.

Q24. Where can I find information about certified instructors who can deliver the needed training we are proposing?

A24. The EPA does not provide this information and does not endorse specific instructors or training organizations. However, several EPA programs do provide databases of certified instructors who can deliver the required training.

- i. EPA's Lead Program provides a database of certified instructors who can deliver the new lead renovation, repair, and painting (RRP) training at:
<http://www.epa.gov/getleadsafe/>*
- ii. For wastewater training, EPA encourages you to contact your state wastewater operator certification coordinator who may be able to assist you in locating instructors that are familiar with your state's operator certification requirements. State operator certification program contact information can be found at the Association of Boards of Certification's website -
http://www.abccert.org/certification_contacts/default.asp.*

VI. Community and Employer Partnerships

Q25. Am I required to inform the target community of my intention to apply for an Environmental Workforce Development and Job Training grant before or during the preparation of my proposal?

A25. While the EPA does not require applicants to notify or involve the community during the development of the program and proposal, applicants may improve their score by working with the community and conducting ongoing community involvement. Employers, workforce investment boards, community colleges, and community-based organizations provide critical partnerships needed to deliver a successful training program – especially in light of the fact that grant funds may not be used to provide life skills training or social services which can be leveraged through these partnerships.

Q26. How can I get the target community involved in my proposed training?

A26. To engage your target community in the proposed training program, try to participate in events or activities already scheduled in your target community (e.g. town hall meetings, neighborhood advisory council meetings, church functions, etc). Be prepared to make an announcement or distribute flyers with information about your proposed training program. Another good idea would be to have a draft of your proposal available at the city's webpage or public library and encourage the community to provide comments.

Q27. What type of roles might community-based organizations play in my proposed training?

A27. Community-based organizations can help you provide the non-environmental training (not covered under this grant) that may be required to help participants retain employment. Community-based organizations can play a number of valuable supporting roles including (but not limited to):

- *Educational: offering GED classes, life skills training, recruitment assistance in the target community, and*
- *In-Kind contributions: staff time, supplies, transportation, daycare services, equipment required for training, or providing a facility to host events or training.*

Q28. How do I get potential employers from my target community involved in my proposed training program?

A28. An essential part of any successful job training program is the involvement and participation of employers. After potential employers become aware of your proposed training program, encourage them to help in the design and delivery of your training program by:

- *Inviting them to be part of your steering committee,*
- *Helping with the design and development of the training curriculum,*
- *Agreeing to provide on-the-job training or internships to trainees,*
- *Providing resources to support training such as equipment, and*
- *Providing mentoring to trainees.*

Applicants are encouraged to discuss their efforts to engage the employer community in their responses to the appropriate ranking criteria.

Q29. Where can I find information on other Environmental Job Training Programs and receive assistance in developing my proposal?

A29. For more information on environmental job training programs, please visit the Hazardous Materials and Research Training Institute's (HMTRI) website at: <http://www.hmtri.org> or <http://brownfields-toolbox.org>. HMTRI, through a cooperative agreement with the US EPA, also provides technical assistance to existing grantees and prospective environmental workforce development and job training applicants through their Professional Learning Community (PLC). Please contact Glo Hanne at ghanne@eicc.edu to register.

Applicants may also find more information on environmental health and safety training at the National Institute of Environmental Health Science's (NIEHS) Worker Education and Training Program website at: <http://www.niehs.nih.gov/careers/hazmat>.

The Technical Assistance to Brownfields (TAB) Communities grantees can also provide technical assistance to prospective applicants interested in submitting a proposal for an environmental workforce development and job training grant. For a listing of these organizations and contact information, visit: <http://epa.gov/brownfields/tools/index.htm#tab>.