

April 24, 2019



Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 20, Session 8.

This series of bi-weekly phone calls examines effective Environmental Workforce Development and Job Training (EWDJT) strategies from experienced grantees. PLC calls share ideas among successful grantees and prepare interested organizations for the next EPA Request for Proposals. Calls will be a mix of open discussion, workforce development news, resources, and presentations from current grantees.

Topics:

1. News from Washington and HMTRI
2. Questions from PLC members
3. Responding to the recently released EWDJT Request for Proposals -Tips for writing one of the 20 best proposals....
4. Applicant questions from previous RFPs
5. Training and professional development opportunities
6. Contact current environmental workforce development and job training grantees
7. Brownfield conferences, workshops and meetings
8. EPA Regional Job Training Coordinators
9. Join us on future Professional Learning Community calls

## 1. NEWS FROM WASHINGTON AND HMTRI

**EPA Happenings:**

**FY20 Environmental Workforce Development RFP has been posted.** The deadline for proposals is 11:59pm ET on June 10, 2019. To download the official announcement and related documents – go to [grants.gov](https://www.grants.gov) or the [Brownfields Toolbox](https://www.brownfields.gov) website.

Based on information from EPA, this is what the new timetable now looks like.

- Request for Proposals issued –April 15, 2019
- EPA RFP Webinar – May 1, 2019 - 2:00pm ET <https://epawebconferencing.acms.com/fy20ewdjt/>
- Proposals due – June 10, 2019
- Proposal evaluations (60-90 days after proposal submissions) – July-September, 2019
- Twenty funding awards announced – October, 2019 (after the new fiscal year begins)
- Work plans approved and funding authorized – Fall 2019
- Progress reports due every quarter
- Grantee program planning and scheduling – Winter 2019
- Training begins – Early 2020
- Placement and training continues – Spring and Summer 2020
- Training cohorts delivered over the first two years
- Third year windup, placement and tracking activities

**IMPORTANT:**

**EPA outreach webinar reviewing the recently issued RFP for EWDJT grants  
May 1, 2019 at 2:00pm ET**

EPA will host an outreach webinar for those interested in applying for an Environmental Workforce Development and Job Training grant. The webinar will be held on May 1, 2019 at 2:00pm ET. No signup required and can be found at <https://epawebconferencing.acms.com/fy20ewdjt/>

## **2019 National Brownfields Training Conference**

**December 11-13, 2019**

**Pre-conference programming on December 10<sup>th</sup>**

**Los Angeles Convention Center, Los Angeles CA**

Brownfields 2019 is cosponsored by the U.S. Environmental Protection Agency (EPA) and the International City/County Management Association (ICMA). Offered every two years, the conference is the largest gathering of stakeholders focused on cleaning up and reusing formerly utilized commercial and industrial properties.

Get additional information and register at <http://brownfields2019.org/>

## **Brownfields 2019 Call for Ideas**

EPA is encouraging EWDJT grantees to submit session ideas for Brownfields 2019 Educational Programming. [Submit](#) session ideas through May 31

Below are instructions to help guide you through the process.

- Review the Call for Ideas located at: <http://brownfields2019.org/education/callforideas/>
- Create an account and begin your session submission
- Propose a title
- Select the Conference Topic Area that best describes your session idea
- Choose a Session Format
- Session Description
- Proposed Speakers (Name, Title, Organization, Brief Bio)
- Don't forget that you can always save your work and edit it before submitting your proposal.

**If you are attending the conference, return this email with your interest. HMTRI is interested in organizing a panel of EWDJT grantees.**

## **Check in with EPA Regional Coordinators**

Since the RFP has been issued, Regional Coordinators are no longer able to discuss specific applications. In any case, let the Regional Coordinator know your interest in responding to the RFP. Many Regional Coordinators maintain a listserv for past, current, and potential grantees (see section 9 for Regional Coordinator contact information). It is important to be on their contact list as some coordinators may choose to have regional briefings .

## **HMTRI News**

HMTRI would like to assemble a panel of EWDJT grantees to showcase their programs at the 2019 National Brownfields Training Conference, December 11-13, 2019, Los Angeles CA. If you will be attending the conference and would like to highlight your program, return this email expressing your interest.

During the next several PLC sessions we will be discussing the components necessary to develop a sustainable EWDJT program. These are the same components EPA will be addressing to evaluate proposals for funding. Today's PLC provides an overview of the newly issued Request for Proposals. **It is strongly suggested that applicants read the proposal several times before the webinar.** After the presentation, participants will have an opportunity for questions. Section 4 of these notes present questions from previous competitions. As previously noted, contact your EPA Regional Coordinator to be placed on their listserv. If your region has additional guidance sessions, those on their contact list will be notified.

Our next PLC call will be Wednesday, May 8, 2019. Same time and log in. We will continue discussing EWDJT guidelines and evaluation criteria. May 22<sup>nd</sup> a special PLC will be delivered as a webinar discussing tips and landmines when submitting proposals. May 6<sup>th</sup> we will discuss last minute hints and tips.

## 2. QUESTIONS FROM PLC MEMBERS

If you have questions you would like addressed, send it to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

In today's PLC, you mentioned contributions available to fund environmental training in various categories. How does that affect our program if we are receiving leveraged funds from other sources to teach curriculum not on that list.

*The list of contributors supporting EWDJT appears later in these notes and on page 9 of the RFP. Applicants should take this into consideration when they decide what types of training they will offer and at what level it will be delivered. Page 3-4 of the RFP provides detail into specific training that fit under one or more of the above mentioned categories. Training that does not fit in one of these categories cannot be supported by the grant. IMPORTANT: you can still offer other types of training such as life skills, carpentry, financial literacy etc. – just not with EPA funds. Leveraged funding from other sources can be noted in the grant but should not be included as part of the EPA budget.*

Are the funds released in year one, or over the three years?

*Once funds are authorized (after the award and approval of work plans) the System of Awards Management (SAM) kicks in. Funds are released as activities progress. Your grants person submits requests for funds and they are electronically deposited.*

## 3. RESPONDING TO THE RECENTLY RELEASED EWDJT REQUEST FOR PROPOSALS

*Tips for writing one of the 20 best proposals....*

### General Considerations

EWDJT grants are cooperative agreements. Rather than funding organizations with minimal strings attached, cooperative agreements establish an agreement between EPA and the funded organization that allows for guidance and tracking from EPA project officers. For this reason, EWDJT proposals require a high level of detail as part of the selection process. Detailed budgets, program plans, and quarterly progress reports are presented for funding consideration. In order to make the application process as objective as possible, proposal reviewers are asked to only consider the quality of each program as it is described in the written proposal. If positive attributes of an organization or training program exist but are not included in the written narrative, they are not considered in funding decisions. Additionally, each request for information must stand alone. Because part of a response may have been previously covered, it cannot be assumed that information from a previous section will have any influence on the question at hand. Here are a few general observations to keep in mind when developing an EWDJT proposal:

- If it is not written in the proposal, it does not exist.
- Each request for information must stand on its own.
- Your reputation will not help, your written accomplishments will.
- Every request for information must be answered.
- Information presented cannot be contradictory.
- Two points can make the difference between funded and unfunded proposals.
- EWDJT grants are three year cooperative agreements with training the first two years.
- Prospective, current, and past grantees are eligible to apply.
- The maximum request for funds is \$200,000.
- EWDJT training cannot duplicate similar training programs.
- OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training must be provided.
- Eligible costs are restricted to recruitment, training, and placement in specific environmental programs (see page 4).
- Proposal submission must be through grants.gov.

### **Establishing a grant proposal team**

After reading the EPA Request for Proposals and before attending the EPA webinar May 1, previous grantees have suggested the following approach while questions are fresh in everyone's mind.

Establish a team of individuals to be involved in proposal development. Have them read the RFP and attend the webinar. Team members should include the following (in some cases, team members will wear multiple hats):

- Project coordinator
- Grant administrator
- Budget administrator
- Technical coordinator
- Outreach staff
- Grant writer
- Advisors (interested in participating in the program)
- Employers (interested in participating in the program)
- Trainers (interested in participating in the program)

### **Before you get too far**

Before getting too far into proposal development, there are two issues that need to be addressed up front.

- Is your organization eligible to apply for the EWDJT grant?
- Are you set up to submit and administer the proposal using grants.gov and SAM?
- Proposals have been rejected because the applicant's [www.SAM.gov](http://www.SAM.gov) account is inactive.
- Applicants have used the wrong DUNS number resulting in rejected proposals.
- When the submitter is not the Authorized Organization Representative (AOR) applications have been rejected.

Threshold criteria are evaluated on a pass or fail basis. Only those proposals that **specifically address and pass each of the eight threshold criteria** listed on page 12 of the RFP will go on to be evaluated using the ranking criteria.

Eligible organizations able to submit a grant include the following entities. Essentially they include nonprofits, governmental associated organizations, and tribal organizations (excluding Alaska).

- General purpose units of local government
- Nonprofit organizations
- Land Clearance Authorities or other quasi-governmental entities that operate under the supervision and control of, or as an agent of, a general purpose unit of local government
- Government entities created by State Legislature
- Regional councils or groups of general purpose units of local governments.
- Redevelopment agencies chartered or otherwise sanctioned by States
- States
- Indian Tribes other than in Alaska

**The first responsibility for program managers is to verify that your grant submission process is up to date.**

Be sure the organization submitting the proposal is registered at [www.grants.gov](http://www.grants.gov). The organizations Ebiz Point of Contact will oversee the organizations grants.gov activities. Sometimes the Ebiz Point of Contact will authorize a representative to submit the proposal. He or she is called the Authorized Organization Representative (AOR). As a refresher, make sure that whoever is submitting the proposal spends some time on grant.gov and the System for Awards Management (SAM) working with the help desks when necessary. Grants.gov has all types of information regarding the grants submission process including a primer (grants 101, all about submitting Federal grant application). The registration process “from scratch” **may take a month or more to complete**. Occasionally, technical and other issues arise when using [www.grants.gov](http://www.grants.gov). We suggest a “dry run” even if the account has been used in the past.

**Applicants must use their accounts at least once per year to remain active.**

To check an account status, go to [www.SAM.gov](http://www.SAM.gov) and enter the DUNS number used for grant submission. The System for Award Management (SAM) is an official website of the U.S. government. You can use this site to:

- Register to do business with the U.S. government.
- Update or renew your entity registration.
- Check status of an entity registration.
- Search for entity registration and exclusion records.
- Make sure your password is up to date.
- Use the help desk for assistance at 1-800-518-4726.

**A note to those confused or unable to use the federal grant proposal submission process.**

Small organizations and those not able to use the Grants.gov submission process may be able to still submit their proposal under special circumstances. Another possibility is partnering with larger organizations familiar with federal grants. As we have discussed in previous PLCs, this option can greatly expand program capabilities bringing experience and resources into the program. Applicants not passing threshold criteria should be notified by the end of June.

**Be careful with Curriculum Choices**

While the EWDJT program primarily supports brownfields hazardous waste training, grantees may choose to deliver a variety of environmental training and offer certificates based on employer needs in their targeted community. While advanced courses can be funded, keep in mind that if those advanced courses fall within a category with limited funds, the EPA may not be able to fund that course in its

entirety, depending upon the available amount of funding. **Applicants should take this into consideration when they decide what types of training they will offer and at what level it will be delivered. Applicants will not have the ability to materially revise their proposals, substitute, or alter their training curricula if the proposal is selected for funding and certain types of training are unable to be funded.**

Applicants have the option to deliver training listed below at awareness, intermediate, or advanced levels. The total funding available to the EWDJT program is itemized below. For example, air programs has chosen not to participate in the EWDJT program. As a result EPA would not likely fund an advanced course in air monitoring (unless it involved cleanup of hazardous pollutants).

#### **Contributions available to fund environmental training in various categories**

- Brownfields hazardous waste assessment and cleanup training, including petroleum cleanup training: \$3,900,000
- Solid waste management or cleanup training: \$10,000
- Superfund site cleanup and innovative and alternative treatment technologies training: \$20,000
- Wastewater treatment training: \$20,000
- Emergency planning, preparedness, and response training: \$20,000
- Enhanced environmental health and safety training: \$15,000
- Alternative energy technologies (e.g. solar installation training, training in the preparation of formerly contaminated sites for renewable energy purposes, etc.): \$15,000

It should be noted that the above categories are general in nature and that many courses and certificates will fit under one or several of the categories. Page 3-4 of the RFP provides detail into specific training that fit under one or more of the above mentioned categories. **When EWDJT grantees are able to secure funds or outside leveraged support from other sources, they can supplement the curriculum as they wish.**

#### **Deconstructing and responding to the Ranking Criteria**

The narrative proposal includes responses to seven ranking criteria. This is where proposals are ranked with a perfect score of 100. It is important to note that every point counts. The top scores will be included in a short list, which will then be evaluated to consider special factors. A final review will select 20 proposals for funding. Narrative proposals must not exceed fifteen single spaced pages. Any pages over the page limit will be discarded before evaluations begin. We suggest “deconstructing” the RFP to insure that **every** request for information is addressed in the proposal. Failure to address even one question can be the difference in a funded or unfunded proposal.

- Establish a team of individuals to contribute to the proposal writing process. Try to include advisors and employers. Advisors and employers should be noted as contributing to proposal development.
- The project coordinator will be the enforcer and general editor (working closely with the grant writer).
- Make sure the grant writer is familiar with the project and has read the RFP in detail.
- Deconstruct and identify every question and request for information presented in the RFP. Some grantees will use word or excel files. Individual notepads have been used by others. The objective is to separate every request for information with no omissions.
- Assign **every question** and **every request** for information to the individual best qualified to respond.
- Establish milestones, meeting, and deadline schedules for each team member.
- Allow for delays and establish an early completion date as the proposal is developed.

- Work backwards from June 10, allowing a week for unintended issues.
- Obtain firm time commitments from each team member regarding his or her deliverable.
- Establish short weekly telephone briefings.
- On a regular basis, present the draft proposal to the entire team for peer review, identifying holes and weaknesses in the proposal.
- It is the project coordinator's responsibility to insure all criteria have been adequately addressed.
- One person should be responsible for writing the final proposal. This will insure continuity and avoid a piecemeal application.
- Make sure those charged with budgets review costs and projected expenditures (numbers must add up).

Clearly, every organization has its own proposal development approach. The key take away is to ensure that every question or request for information is addressed in the proposal. Many of the items in the RFP can be quickly addressed, however, many are more complex requiring a good deal of coordination, time and effort. Start early with difficult issues.

**Ranking criteria scores are important - 2 points can kill an award**

If the seven ranking criteria were ordered by the effort and time it takes to respond properly, that order might look something like the following. It should be noted that some of the criteria overlap such as labor market assessments, leveraging, and community and employer partnerships can be done simultaneously.

**Community Need - 20 points**

- Community Description (10 points)
- Labor Market Demand (10 points)

**Community and Employer Partnerships - 26 points**

- Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects (6 points)
- Community Partnership Building (8 points)
- Employer Involvement (12 points)

**Program Structure, Anticipated Outputs and Outcomes – 15 points**

- Outputs and Outcomes (5 points)
- Recruitment and Screening (4 points)
- Program Support (4 points)
- Program Sustainability (2 points)

**Training Program Description - 10 points**

**Budget - 6 points**

**Leveraging - 3 points**

**Programmatic Capability - 20 points**

- Grant Management System (4 points)
- Organizational Experience (8 points)
- Audit Findings (2 points)
- Past Performance and Accomplishments (6 points)

Community assessment, partnerships, and labor market assessments represent almost half of the total evaluation points and will take the largest effort and time. It is essential that immediate attention be given to activities that involve partnerships, outreach and relationships with potential stakeholders.

### **Other Factors can be a tiebreaker**

EPA may consider other factors, in addition to the evaluation results based on the criteria just described, as appropriate, in making final funding decisions. Applicants should provide a summary on whether and how any of these other factors apply to their EWDJT project. Page 33 of the RFP addresses other factor determinations. Most EWDJT programs serve veterans and many experience persistent poverty. Everyone should at a minimum check with their local commerce department to determine if the area they are serving is in an IRS-designated Opportunity Zone.

- Fair distribution of funds between urban and non-urban areas
- A balanced distribution of funds among EPA's 10 Regions and among states and territories
- Fair distribution of funds between new applicants and previous job training grant recipients
- Whether the applicant is a federally recognized Indian Tribe or United States Territory, or is an organization that will primarily serve tribal or territorial residents
- Whether the applicant is located within, or includes, a county experiencing persistent poverty where 20% or more of its population has lived in poverty over the past 30 years
- Whether the applicant is a member of an Urban Waters partnership project
- Proposals that seek to serve veterans
- Whether the applicant's project is located in an IRS-designated Opportunity Zone

### **Things to do now**

Those participating in previous PLC discussions should be well on their way to developing their FY2020 Environmental Workforce Development and Job Training Program proposal. Here are some critical steps that need to be addressed in the early stages of program development.

#### **Contact your EPA Regional Coordinator.**

While Regional Coordinators cannot talk about your specific proposal, they can provide clarification regarding the RFP. Now is the best time to clarify issues and ask questions.

#### **Prepare for the EPA webinar by reviewing the RFP and frequently asked questions**

Some participants may attend the webinar with minimal preparation. The EPA Environmental Workforce Development and Job Training webinar covers the entire RFP in one setting. Staff will review the guidelines in detail. With so much information being presented in a limited time, it will be easy to become confused or miss important bits of information. For this reason, we recommend reading the guidelines in detail before the webinar, then the FAQ's from past years. Next, assemble a list of issues that are unclear or confusing. As the webinar proceeds, listen to the answers to these questions. If issues are still confusing, present them during questions and answers.

#### **Issues that can be confusing when reading the RFP**

EPA provides detailed guidance regarding allowable costs supported by the EWDJT grant. Even with this guidance, applicants often have questions regarding specific situations. Examples of questions from previous competitions include the following:

- Funding available for specific environmental programs
- Allowable administrative costs
- Fundable curriculum offerings
- Contracting for services requirements
- Partnering and leveraging procedures
- Reporting budget estimates and leveraged funds
- Allowable and unallowable costs for specific activities

### **A note to those who may be discouraged after attending the EPA webinar**

Some of the applicants participating in this cycle have been funded in the past, some several times with a deep understanding of their community, partners and stakeholders. Other applicants have been working on their proposal for many months, attending the Annual All-Grantee Meeting and PLCs during the year. Additional applicants have been rejected in the past, resolved issues and improved their program plan. For some, the EWDJT program is a new adventure. They find themselves overwhelmed and discouraged about submitting a proposal. Here are some thoughts to consider:

- Submit a proposal (no matter what). Give it your best shot.
- All proposals are evaluated on a level playing field – Awards will be made on the quality of the proposed plan and an understanding of program goals with no favoritism. Unfunded proposals can provide a launching pad for improved and successful programs during the next cycle.
- EWDJT programs often become a permanent part of the community – with diverse community support.
- Do not be discouraged if at first the program appears difficult to organize.
- Grantees are often surprised by the amount of external support available to EWDJT programs.
- Local external support will be forthcoming to those who have a positive attitude.
- In the event EPA funding does not come this cycle, planning should continue. Local funding may allow for pilot programs to begin without federal support.

### **4. APPLICANT QUESTIONS FROM PREVIOUS RFPS**

Below is a compilation of some of the questions HMTRI received [previous](#) EWDJT competitions

#### **How have the EWDJT Guidelines changed? (Note FY20 guidelines have minor changes that will be covered in the EPA Webinar)**

*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*

#### **What about travel budgets?**

*Once a year at the Annual Environmental Job Development All-Grantee Meeting typically held in August in the Washington, DC area. Additionally, EWDJT grantees are highly-encouraged to attend the national Brownfields Conference which is held every other year.*

**During the actual grant writing process that is expected from the EPA, why are large cohorts looked at as better than small?**

*EPA takes into account that population size and geographic location play a large part in the availability of eligible and interested students. Large cohorts are not necessarily seen as better than small; grantees should use grant funds to benefit as many individuals as possible.*

**How can someone find out what was wrong on a grant application that was not funded?**

*With all the hard work it takes to prepare an EWDJT proposal, both funded and unfunded grantees deserve a conference. Meet with the EPA regional coordinator as soon as possible to review the reader notes and comments, obtain the ranking in relation to other proposals, and request suggestions for improvement. Post-award conferences can be a constructive step in getting to know the regional coordinator. This applies for funded programs as well as unfunded programs.*

**When potential partners of a new EWDJT program are a tribe, community college, training consultant, and possibly other local nonprofit organizations, which organization would be best suited as the principal grantee?**

*Per the EWDJT RFP, eligible entities include tribes, nonprofit and governmental organizations, community colleges, and universities. Each eligible organization has advantages and potential issues to consider. Below are a few considerations associated with each organization.*

*Tribes—A Native American organization would be an excellent choice, as few are active EWDJT grantees. Some issues to consider when selecting a Tribe as principal grantee may be:*

- *Tribes may not have experience writing and submitting federal grant proposals.*
- *Often, Tribes do not have the administrative and accounting depth need to meet EPA audit standards.*
- *Tribes, like other rural communities, have difficulties with recruitment and placement activities and may have limited training experience. It helps if they link with strong partners who provide those services.*

*Colleges and universities—Educational institutions are excellent principal grantees as they usually have experience submitting grants, and often have development staff and accounting/audit experience.*

*Governmental organizations—The mayor’s office or a workforce board are also excellent grantees. Like colleges, they usually have experience submitting and executing federal grants, and have administrative staff and accounting/audit experience.*

*Community and established nonprofit organizations—In searching for a nonprofit organization as the principal grantee, it is important that they have experience in grant submission, accounting, and a good track record. Some of EPA’s strongest grantees are established nonprofit organizations already providing training in other areas.*

*The key to choosing the best principal grantee partner is to find the organization with the depth, reputation, financial strength, and experience working with federal workforce grants. Ideally, the chosen organization will have the capability of continuing the EWDJT program (once established) without federal assistance.*

**Are EPA webinars archived and are the presentations still available?**

*Yes. A complete archive is available along with hundreds of other archived internet seminars for free download and replay at <http://www.clu-in.org/live/archive/>. You may also go to related links and resources at <https://clu-in.org/conf/tio/BFLeveraging1/default.cfm#tabs-4>.*

**Are the presentations and resources from the Annual Environmental Job Development All-Grantee Meetings available after the meeting?**

*Yes. Session notes, PowerPoint presentations, and other meeting resources are archived and available on the [Brownfields Toolbox](#) website.*

**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](http://www.sam.gov).*

**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](http://www.sam.gov).*

**The grant proposal has several attachments. Should I upload them separately or submit as one file in [www.grants.gov](http://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.*

**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.*

**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.*

**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**.*

**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.*

**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*
- 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.*

**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.*

**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.*

**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*

**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.*

#### **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.*

#### **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.*

#### **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.

#### **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).

#### **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.

### **5. TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

#### **[ACRES training for EWDJT grantees](#)**

**Tuesday, June 11, 2019**

**1p.m. Eastern Time**

**Tuesday, September 10, 2019**

**1 p.m. Eastern Time**

EPA will offer the following online training to aid Brownfields Cooperative Agreement Recipients in reporting their grant-funded activities using ACRES. To join the session there is no need to pre-register for training, however it is recommended that you [test your computer](#) to ensure compatibility prior to the training. On the day of training, follow the instructions below (you will need to join BOTH a conference call and a virtual meeting):

Phone: Dial 1 (408) 650-3123

Phone: Enter the conference code 958-346-757

Phone: the Audio Pin is not needed

**[WebEx Session EXIT](#)**

Click the Join Meeting link next to the training you would like to attend, enter the meeting password: ACRES

#### **[Environmental Justice Awareness](#)**

U.S. Environmental Protection Agency (EPA) announced training to build the capacity of states to integrate environmental justice into their decision-making process. Over the next year, EPA will conduct a national webinar series developed in collaboration with state partners.

“From reducing lead exposure to cleaning up contaminated lands, EPA is prioritizing underserved communities that are disproportionately impacted by environmental and public health risks,” said EPA Administrator Andrew Wheeler. “This new training will help states identify, prioritize, and address the needs of at-risk communities facing immediate environmental and public health challenges.”

“South Carolina is proud to serve as a collaborative partner with the EPA as they unveil a new environmental justice training initiative for states. We are pleased the EPA is taking this important step to increase understanding of tools and resources that can be applied to address the needs of environmental justice communities,” said South Carolina Department of Health and Environmental Control Director of Environmental Affairs Myra Reece.

The five national training webinars, which will be accessible through a publicly available website, will serve as an ongoing resource for state staff and others interested in developing their environmental justice knowledge and expertise. Planned topics include identifying and prioritizing environmentally-impacted and vulnerable communities, enhancing community involvement in the regulatory process, using an area-wide planning approach to promote equitable development, and application of environmental justice to state environmental impact assessments. To complement the online trainings, EPA Regions will conduct training on environmental justice for their respective states.

For many years, EPA has heard from its state partners about the need for systematic training on environmental justice principles, methods, and practices. Many groups, including frontline communities, have called for EPA to focus on state collaborations as an important part of its environmental justice work. This new training recognizes that success in addressing many environmental justice challenges depends heavily on states and supports EPA’s strategic vision for environmental justice as outlined in the Agency’s strategic plan. Visit [EPA website](#) for more information on environmental justice.

### **The Community and College Consortium for Health and Safety Training**

The Community and College Consortium for Health and Safety Training (CCCHST), administered by the [Partnership for Environmental Technology Education](#) (PETE) can training components for EPA EWDJT trainers. CCCHST consists of 120 partners offering hazardous materials instruction (HAZWOPER and related Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120) in most states of the nation. CCCHST uses a curriculum developed by the Hazardous Materials Training and Research Institute (HMTRI) through a train-the-trainer model program. CCCHST instructors, prepared by PETE and HMTRI, annually train 10,000 workers, technicians, and supervisors to protect themselves and their communities from exposure to hazardous materials encountered during waste site clean-up, disaster site cleanup, Brownfields redevelopment, transportation of hazardous materials, and in response to spills and releases of hazardous materials. Here is the schedule for upcoming CCCHST professional development opportunities:

..... **Now accepting applications** .....

#### **The GreatEST Institute**

**June 3-14, 2019**

Davenport, Iowa

OSHA Health and Safety Instructor Training

The Community College Consortium for Health and Safety Training (CCCHST)

Instructors are prepared through a 10-day Train-the-Trainer Program called the GreatEST Institute (Great Environmental Safety Training Institute) to deliver required certifications for public and private responders and workers including:

- 40-hour Waste Site Worker Health and Safety
- 24-hour Industrial Emergency Response
- DOT Haz Mat Awareness
- Confined Space Non Entry Rescue
- Hazard Awareness and Communication

- Disaster Site Worker Awareness

Applications can be found at <https://nationalpete.org/events/>. February 28<sup>th</sup> was the last day to register for the Community and College Consortium for Health and Safety Training (CCCHST)'s GreatEST Institute. If there are any remaining openings, they will accept applications past the registration deadline.

**PETE Instructor Professional Development Conferences**

- April 23-25, 2019 – Northampton Community College, Bethlehem, PA
- July 16-18, 2019 – South Central College, North Mankato, MN

**6. CONTACT CURRENT ENVIRONMENTAL WORKFORCE DEVELOPMENT AND JOB TRAINING GRANTEEES**

Are you interested in contacting current environmental workforce development and job training grantees? EWDJT grantees are happy to assist other grantees and prospective applicants to share their experiences with interested organizations. Contact information is available from the [2018 All Grantee Meeting participant list](#).

<b>New and Refunded Grantees</b>	<b>Region</b>	<b>State</b>	<b>FY Award</b>
Alaska Forum, Inc.	10	AK	2016, 2018
Auberle	3	PA	2016
Civic Works, Inc.	3	MD	2016, 2018
Cypress Mandela Training Center, Inc.	9	CA	2016
Earth Conservancy	3	PA	2017
Energy Coordinating Agency	3	PA	2016
Essex County Division of Training and Employment	2	NJ	2018
Florida State College at Jacksonville	4	FL	2017
Fortune Society, Inc., The	2	NY	2017
Full Employment Council, Inc.	7	MO	2018
Glens Falls, City of	2	NY	2016
Great Lakes Community Conservation Corps, Inc.	5	WI	2017
Groundwork Rhode Island	1	RI	2018
Hunters Point Family	9	CA	2018
King County	10	WA	2018
Lawson State Community College	4	AL	2016
Limitless Vistas, Inc.	6	LA	2016, 2018
Los Angeles Conservation Corps	9	CA	2016, 2018
Merrimack Valley Workforce Investment Board	1	MA	2017
Northwest Regional Workforce Investment Board, Waterbury	1	CT	2016
Nye County	9	NV	2016
OAI, Inc.	5	IL	2017
Oregon Tradeswomen Inc.	10	OR	2017
PathStone Corporation	2	PR	2017
People United for Sustainable Housing, Inc.	2	NY	2017

New and Refunded Grantees	Region	State	FY Award
Pittsburg, City of	9	CA	2016, 2018
Port Gamble S'Klallam Tribe	10	WA	2016
RecycleForce	5	IN	2018
Redevelopment Authority of Cumberland County	3	PA	2016
Richmond, City of (California)	9	CA	2017
Rochester, City of (New York)	2	NY	2016
Salish Kootenai College	8	MT	2017
Santa Fe Community College	6	NM	2017
Springfield, City of (Missouri)	7	MO	2016, 2018
St. Louis Community College	7	MO	2017
St. Nicks Alliance	2	NY	2018
Sustainable South Bronx	2	NY	2018
Tacoma, City of	10	WA	2016, 2018
The Hunters Point Family	9	CA	2016
Training to Work an Industry Niche	4	NC	2018
West End Neighborhood House, Inc.	3	DE	2018
Zender Environmental Health and Research Group	10	AK	2017

[Map of EPA Regions](#)

## 7. BROWNFIELD CONFERENCES, WORKSHOPS, AND MEETINGS

### 5th Puerto Rican Brownfields Week with CCLR and EPA

May 7-9, 2019

#### Various locations, Puerto Rico

Join CCLR and EPA at the 5th Brownfields Week, focusing on Resilience and Reconstruction! An agenda will be released but click the below links to learn more about each workshop. Most of the presentations will be given in Spanish.

#### The workshops will discuss the following topics:

- TAB and TBA services and how to request TAB / TBA assistance
- EPA's environmental workforce and job training program
- Case studies of local resilience
- Opportunity Zones and more TBA

May 7th San Juan Workshop: [Register here](#)

May 8th Ponce Workshop: [Register here](#)

May 9th Mayaguez Workshop: [Register here](#)

### [The Business of Clean Energy & Efficiency](#)

May 21, 2019

#### Portland, OR

Oregon's Energy Future is the state's signature clean energy event. Now in its 13th year, Oregon's Energy Future connects policy with practice and addresses the industry's current challenges and opportunities. Attendees gain a deeper understanding of the political, economic, and social forces driving Oregon's clean energy economy, and come away with insights into how to meet the current challenges and take advantage of opportunities.

[Washington State Brownfields Conference](#)

May 29 – 30, 2019

Spokane, WA

Cleaning up and redeveloping brownfields is key to local economic development efforts, and turning perceived problems into community assets, such as affordable housing. The goal of this conference is to bring together public and private sector stakeholders from across Washington State and the Inland Northwest to share information on brownfields redevelopment successes and future opportunities.

[4<sup>th</sup> Annual NYS Redevelopment Summit - Pathways to Revitalization](#)

June 11, 2019

Albany, NY

Join fellow redevelopment professionals and practitioners for comprehensive learning and extensive networking focused on solving challenges and creating opportunities for economic revitalization through land reuse. Sponsorships and scholarships are available. Please contact Jean Hamerman ([jean.hamerman@cclr.org](mailto:jean.hamerman@cclr.org)) for more information.

[2019 West Virginia Brownfields Conference](#)

September 10-12, 2019

Morgantown, WV

The WV Brownfields Conference & Main Street/ON TRAC Training is West Virginia’s premier redevelopment event that combines educational programs with networking opportunities between communities, local governments, development professionals, and service providers. The conference features expert panels, interactive workshops, technical training, and project case studies.

The Conference Planning Committee is currently seeking mobile workshop and breakout session ideas to fill limited slots for the 2019 Conference in Morgantown, WV on September 10-12. We are looking for session ideas focused on downtown development, remediation and site preparation strategies, re-use planning approaches, and redevelopment funding opportunities. Creative session formats, such as town hall or roundtable discussions and interactive workshops, as well as traditional panel presentations, are encouraged.

**10. EPA REGIONAL JOB TRAINING COORDINATORS**

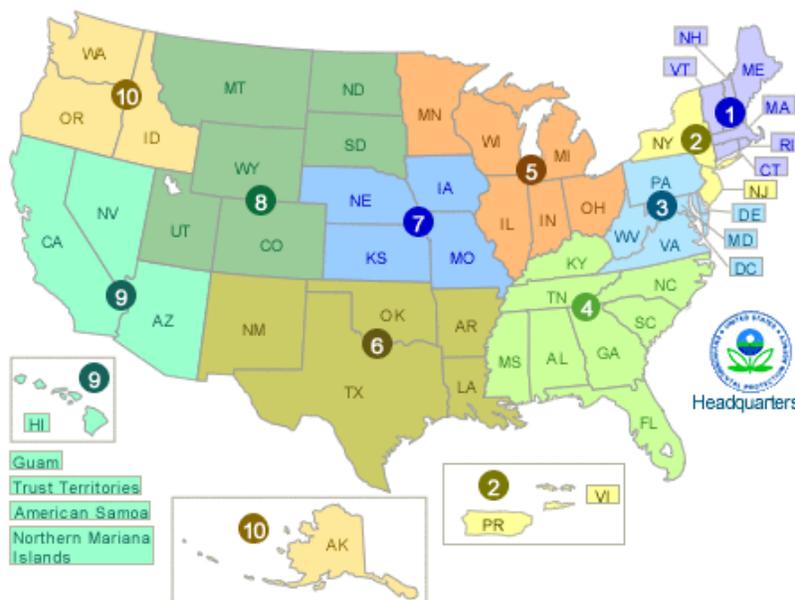
11.

<b>EPA Region 1</b> Danny Rodriguez	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1060 E-mail: <a href="mailto:rodriguez.danny@epa.gov">rodriguez.danny@epa.gov</a>
<b>EPA Region 2</b> Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: <a href="mailto:mitchell.schenine@epa.gov">mitchell.schenine@epa.gov</a>
<b>EPA Region 3</b> Gianna Rosati	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3406 E-mail: <a href="mailto:rosati.gianna@epa.gov">rosati.gianna@epa.gov</a>
<b>EPA Region 4</b> Wanda Jennings	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8682 E-mail: <a href="mailto:jennings.wanda@epa.gov">jennings.wanda@epa.gov</a>
<b>EPA Region 5</b> Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: <a href="mailto:morgan.linda@epa.gov">morgan.linda@epa.gov</a>
<b>EPA Region 5</b> Craig Mankowski		Phone: (312) 886-9493 E-mail: <a href="mailto:mankowski.craig@epa.gov">mankowski.craig@epa.gov</a>

<b>EPA Region 6</b> Rita Ware	AR, LA, NM, OK, TX	Phone: (214) 665-6409 E-mail: ware.rita@epa.gov
<b>EPA Region 7</b> Alma Moreno Lahm	IA, KS, MO, NE	Phone: (913) 551-7380 E-mail: moreno-lahm.alma@epa.gov
<b>EPA Region 8</b> Christina Wilson	CO, MT, ND, SD, UT, WY	Phone: (303) 312-6706 E-mail: wilson.christina@epa.gov
<b>EPA Region 9</b> Nova Blazej	AZ, CA, HI, NV, AS, GU	Phone: (415) 972-3846 E-mail: blazej.nova@epa.gov
<b>EPA Region 9</b> Noemi Emeric-Ford		Phone: (213) 244-1821 E-mail: emeric-ford.noemi@epa.gov
<b>EPA Region 10</b> Deborah Burgess	AK, ID, OR, WA	Phone: (206) 553-2580 E-mail: burgess.deborah@epa.gov

Map of EPA Regions

Credit: [epa.gov](http://epa.gov)



## 10. FUTURE PROFESSIONAL LEARNING COMMUNITY (PLC) CALLS

Missed a few of our PLC sessions? Post session notes are available on the [Brownfields Toolbox](#).

### Cycle 20 – Upcoming 2019 environmental workforce PLC discussions

5/8/2019	Session 211	6/5/2019	Session 212
5/22/2019	Special Webinar		

Tune into the next PLC call - **Wednesday, May 8, 2019.**

Join our 30-minute discussion with EPA EWDJT grantees, alumni and new interested stakeholders. PLCs give grantees a chance to highlight their programs and an opportunity for others to learn from their experience. For questions or to be placed on the PLC register, send your contact information to [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

Feel free to invite a guest! Send your contact information to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

Visit our [HMTRI Brownfields Toolbox](#) website for more information on Brownfields Environmental Workforce Development and Job Training programs. All [PLC session notes and recordings](#) are also located on the website. For those interested in providing content or suggestions, please contact Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

**NOTE:** The PLC brings together ideas and opinions of individuals interested in environmental workforce development and job training. Ideas and opinions are not those of EPA or its policy and should not be taken as official guidance.

