

We'll get started in just a few minutes...

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Environmental Workforce Development and Job Training

Understanding the FY17 Guidelines



Region 9, Navajo Nation EWDJT

EPA Office of Brownfields and Land Revitalization

January 10th and 12th, 2017

Agenda

- **History and Background**
- **Overview**
 - Use of Grant Funds
- **Grant Process**
 - Getting Started
 - Proposal Content
 - Transmittal Letter
 - Narrative Proposal
 - Attachments
- **Next Steps**
- **Regional Contacts**
- **Resources**



Absentee Shawnee Tribe Brownfields Job Training Program

History and Background

January 1995: EPA announces the first Brownfields Pilots

- Reflecting EPA's growing concern for "environmental equity," later known as environmental justice issues
- Lesson learned: Communities surrounding these brownfields were not benefitting from the job opportunities created by their assessment and cleanup
 - Lack of environmental training among local workforces

1998: EPA awards its first 11 Brownfields Job Training Pilots to entities including cities, community colleges, universities, and non-profits.

June 2001: The number of Brownfields Job Training Program graduates reaches 1,000.

As of January 2017: Over 15,900 individuals have completed training and over 11,650 obtained employment in the environmental field, with an average starting wage of over \$14 an hour.

- Cumulative placement rate since inception= 73%

Overview

The Environmental Workforce Development and Job Training program is designed to:

- Recruit, train, and place unemployed and under-employed residents from communities impacted by brownfields
- Further environmental justice (EJ) by ensuring that residents living these communities benefit from the revitalization and environmental cleanup of brownfields
- Help graduates develop wider skill sets that improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, including water quality improvement and chemical safety

Overview

Environmental Workforce Development and Job Training program requirements:

- Must target unemployed and under-employed individuals that are residents living in or near an area adversely impacted by the presence of Brownfields or other EPA-funded projects
- Must be an eligible entity
- Must not duplicate other federally funded environmental job training programs
- Must provide OSHA 29 CFR 1910.120 40-Hour Hazardous Waste Operations and Emergency Response to all trainees
- Must meet all other threshold criteria as outlined in Section III.C of the RFP

Overview

Under this funding opportunity:

- Applicants can apply for up to \$200,000
- Total estimated funding for FY17 is \$3 million
- Typical project period for these grants is three years:
 - Year 1: recruitment and screening/beginning of training
 - Year 2: continued recruitment and screening/continuation and conclusion of training
 - Year 3: placement and tracking of graduates and reporting results to EPA




Region 9, Los Angeles Conservation Corps HAZWOPER Training

Overview: Use of Grant Funds

In addition to Brownfields hazardous waste training, grantees may use funds for:


- Solid waste management or cleanup training
- Superfund site cleanup training, including innovative and alternative treatment alternatives
- Wastewater treatment and/or stormwater management training
- Emergency response training
- Enhanced environmental health and safety and/or chemical safety training
- Integrated Pest Management (IPM) training

 **Note:** All the above training can be delivered at awareness, intermediate, or advanced levels. Expanded descriptions of these trainings are available in the FY2017 RFP

Overview: Use of Grant Funds

Additional eligible uses of grant funds :

- Personnel costs for instructors to conduct training, fringe benefits, and/or tasks associated with programmatic reporting requirements
- Costs for screening and placement of students
- Cost for training materials and work gear associated with the training curriculum
- Outreach activities directed toward engaging prospective employers to be involved in the job training program and to hire graduates

 **Note:** Section I.C of the RFP provides a list of additional types of supplemental training that are eligible uses of grant funds

Overview: Use of Grant Funds

Grant funds may NOT be used for:

- Training in general construction skills and trades
- Life skills education activities, such as resume writing, remedial math and reading classes, interview skills, etc.
 - EPA encourages applicants to leverage this training through outside funding
- Stipends for students, administrative costs, or indirect costs



Note: Section I.D. of the RFP provides a more illustrative list of grants funds

Grant Process - Getting Started

Registration through [Grants.gov](https://www.grants.gov) as an Organization

1. Obtain a DUNS number (up to 30 days)


- Call 1-866-705-5711 or visit <http://fedgov.dnb.com/webform>

2. Register with SAM (takes 7-10 business days; an additional 2 weeks to acquire an EIN)

- Visit www.sam.gov
- You will need the authorizing official of your organization and an Employer Identification Number (EIN)

3. Create Username and Password on [Grants.gov](https://www.grants.gov) (same day)

- Create your username and password (you will need to use your organization's DUNS number)

 **Note:** Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles.

Grant Process - Getting Started

Registration through [Grants.gov](https://www.grants.gov) as an Organization

4. Authorize the AOR (same day, depending on your EBiz POC)

- Request approval, then your organization's EBiz POC must log in and confirm you as an AOR
- For more information, please visit:
 - <http://www.grants.gov/web/grants/applicants/organization-registration.html>

Note: It is highly recommended to begin the registration process as soon as possible, if not well before the submission deadline to ensure your ability to submit your proposal on time. This process can take at least 2 weeks if not more.



Grant Process - Getting Started

- **Submission through [Grants.gov](https://www.grants.gov)**
 - **Proposals are due by 11:59 pm ET on February 24, 2017**
 - For helpful information regarding [grants.gov](https://www.grants.gov) please reference [our tip sheet](#)
- **[Grants.gov](#) Help Desk 24/7**
 - 1-800-518-4726
- **Tips for Submitting through [Grants.gov](https://www.grants.gov)**
 - <https://www.epa.gov/brownfields/fy2017-ewdjt-documents>



Region 4 – Durham, NC EWDJT
Lead Abatement Exercise

Grant Process - Proposal Content

All proposals must conform to the following outline:

- Transmittal Letter (3 page limit)
- Narrative Proposal (15 page limit)
- Attachments (15 page limit)

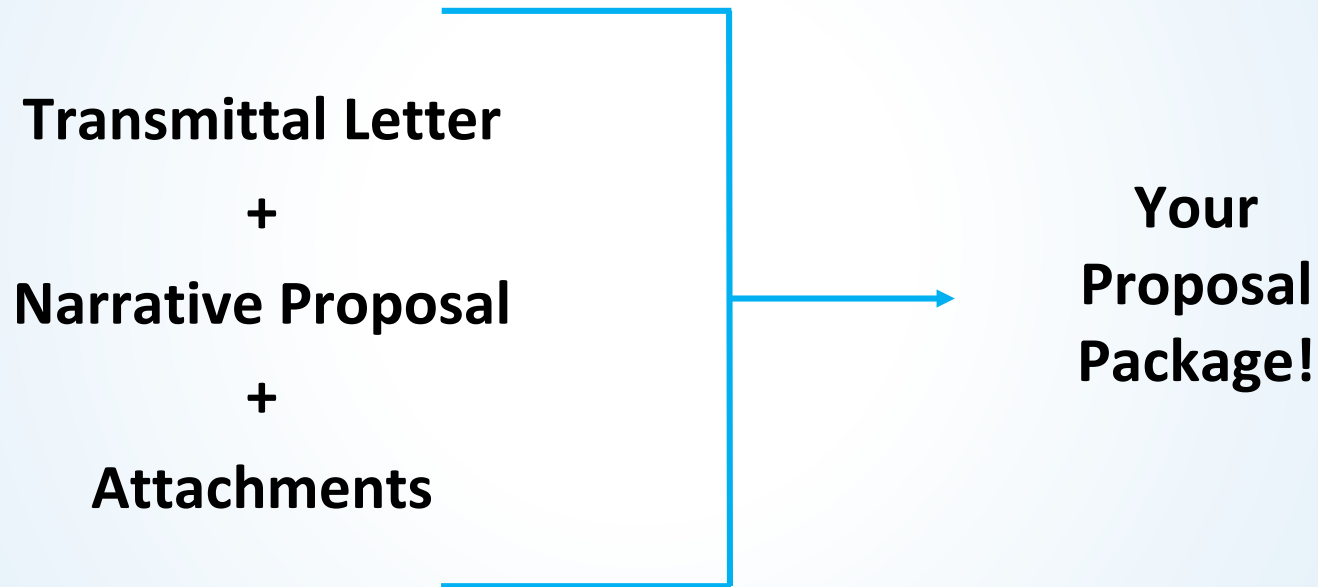
All pages exceeding the page limit will not be reviewed

- 8 ½ x 11 inches paper size, 12 point font, 1 inch margins



Region 2, NYC Fortune Society Guest Lecturer

Grant Process - Proposal Content



Grant Process - Proposal Content



Grant Process - Proposal Content

Transmittal Letter

Applicant Identification

- Name and address of entity applying for funds
- Applicant's DUNS number

Responses to Threshold Criteria

- Applicant Eligibility
- Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs
- Required HAZWOPER Training
- Federal Funds Requested/Funding Amount
- Substantial Conformity with instructions and Format Requirements
- Training Curriculum Chart Indicating the Cost of Each Course
- Target Area and Proposal Submission Requirement
- Submission of Proposals

Grant Process - Proposal Content

Transmittal Letter

Grant type

- “Environmental Workforce Development and Job Training Grant”

Location

- The community, or communities, you are proposing to serve

Contacts

- **Project Director** → Name, phone/fax numbers, email, mailing address
- **Chief Executive** → Name, phone/fax numbers, email, mailing address

Date Submitted

- Date submitted through [grants.gov](https://www.grants.gov)

Grant Process - Proposal Content

Transmittal Letter

Project Period

- Must not exceed three years

Population

- Provide the general population of your defined target community
- Tribes must provide the number of tribal/non-tribal members affected

Training

- What courses you plan to offer and at what level, when applicable



Region 10, KC Davenport Clean Up

Grant Process - Proposal Content

Transmittal Letter: Threshold Criteria



BEWARE:

Failing Threshold Criteria means your proposal will not move forward

Grant Process - Proposal Content

Transmittal Letter: Threshold Criteria



Threshold criteria are evaluated on a pass/fail basis



1. Applicant Eligibility

- City, county, state, tribe, other general purpose unit of local government (see Section III.A of RFP)
- Regional council
- Workforce Investment Board or One-Stop Center
- Nonprofit organization
- Redevelopment agencies
- Colleges and universities, including Minority Academic Institutions

- You are **NOT** eligible to apply if:
 - For-profit or proprietary organization or trade school
 - You received EWDJT grant funds under the FY16 competition

Grant Process - Proposal Content

Transmittal Letter: Threshold Criteria

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

- EPA's Superfund Job Training Initiative (SuperJTI)
- EPA's Environmental Justice Small Grants program
- EPA's Surveys, Studies, Investigations, Training, and Special Purpose Activities Relating to Environmental Justice grants program
- National Institute of Environmental Health Sciences (NIEHS) Hazardous Waste Worker Training programs
- Department of Labor (DOL) grant funds
- Other Federally-funded Environmental Training Programs



Demonstrate that your projects does not duplicate, but compliments other federally funded environmental projects in your targeted area

Grant Process - Proposal Content

Transmittal Letter: Threshold Criteria

3. Required HAZWOPER Training

- All curricula must provide 40-hour HAZWOPER to their trainees
- Indicate that you have integrated HAZWOPER into your program and that **all** students will be required to complete it

4. Federal Funds Requested/Funding Amount

- Indicate your requested funding amount (must not exceed \$200,000)

5. Substantial Conformity

- Indicate that you have conformed with the formatting requirements set forth in Section IV of the RFP

Grant Process - Proposal Content

Transmittal Letter: Threshold Criteria

6. Training Curriculum Indicating the Cost of Each Course

- Indicate that you have included a training curriculum chart in your narrative proposal
 - This chart lists each training course and it's associated cost percentage

Sample Training Program Table Format

Course Name	Level of Training	Type of Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

7. Target Area and Proposal Submission

- Indicate what community you propose to serve

8. Submission of Proposals

- Proposals must be submitted through grants.gov by 11:59 p.m. ET on February 24, 2017

Grant Process - Proposal Content



Grant Process - Proposal Content

Narrative Proposal

The Narrative Proposal includes:

- **Responses to all 7 ranking criteria**
 - Community Need
 - Training Program Description
 - Budget
 - Program Structure, Anticipated Outputs and Outcomes
 - Programmatic Capability
 - Community and Employer Partnerships
 - Leveraging
- **Training curriculum chart, budget chart, and budget narrative**
- **Clear, concise, and address all ranking criteria**
 - Must include the criteria number and title



The narrative proposal must not exceed 15 pages

Grant Process - Proposal Content

Narrative Proposal: Ranking Criteria

1. Community Need

A. Community Description (10 pts)

- Population, unemployment, poverty rate, percent minority, per capita income, etc.
- Challenges in the community, environmental justice concerns

Sample Format for Demographic Information

	Target Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population:				314,107,084 ¹
Unemployment:				5.0% ²
Poverty Rate:				15.6 % ³
Percent Minority:				37.2% ¹
Median Household Income:				\$53,482 ³
Other:				

B. Labor Market Demand (10 points)

- Explain methods and results of recent labor market assessments and employer surveys
- Demand for skilled environmental professionals with certifications

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

2. Training Program Description (10 pts)

- Provide a detailed description of your proposed training program
 - How the proposed curriculum is comprehensive, realistic, and detailed
 - How courses offered and certifications graduates can earn ensure employment and apply to the hiring needs of your community
 - Indicate if courses are offered to all students or are specific to separate training tracks
 - How the execution of your training program will incorporate sustainable practices

Sample Training Program Table Format

Course Name	Level of Training	Type of Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

3. Budget (6 pts)

- **Budget table**
 - Tasks EPA funding will be used for
- **Narrative of task details, basis for estimated costs, and projected outputs**
- **Make sure your budget table adds up to the total requested amount of funding, courses have cost estimates and associated percentage of entire budget**

Project Funding	Project Tasks				Total
	Outreach and Recruitment	Instruction/Training	Program Management	Placement and Tracking	
Personnel					
Fringe benefits					
Travel					
Contractual					
Supplies					
Other (Please be specific)					
Total EPA Funds					

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

4. Program Structure/Anticipated Outputs and Outcomes

A. Outcomes and Outputs (5 pts)

- Discuss how you will evaluate progress towards achieving outputs and outcomes

Overall # of Participants Enrolled in Program	# of Graduates Completing Program	# of Graduates Placed in Environmental Positions	# of Graduates Not Placed but Pursuing Further Education

B. Recruitment and Screening (4 pts)

- Plan to recruit students and market your EWDJT program
- Screen, retention, and attrition strategies and processes in your program

C. Program Support (4 pts)

- Job search support and resources
- Extent your organization will assist with initial job placement
- Extent and for how long your organization will track graduates
- Extent your organization will utilize federal and local hiring incentives

D. Program Sustainability (2 pts)

- Plan for sustaining and continuing your environmental job training program once EPA funds have been exhausted

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

5. Programmatic Capability

A. Grant Management System (4 pts)

- System you have in place to direct activities under the grant
 - Brief description of your project manager and staff and a discussion of the qualifications and experience

B. Organizational Experience (8 pts)

- Discuss your organization's experience in:
 - Working with the community you propose to serve
 - Environmental training related to your proposed curriculum
 - Experience delivering employment and training programs, if applicable

C. Audit Findings (2 pts)

- Describe any adverse audit findings
 - If you have had problems with the administration of any grants, please describe how you have corrected, or are correcting, the problems.

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

5. Programmatic Capability

D. Past Performance and Accomplishments (6 pts)

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

Sample Accomplishments Data						
Grant #	Project Period	Funds Expended	# of Participants Trained	# of Participants Placed	% placed in full-time employment	Data Updated in ACRES (Yes/No)
JT-66721889	10/01/2011 – 9/30/2014	\$183,264	80	70	88%	Yes
JT-85765439	10/01/2003 – 9/30/2005	\$200,000	78	72	92%	Yes

- No Prior EWDJT funds, but other federal/non-federal assistance agreements
 - Identify current and/or prior funded assistance agreements
 - Describe your history of successfully managing these agreements



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

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

6. Community and Employer Partnerships

A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects (6 pts)

- Brownfields grantees
- Superfund site cleanup contractors
- EPA-funded state or tribal regulated corrective action or landfill closure projects
- recycling facility operators
- personnel from city-operated wastewater treatment facilities in your community

B. Community Partnership Building (8 pts)

- Plan for involving the affected community in your proposed job training program
 - Public comment sessions
- Partners that will offer non-environmental training
- Commitment and support letters from partner organizations

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

6. Community and Employer Partnerships

C. Employer Involvement (12 pts)

- Employer community involvement in the development of proposed job training program
- Special efforts taken to involve employers
- Letters of support



Region 10, The Oregon Tradeswomen, Inc Environmental Workforce Development and Job Training Program

Grant Process - Proposal Content

Narrative Proposal : Ranking Criteria

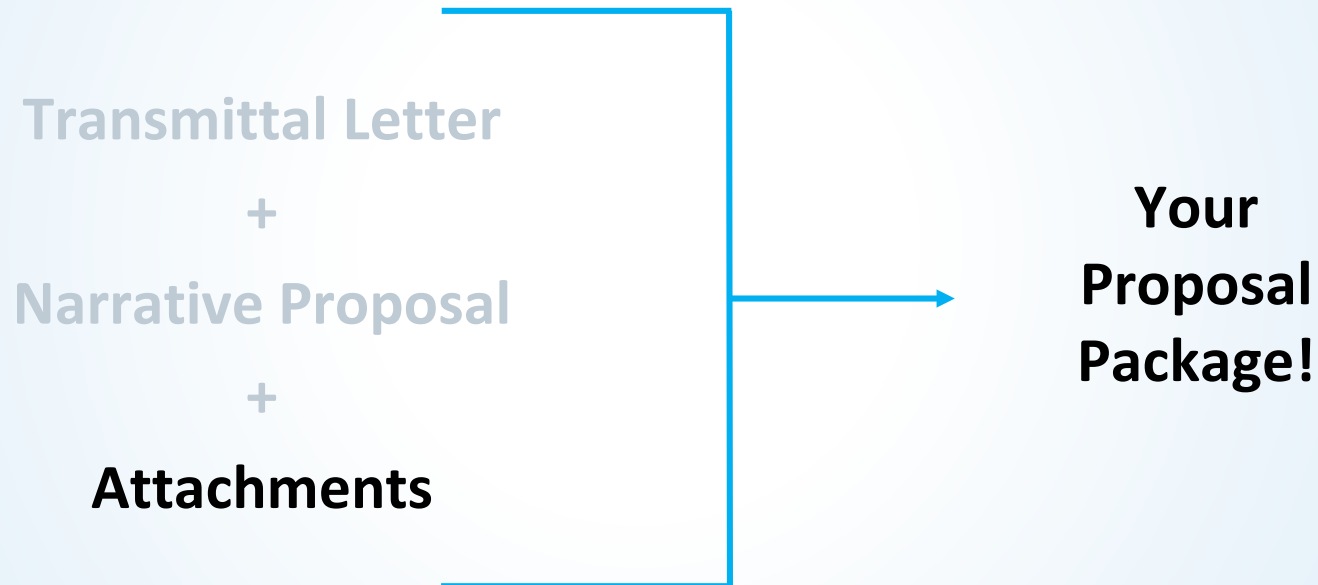
7. Leveraging (3 pts)

- **Demonstrate how your program will leverage additional funds/resources**
 - In-kind and/or partner commitments for providing services/resources to the proposed job training program. Examples include:
 - staff time
 - child care
 - life skills training
 - academic enhancement
 - pre-employment training
 - counseling
 - student stipends
 - supplies
 - GED preparation
 - transportation and bus tokens
 - lunches
 - construction training

Project Funding	Status of Funds: Anticipated/ Confirmed	Project Tasks				Total
		Outreach and Recruitment	Instruction/Training	Program Management	Placement and Tracking	
[Funding Source 1]						
[Funding Source 2]						
[Funding Source 3]						
Total Non-EPA Funds Leveraged:						



Grant Process - Proposal Content

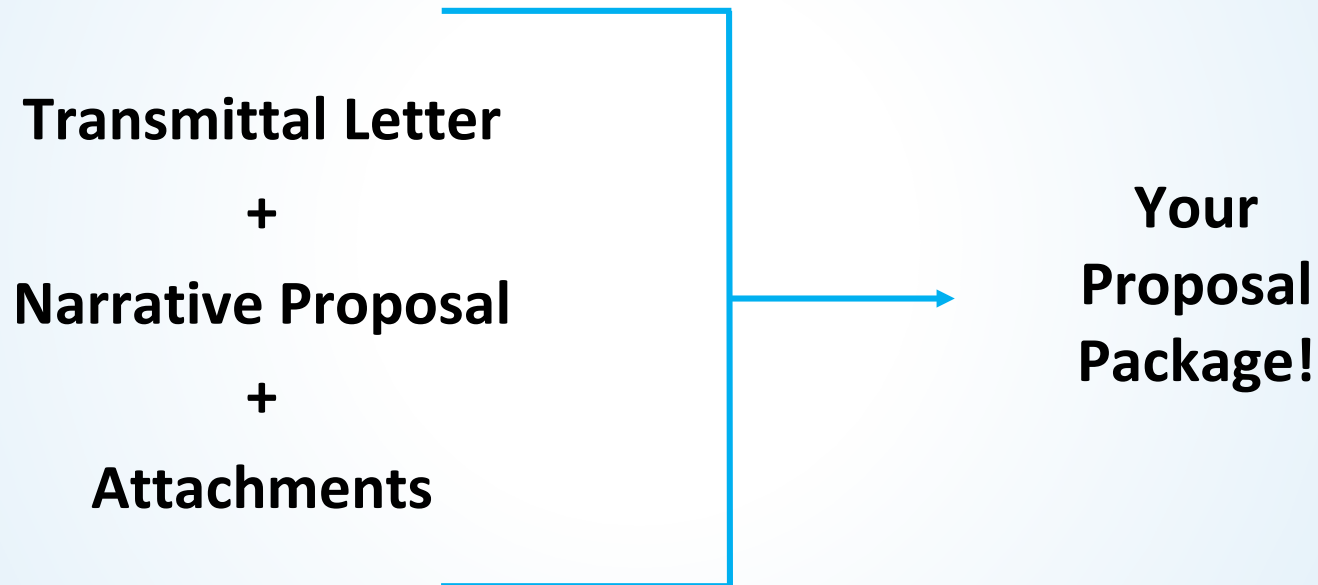


Grant Process - Proposal Content Attachments

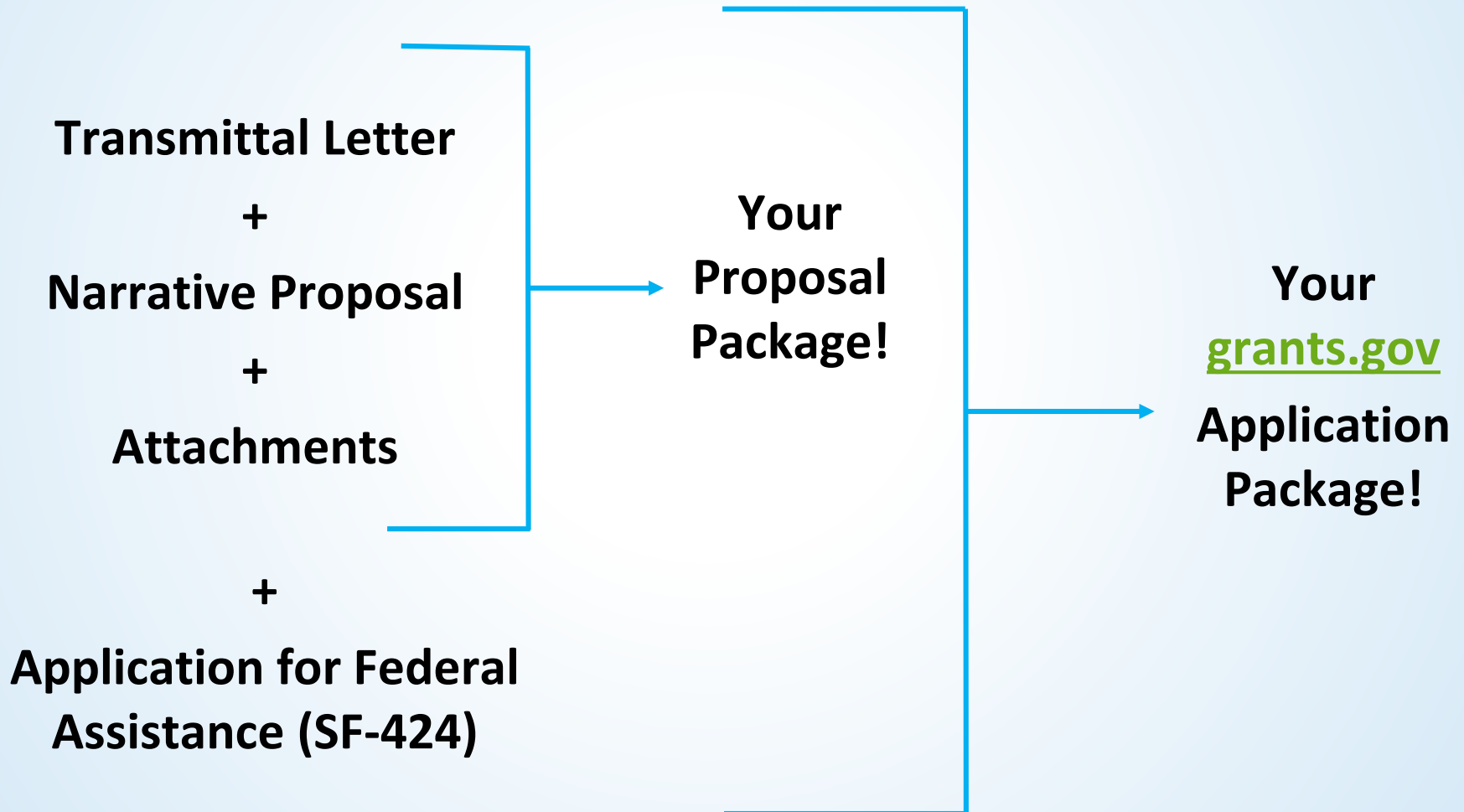
Attachments (15 page limit)

- **Documentation of Applicant Eligibility**
 - *This documentation does NOT count against the page limit*
- **Milestone Schedule**
 - Outreach
 - Procurement of a contractor
 - Recruitment
 - Frequency/length of classes
 - Placement
 - Tracking
- **Other Factors Checklist**
- **General Support Letters**
 - For ranking criteria that request support letters
 - *Letters received separately or after the due date for proposal submission will not be considered*

Grant Process - Proposal Content



Grant Process - Proposal Content



Next Steps and Tips

Familiarize yourself with the FY2017 Guidelines

- **Begin compiling and organizing the required documentation for your application package**
 - Employer surveying and hiring commitments
 - Request and collect letters of support
 - Hold a public meeting!
 - Form an advisory board!

Address all criteria

- If it does not apply, briefly explain why

Quality over quantity

- Too much information is not necessarily a good thing

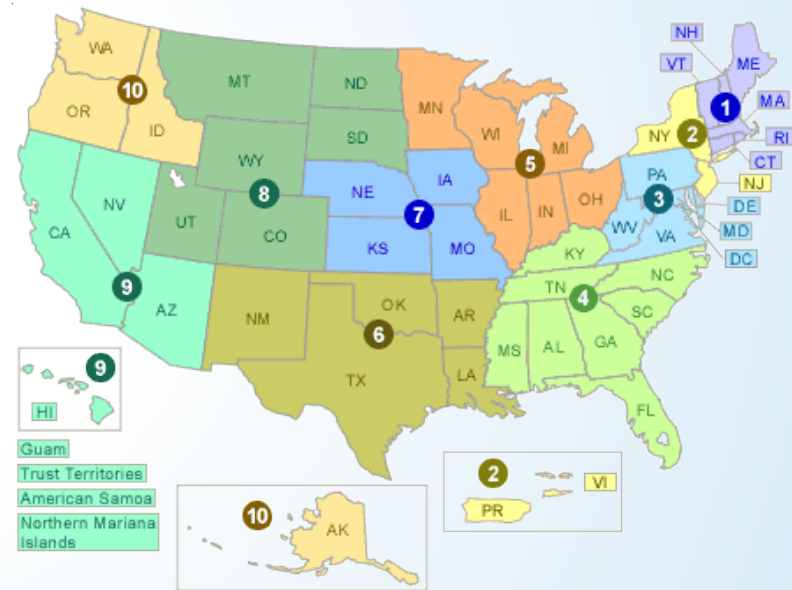
Do not include photos or graphics



Students Graduating from Florida State College-Jacksonville's EWDJT program

Regional Contacts

Regions and States		Address and Phone Number
EPA Region 1 Kathleen Castagna	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1429 E-mail: castagna.kathleen@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: mitchell.schenine@epa.gov
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EPA Region 9 Noemi Emeric-Ford		Phone: (213) 244-1821 E-mail: meric-ford.noemi@epa.gov
EPA Region 10 Robert Tan	AK, ID, OR, WA	Phone: (206) 553-2580 E-mail: tan.robert@epa.gov



Resources

- **FY17 Guidelines, FAQs and Grants.gov Tip Sheet:**

<http://www.epa.gov/brownfields/fy2017-ewdjt-documents>

- **Brownfields Website for General Information:**

www.epa.gov/brownfields

- **HMTRI:**

<http://brownfields-toolbox.org/>

