

Fiscal Year 2018 Frequently Asked Questions for Environmental Workforce Development and Job Training Grants

EPA prepared these Frequently Asked Questions (FAQs) and Answers to assist prospective applicants with preparing Environmental Workforce Development and Job Training (EWDJT) grant proposals for the FY18 competition. Please review the [FY 2018 Proposal Guidelines](#), also referred to as the Request for Proposals (RFP), when preparing your proposal. If information in the FAQs differs from information in the statute, regulation, or the Guidelines, then the statute, regulation, or the Guidelines will take precedence. The FAQs will be updated periodically as we continue to receive questions.

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I. Changes to the EWDJT Guidelines

Q1. How have the EWDJT Guidelines changed?

A. General Changes

As in years past, EPA has provided the estimated funding amounts for each program office in addition to the available Brownfields funding as shown [below](#). It is important to take these funding amounts into account when planning what training your program will provide and at what level (i.e., awareness, intermediate, or advanced).

B. Changes to Threshold Criteria

No significant changes were made to threshold criteria this year. Threshold criteria are evaluated on a pass or fail basis. Applicants who fail to address a threshold criterion may not be provided the opportunity to respond or submit clarifying information. If a threshold criterion is not responded to, the proposal will not be considered for funding.

There are eight threshold criteria, found in Section III.C of the RFP, that need to be met in order for the applicant to be considered in this competition:

1. Applicant Eligibility
2. Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs.
3. Required OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training
4. Federal Funds Requested/Funding Amount
5. Substantial Conformity with Instructions and Format Requirements
6. Training Curriculum Chart Indicating the Cost of Each Course
7. Target Area and Proposal Submission Requirement
8. Submission of Proposals

Note: Responses to all Threshold Criteria must be included in the Cover Letter.

C. Changes to Ranking Criteria

No significant changes were made to the ranking criteria in FY18. As in recent years past, applicants must provide cost estimates for each course in their training curriculum, determine what percentage of their budget is allocated to each training course, and indicate how many times the course will be offered. Training that is ineligible, such as training in construction or carpentry, or life skills training, must not be included in the proposed EPA budget. Please refer to Section I.D of the RFP for more information.

II. Information on Submitting the Proposal

Q2. What is the deadline for submission in FY18?

Proposals are due December 15, 2017 at 11:59 p.m. Eastern Time. **Proposals received after 11:59 p.m. ET on December 15, 2017 will not be considered for funding.**

Q3. How do I submit my proposal?

Your organization's Authorized Organization Representative (AOR) must submit your complete application package electronically to EPA through www.grants.gov. Proposals must be received no later than 11:59 p.m. ET on December 15, 2017. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit.

In order to submit a proposal through www.grants.gov, you must:

1. Have an active DUNS number,
2. Have an active System for Award Management (SAM) account in www.sam.gov,
3. Be registered in www.grants.gov, and
4. Be designated as your organization's AOR.

For more detailed instructions on submitting through www.grants.gov, please refer to our tip sheet which [can be found here](#).

Q4. How do I know if my grant proposal was received by the deadline?

The grant proposal and the required federal forms comprise your application package. Your organization's Authorized Organization Representative (AOR) must submit the application package electronically through www.grants.gov. If submitted successfully, the AOR will receive a **Submission Receipt** email confirming the application package was initially received. Note, you can track the status of your application package anytime by using the link provided at the bottom of the email.

Next, www.grants.gov will process the application package to ensure it is error-free. If the application package passes this step, the AOR will receive a **Submission Validation Receipt for Application** email. Alternatively, if the application package has an error, the AOR will receive an email indicating the application package was "rejected with errors" and what the error is. This gives you the opportunity to resolve the error and for the AOR to re-submit the application package before the submission deadline.

If you did not receive a confirmation email, need assistance with submitting your application package, or have questions, contact the www.grants.gov Help Desk at 1-800-518-4726 or support@grants.gov. The Help Desk is open 24 hours a day, 7 days a week; closed on federal holidays.

For more information on how to submit a proposal, see Appendix 2 of the Guidelines, and the [Tips for Submitting Brownfields Grant Competition Proposals](#) document on

EPA's website. Additionally, the www.grants.gov website has an [Applicant Tools and Tips section](#), which includes a series of videos on various aspects of the submission process.

Q5. I know my organization is registered in www.sam.gov. Should I check to make sure the account is active?

Yes! You can only successfully submit an application package if your organization has an active account in www.sam.gov. The registration must be renewed annually by the E-Business Point of Contact, so make sure the account does not expire before the proposal submission deadline.

Q6. Can I apply for grant funding if the www.sam.gov account is not active, or is in the process of being updated or re-activated?

No. Your organization must have an active account in www.sam.gov in order to apply for funding.

Q7. Can someone other than the Authorized Organization Representative submit the application package in www.grants.gov?

No. The Authorized Organization Representative, designated by the E-Business Point of Contact, must sign and submit the application package.

Q8. Why is the E-Business Point of Contact important to the application submission process?

The E-Business Point of Contact (EBiz POC) is the individual in your organization who oversees all activities within www.grants.gov and grants permissions to Authorized Organization Representatives (AOR).

If your organization is already registered in www.sam.gov, take note of who is listed as the EBiz POC. If you're not registered yet, it is the EBiz POC within your organization who must register your organization with www.sam.gov.

The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by www.sam.gov, which gives the EBiz POC the authority to designate who in your organization can submit applications through www.grants.gov (i.e., the Authorized Organization Representative).

The EBiz POC is also responsible for approving role requests in www.grants.gov. Upon creating an account in www.grants.gov, the AOR role request is automatically sent to your organization's EBiz POC for approval.

Note, there can only be one EBiz POC per DUNS number.

Q9. My organization has several departments and corresponding DUNS numbers? Can I use a different department's DUNS number to submit the brownfields application package?

No. You must use the DUNS number assigned to the department that is submitting the application package. Additionally, this DUNS number must correspond to the DUNS number in www.sam.gov.

Q10. Can I use another organization's DUNS number to submit the application package?

No. You must use the DUNS number assigned to the organization that is submitting the application package. Additionally, this DUNS number must correspond to the DUNS number in www.sam.gov.

Q11. The grant proposal has several attachments. Should I upload them separately or submit as one file in www.grants.gov?

While not required, EPA recommends consolidating all grant proposal documents (the Cover Letter, Narrative, responses to the threshold criteria, required attachments, etc.) into one pdf file. This ensures that EPA receives your entire submission and the submission is in the order that you intended. Please review the [Tips for Submitting Brownfields Grant Competition Proposals](#) for additional proposal submission tips.

Q12. Per the "Application for Federal Assistance" (SF-424), what is the "Catalog of Federal Domestic Assistance Number" and the "CFDA Title"?

The "Catalog of Federal Domestic Assistance (CFDA) Number" is 66.815 and the "CFDA Title" is Environmental Workforce Development and Job Training Cooperative Agreements.

Q13. How should I respond to Question 19 on the SF-424 "Application for Federal Assistance"?

Question 19 on the SF-424 references Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must choose one of three options:

- a. This application was made available to the State under the E.O. 12372 Process for review on (enter date).*
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.*
- c. Program is not covered by E.O. 12372.*

Applicants must answer question 19 in order to complete the SF-424 and submit the application package. This Executive Order does not apply to this program, therefore option c. should be selected.

III. General Guidelines and Application Process Questions

Q14. How can I receive help in understanding and responding to the FY18 Environmental Workforce Development and Job Training Grant Guidelines?

EPA will be hosting a webinar for prospective applicants that will explain the process of applying for an EWDJT grant and how proposals will be evaluated. This webinar will be held on November 7, 2017 at 1:30 p.m. ET. A copy of the presentation will be available on [EPA's website](#) and a recording of the webinar will be posted once it is complete.

EPA Regional Job Training Coordinators may respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about this announcement. EPA staff cannot meet with individual applicants to discuss proposals, provide informal comments on proposals, or provide advice to applicants on how to respond to ranking criteria. EPA's limitations on staff involvement with grant applicants are described in EPA's Assistance Agreement Competition Policy ([EPA Order 5700.5A1](#)). Contact information for each EPA Regional Job Training Coordinator can be found in Section VII of the RFP or [on EPA's website](#).

While EPA may only provide limited pre-application assistance, the Hazardous Materials Training and Research Institute (HMTRI), an EPA cooperative agreement recipient that provides technical assistance to prospective EWDJT grant applicants, may provide greater assistance to applicants and may be able to review segments of a drafted proposal. Applicants may contact Glo Hanne at HMTRI to request technical assistance at: gianne@eicc.edu or by calling (563) 441-4081.

Q15. What does the FY18 Environmental Workforce Development and Job Training grant application process entail?

To apply for an EWDJT grant, one must submit a proposal through www.grants.gov. In order to use www.grants.gov, one must register their organization, obtain a DUNS number and register with www.sam.gov. This process can take weeks to complete and applicants are strongly encouraged to begin their registration process well before the proposal deadline. For step by step instructions, please reference [applicant resources](#) posted on www.grants.gov or EPA's [tip sheet](#).

Q16. How will my proposal be evaluated?

In order for your proposal to be evaluated, it must first pass all eight threshold criteria. Threshold criteria are evaluated on a pass/fail basis. If an applicant fails to respond to or meet any of the threshold criteria listed in Section III.C of the RFP, the proposal will be disqualified from further consideration and the applicant will be notified within 15 business days of the determination.

Proposals that pass threshold review will be scored on their response to the ranking criteria by a national review panel. The national review panel will base their review on

the evaluation criteria outlined in Section V of the Guidelines. Applicants should respond to each and every ranking criterion in Section IV of the Guidelines. Proposals are scored out of 100 points.

Q17. What is the maximum amount of money that an applicant may be awarded?

An eligible applicant may apply for up to \$200,000 per grant for eligible activities. Actual funding is dependent upon the availability of funds through the federal budget process and EPA reserves the right to partially fund or make no awards at all.

In FY18, EPA anticipates awarding approximately 15 Environmental Workforce Development and Job Training grants at a total of \$3,000,000. Of the total \$3,000,000 available, the EPA estimates that the following funding amounts will be available to support the various types of training either at the awareness or advanced level, with the majority of funding being used to support brownfields assessment, cleanup, and hazardous waste related training:

- Brownfields hazardous waste assessment and cleanup training, including petroleum cleanup training: \$2,865,000
- Solid Waste Management or Cleanup training: \$10,000
- Superfund site cleanup and innovative and alternative treatment technologies training: \$25,000
- Wastewater treatment training: \$40,000
- Emergency planning, preparedness, and response training: \$20,000
- Enhanced environmental health and safety training: \$15,000
- Integrated pest management (IPM) training: \$10,000
- Alternative energy technologies: \$15,000

Q18. Would my application be looked upon less favorably if my organization has never received any type of federal or non-federal financial assistance?

No. If you have never received any type of federal or non-federal financial assistance, you must indicate so in the programmatic capability section of your proposal to receive a neutral score for this sub-criterion (3 points). Failure to respond to this criterion will result in a score of zero.

Q19. How can I demonstrate my program is not duplicative of other federally funded environmental job training programs?

Applicants must demonstrate that their proposed training program does not duplicate other Federally-funded programs for environmental job training in your target community, including training provided through the EPA's Superfund Job Training Initiative (SuperJTI); the EPA's Environmental Justice Small Grants Program CFDA 66.604; and the EPA's Surveys, Studies, Investigations, Training, and Special Purpose Activities Relating to Environmental Justice Grants Program CFDA 66.309. Applicants must demonstrate that the proposed training project does not duplicate National Institute

of Environmental Health Sciences (NIEHS) Hazardous Waste Worker Training programs in their target community or Department of Labor (DOL) grant funds that include brownfields remediation, renewable energy, HVAC, or other energy-related training or wastewater treatment technology operator training. Federal agencies maintain lists of these grant programs at the following websites:

EPA: www.epa.gov/superfund/superfund-job-training-initiative
www.epa.gov/environmentaljustice
NIEHS: www.niehs.nih.gov/careers/hazmat/about_wetp/ecwtp/index.cfm
DOL: www.dol.gov/ocia/grants.htm

If you are listed on any of these websites as a recipient, you must explain how services under your proposed EWDJT program will complement, but not duplicate the existing federal environmental job training activities in your targeted service area (i.e., different target audience, such as a different age group, differing types of certification training).

Q20. Are stipends or scholarships an eligible use of grant funds under this program?

No. 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.

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

Q21. If my organization is successful in obtaining EPA funding, can we charge the costs we incurred for a consultant to prepare our grant proposal?

No. Costs for preparing your proposal are not an allowable cost.

Q22. Will EPA fund pre-award costs?

EPA does not guarantee the payment of pre-award costs. Applicants incur pre-award costs at their own risk and EPA is under no obligation to reimburse applicants for pre-award costs.

Under certain circumstances, the applicant may be reimbursed for eligible, allowable, allocable, and reasonable costs that are incurred up to 90 days before grant award without prior EPA approval if:

1. The applicant includes the pre-award costs in its proposal and the work plan negotiated with EPA;
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 requirements within the grant.

Please note an applicant must obtain prior EPA approval from the Award Official to incur pre-award costs more than 90 days before award. Applicants selected for award will need to discuss any pre-award costs greater than 90 days with their EPA Project Officer to discuss the process for getting these costs approved.

IV. Applicant Eligibility

Q23. Who is eligible to apply for an Environmental Workforce Development and Job Training Grant?

Applicants must be either eligible **governmental entities** as defined in CERCLA Section 104(k)(1) or eligible **nonprofit organizations** as defined in 2 CFR Part 200.

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. Nonprofit applicants must provide proof of their nonprofit status at the time the proposal is submitted

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.

Q24. Can an applicant submit more than one proposal and serve different communities through each proposal?

No. Applicants cannot submit multiple proposals, even if the applicant proposes to serve a different target area.

Q25. Can a nonprofit organization or eligible governmental applicant submit a joint application in partnership with a for-profit organization?

No. EPA awards Environmental Workforce Development and Job Training grant funds to a single eligible applicant. Successful applicants may contract for necessary goods and services with for-profit organizations following competitive procurement procedures as required by EPA grant regulations, as applicable.

V. Training Program Structure

Q26. What training is required?

The only required training is OSHA 29 CFR 1910.120 40-hour HAZWOPER, beyond this, the applicant has the ability to design a curriculum as they see fit so long as the courses offered are an eligible use of grant funds.

Applicants may also choose to deliver any of the environmental trainings listed under Section I.B of the RFP. In FY18, these include:

- Solid waste management or cleanup training
- Superfund site cleanup (innovative and alternative treatment technologies) training
- Wasterwater training
- Emergency response training
- Enhance environmental health and chemical safety training
- Integrated pest management training
- Advanced energy technologies

Q27. What constitutes Superfund site cleanup training (i.e. innovative and alternative treatment technology training)?

Innovative and alternative technologies training could include training such as:

- An array of biological/bioremediation techniques (including phytoremediation)
- Advanced excavation practices
- Treatment of groundwater and surface water
- In-situ (in place) treatment of contaminants in soil and ground water using physical, chemical and thermal techniques
- Rapid sampling and analytical approaches
- Advanced data management and visualization practices
- Dynamic or adaptive work strategies

- Green/sustainable remediation techniques, including use of renewable energy sources to power remediation systems

Q28. What constitutes wastewater related training?

Wastewater treatment related training could include topics such as:

- Wastewater treatment system operation
- Onsite/decentralized system installation or maintenance
- Stormwater management
- Green infrastructure installation and maintenance
- Wastewater careers awareness training

The level of training related to wastewater treatment provided in any given curriculum will depend on the jobs available in that specific community. Awareness training should include information that helps participants understand the wastewater basics and the types of wastewater careers and employment that may be available in their communities. Participants should also learn about the skills, education, or certifications necessary for different wastewater jobs.

The [‘Recruitment and Retention’ section of the Work for Water website](#) includes a presentation on water careers which can be used as a resource for developing an awareness curriculum. On this webpage, and the several links associated with it, there is also information on other water career websites, water career job descriptions, and a “competency model” that describes the foundational skills necessary for careers in the water/wastewater field.

If grant applicants are interested in stormwater or green infrastructure related training, [EPA’s website](#) provides many resources and information, including a [catalog of training opportunities for green infrastructure technologies](#).

There is no federally mandated operator training for wastewater professionals. Each state defines and develops unique operator licensing programs. Applicants should check with their state operator certification program to ascertain their specific certification requirements. Many states require that their wastewater service providers have documentation of a minimum level of education and experience, and require that applicants take and pass an exam.

Q29. What constitutes enhanced environmental health and chemical safety related training?

Training may include worker health and safety, promoting chemical (substance, mixture or article) awareness, including an overview of the content of material safety datasheets (MSDS), information on exposure guideline limits (Occupational Exposure Limits and Recommended Exposure Limits), information contained within the NIOSH pocket guide to chemical hazards, and the OSHA/EPA Occupational Chemical Database.

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 an overview of any existing chemical specific worker training and certification program may include, but is not limited to: lead abatement, lead renovation, repair, and painting (RRP), asbestos abatement, PCBs, diisocyanates (auto-refinishing and spray polyurethane foam), pesticide worker protection standards, PFCs, PBDEs/HBCD, and others.

Q30. Can my program offer integrated pest management (IPM) training?

Yes, applicants can provide training in integrated pest management (IPM) for public housing and project-based rental assistance properties, including training in pesticide prevention and the safe application of pesticides. Please note the actual amount of funding available may differ from the amount listed in the RFP.

Q31. What is the average number of individuals trained during a training cycle?

In past EWDJT reporting, an average of 20-24 individuals are trained during each cycle. This number may fluctuate depending on where the training program is located, i.e. an urban area versus a rural community. Grantees may also have varying levels of enrollment based on the intensity and comprehensiveness of the curriculum, the number of certifications to be earned, and the varying costs of delivering training. EPA encourages applicants to train and place as many people as possible.

Q32. What is the average number of training cycles delivered under a grant?

Grantees typically offer 2-3 training cycles per year. This number can fluctuate depending on the curriculum being offered, as it correlates to available employment, and the schedule for when a grantee plans to offer training (days, nights/weekends, etc.). 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.

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

Q33. Does EPA require grantees/applicants to have a set training curriculum?

No, the only required training is OSHA 29 CFR 1910.120 40-hour HAZWOPER, as stated above.

EPA encourages applicants 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.

Courses within a curriculum may vary in their intensity and level of detail; EPA encourages applicants to clearly explain at what level each course will be offered (e.g., awareness, intermediate, and/or advanced).

Q34. What are some things to consider when designing a curriculum?

The goal of the Environmental Workforce Development and Job Training Program is to help its participants develop the skills and earn the certifications needed to secure full-time careers in the environmental and remediation fields.

Your proposed training curriculum must link to the local labor needs of your target community in order to secure employment for program participants. Before deciding what types of training to offer, the results of employer discussions conducted in your community and/or local labor market assessments can be used to help you forecast employment opportunities for which training is needed.

Obtaining commitments from employers in your community, who are looking for individuals with the certifications and skills you plan to deliver in your training, and who will hire graduates from your program can increase your application's chances of success.

Q35. Where can I find information about certified instructors who can deliver the needed training we are proposing?

While EPA does not endorse specific instructors, several EPA programs do provide databases of certified instructors who can deliver different types training:

1. EPA's Lead Program provides a database of certified instructors who can deliver the new lead renovation, repair, and painting (RRP) training. This list can be found at: www.epa.gov/lead/renovation-repair-and-painting-program
2. 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:
www.abccert.org/certification_contacts/default.asp

Q36. How much of the grant should go towards funding the direct training versus non-training programmatic expenses?

There is currently no requirement for how much of the grant should be committed directly towards training versus non-training programmatic expenses. Although grant funds can be used for a variety of eligible activities (e.g. costs for screening and placement, outreach, and curriculum development, among others activities), EPA prefers that the bulk of grant funds go toward training costs (i.e., personnel costs to instructors and other direct costs of training).

The exact budget allocation for each program is expected to vary to some degree depending on a variety of factors. For example, some programs may be able to commit more funds directly towards training while others may require supporting costs for travel or curriculum development. In the latter case, it is important to thoroughly explain the additional costs and fully justify the budget allocation in your proposal. Applicants are still encouraged to seek non-EPA supplemental funding and leverage additional funds to support non-environmental training costs whenever possible.

Q37. Can a grant recipient conduct a training cycle in another language, e.g. Spanish?

Yes, if the applicant chooses to serve a predominantly non-native English speaking population (e.g. Spanish speaking residents), the applicant may choose to deliver training in that language. The applicant should be cautious and mindful that examinations for certifications may be in English, and that some certifications or licenses require that holder has a valid legal ID or green card. Thus, the applicant should verify state, local, and/or federal certification requirements beforehand.

Applicants should also provide details about how individuals receiving instruction in languages other than English will be able to secure employment - keeping in mind potential barriers that may arise.

Proposals, and any accompanying support letters, must be submitted in English.

Q38. Can a grantee provide training to individuals who are not currently legal residents or are in the process of obtaining legal citizenship?

The EWDJT grant program does not contain any citizenship requirements or prohibitions for individuals receiving training. While grantees are able to provide training regardless of the trainees' citizenship status, they should remain mindful of any other residency requirements that individuals will need to meet in order to receive licenses or certification, and ultimately be placed in fulltime employment. Applicants should research the requirements for each training, license, and certification that will be included in their EWDJT curriculum prior to submitting their proposal.

Programs that train non-US citizens must ensure that they have the capacity to provide such training (e.g. multilingual resources if necessary) and that any lack of legal residency will not pose a substantial barrier for the graduate(s) seeking and obtaining employment. If the grantee decides to provide training to non-US citizens, they must still ensure equal opportunity for US citizens and that individuals are not excluded from training solely as a result of their status as a legal resident.

Q39. Can a grantee provide training to individuals under the age of 18?

Individuals graduating from an EPA funded Environmental Workforce Development and Job Training program must be 18 years or older. Individuals must be 18 years old at the time of graduation in order to be placed into a brownfields-related job as the Fair Labor Standards Act prohibits youth under the age of 18 from being employed in hazardous occupations.

VI. Community and Employer Partnerships

Q40. 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?

Applicants are not required to inform their target community; however, they are **strongly** encouraged to do so. We find that applicants who hold a community meeting, notify the community about the proposed environmental training program prior to submission of a proposal, and work with and solicit feedback from diverse community constituents about the proposed program prior to submission, typically have stronger proposals.

For example, working with the community and conducting ongoing, meaningful community involvement will usually help applicants score higher when their proposals are evaluated because this often means their programs will better reflect the needs of the community and will have already started marketing their program within the community. Employers, workforce investment boards (WIBs), 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.

Q41. How can I get the target community involved in my proposed training?

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.

Q42. What type of roles might community-based organizations play in my proposed training?

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 services, such as offering GED classes, life skills training, and 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.

Q43. How do I get potential employers from my target community involved in my proposed training program?

An essential part of any successful job training program is the involvement and participation of potential 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
- Providing mentoring to trainees

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

Q44. Where can I find information on other environmental job training programs and receive assistance in developing my own?

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

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 existing and 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:
www.epa.gov/brownfields/brownfields-technical-assistance