Preparing a successful EPA Job Training Grant Proposal

Technical Assistance for Brownfields Program

EPA Region 1

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Webinar Objectives

Present RFP guidelines (EPA June 15th webinar will do that)

Guidance on how to address guidelines – grant writing tips
First Rule of Grant Writing

KEEP CALM
AND
FOLLOW THE RUBRIC
SECTION V – APPLICATION REVIEW INFORMATION

V.A. Evaluation Criteria

If your application passes the threshold eligibility review, your responses and the information you provide in your Narrative will be evaluated per the criteria below and scored by a national evaluation panel. Each application will be rated under a points system, with a total of 185 points possible.

1. COMMUNITY NEED (35 points)

Each application will be evaluated on the quality and extent to which it addresses the following:

1.A. Community Description (20 points)

- The extent to which the brief description of the city, town, or geographic area provides background on its environmental, economic and brownfield challenges and the degree to which the challenges impact the community as well as the extent to which a specific target area(s) is clearly defined (5 points);
- The degree to which the applicant identifies and describes current community challenges in the target area and an explanation of how/why the targeted area was selected for the training. (Examples of community challenges include environmental, social, public health, and economic issues, as well as environmental justice concerns, such as the disproportionate siting of polluting facilities or number of brownfield sites in low-income and/or minority communities you’re proposing for your target area) (5 points);
- The extent to which demographic statistics are provided for the target area, including a comparison to city, state, and/or national averages. For example, the population, unemployment rate, poverty rate, percent minority, per capita income and the degree to which the statistics for the target area demonstrate a disadvantaged community indicative of need (5 points); and

Page 29 of the FY23 JT RFA
# Overview of sections and points

## 1. COMMUNITY NEED (35 points)
- 1.A. Community Description (20 points)
- 1.B. Labor Market Demand (15 points)

## 2. TRAINING PROGRAM DESCRIPTION (20 points)

## 3. BUDGET (10 points)

## 4. PROGRAM STRUCTURE, ANTICIPATED OUTPUTS AND OUTCOMES (45 points)
- 4.A. Outputs and Outcomes (10 points)
- 4.B. Recruitment and Screening (20 points)
- 4.C. Program Support (10 points)
- 4.D. Program Sustainability (5 points)

## 5. COMMUNITY AND EMPLOYER PARTNERSHIPS (40 points)
- 5. Partnerships (10 points)
- 5.A. Collaboration with Environmental Entities (5 points)
- 5.B. Collaboration with Job-Readiness/Life Skills (5 points)
- 5.C. Collaboration with Community (5 points)
- 5.D. Collaboration with Employers (15 points)

## 6. LEVERAGING (5 points)

## 7. PROGRAMMATIC CAPABILITY (30 points)
- 7.A. Grant Management System (5 points)
- 7.B. Organizational Experience (10 points)
- 7.C. Audit Findings (5 points)
- 7.D. Past Performance and Accomplishments (10 points)

Length of section should be roughly proportional to points.
Considerations to define your Target Area

- Scope and reach of your organization (city, regional, county)
- Sufficient size for target number of trainees, jobs and employers
- Community Need – Justice40 Initiative
1A Community Description

Demographics (race and ethnicity, age, linguistic isolation)

Challenges (brownfields, pollution, health, economic data)
Disadvantaged community

• Definition under Justice40 Initiative

• Watch EJSCREEN video to obtain relevant indicators

• https://tab.program.uconn.edu/workshops-webinars/

On January 27, 2021, Executive Order 14008 Tackling the Climate Crisis at Home and Abroad Section 223 established the Justice40 Initiative. The goal of the Justice40 Initiative is that 40% of the overall benefits of Federal investments flow to “disadvantaged communities.” Guidance provided to federal agencies on July 20, 2021 by the Office of Management and Budget (OMB), Council on Environmental Quality (CEQ), and the National Climate Advisor included the following definitions and indicators of disadvantaged communities:

• Community – either a group of individuals living in geographic proximity to one another, or a geographically dispersed set of individuals (such as migrant workers or Native Americans), where either type of group experiences common conditions.

• Disadvantaged – consider appropriate data, indices, and screening tools to determine whether a specific community is disadvantaged based on a combination of variables that may include, but are not limited to, the following:
  o Low income, high and/or persistent poverty;
  o High unemployment and underemployment;
  o Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities;
  o Linguistic isolation;
  o High housing cost burden and substandard housing;
  o Distressed neighborhoods;
  o High transportation cost burden and/or low transportation access;
  o Disproportionate environmental stressor burden and high cumulative impacts;
  o Limited water and sanitation access and affordability;
  o Disproportionate impacts from climate change;
  o High energy cost burden and low energy access;
  o Jobs lost through the energy transition;
  o Access to healthcare; and
  o Geographic areas within Tribal jurisdictions.

For the purposes of the FY22 grant solicitations, EPA will use the definitions and indicators above to identify disadvantaged communities.
Community Need

May replace one column with EPA Region 1 if Target Area is City or County wide

Sample Format for Demographic Information

<table>
<thead>
<tr>
<th></th>
<th>Target Community (e.g., Census Tract)</th>
<th>City/Town or County</th>
<th>Statewide</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population:</td>
<td></td>
<td></td>
<td></td>
<td>316,127,513&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Unemployment:</td>
<td></td>
<td></td>
<td></td>
<td>8.3%&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Poverty Rate:</td>
<td></td>
<td></td>
<td></td>
<td>15.5%&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Median Household Income:</td>
<td></td>
<td></td>
<td></td>
<td>$53,889&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Percent Minority:</td>
<td></td>
<td></td>
<td></td>
<td>37.8%&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Other: Include other relevant data as needed in additional rows</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup>Data are from the 2014 American Community Survey data profile and are available on American FactFinder at [http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP05&src=pt](http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP05&src=pt)


<sup>3</sup>Data are from the 2014 American Community Survey data profile and are available on American FactFinder at [http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP03&src=pt](http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP03&src=pt)

High school graduation rates
Specific minority groups
Data for Community Need

- Watch video on using American Fact Finder on https://tab.program.uconn.edu/grant-writing/
- Selected ACS 2020 data are also available, downloaded for New England states
- Watch EJSCREEN video to obtain additional parameters to establish EJ

<table>
<thead>
<tr>
<th>ACS 2020 5-year</th>
<th>USA</th>
<th>CT</th>
<th>MA</th>
<th>ME</th>
<th>NH</th>
<th>RI</th>
<th>VT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>326,569,308</td>
<td>3,570,549</td>
<td>1,340,825</td>
<td>6,873,003</td>
<td>1,355,244</td>
<td>1,057,798</td>
<td>624,340</td>
</tr>
<tr>
<td>Unemployment</td>
<td>5.4%</td>
<td>6.0%</td>
<td>4.0%</td>
<td>5.1%</td>
<td>3.8%</td>
<td>5.5%</td>
<td>3.8%</td>
</tr>
<tr>
<td>Poverty Rate</td>
<td>12.8%</td>
<td>9.8%</td>
<td>11.1%</td>
<td>9.8%</td>
<td>7.4%</td>
<td>11.6%</td>
<td>10.8%</td>
</tr>
<tr>
<td>Median Household Income</td>
<td>64,994</td>
<td>79,855</td>
<td>59,489</td>
<td>84,385</td>
<td>77,923</td>
<td>70,305</td>
<td>63,477</td>
</tr>
<tr>
<td>Percent Minority</td>
<td>43%</td>
<td>38%</td>
<td>5%</td>
<td>31%</td>
<td>9%</td>
<td>33%</td>
<td>6%</td>
</tr>
</tbody>
</table>

Note: Percent minority is equal to percent non-white plus percent Hispanic
1B Labor Market Demand

- State data (some also have regional data available)
Labor Market Demand – Additional Tools

May also use paid services such as Chmura
Identifying Environmental Employers

**Connecticut**
- Licensed Environmental Professionals
- Asbestos and Lead Contractors
- Waste Transporters and Spill Contractors

**Massachusetts**
- Licensed Site Professionals
- Asbestos Contractors
- Lead Abatement Contractors
- Hazardous Waste Transporters

**Maine**
- Licensed Asbestos Abatement Consultants
- Hazardous Waste and Waste Oil Transporters

**New Hampshire**
- Asbestos Contractors
- Lead assessors and contractors
- Hazardous Waste Vendor lists

**Rhode Island**
- DEM Environmental consultant list
- Asbestos Contractors
- Lead contractors
- Hazardous Waste Transporters

**Vermont**
- VTDEC Consultant List
- VTDEC Cleanup Contractor List
- Asbestos Contractors
- Lead Contractors
2 Training Program Description

- Number and types of courses offered
- Course provider
- Level of training
- Certification
- Duration
- Number of cycles program will be offered
- Cost per course
Training Program Elements

Mandatory

• 40-hour HAZWOPER

Eligible

• Wide-array of “green jobs” – relate them to brownfields
• Pages 2-3 of RFA
• Also see Brownfields Toolbox Best Practices document

Supplemental (NOT eligible for EPA funds)

• Life skills, Adult literacy and employability
• Can provide in collaboration with other entities but NOT part of main training program
Eligible course highlights

<table>
<thead>
<tr>
<th>Green infrastructure</th>
<th>Soil/Agriculture</th>
<th>Climate and Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Stormwater management</td>
<td>• Horticulture/ecological restoration</td>
<td>• Disaster worker certification</td>
</tr>
<tr>
<td>• Renewable energy, energy efficiency</td>
<td>• Landscaping</td>
<td>• First responder</td>
</tr>
<tr>
<td></td>
<td>• Urban agriculture</td>
<td>• Climate resilience awareness</td>
</tr>
</tbody>
</table>
Key considerations in building the program

Skills must be tied to outcomes of Labor Market Demand Section, i.e. employer needs.

Skills must address Community Need and profile – if possible, tie to specific redevelopment efforts.
Content Providers – You don’t have to go it alone!

- Community Colleges
- EH&S training providers
- Workforce Development Agencies
- Guest lecturers/Consultants
- Trade Schools
3 Budget

Certain participant support costs ARE NOW ELIGIBLE FOR NEW GRANTEES, including for:

- **Transportation for trainees** for site visits during training or to transport trainees to and from class in the form of stipends or other allowable direct costs (e.g. transportation vouchers or vehicle rental).
- **Reasonable stipends** to compensate trainees for participating in training. Note that stipends may only be paid for actual time spent in training classes or on-the-job training activities and must not duplicate training support provided through other Federal, state, tribal or local programs.
- **Reasonable child-care subsidies**. Note that child-care subsidies must not duplicate child-care support provided through other Federal, state, tribal or local programs.

**MAX 40% of total budget**
# 4A Outputs and Outcomes

<table>
<thead>
<tr>
<th>Outputs (Measurable – short term)</th>
<th>Outcomes (long term – related to Community Need)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students (min. 50 completing)</td>
<td>Increased community access to environmental jobs</td>
</tr>
<tr>
<td>Job placement rate (min. 70%)</td>
<td>Enhance labor availability for green jobs in EJ communities</td>
</tr>
<tr>
<td>Number of trainings</td>
<td>Improvement community involvement</td>
</tr>
<tr>
<td>Number of certifications</td>
<td>Promote Environmental health and safety</td>
</tr>
<tr>
<td>Number of individuals with HAZWOPER certification</td>
<td>Reduce exposure to hazardous substances</td>
</tr>
</tbody>
</table>
4B Student recruitment strategy – potential outreach partners

- Vocational high schools
- Local labor union chapters
- Veteran’s Service Departments
- Chambers of Commerce
- Community organizations, churches
- Re-entry programs
## 4B Screening processes – potential elements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Age 18 or 17 with high school diploma and parental consent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Proof of legal work authorization</td>
</tr>
<tr>
<td></td>
<td>Possessing (or being able to obtain) driver’s license</td>
</tr>
<tr>
<td></td>
<td>High school diploma or GED (may be optional)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interview</th>
<th>Vocational interest questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test for Adult Basic Education (basic math, verbal and language communication skills), English language skills</td>
</tr>
<tr>
<td></td>
<td>Physical limitations for certain trainings or jobs</td>
</tr>
<tr>
<td></td>
<td>Ability to consistently attend trainings, e.g. family obligations, transportation</td>
</tr>
</tbody>
</table>
4B Retention and Attrition Strategies

- Identify barriers to completion early on
- Advising/mentoring/check-ins throughout the program
- Solicit feedback during program, not only upon completion
- Flexibility to complete program in different cycles
# 4C Program Support

## Supported by EPA grant
- Job placement and referral
- Follow-up and reemployment
- Student tracking

## Extra (not supported by EPA grant)
- Life skills
- Mentoring
- Legal, mental health, personal issues

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4C Program Support - Tax Credits

- **Work Opportunity Tax Credit**
- Federal tax credit available to employers who invest in American job seekers who have consistently faced barriers to employment.

**Targeted Groups**

Employers can hire eligible employees from the following target groups for WOTC.

- Qualified IV-A Recipient
- Qualified Veteran
- Ex-Felon
- Designated Community Resident (DCR)
- Vocational Rehabilitation Referral
- Summer Youth Employee
- Supplemental Nutrition Assistance Program (SNAP) Recipient
- Supplemental Security Income (SSI) Recipient
- Long-Term Family Assistance Recipient
- Qualified Long-Term Unemployment Recipient
5 Partnerships – make sure your pie is complete

A Environmental (placement, on the job training)
- Recipients of brownfield grants
- Economic development agencies

B Job-readiness (Supplemental Training)
- Workforce Development Boards, One Stop Centers, trade schools, community colleges

C Community (Recruitment)
- Citizen groups
- Churches
- High schools

D Employers (placement, on-the-job training)
- Environmental consultants and contractors, labor unions, developers, hazardous waste companies
Brownfield grantees in New England

- [https://java.epa.gov/acrespub/gfs/](https://java.epa.gov/acrespub/gfs/)

- Apply filters, EPA Region 1, State, Grant Announcement past 3 years
Additional Resources

• **Brownfields Toolbox**: one-stop site for all issues on JT grants: best-practices documents, webinars, listserv

• **EPA JT website**: June 15th webinar, guidelines, FAQ

• **UCONN TAB website**: webinar recording, related files – Contact us for a review of your proposal!
Questions?