



# Proposal Guidelines for Brownfields Job Training Grants



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# EPA's Brownfields Job Training Grants

These guidelines are provided pursuant to the Catalog of Federal Domestic Assistance Number 66.815.

The new Small Business Liability Relief and Brownfields Revitalization Act ("Brownfields Law" or "the Law", P.L. 107-118) allows the U.S. Environmental Protection Agency (EPA) to fund training to facilitate assessment, remediation, or preparation of brownfield sites. A brownfield site is "real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant," as defined in §101(39) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA, or Superfund). Applicants for this program must be located in or near a community that currently receives, or has received, financial assistance from EPA for brownfields-related activities.

## 1.1. Background

In the early 1990s, stakeholders expressed concerns to EPA that more than 600,000 properties that were once used for industrial, manufacturing, or other commercial uses were lying abandoned or underused due to the actual or perceived presence of contamination. Brownfield areas, particularly those in city centers, were contributing to blight and joblessness in surrounding communities. Unknown environmental liabilities were preventing communities, developers, and investors from restoring these properties to productive use and revitalizing impacted neighborhoods.

In 1994, EPA responded to the brownfields problem with an approach that is locally based, encourages strong public-private partnerships, and promotes innovative and creative ways to assess, clean up, and redevelop brownfield sites. This approach empowers state, tribal, and local environmental and economic development officials to oversee brownfield activities. It encourages implementing local solutions to local problems. EPA also has provided funding to create local environmental job training programs to ensure that the economic benefits derived from brownfields revitalization efforts remain in local neighborhoods.

A critical part of EPA's efforts to encourage assessment and cleanup of brownfields is participation by affected residents. In addition, EPA works to ensure that disadvantaged residents do not bear a disproportionate burden of the effects of environmental contamination. To help residents take advantage of jobs created by the assessment and cleanup of brownfields, EPA initiated the Brownfields Job Training Grants.

## 1.2. EPA's Brownfields Financial Assistance Program

EPA's Brownfields Program is an organized commitment to help communities revitalize brownfield properties both environmentally and economically, mitigate potential health risks, and restore economic vitality to areas where brownfields exist. Successful cleanup and redevelopment of brownfields are proof that economic development and environmental protection can indeed coexist. As a part of the Brownfields Economic Redevelopment Program, EPA has funded over 1,000 brownfields grants, including 56 job



training grants totaling \$10.7 million. As of May 2003, more than 1,300 people had completed training; and more than 900 obtained employment in the environmental field with an average hourly wage of \$12.55.



# Summary of Brownfields Grant Programs

EPA is requesting proposals for brownfields job training grants. This is a competitive grant program managed in accordance with EPA Order 5700.5 “Policy for Competition in Assistance Agreements,” conducted under a ranking system established under the new Brownfields Law (P.L. 107-118). The goals of the Job Training Program are to prepare trainees for future employment in the environmental field and facilitate cleanup of brownfield sites contaminated with hazardous substances, pollutants, or contaminants and petroleum.

EPA will award up to \$200,000 per job training grant. However, EPA reserves the right to fund successful proposals at lower amounts depending on the availability of EPA funds, applicant access to other sources of funds, quality of applicant proposals, and needs of the community.

An EPA national panel will determine which proposals have the potential to effectively use the limited funds EPA has available for awards. Scores on each **ranking criterion** will be totaled to determine proposal rankings. EPA will not seek clarification of responses to ranking criteria. The highest ranking proposals will be selected by EPA senior management taking into consideration the recommendations of the review panel and other policy considerations such as geographic distribution of funds between urban and non-urban areas and among EPA’s 10 Regions, and avoiding duplication of other Federal job training programs.

Successful applicants will develop a program that brings together community groups, job training organizations, educators, investors, lenders, developers, and other affected parties to carry out training programs for residents in communities impacted by brownfields and to empower local community residents. Although EPA has decided not to require recipients to provide program funding through a specific matching formula, EPA will take into account the extent to which recipients demonstrate the ability to “leverage” funds when evaluating and ranking proposals.

## 2.1. Deadlines

***Proposals must be postmarked by December 1, 2003.*** Depending on the availability of funds, EPA expects to select approximately 10 Brownfields Job Training Grants by the end of February 2004.

## 2.2. Applicant Eligibility

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

Eligible governmental entities include a general purpose local unit of government; a land clearance authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of government; a governmental entity created by a state legislature; a regional council or group of general purpose units of local government; a redevelopment agency that is chartered or otherwise sanctioned by a state; a state; an Indian Tribe (other than in Alaska), or an Alaskan Native Regional Corporation and an Alaska Native Village Corporation as those terms are defined in the Alaska

Native Claims Settlement Act (43 U.S.C. 1601 and following); and the Metlakatla Indian Community. EPA welcomes and encourages proposals from coalitions of such entities, but a single eligible entity must be identified as the legal recipient. Intertribal consortia, except consortia comprised of ineligible Alaska 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. Public and nonprofit private educational institutions are eligible to apply. ***For-profit or proprietary training organizations or trade schools are not eligible to apply.*** Evidence of current nonprofit status under Federal, state or tribal law must be provided prior to time of application.

## 2.3. Authority for Brownfields Job Training Grants

Funding for National Brownfields Job Training Program grants is authorized under CERCLA §104(k)(6), 42 U.S.C. §9604(k)(6). This statute authorizes EPA to provide, or fund eligible entities or nonprofit organizations to provide, training, research, and technical assistance to individuals and organizations, as appropriate, to facilitate assessment, remediation, or preparation of brownfield sites. EPA awards grants authorized by §104(k) under a ranking system that includes factors relating to community need, overall viability of proposed project leveraging of other funds, community involvement, eligibility for funding from other sources, and/or effective use of existing infrastructure.

## 2.4. Eligible Uses of EPA Funds

Project proposals must conform to the following guidelines:

- Grant funds may be used to train residents for the handling and removal of hazardous substances, which includes training for jobs in sampling, analysis, and site remediation.
- Funds also may be used for the following: 1) training in the management of facilities at which hazardous substances, pollutants, contaminants or petroleum contamination are located; 2) training for response activities often associated with cleanups—for example, landscaping, demolition, and groundwater extraction; and 3) development/refinement of existing curriculum for the training described in this paragraph.
- Grant funds may be used for training participants in the use of techniques and methods for cleanup of leaking underground storage tanks and other sites contaminated by petroleum products, asbestos abatement, or lead abatement where these topics are a component of a more comprehensive hazardous waste and substance management training course or environmental technology training course.
- Grant funds may be used for outreach activities directed toward improving participation in hazardous waste and substance management training for communities impacted by brownfields. *Proposed training programs must establish procedures to ensure that participants are recruited from the neighborhoods where the brownfield site(s) are located and graduates from their training programs are employed in assessing and cleaning up environmentally contaminated sites.*

- Eligible applicants must ***propose to serve*** a community that currently receives, or has received, financial assistance from EPA for brownfields-related activities. For a complete listing of existing EPA-funded brownfield grant areas, please visit: <http://www.epa.gov/swerosps/bf/pilot.htm#assess>.

## 2.5. Prohibited Uses of EPA Brownfields Job Training Grant Funds

- Grant funds may *not* be used for conducting site assessments or actual cleanups except under temporary on-the-job training assignments. Grant funds may *not* be used for conducting response activities often associated with cleanups—for example, landscaping, demolition, and groundwater extraction except under temporary on-the-job training assignments. ***Assessment, cleanup, and associated activity costs should be funded through other means.***
- Grant funds may *not* be used for general or life skills education activities, job readiness training, job placement costs, GED costs, transportation costs or stipends for students, web site development, vehicle or medical insurance, or child care costs.
- Grant funds may *not* be used for costs that are unallowable (e.g., lobbying, fund-raising) under OMB Circulars A-21 (universities), A-87 (state, tribal, and local governments), or A-122 (nonprofit organizations), as applicable.
- Grant funds may *not* be used to match any other federal funds unless there is specific statutory authority for the match. CERCLA does not provide this authority. However, grant funds may be used to match state or local funds if authorized by the relevant state statute or local ordinance.
- Under the new Brownfields Law, ***grant funds may not be used for administrative costs.*** See *Appendix 2* for details on this important prohibition.





# Proposal Submission and Selection Process Overview

## 3.1. Evaluation of the Proposals

National Brownfields Job Training Program grants are awarded to the highest ranking applicants, as determined by EPA under a competitive ranking system. Evaluation panels consisting of EPA Regional and Headquarters staff and other federal agency representatives will evaluate the proposals and make recommendations to EPA senior management.

### ***Pre-application Assistance***

EPA Regional Brownfields staff may respond to individual questions regarding threshold eligibility requirements, but will not provide assistance by responding to evaluation criteria. Agency personnel will not review draft proposals. Significant questions and answers will be posted on the EPA website: [www.EPA.gov/brownfields](http://www.EPA.gov/brownfields), under Job Training Grants. Additional questions may be submitted electronically to EPA's Office of Brownfields Cleanup and Redevelopment at [bf.comments@epa.gov](mailto:bf.comments@epa.gov). Parties wishing to submit their questions via the United States Postal Service should address their comments to: Ms. LaKisha Odom, U.S. Environmental Protection Agency, Office of Brownfields Cleanup and Redevelopment, MC-5105T, 1200 Pennsylvania Avenue, NW, Washington, DC 20460. Hand deliveries should be sent to Ms. LaKisha Odom, U.S. Environmental Protection Agency, Office of Brownfields Cleanup and Redevelopment, Room 2406, 1301 Constitution Avenue, NW, Washington, DC 20460.

The evaluation panels will assess how well the proposals meet the evaluation criteria outlined below. There are two different types of criteria—***threshold criteria*** and ***ranking criteria***. Threshold and ranking criteria are clearly indicated. ***If an applicant fails to provide responses to the Threshold criteria outlined in the guidelines, the proposal will fail and will not be evaluated further.*** However, EPA Regions may seek clarification from an applicant regarding its responses to threshold criteria.

Proposals must be clear and concise and strictly follow each of the criteria. Sufficient detail must be provided for the panel to evaluate the merits of each proposal and decide which proposals best support the intent of the grant program. Vague descriptions, redundancy, and failure to propose a comprehensive environmental training program covering all student needs may result in a lower ranking. Incomplete proposal packages may not be accepted. Proposals providing the best evidence of need, a proven record of job placement and student tracking, leveraging of partnerships with public and private sources, measures of success, a comprehensive budget analysis and detailed budget narrative, and effective use of funds will have the best chance of being recommended for funding by the evaluation panel.

Following the panel review and senior management selection, successful applicants will receive a confirmation letter, and the appropriate EPA Regional Brownfields Coordinator and Regional Grants Specialist will be informed. EPA anticipates that other applicants will be informed of EPA's decision within approximately 60 days of final decisions on grants by senior management.

EPA will ask the successful applicants to submit a final cooperative agreement application package. This package will include a final work plan that describes the work to be performed, including a final budget, and the required certification forms. The EPA Regional Brownfields Coordinators and Regional Grants Specialists will work closely with the applicants to process and finalize the cooperative agreement package.

**Proposal funding is not guaranteed at any stage of the proposal process until the Cooperative Agreement is finalized and the final award is made. EPA reserves the right to reject all proposals and make no awards.**

**Note: Applicants must clearly mark any information they consider to be proprietary, confidential business information. If marked information is requested from EPA under the Freedom of Information Act, EPA will follow the provisions of 40 CFR Part 2, Subpart B.**

## 3.2. General Proposal Requirements

All materials included in the proposal (including maps and other attachments) must be printed on **letter-sized paper** (8½” by 11”) and font sizes may be no smaller than 11 points. Proposals received by EPA will be copied and distributed to appropriate reviewers; therefore, **binders and color printing are strongly discouraged**. Proposals must not be more than 15 single-sided pages in length, not including the cover letter and attachments. **Only the first fifteen pages of a proposal (not including cover page) and appropriate and relevant attachments will be photocopied for evaluation.** Please do not include photos and other graphics.

Proposals should be concise and well organized, and must provide the information requested in the guidelines, including responses to each criterion. Factual information about your proposed project and community should be provided. Proposals should not include discussions of broad principles that are not specific to the proposed work or project. Responses to criteria should include the criteria number and title but need not restate the entire text of the criteria. Electronic copies of these guidelines can be obtained from the EPA Brownfields web site ([www.epa.gov/brownfields](http://www.epa.gov/brownfields)) or by contacting your Regional Brownfields Contact listed in *Appendix I*.

## 3.3. Proposal Submission Schedule

September 2003	Federal Register Notice published
December 1, 2003	Proposals due to EPA
February 2003	Announcement of Grants

Submit two copies of your proposal, including attachments, to EPA headquarters. In addition, submit one copy of your proposal, including attachments, to your EPA Regional Brownfields Contact (listed in *Appendix I*). Proposals must be postmarked by December 1, 2003.

Mail your proposal to:

U.S. Environmental Protection Agency  
OSWER Office of Brownfields Cleanup and Redevelopment (5105-T)  
Attn: LaKisha Odom  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

OR

Overnight your proposal to:

U.S. Environmental Protection Agency  
OSWER Office of Brownfields Cleanup and Redevelopment  
Attn: LaKisha Odom (5105-T)  
1301 Constitution Ave., NW (Room 2402)  
Washington, DC 20004



# Job Training Proposal Guidelines

## 4.1. Cover Page

The cover page is intended to identify the brownfields job training and development pilot applicant and a contact for communication with EPA. This should be one page and in the format of your choice.

- A. **Applicant Identification:** Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and be accountable to EPA.
- B. **Location:** City, county, and state or reservation, tribally owned lands, tribal fee lands, etc. of your assessment grant, cleanup grant, or revolving loan fund grant partner (if any). Include the names, addresses, and phone numbers of: 1) your assessment, cleanup, or revolving loan fund grant partners' mayor, county executive, governor, tribal chair, etc.; and 2) federal Congressional representatives.
- C. **Contacts:** Please provide name, phone/fax numbers, e-mail address, and mailing address of the project director, head of organization, and Congressional District(s) responsible for the project proposal. These individuals may be contacted if other information is needed.
- D. **Date Submitted:** Date when the proposal is postmarked or sent to EPA via registered or tracked mail.
- E. **Project Period:** Project period must not exceed two years.
- F. **Cooperative Partners:** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project.

Please note that financial transactions with cooperative partners that involve EPA funding will be subject to compliance with applicable EPA assistance regulations relating to procurement and subgrants. Successful applicants may award subgrants that meet the requirements of 40 CFR 30.2(ff) or 40 CFR 31.3 *Subgrant* to other eligible entities or nonprofit organizations. The EPA Brownfields program has determined that awarding subgrants to for-profit organizations would be inconsistent with the Agency's purpose in awarding financial assistance for Brownfields job training. Successful applicants must follow competitive procurement procedures in 40 CFR Parts 30 or 31, as applicable, when acquiring commercial goods and services from either for-profit or nonprofit organizations. (To access this Code of Federal Register information, please visit: [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/40cfr30\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/40cfr30_03.html)).

Successful grant applicants will be required to provide, in addition to the SF 424, a Dun and Bradstreet Data Universal Numbering System (DUNS) number, which is now required when applying for federal grants or cooperative agreements on or after October 1, 2003. For more information, go to [www.grants.gov](http://www.grants.gov).

## 4.2. Threshold Criteria

Clearly state your responses to these threshold criteria. If your responses fail to meet any threshold criterion, then your proposal will not be considered further.

#### A. Location of the Proposed Project

Identify the EPA-funded brownfields grant (assessment, RLF, cleanup) in your project area.

#### B. Applicant Eligibility

Describe how you are an eligible applicant for the job training grant. (See description of eligible applicants in Section 2.2.) Applicants that received a Brownfields Job Training grant from EPA in Fiscal Year 2003 (announced May 2003) are not eligible to apply. A list of grants awarded in Fiscal Year 2003 can be found on the Brownfields website, <http://www.epa.gov/brownfields/pilot.htm#previous>.

Evidence of current nonprofit status under federal, state or tribal law must be provided at time of application.

#### C. Duplication

Applicants must demonstrate that the proposed training project does not duplicate other federally funded hazardous waste management training programs in their target community. The National Institute of Environmental Health Sciences maintains a list of their worker training grantees on their web site, <http://www.niehs.nih.gov/wetp>. Please demonstrate how services under this proposed project will complement but not duplicate existing federal job training activities in your targeted service area.

### 4.3. Ranking Criteria

#### A. Community Need (a maximum of 10 points may be received for this criterion)

*The purpose of this section is to provide evidence of need. Demonstrate the impact on the targeted community.*

1. Describe the target community you propose to serve under this project. Include demographic information and indicators, such as the poverty rate and the unemployment rate. Demonstrate the impact on the targeted community. If referencing a site(s), discuss the community effects and not just the immediate site impacts.
2. Describe the current brownfields challenges of your targeted community, including environmental, economic, and social issues.
3. Describe the demand for future employers to hire local residents to fill environmental jobs. Also describe the skills potential employers will need. Also describe potential Brownfields activities that indicate increased demand for skilled environmental workers.
4. Indicate whether your community is located in or near an Empowerment Zone/Enterprise Community (EZ/EC), Renewal Community, or is classified as a small community (population under 100,000). Special consideration will be given to tribes and urban versus non-urban locations.

#### B. Institutional Capacity (a maximum of 15 points may be received for this criterion)

*If Applicant has received **any** prior EPA Brownfields Job Training Grant funds please respond to ranking criteria 1, 2, and 3 of this section. If the applicant has **never** received EPA Brownfields Job Training Grant funds please respond to criteria 1, 2, and 4 of this section.*

1. Describe your experience and the experience of your partners in providing environmental job training and other job training services. Include in your description, your success in recruitment,

training, and job placement as well as your instructors' experience with the curriculum and target population.

2. Describe prior experience in managing federal grants. You must include information on all adverse final audit findings made within the last five years and special or "high risk" terms and conditions, cost disallowances or terminations imposed as a result of grant compliance issues within the last five years.
3. *Only entities that have previously received EPA funding should respond to this section.* Briefly detail original goals and project accomplishments, including number to be recruited, trained, placed and the actual numbers achieved as reported to EPA. Briefly explain need for additional funding and explain how the activities proposed today relate to the previous work plan.
4. Briefly describe the project management system that will support the coordination of activities, troubleshooting, and problem solving as necessary to recruit, screen, train, place, and track participants.

C. Training Program Objectives and Plans (a maximum of 30 points may be received for this criterion).

1. Describe the objectives of your proposed project. Specify: 1) how many participants you expect to train through this grant; 2) number of training cycles; how many hours per cycle; names of courses; when and where you plan to conduct training classes; 3) your targeted placement rate at jobs that bear a direct correlation to the training received.
2. Describe how prospective trainees will be screened, including academic, retention, and other criteria.
3. Provide a course outline as an attachment and include a list of training tools and materials that will be provided to trainees. List and describe certifications (e.g., OSHA health and safety training for hazardous waste workers, lead abatement, asbestos abatement) graduates will earn. Indicate whether your organization or collaborative partners are approved to provide such certification, and explain how any exam fees will be covered. *See Eligible uses of EPA Funds section.*
4. Describe any local incentives or other mechanisms for encouraging employment of local residents (e.g., first source or local hire ordinances for contractors of public agencies, tax incentives for local hire, wage subsidies, or other mechanisms).
5. Describe the proximity of residents from the identified community to the training facilities and their means of access to these training facilities.
6. Describe partnerships with local community groups, labor unions with apprenticeship programs, academic and other institutions, and public schools located in or near the identified community that can provide the prerequisite skills or knowledge.
7. **Explain current job development strategies. Describe your strategy to market to environmental employers. If your organization already has experience working with environmental employers, provide specific examples.**

D. Budget, Schedule, and Leveraging (a maximum of 20 points may be received for this criterion).

1. Provide a comprehensive proposed budget for your training project. This should include cost estimates for each of the proposed project activities to be conducted using EPA funds. Describe in detail plans for managing budget.

***EPA does not require that applicants include a match or cost share, however evidence of leveraged funds is encouraged.***

Although EPA grant funds may be used for outreach, curriculum development, personnel, equipment, and supplies, emphasis should be placed on delivery of training.

The following is a suggested budget format:

Project Funding	Instruction	Outreach	Other Tasks	Total
<b>EPA Project Funding</b>				
Personnel				
Progress or performance reporting				
Travel				
Other (contractual, supplies, etc.)				
Total EPA Funds				
<b>Non-EPA Project Funding</b>				
Administrative Costs				
Other				
Total Non-EPA Funds				

2. Budget Narrative. A budget narrative should accompany the budget and explain each activity, including how it is relevant to the EPA funding authority and to the objective of providing environmental training. Describe how each activity and cost is relevant to the EPA funding authority.
3. Leveraged Funds. Demonstrate how you will leverage funding to develop an integrated training program. Provide a detailed description that clearly explains how funds and other resources provided by collaborative partners will complement EPA grant funds and support recruitment, job readiness, and placement. Each partner's role should be clearly defined. Distinguish between how EPA funds will be used and how funds or other resources from the partners will be used (e.g., DOL-financed life-skills training). Letters of support must be provided to document commitment from partners.

Describe how leveraged funds and other resources will support the project. For example, provide details on how you intend to fund life-skills training, pre-employment training, counseling, child care, academic enhancement, placement assistance, transportation assistance, and other activities not funded by this grant.

**E. Community Involvement and Partnerships (a maximum of 15 points may be received for this criterion).**

1. Describe your partnership with the EPA brownfields grant recipient in your grant area.
2. *EPA believes that early community involvement in the development of the proposal and throughout the project is necessary and critical to the success of a job training program.* Describe your efforts to involve the community in the development of this proposal. Provide the

names and phone numbers of neighborhood- and community-based organizations you are working with. Letters of support must be provided to document commitments from the organizations. These organizations may be contacted by EPA during the evaluation process.

3. Describe how the proposed project addresses environmental justice considerations and addresses issues of disadvantaged populations within your target community.
4. Describe how you will ensure that the curriculum meets employers needs. Describe how the employer community (for example, local businesses, environmental contractors, brownfield site owners) has been involved in the development of the proposed training. This involvement could include curriculum development, advisory councils, apprenticeships, and mentoring. Letters of support must be provided to document commitments. These organizations may be contacted by EPA during the evaluation process.

F. Measures of Success (a maximum of 10 points may be received for this criterion).

1. Define success in terms of your project goals. Goals should be specific, measurable, realistic, and within a specific time frame.
2. State your objectives and milestones for the end of each term listed: six months, one year, 18 months, and two years (final closeout report due). This description should include a narrative. Provide a timetable showing start and completion dates for significant tasks.
3. Describe how your organization will ensure sustainable employment, including initial job placement, retention and continuous employment. Describe job placement and tracking strategies and identify the responsible entity and the source of funding (non-EPA) for this. Describe job search support and resources available to participants, how these are accessed and when they are available. Also describe how graduates will be tracked and the target time frame for tracking (*at least one year*).
4. Describe evaluation measures that will be used to identify program implementation issues, e.g., issues with the training and attrition. Describe how the compatibility of the curriculum to employer needs will be assessed to determine whether training is meeting employers needs.
5. List the reports or other deliverables you plan to provide to EPA as documentation of your project's progress and success. Please note that EPA requires quarterly reports including key measures (needed for statistical data collection) or other indicators of a successful job training program.
6. Provide a strategy for continuation of training after original funding has been exhausted.

# Appendix

# 1

## EPA Regional and Headquarters Contacts

Regions	States	Address and Phone Number
<b>EPA Region 1</b> <b>Chris Lombard</b>	<b>CT, ME, MA, NH, RI, VT</b>	One Congress Street, Suite 1100 (Mailcode HIO) Boston, MA 02114-2023 Phone (617) 918-1305 Fax (617) 918-1291 lombard.chris@epa.gov
<b>EPA Region 2</b> <b>Larry D'Andrea</b>	<b>NJ, NY, PR, VI</b>	290 Broadway, 18th Floor, New York, NY 10007 Phone (212) 637-4314 Fax (212) 637-4360 dandrea.larry@epa.gov
<b>EPA Region 3</b> <b>Jeff Barnett</b>	<b>DE, DC, MD, PA, VA, WV</b>	1650 Arch Street (3HS34), Philadelphia, PA 19103-2029 Phone (215) 814-3246 Fax (215) 814-5518 barnett.jeff@epa.gov
<b>EPA Region 4</b> <b>Kathleen Curry</b>	<b>AL, FL, GA, KY, MS, NC, SC, TN</b>	Atlanta Federal Center, 61 Forsyth Street (SNFC, EPA Mail Rm.) Atlanta, GA 30303 Phone (404) 562-8660 Fax (404) 562-8628 curry.kathleen@epa.gov
<b>EPA Region 5</b> <b>Deborah Orr</b>	<b>IL, IN, MI, MN, OH, WI</b>	77 West Jackson Boulevard (SE-4J), Chicago, IL 60604-3507 Phone (312) 886-7576 Fax (312) 886-6741 orr.deborah@epa.gov
<b>EPA Region 6</b> <b>Dorothy Crawford</b>	<b>AR, LA, NM, OK, TX</b>	1445 Ross Avenue, Suite 1200 (6SF-PB), Dallas, TX 75202-2733 Phone (214) 665-2733 Fax (214) 665-6660 crawford.dorothy@epa.gov
<b>EPA Region 7</b> <b>Nancy Schelle</b>	<b>IA, KS, MO, NE</b>	901 N. 5th Street (SUPR/STAR), Kansas City, KS 66101 Phone (913) 551-7940 Fax (913) 551-8688 schelle.nancy@epa.gov
<b>EPA Region 8</b> <b>Mary Ahlstrom</b>	<b>CO, MT, ND, SD, UT, WY</b>	999 18th Street, Suite 300 (EPR-B), Denver, CO 80202-2466 Phone (303) 312-6626 Fax (303) 312-6067 ahlstrom.mary@epa.gov
<b>EPA Region 9</b> <b>Bobbie Kahan</b> <b>Wallace Woo</b>	<b>AZ, CA, HI, NV, AS, GU</b>	75 Hawthorne Street (SFD 1-1), San Francisco, CA 94105 Phone (415) 972-3134, (415) 972-3270 Fax (415) 947-3528 kahan.bobbie@epa.gov, woo.wallace@epa.gov
<b>EPA Region 10</b> <b>Susan Morales</b> <b>Roopa Karia</b>	<b>AK, ID, OR, WA</b>	1200 Sixth Avenue (ECL-112), Seattle, WA 98101 Phone (206) 553-2100, (206) 553-6316 Fax (206) 553-0124 morales.susan@epa.gov, karia.roopa@epa.gov
<b>EPA Headquarters</b> <b>Myra Blakely</b>		U.S. Postal Service mailing address: 1200 Pennsylvania Avenue, NW (MC 5105-T) Washington, DC 20460 Overnight Delivery mailing address: EPA West Building, 1301 Constitution Avenue, Room 2402 Washington, DC 20004 Phone (202) 566-2777 Fax (202) 566-2757 blakely.myra@epa.gov



## Appendix

# 2

## Prohibitions on Use of Funds

The Brownfields Law prohibits the use of any “part of a grant or loan” awarded under §104(k) of CERCLA for:

1. A penalty or fine.
2. A federal cost-share requirement (for example, a cost share required by other federal funds).
3. A response cost at a brownfield site for which the recipient of the grant or loan is potentially liable under CERCLA §107.
4. A cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the cleanup.
5. The payment of an administrative cost.

In implementing the administrative cost prohibition, EPA has made a distinction between prohibited administrative costs and eligible programmatic costs.

- A. **Administrative Costs.** Prohibited administrative costs are direct costs including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges incurred to comply with most provisions of the “Uniform Administrative Requirements for Grants” contained in 40 C.F.R. Part 30 or 40 C.F.R. Part 31. Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement. Prohibited administrative costs are also ***all indirect costs*** under OMB Circulars A-21 (Educational Institutions), A-87 (Governments), and A-122 (Nonprofit Organizations), and Subpart 31.2 (Commercial Organizations) of the Federal Acquisition Regulation.
- B. **Programmatic Costs.** EPA has determined that the administrative cost prohibition does not apply to “programmatic” costs, i.e., costs for activities that are integral to achieving the purpose of the grant, even if the Agency considered the costs to be “administrative” under the prior Brownfields Program.
  1. The prohibition does not apply to direct costs of training. For example, costs for instructors salaries, program management salaries (to the extent that such costs are included in the scope of work for the brownfields job training grant), training materials (e.g. textbooks, equipment, and classroom supplies), necessary travel and transportation expenses and, medical tests required to qualify for hazardous substances related work are programmatic, not administrative.
  2. Direct costs, as defined in the applicable OMB Cost Principle Circular, for the following programmatic activities are not subject to the administrative cost prohibition. These costs, however, must be allowable under the scope of work for the grant. Costs incurred for complying with procurement provisions of 40 CFR Part 30 and Part 31 are considered eligible programmatic costs only if the procurement contract is for services or products that are direct costs for training as described above. Costs for performance and financial reporting required under 40 CFR 30.51 and 30.52, and 40 CFR 31.40 and 31.41 are eligible programmatic costs. Performance and financial reporting are essential programmatic tools for both the recipient and EPA to ensure that grants are carried out in accordance with statutory and regulatory requirements.

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3. If your organization intends to provide noncompetitive subgrants to other nonprofit or governmental organizations, discuss the process you will follow to ensure that these agreements meet the standards for financial assistance contained in OMB Circular A-133, Section\_\_\_210.

For further information on these prohibitions, call your Regional Brownfields Contact listed in *Appendix 1*.



# Proposal Checklist

## Before you mail your proposal, remember to:

- ☐ Submit proposal to the appropriate addresses (pages 10 and 17) and make sure it is postmarked no later than December 1, 2003.
- ☐ Limit the application to fifteen (15) single-sided pages (not including cover letter and relevant attachments). Do not include photos and graphics.
- ☐ Provide accurate and complete information for all of the cover page elements (page 11).
- ☐ Answer each of the threshold criteria listed on page 11-12.
- ☐ Answer each of the ranking criteria listed on pages 12-15.
- ☐ For applicants who have received EPA Brownfields Job Training Grant funds prior to Fiscal Year 2003, answer questions 1, 2, and 3 on page 12 under *Institutional Capacity*. For applicants who have never received Brownfields Job Training Grant funds, answer questions 1, 2, and 4 on page 12 under *Institutional Capacity*.
- ☐ Include a budget and budget narrative.
- ☐ Submit appropriate and relevant letters of support.
- ☐ Provide evidence of nonprofit status, if applicable.
- ☐ Document the community you propose to serve that has received financial assistance from EPA for brownfields-related activities.
- ☐ Note eligible use of funds on pages 6 and 7.
- ☐ Pay close attention to the *Prohibitions on the Use of Funds* in Appendix 2.