

# Frequently Asked Questions (FAQ's) for FY12 Environmental Workforce Development and Job Training Grants

<http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-12-03.pdf>

EPA prepared these Frequently Asked Questions and Answers to assist prospective applicants with the Environmental Workforce Development and Job Training Grants. Please review the Fiscal Year 2012 grant proposal guidelines published in February 2012 when preparing your proposal. If there is a conflict between the answer to a question and the statute, regulation, or the Guidelines, the statute, regulation or the Guidelines take precedence.

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## **I. Changes to the Guidelines – New to FY12**

### **Q1. Why has the title of the grant program changed?**

*A1. In 2011, the Office of Brownfields and Land Revitalization (OBLR) lead an effort to more closely collaborate on workforce development and job training with other programs within EPA's Office of Solid Waste and Emergency Response (OSWER), including the Office of Resource Conservation and Recovery (ORCR), Office of Superfund Remediation and Technology Innovation (OSRTI), Office of Underground Storage Tanks (OUST), Federal Facilities Restoration and Reuse (FFRRO), Center for Program Analysis (CPA), Innovation, Partnerships, and Communication Office (IPCO), and the Office of Emergency Management (OEM) to develop a job training cooperative agreement opportunity that includes expanded training in other environmental media outside the traditional scope of just brownfields. As a result of these discussions, the Environmental Workforce Development and Job Training Grants Program, formerly known as the "Brownfields Job Training Grants Program," now allows applicants to deliver a broader spectrum of hazardous and solid waste training. In FY12, the EWDJT Program further collaborated to include waste water management and chemical safety related training through partnerships built with EPA's Office of Water and Office of Chemical Safety and Pollution Prevention.*

*While typical curriculums have focused on the core hazardous waste training, including HAZWOPER, lead and asbestos abatement, confined space entry, mold remediation, and environmental site technician training, applicants may now propose additional types of supplemental environmental training in other environmental media as described below and in the eligible use of funds Section of the Guidelines.*

*Through the expanded Environmental Workforce Development and Job Training Program, graduates will develop wider skill sets that will improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field. This effort also gives communities more flexibility to provide differing types of environmental training based on local labor market assessments and employers' hiring needs.*

### **Q2. How have the Environmental Workforce Development and Job Training Grant Guidelines changed since the FY11 competition?**

*A2. In an effort to more closely collaborate with other EPA program offices, the EPA Job Training program has been expanded to allow for more diverse environmental training. The Guidelines now include a broadened set of required training, as well as slightly different threshold and ranking evaluation factors. Please note that all previous versions of the EPA Job Training Proposal Guidelines are no longer valid with regards to applying for current or future job training funding.*

#### *i. General Changes:*

- In FY12, EPA has changed the amount of funding an applicant may request to a total of \$200,000.

- In FY12, EPA has extended the project period for a total of three years.

- In FY12, training in weatherization, Building Performance Institute (BPI), energy efficiency retrofitting, heating, ventilation, and air conditioning (HVAC), and energy auditing will no longer be eligible under this grant opportunity. These types of training have recently been funded largely through other federal agencies such as the Department of Labor and the Department of Energy.

**Please pay careful attention to Section IV of the Guidelines “Proposal Submission Information” and follow the instructions and formatting requirements for submitting your proposal.**

<input type="checkbox"/> Transmittal Letter (2-page limit) (see Section IV.C.2)	
<input type="checkbox"/> The Narrative Proposal, which includes the responses to all 4 threshold and all 5 ranking criteria (18-page limit) (see Section IV.C.3)	
Attachments including: (15-page limit)	
<input type="checkbox"/> References List (see Section IV.C.4.2)	
<input type="checkbox"/> Milestones Description (see Section IV.C.4.3)	
<input type="checkbox"/> General letters of support from partners identified in your proposal (see Section IV.C.4.4)	
<input type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section IV.C.4.1) <i>Note: This documentation will not count against page limitations.</i>	

*ii. Changes to Threshold Criteria:*

*For FY12, EPA has made the following changes to the threshold criteria in the Guidelines:*

- 1) *Applicants must demonstrate that the proposed project does not duplicate other federally-funded environmental job training programs. Applicants must demonstrate how services under this proposed project will complement but not duplicate existing federal environmental job training activities in your targeted service area, i.e., different target audience, etc.*
- 2) *As a result of additional statutory authorities supporting this grant program, applicants must include the required training listed in Section III.B.3 of the Guidelines. This training now includes 3 additional training areas:*
  - *OSHA 29 CFR 1910.120 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER);*
  - *Underground Storage Tank Leak Prevention awareness training;*
  - *Solid Waste Management or Cleanup related awareness training (e.g., recycling center operator training, landfill remediation and capping, demolition and debris collection and recycling, etc.); and,*

- *Innovative and alternative treatment technologies awareness-related training (e.g., green remediation techniques, site preparation for alternative energies, phytoremediation, soil amendments, advanced sampling instrument operator training, etc.)*
- *[New] Wastewater training, including, but not limited to, stormwater management or bioswale system site preparation awareness level training and advanced wastewater treatment facility operations training;*
- *[New] Specialized training in reducing exposures and promoting the health and safety of workers through training in chemical safety awareness, chemical stewardship, pollution prevention, general worker practices, or existing chemical specific worker training and certification programs*

*Please note: Lead Renovation, Repair and Painting (RRP) certification training is not required. However, EPA encourages applicants to integrate this training into their curricula where applicable and based on hiring needs of employers in the targeted community. Ultimately, applicants are allowed to deliver the required training, as listed above, at varying levels and may deliver basic awareness training if the employer demand for a required training is not apparent (e.g. leaking underground storage tank prevention training, demolition and debris recycling, etc.). Applicants who wish to deliver more in-depth training in the above training components are encouraged to do so if the employer demand is high. The 40-hour HAZWOPER certification **must** be provided to **all** trainees in the program; this is a standardized training. Applicants are also required to comply with applicable state and federal health and safety requirements in their proposed training and must ensure instructors are certified.*

*Selected applicants, as a term and condition of their grant, will be required to recruit unemployed and under-employed individuals of solid or hazardous waste impacted communities. Applicants must make every effort to recruit from communities which have historically been impacted by solid and hazardous waste polluting facilities or sites as this aligns with the program's objective of benefiting those historically affected by environmental injustice. Applicants will be evaluated on the extent to which they have partnered with nearby communities that have received EPA hazardous or solid waste funded remediation funding.*

### *iii. Changes to Ranking Evaluation Criteria:*

- 1) Some of the ranking evaluation criteria have also been changed to emphasize the importance of employer surveying and job placement. Applicants must ensure that program graduates have a high likelihood of obtaining employment, and this should be reflected in the attached letters of support.*
- 2) Under EPA Order 5700.7, "Environmental Results Under EPA Assistance Agreements," please be aware that the EPA will pay careful attention to an applicant's strategy and responses to the ranking evaluation criteria associated with achieving the required outcomes and outputs listed in Section I of the Guidelines. An applicant's responses to the ranking criteria must support EPA's Strategic Plan. Applicants are encouraged to provide quantitative anticipated results including the number of persons recruited, the*

*number of persons completing training, the number of persons placed in full-time employment, and the number of persons retaining employment after one year.*

- 3) *In FY12, applicants will be evaluated on the extent to which their proposed training relates to employers' hiring needs and includes integrative types of environmental training in their curricula. As a result of the expansion of the program in FY11, the EPA wants to support additional types of training beyond the scope of brownfields. While hazardous waste remediation, including training in HAZWOPER, lead and asbestos abatement, health and safety and environmental sampling remains a primary skills set for securing employment, applicants are encouraged to include other types of training based on the hiring needs in their community. This training may include training listed in Section I.B of the Guidelines, such as recycling center operator training, demolition and debris recycling, innovative and alternative treatment technologies, training to prepare individuals to work on Superfund sites/use of innovative and alternative treatment technologies, training in emergency management and first response, oil spill response and cleanup, landfill closure training, freon extraction and white goods recycling, training in the removal of underground storage tanks, training in construction related to site cleanup, HAZMAT and heavy machinery operations, low-impact development, etc. This training could also include preparing sites for renewable energy technology installation, bioremediation, mine-scarred land remediation, meth lab cleanup, native plant revegetation, etc. However, applicants should demonstrate how these supplemental types of training will assist graduates with obtaining employment and how the proposed training applies to employers' hiring needs. EPA has elaborated upon what constitutes an eligible cost and has specifically identified additional training which applicants may incorporate into their curricula. This list is not exhaustive and applicants may identify other types of environmental training within the statutory authority of this RFP. Please contact the Regional Job Training Coordinator for questions on eligible uses of funds.*
- 4) *Ranking Criterion 2 – Training Program Description – This criterion now provides sample table formats to be used to provide details regarding the proposed Training Program Structure and Outputs and Outcomes.*
- 5) *Ranking Criterion 3 - Programmatic Capability – This criterion has been restructured to include evaluation factors related to your organization's experience in providing environmental job training. "Institutional Capacity" is no longer a separate ranking criterion.*

*Note: Please note that these are not the only changes which have occurred for FY12. Applicants are strongly encouraged to thoroughly review the FY12 Environmental Workforce Development and Job Training Grant Guidelines at the website listed above prior to submitting a proposal.*

## **II. General Guidelines and Application Process Questions**

### **Q3. How do I get help in understanding and responding to the FY12 Environmental**

## **Workforce Development and Job Training Grant Guidelines?**

*A3. Applicants should review information at: <http://www.epa.gov/brownfields/job.htm>. EPA Regional Job Training Coordinators may provide pre-application assistance to individual applicants regarding threshold eligibility requirements only. Contact information for each EPA Regional Job Training Coordinator is provided in the guidelines/RFP in Section VII. Regional staff will not provide assistance to help applicants prepare their responses to ranking/evaluation criteria. Agency personnel will not review drafted proposals.*

### **Q4. What does the Environmental Workforce Development and Job Training grant application process entail in FY12?**

*A4. The process for applying for an Environmental Workforce Development and Job Training grant consists of submitting a single proposal as discussed in the FY12 Guidelines for Environmental Workforce Development and Job Training Grants (Guidelines) /Request for Proposals (RFP). The Guidelines can be found at <http://www.epa.gov/oswer/grants-funding.htm>. EPA is asking eligible applicants to demonstrate that they meet threshold eligibility requirements, to respond to evaluation criteria that will be used to rank proposals and to provide pertinent attachments described in Section IV of the Guidelines. The closing date and time for submission of proposals is April 12, 2012, 11:59 p.m. EST. See Section IV.B. of the Guidelines for submission details.*

*The process for applying for the Brownfields Assessment, Revolving Loan Fund, and Cleanup grants, as well as other competitive grant opportunities offered through the Office of Solid Waste and Emergency Response (OSWER), are discussed in separate guidelines from the Environmental Workforce Development and Job Training Program and are listed under a different Catalog for Federal Domestic Assistance (CFDA) number; 66.818. The Environmental Workforce Development and Job Training Grant Guidelines have one CFDA number – 66.815. For applicants submitting proposals through grants.gov, please reference CFDA 66.815.*

### **Q5. How will my proposal be evaluated?**

*A5. Each proposal undergoes two stages of evaluation. In the first stage, EPA staff reviews the threshold criteria responses. Threshold criteria are evaluated on a pass/fail basis. If a response fails to meet any of the threshold criterion listed in Section III.B, the proposal will be disqualified from further consideration and the applicant will be notified. However, EPA regional representatives may seek clarification from an applicant regarding its response to a threshold criterion. Each proposal that passes all threshold criteria will then be forwarded to the national review team.*

*During the second stage of review, evaluation panels comprised of EPA staff and representatives of other federal agencies will evaluate the ranking criteria outlined in Section V of the Guidelines. The evaluation panel will score each proposal's responses to the ranking criteria.*

*Make every effort to respond to each and every criterion, even if it doesn't apply. Scores on each ranking evaluation criterion will be totaled to determine the panel's recommended proposal rankings. EPA will not seek clarification of responses to any ranking evaluation criteria.*

*Under the Small Business Liability Relief and Brownfields Revitalization Act, the highest ranked proposals will be recommended for funding. In making final selection recommendations, EPA's Selection Official may then consider the following factors if, and as, appropriate:*

- *Fair distribution of funds between urban and non-urban areas;*
- *Fair geographic distribution of funds between EPA's ten Regions;*
- *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 serve tribal residents;*
- *Communities affected by natural disasters;*
- *Designation as an Empowerment Zone or Renewal Community;*
- *Environmental Justice – a community that bears a disproportionate impact of environmental contamination;*
- *Communities severely impacted by economic disruption, such as auto sector and other factory closures; and*
- *Proposals which seek to serve veterans.*

**Q6. What is the maximum amount of money that an applicant may be awarded?**

*A6. Under the Guidelines/RFP, an eligible applicant may apply for up to \$200,000 per grant. However, EPA reserves the right to fund successful proposals at lower amounts depending upon the availability of EPA funds, applicant's access to other funding sources, quality of the applicant's proposal, and community need. The project period for Environmental Workforce Development and Job Training grants is up to three years. Actual funding is dependent upon the availability of funds through the Federal budget process and the EPA reserves the right to partially fund or make no awards at all.*

*In FY12, EPA anticipates awarding approximately 14 Environmental Workforce Development and Job Training grants.*

**Q7. Why does EPA discourage binders and color printing?**

*A7. Each proposal is photocopied and distributed to members of the National Review Panel. Graphics, binders, charts, color copies, etc., do not photocopy well and may distort information submitted for reproduction.*

**Q8. What are the important deadlines?**



<i>April 12, 2012</i>	<i>Deadline for submission of proposals to EPA</i>
<i>May 2012</i>	<i>Applicants who failed to meet “Threshold Criteria” are notified</i>
<i>July 2012</i>	<i>Anticipated announcement of grant awards</i>
<i>August 1, 2012</i>	<i>Grants are awarded; budget and project periods begin</i>

**Q9. Would my application be looked upon less favorably if my organization has never received any type of Federal or non-federal financial assistance?**

*A9. No. If you have never received any type of federal or non-federal financial assistance, you must indicate this in the programmatic capability section to receive a neutral score for this subcriterion (6 points). Failure to indicate anything in response will result in a score of zero. If you have received non-federal funding, such as funding from a foundation, this can still improve your scoring of this criterion and the national review panel will take this into consideration. So, make sure to also state whether you have received non-federal sources of funding in order to score highly on this criterion and to indicate your experience in managing financial funds in general.*

**Q10. How can I demonstrate my program is not duplicative of other federally funded environmental job training programs?**

*A10. Applicants must demonstrate that the proposed training project does not duplicate other Federally-funded programs for environmental job training in your target community. Some examples of types of duplicative training might include:*

- *National Institute of Environmental Health Sciences (NIEHS) hazardous waste worker training programs (HWWTP) and Minority Worker Training Programs (MWTP). NIEHS maintains a list of their worker training grantees on their web site, <http://www.niehs.nih.gov/wetp>. If you are listed on this website as a recipient, you must demonstrate how services under this proposed project will complement, but not duplicate existing federal job training activities in your targeted service area (i.e., different target audience, type of training to be delivered, etc). Applicants must undergo similar analyses for other federally funded job training programs serving the area or community (ies) in their application.*
- *The U.S. Department of Labor’s (DOL) Employment and Training Administration (ETA) Green Jobs Innovation Fund (GJIF) seeks to increase the number of individuals completing training programs who receive industry-recognized credentials and to increase the number of individuals completing training programs for employment in green jobs. ETA has funded organizations with existing career training programs to provide technical and basic skills training that lead to green job opportunities. For a full listing of the DOL’s Employment and Administration’s grant recipients,*

*including ARRA funded Pathways Out of Poverty environmental training grantees, visit <http://www.doleta.gov/grants/2011grants.cfm>*

- *The U.S. Department of Energy's Weatherization Assistance Program has funded the new Weatherization Innovation Pilot Program to accelerate innovations in whole-house weatherization. This competitive funding can include the private sector, colleges or universities, utility companies, non-profit organizations, or existing weatherization providers.*

*For more information on this and other DOE environmental job training programs and recipients, visit <http://www1.eere.energy.gov/wip/financial.html>*

### **Q11. What are examples of eligible uses of funds under this grant opportunity?**

*A11. Some of the sample types of training supported under this grant opportunity are included directly in the RFP. However, additional eligible uses of funds, including training, under this competitive grant opportunity may also include:*

- *Personnel costs for instructors to conduct training, fringe benefits, and/or personnel costs for tasks associated with programmatic reporting requirements.*
- *Costs for screening and placement of individuals in the training program.*
- *Costs for training materials and work gear associated with the training curriculum.*
- *Development and refinement of existing curricula for training.*
- *Training participants in the use of techniques and methods for cleanup of hazardous substances, petroleum, and pollutants, such as training in asbestos abatement, lead abatement, lead renovation, repair, and painting (RRP), mold remediation, and cleaning up sites contaminated by the manufacturing of illegal drugs (e.g., methamphetamine labs), abandoned gas stations, or mine-scarred lands.*
- *Training in freon removal or the removal of hazardous substances from white goods.*
- *Implementing job development outreach activities directed toward engaging prospective employers to be involved in the job training program and to hire graduates.*
- *Training in the use of compost and soil amendments, associated sampling, testing, design considerations and management techniques, to support the assessment and cleanup of sites for urban agriculture and horticulture.*
- *Training participants in planning and conducting ecological restoration of contaminated land, including general botanical classes or introductory horticultural classes related to land and stream restoration or indigenous species revegetation, landscaping, and soil science.*
- *Training residents in the preparation of contaminated sites for water or storm water management systems, low-impact development (LID), and Leadership in Energy and Environmental Design (LEED).*
- *Training in building trades related to constructing beams, caps, synthetic barriers, pumping facilities and similar structures to remediate contamination.*
- *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 national historic preservation and tribal historic preservation regulations associated with cleanup projects.*
- *Insurance a trainee needs to participate in on the job training.*
- *Training participants to conduct chemical inventories, inspect and recommend proper chemical storage, safely handle chemicals and oversee removal of dangerous, unlabeled, and unnecessary chemicals.*
- *Training in site surveying, mapping, computer-aided design and drafting (CADD), and geographic information systems (GIS).*

**Q12. Are stipends or scholarships an eligible use of grant funds under this program?**

*A12. 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.*

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

**Q13. How does an applicant ensure that all uses of EPA funds are eligible?**

*A13. Applicants must carefully review the guidelines to ensure that the activities included in their application are consistent. (Please see Appendix I in Guidelines "Prohibitions on Use of Funds" and Section I.B. on "Use of Grant Funds" for additional information). Please note that due to the administrative cost prohibition contained in CERCLA, indirect costs are not eligible. EPA also encourages applicants to carefully review the OMB Cost Principles applicable to their organization (e.g. OMB Circular A-122 for non profit organizations). Please contact the Regional Job Training Coordinator for questions on eligible uses of funds.*

**Q14. If my organization is successful in obtaining EPA funding, can we charge the costs we incurred for a consultant to prepare our grant proposal?**

*A14. No. Costs for preparing proposals are an unallowable administrative cost. Additionally, all consultant services funded under the grant (once awarded) must go through a competitive selection process, as described in the Procurement Standards at 40 CFR Part 30 or 40 CFR 31.36.*

**Q15. Will EPA fund pre-award costs?**

*A15. Yes, to the extent allowed by 40 CFR 30.25(f)(1) and EPA policies implementing 40 CFR 31.23 and OMB Circular A-87 (now 2 CFR Part 225) Appendix B, Item 31. Successful applicants may incur pre-award costs up to 90 days before award without prior EPA approval provided:*

- 1. The applicant includes the pre-award costs in its proposal;*
- 2. EPA agrees that the costs are eligible and allowable when the Agency approves the scope of work for the grant; and*
- 3. Any procurement contracts that are funded with pre-award costs comply with the competitive Procurement Standards at 40 CFR Part 30 or 40 CFR 31.36 as applicable.*

*Please note an applicant must obtain prior EPA approval to incur pre-award costs more than 90 days before award. Also, **applicants incur pre-award at their own risk and EPA is under no obligation to reimburse applicants for pre-award costs if the applicant does not receive an award or if the amount of the award is less than the applicant anticipates.***

**Q16. May I use EWDJT funds to develop and administer an employer survey?**

*A16. It depends. If your survey asks identical questions of 10 or more firms then the cost for developing and administering the survey are not allowable. This is because EPA does not have information collection authority from OMB for information collections under EWDJT cooperative agreements. Identical questions are those asking employers for data such as job classifications, number of employees, standard industrial code designations, chemicals and other materials used in the production process. You use EWDJ funds for surveys that ask "open ended" questions that differ from employer to employer and require narrative responses.*

**III. Applicant Eligibility**

**Q. 17 Who is eligible to apply for an Environmental Workforce Development and Job Training grant?**

*A17. Applicants must be either eligible **governmental entities** as defined in CERCLA Section 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 Alaskan tribes, are eligible to apply as well.

Eligible nonprofit organizations include any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. Workforce Investment Boards that meet these criteria may be eligible nonprofit organizations. Public and nonprofit private educational institutions are eligible to apply. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are **not** eligible to apply.

For-profit or proprietary training organizations or trade schools are not eligible to apply. Nonprofit applicants must provide proof of their nonprofit status at the time the proposal is submitted.

See Section III.A of the Guidelines for additional information.

**Q18. Can an applicant submit more than one proposal and serve different communities through each proposal?**

A18. Yes. An applicant may submit several proposals and propose to serve differing communities. In light of the fact that many training organizations and nonprofits have satellite offices, are national in scope, and exhibit the capacity to train in many communities, the EPA will allow an applicant to submit several proposals. However, the Selection Official will consider the geographic distribution of funds and the distribution of funds among differing organizations and fair distribution of funds between new applicants and previous job training grant recipients.

**Q19. Can a non-profit organization or eligible governmental applicant submit a joint application in partnership with a for-profit organization?**

A19. No. EPA awards Environmental Workforce Development and Job Training grant funds to a single eligible applicant. Successful applicants may contract for necessary goods and services with for-profit organizations under competitive procurement procedures as required by EPA grant regulations at 40 CFR Part 30 or 40 CFR Part 31, as applicable.

**Q20. We live in a community with a large number of dislocated workers and would like to focus our recruitment and training efforts on this population. Is this eligible?**

*A20. Applicants may use a portion of their grant funding to target unemployed dislocated workers. However, the grant funding should be used to target residents of solid or hazardous waste impacted communities who have been historically affected by pollution, disinvestment, and sites in their community. Thus, applicants should focus on recruiting from the affected community listed in the proposal. Additionally, while a portion of the grant funds may be used to train dislocated workers or provide refresher training, in HAZWOPER for example, the core training program should focus on those who have little or no advanced education, work experience, or who have various barriers to employment, are of low-income or minority backgrounds, and are unemployed or severely under-employed. Applicants who are providing dislocated workers refresher training or single environmental certifications must ensure these workers have adequate health and safety training since they will not receive the full training.*

#### **IV. Understanding the Required Training Elements**

Q21. How many hours of instruction are necessary for the required trainings listed in the Threshold Criteria?

*A21. The level of training related to any of the required training elements provided in any given curriculum will depend on the jobs that specific program is geared toward. At a minimum, each program must include basic “awareness training,” which could be as little as one hour of instruction per subject.*

*Note: Each of the trainings listed in the threshold criteria must have separate instruction dedicated exclusively to the topic.*

#### **Q22. Where can I find more information about the required leaking underground storage tank prevention training?**

*A22. The level of training related to underground storage tanks (UST) provided in any given curriculum will depend on the jobs that specific program is geared toward. At a minimum, each program must include basic UST awareness training. EPA’s Office of Underground Storage Tanks website can be used as a resource for developing a training curriculum to meet this requirement; the link is as follows: <http://www.epa.gov/OUST/index.htm>. On this webpage, and the several links associated with it, there is information on UST leak prevention, cleaning up UST releases, petroleum brownfields biofuels, laws, regulations and policies, publications, regional, state, tribal and local contacts.*

*If a more in-depth UST training is required for a given curriculum, applicants should check with their state UST program to ascertain their specific requirements. The state UST/LUST programs contact information can be found at - <http://www.epa.gov/oust/states/statcon1.htm>.*

*Some states require that their UST service providers provide documentation or certify the training they’ve received to meet applicable requirements. One way to meet these requirements*

*involves securing training from an established training/certification provider that works with the respective state(s) to address their applicable requirements. Examples of applicable UST related jobs and these organizations include but are not limited to:*

**1). Third Party Compliance Inspector Programs:** *While the majority of states employ their own UST inspectors, there are states where third-party compliance inspectors are hired to provide compliance assurance assistance. The following is a listing of those states and associated websites, where available:*

Alaska	<a href="http://www.dec.state.ak.us/spar/ipp/ust/third.htm">http://www.dec.state.ak.us/spar/ipp/ust/third.htm</a>
Iowa	<a href="http://www.iowadnr.gov/land/ust/ustprofindex.htm">http://www.iowadnr.gov/land/ust/ustprofindex.htm</a>
Maine	<a href="http://www.maine.gov/dep/rwm/ust/exam.htm">http://www.maine.gov/dep/rwm/ust/exam.htm</a>
Maryland	<a href="http://www.mde.state.md.us/programs/Land/OilControl/UndergroundStorageTanks/Pages/Programs/LandPrograms/Oil_Control/usthome/ustcertification_programs.aspx">http://www.mde.state.md.us/programs/Land/OilControl/UndergroundStorageTanks/Pages/Programs/LandPrograms/Oil_Control/usthome/ustcertification_programs.aspx</a>
Massachusetts	<a href="http://www.mass.gov/dep/toxics/ust/tpi.htm">http://www.mass.gov/dep/toxics/ust/tpi.htm</a>
Montana	<a href="http://deq.mt.gov/UST/ComplianceInspection.mcp">http://deq.mt.gov/UST/ComplianceInspection.mcp</a>
Pennsylvania	<a href="http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-9580">http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-9580</a>

**NOTE:** *Not included in the above list are states that are currently developing third party programs. Therefore, it is important that an applicant confirm the status of an inspection program with the state in which they will be working.*

**2) State-specific & National Courses**

**- International Code Council (ICC)**

<http://www.iccsafe.org/Accreditation/Pages/ustastexams.aspx>

**State Specific UST operator certification:** *Alaska, California, Colorado, Georgia, Maryland, Oregon, Tennessee, Utah and Washington.*

**National certifications:** *UST Installation/Retrofitting, UST Decommissioning, UST Tank Tightness testing, UST Cathodic Protections, Class B UST System Operator.*

**Corrosion (cathodic protection) testing** - *Some states require cathodic protection testers to be trained and certified. Below are two examples of training opportunities:*

- *NACE International:*

<http://web.nace.org/departments/education/Program.aspx?id=2ce9ffdb-8816-db11-953d-001438c08dca>

- *Steel Tank Institute:*

<http://www.cvent.com/EVENTS/Info/Summary.aspx?e=c7b267d6-0fc7-4817-a9a1-c251d0ff6681>

**Q23. What constitutes innovative and alternative treatment technology training?**

**A23.** *Innovative and alternative technologies training could include training such as:*

- *An array of biological/bioremediation techniques (including phytoremediation),*
- *Advanced excavation practices,*
- *Treatment of groundwater and surface water,*
- *In-situ (in place) treatment of contaminants in soil and ground water using physical, chemical and thermal techniques;*
- *Rapid sampling and analytical approaches,*
- *Advanced data management and visualization practices,*
- *Dynamic or adaptive work strategies,*
- *Green/sustainable remediation techniques, including use of renewable energy sources to power remediation systems.*

*Note: This list is not exhaustive.*

#### **Q24. Understanding the requirements for the new Wastewater-related training**

##### **i. 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*

*Note: This list is not exhaustive.*

##### **ii. Where can I find more information about the required wastewater treatment awareness training?**

*The level of training related to wastewater treatment provided in any given curriculum will depend on the jobs that specific program is geared toward. At a minimum, each program must include basic “wastewater awareness training”. Awareness training should include information that helps participants understand 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.*

*[http://www.workforwater.org/resourceforwaterprofessionals/page\\_int.aspx?id=21474836](http://www.workforwater.org/resourceforwaterprofessionals/page_int.aspx?id=21474836)  
54. 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 has compiled a catalog of training opportunities for wet weather technologies, which can be found at <http://www.epa.gov/npdes/pubs/greenjobscatalog2010.pdf>.*



*If your program is proposing an in-depth wastewater curriculum, such as wastewater operator certifications, you should check with your 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.*

**NOTE:** *There is no federally mandated operator training for wastewater professionals. Each state defines and develops unique operator licensing programs. Therefore, it is important that grant applicants inform themselves on the program in the state in which they will be working.*

### **Q25. What constitutes chemical safety-related training?**

*A25. Chemical safety-related training could include training in 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 including but not limited to: lead abatement, lead renovation, repair, and painting (RRP), asbestos, PCBs, diisocyanates (auto-refinishing and spray polyurethane foam), pesticide worker protection standards, PFCs, PBDEs/HBCD, and others.*

## **V. Training Program Structure**

### **Q26. What is the average number of persons trained through a training cycle?**

*A26. In past reporting, 20-24 appears to be the average number of persons trained during each cycle. This is usually due to the maximum number of trainees that can be accommodated in a classroom setting. This number also fluctuates depending on if the training program is located in an urban versus rural geographic setting where there may be a large number of persons*

*seeking training or not. While EPA does not set requirements on the number of individuals to enter and complete training, EPA encourages applicants to train the maximum number of persons possible. Different grantees will also have varying numbers of persons entering training based on the intensity and comprehensiveness of the curriculum, the number of certifications to be earned, and the varying costs of delivering training, etc.*

**Q27. What is the average number of training cycles delivered under a grant?**

*A27. In past reporting, 2-3 training cycles per year appears to be the average number of training cycles offered. This number can fluctuate depending on the curriculum being offered as it correlates to available employment. 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. Different applicants will also have a varying number of cycles based on the schedule which the cycles are offered (days, nights/weekends, etc.)*

Note: EPA strongly encourages applicants to focus on placement and tracking of graduates.

**Q28: Does EPA require grantees/applicants to have a set training curriculum?**

*A28: No. However EPA does require training in the courses/certifications as outlined in Section III.B Threshold Criteria.*

*Please note: EPA encourages grantees to have multi-faceted curriculums 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.*

**Q29. What are some of things to consider when designing a curriculum?**

*A29. The goal of the Environmental Workforce Development and Job training Grant is to help its participants develop the skills and certifications needed to secure full-time careers in the environmental and remediation field. Your proposed training curriculum must link to the local labor requirements of your target community in order to secure employment for program participants. Before deciding what types of training to offer, conduct employer surveying and research labor market assessment information to help you forecast employment opportunities in the future. Also, try to obtain direct commitments to hire from employers in your community who are looking for the certifications and skills delivered through the proposed training.*

**Q30. Where can I find information about certified instructors who can deliver the needed training we are proposing?**

*A30. The EPA does not provide this information and does not endorse specific instructors or training organizations. However, several EPA programs provide a database of certified instructors who can deliver the required training.*

- i. EPA's Lead Program does provide a database of certified instructors who can deliver the new lead renovation, repair, and painting (RRP) training at:  
<http://www.epa.gov/lead>.*
- ii. For wastewater training, EPA encourages you to contact your state wastewater operator certification coordinator who may be able to assist you in locating instructors that are familiar with your state's operator certification requirements. State operator certification program contact information can be found at the Association of Boards of Certification's website -  
[http://www.abccert.org/certification\\_contacts/default.asp](http://www.abccert.org/certification_contacts/default.asp).*

*EPA has also compiled a catalog of training opportunities for wet weather technologies, which can be found at  
<http://www.epa.gov/npdes/pubs/greenjobscatalog2010.pdf>.*

## **VI. Community and Employer Partnerships**

**Q31. Am I required to inform the target community of my intention to apply for an Environmental Workforce Development and Job Training grant before or during the preparation of my proposal?**

*A31. While the EPA does not require applicants to notify or involve the community during the development of the program and proposal, applicants who do so will score much higher in the ranking criteria section on community involvement. Employers, workforce investment boards, community colleges, and community-based organizations provide critical partnerships needed to deliver a successful training program – especially in light of the fact that grant funds may not be used to provide life skills training or social services which can be leveraged through these partnerships.*

**Q32. How can I get the target community involved in my proposed training?**

*A32. To engage your target community in the proposed training program, try to participate in events or activities already scheduled in your target community (e. g town hall meetings, neighborhood advisory council meetings, church functions, etc). Be prepared to make an announcement or distribute flyers with information about your proposed training program. Another good idea would be to have a draft of your proposal available at the city's webpage or public library and encourage the community to provide comments.*

**Q33. What type of roles might community-based organizations play in my proposed**

## **training?**

*A33. Community-based organizations can help you provide the non-environmental training (not covered under this grant) that may be required to help participants retain employment.*

*Community-based organizations can play a number of valuable supporting roles including (but not limited to):*

- *Educational: offering GED classes, life skills training, recruitment assistance in the target community, and*
- *In-Kind contributions: staff time, supplies, transportation, daycare services, equipment required for training, or providing a facility to host events or training.*

## **Q34. How do I get potential employers from my target community involved in my proposed training program?**

*A34. An essential part of any successful job training program is the involvement and participation of employers. After potential employers become aware of your proposed training program, encourage them to help in the design and delivery of your training program by:*

- *Inviting them to be part of your steering committee,*
- *Helping with the design and development of the training curriculum,*
- *Agreeing to provide on-the-job training or internships to trainees,*
- *Providing resources to support training such as equipment, and*
- *Providing mentoring to trainees.*

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

## **Q35. Where can I find information on other Environmental Job Training Programs and receive assistance in developing my proposal?**

*A35. For more information on environmental job training programs, please visit the Hazardous Materials and Research Training Institute's (HMTRI) website at: <http://www.hmtri.org> or <http://brownfields-toolbox.org>. HMTRI, through a cooperative agreement with the US EPA, also provides technical assistance to existing grantees and prospective environmental workforce development and job training applicants through their Professional Learning Community (PLC). Please contact Glo Hanne at [ghanne@eicc.edu](mailto:ghanne@eicc.edu) to register.*

*Applicants may also find more information on environmental health and safety training at the National Institute of Environmental Health Science's (NIEHS) Worker Education and Training Program website at: <http://www.niehs.nih.gov/careers/hazmat>.*

*The Technical Assistance to Brownfields (TAB) Communities grantees can also provide technical assistance to prospective applicants interested in submitting a proposal for an environmental*

*workforce development and job training grant. For a listing of these organizations and contact information, visit: <http://www.epa.gov/brownfields/tools/tab-bifold-2-11.pdf>*