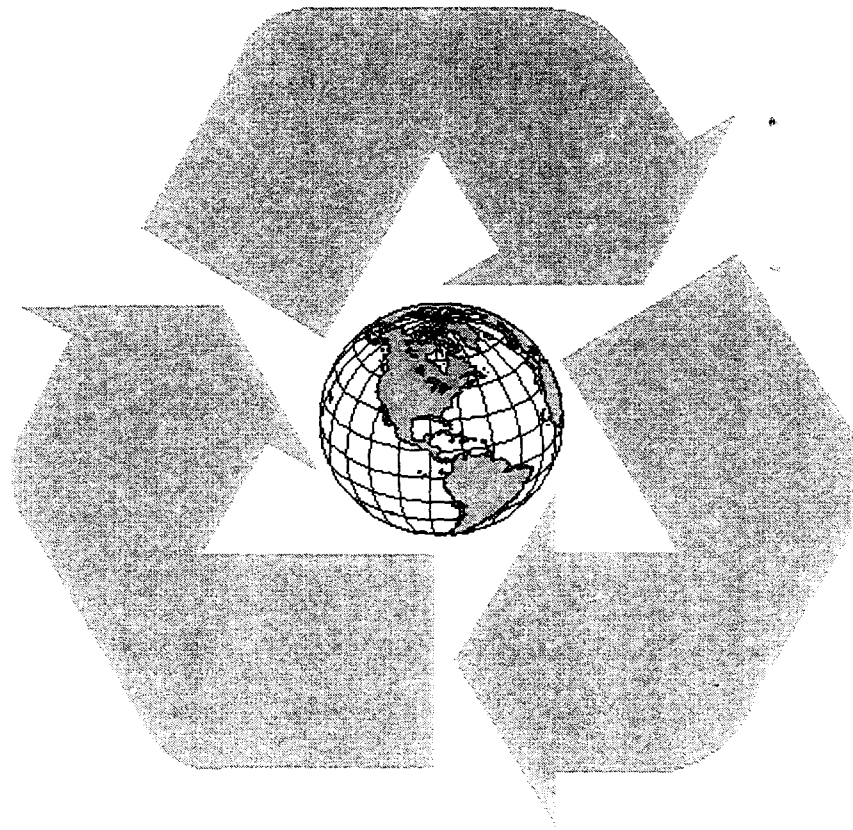


# **The Brownfields Economic Redevelopment Initiative**

## Proposal Guidelines for Brownfields Job Training and Development Demonstration Pilots



# EPA's Brownfields Job Training and Development Demonstration Pilots

The brownfields environmental job training and development pilots will each be funded up to \$200,000 over two years. These funds are to be used to bring together community groups, job training organizations, educators, investors, lenders, developers, and other affected parties to address the issue of providing training for residents in communities impacted by brownfields. The goals of the pilots are to facilitate cleanup of brownfields sites contaminated with hazardous substances and prepare the trainees for future employment in the environmental field. The pilot projects must prepare trainees in activities that can be usefully applied to a cleanup employing an alternative or innovative technology.

EPA expects to select approximately 10 Brownfields Environmental Job Training and Development pilots by the end of June 1999. Pilot applicants must be located within or near one of the brownfields assessment pilot communities (**see Attachment A on page 12**). Colleges, universities, nonprofit training centers exempt from taxation under 26 U.S.C. 501 (c)(3), community job training organizations, states, cities, towns, counties, U.S. Territories, and Federally recognized Indian Tribes are eligible to apply for the funds. EPA welcomes and encourages applications from coalitions of such entities, but a single eligible entity must be identified as the legal recipient. Entities with experience in providing environmental job training and placement programs, including training in alternative or innovative cleanup technologies, are invited to apply. ***The deadline for the new proposals for the 1999 environmental job training and development pilots is March 1, 1999.***

## EPA's Brownfields Demonstration Pilots

EPA defines brownfields as abandoned, idled, or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. EPA's Brownfields Economic Redevelopment Initiative is an organized commitment to help communities revitalize such properties both environmentally and economically, mitigate potential health risks, and restore economic vitality to areas where brownfields exist. Successful brownfields cleanup and redevelopment are proof that economic development and the environment can, and indeed, must coexist.

As a part of the Brownfields Economic Redevelopment Initiative, EPA has funded 227 Brownfields Assessment Demonstration Pilots. The pilots are designed to empower states, communities, tribes, and other economic redevelopment stakeholders to work together in a timely manner to prevent, assess, safely cleanup, and sustainably reuse brownfields. EPA has awarded cooperative agreements to states, cities, towns, counties, and Tribes for demonstration pilots that test brownfields assessment models, direct special efforts toward removing regulatory barriers without sacrificing protectiveness, and facilitate coordinated public and private efforts at the federal, state, tribal and local levels.

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

# Proposal Contents

Proposals for brownfields environmental job training and development pilots should consist of the following sections:

- 1.0 Cover Page (1 page)
- 2.0 Project Overview (Up to 2 pages)
- 3.0 Responses to Evaluation Criteria (Up to 10 pages)
  - 3.1 Budget
  - 3.2 Problem Statement and Needs Assessment
  - 3.3 Community Involvement and Partnerships
  - 3.4 Institutional Capacity
  - 3.5 Training Program Goals and Plans
  - 3.6 Measures of Success
- 4.0 Attachments (As appropriate; please provide an index)
  - 4.1 Letters of Support
  - 4.2 Abbreviated Training Course Outline
  - 4.3 Nonprofit 501(c)(3) Status (if applicable)

Attachments that will be considered during proposal evaluation are those requested above. Examples of attachments that will not be considered during proposal evaluation include strategies or plans developed for other programs, advertising brochures, newspaper articles, resolutions, statutes, and videotapes. Information in these types of attachments should be distilled and incorporated into the responses to criteria.

To ensure fair and equitable evaluation of the proposals, please do not exceed the above, single-sided page limitations. In addition, all materials included in the proposal (including attachments) must be printed on letter-sized paper (8½" by 11"). Font sizes may be no smaller than 11 points. **Please submit two copies of your proposal, including attachments, to EPA headquarters. In addition, please submit one copy of your proposal, including attachments, to your EPA Regional Brownfields Coordinator (see Attachment B on page 14).**

## 1.0 COVER PAGE

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

- 1.1 Project title: this should be as descriptive as possible.
- 1.2 Location: city, county, and state or reservation, tribally-owned lands, tribal fee lands, etc. of your assessment pilot partner.
- 1.3 Applicant identification: the name of the main implementor of your proposed training pilot project.

- 1.4 Project director: the name, telephone number, Fax/E-mail and address of the person who is responsible for the project proposal. This person will be contacted if other information is needed.
- 1.5 Date submitted: the date when the proposal is postmarked or sent to EPA via registered or tracked mail.
- 1.6 Project period: the project period must not exceed two years.
- 1.7 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 funding to cooperative partners will be subject to compliance with applicable EPA assistance resolutions (40CFR Part 30 for nonprofits and universities, 40 CFR Part 31 for states, local governments and tribes, and 40 CFR, Part 45 for training assistance).

## **2.0 PROJECT OVERVIEW**

The Project Overview is an important opportunity to summarize your plans for the proposed pilot. Information you provide in the Project Overview may overlap with your responses to the evaluation criteria. Provide an overview of the following topics:

### **2.1 Background**

- Describe your experience in providing training, particularly training in the handling of hazardous materials.
- Include a description of how this experience relates to training in alternative or innovative cleanup technologies.

### **2.2 Goals and Objectives**

- Discuss the goals of your overall brownfields environmental job training and development efforts. This should represent broader goals than those to be attained by an EPA brownfields pilot. This should provide a context for understanding your plans for use of pilot funding. Goals should be specific, measurable, realistic, and within a specific time frame, and relationship to innovative and alternative technology.
- Discuss the educational and employment objectives of the EPA-funded aspects of your brownfields environmental job training and development demonstration pilot. Please adhere to the limitations on the use of EPA funds (see page 2).

### **2.3 Project Strategy**

- Provide an overview of your proposed curriculum plan, target participants, and participation plan. Describe follow-up employment development plans, such as recruitment, placement and employment tracking.

- Describe the role and resources to be provided by all of your public and private partners in the pilot. Provide documented evidence of the commitment of employers.
- Describe other training programs offered to your target community and demonstrate that your program does not duplicate other existing programs.
- Describe the involvement of advisory boards or councils and other commitments to involve the community in decision making.

### 3.0 RESPONSES TO EVALUATION CRITERIA

Your response to each of the following criteria will be the primary basis on which EPA selects or rejects your proposal for one of the pilots. The proposal evaluation panels will review the proposals carefully and assess each response based on how well it addresses each criterion.

#### 3.1 Budget (5 points)

- Provide a detailed proposed budget for your training project. This should include cost estimates for each of the proposed pilot activities to be conducting using EPA funds. The budget breakdown also should include specific resource commitments from public and private partners. Provide the names and budget estimates of committed partners who will be responsible for: 1) nontechnical training courses (for example, life skills training); and 2) stipend or transportation costs. Clearly distinguish between the use of EPA funds and resources to be provided by your partners. The following is a suggested format for your budget:

	Project Tasks				
Budget Categories	Task 1	Task 2	Task 3	Task 4	Total
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Total					

### **3.2 Problem Statement and Needs Assessment (5 points)**

- Identify your brownfields assessment pilot partner (recipient of an EPA assessment pilot grant located in your service delivery area, see page 12).
- Describe the community you propose to serve under this pilot. Provide demographic descriptions of the population, poverty rate, unemployment rate, and minority constituents within the service delivery area or community you are targeting in your proposed pilot.
- Demonstrate the need for environmental training in your targeted community. The need for training can be indicated by environmental and economic conditions, brownfields cleanup and redevelopment activities, environmental job training planning, and commitments from future employers to hire local residents to fill environmental cleanup jobs.
- Explain how environmental training will impact the environmental and economic situation in the target community.
- Indicate specifically whether you are applying for a specially designated pilot category, such as a small community (population <100,000), or an Empowerment Zone/Enterprise Community (EZ/EC).

### **3.3 Community Involvement and Partnerships (10 points)**

- Describe your efforts to involve community-based organizations in developing this proposal. Provide a list of the community-based organizations involved and a contact person, phone number, and brief description of the organization's activities and representation. These organizations may include, but are not limited to, local citizen groups, environmental organizations, civic organizations, local business groups and institutions, educational institutions, and local labor organizations. Letters of support should be included as attachments. These organizations may be contacted by EPA during the evaluation process.
- Describe how the recipient of the EPA assessment pilot grant in your service delivery area will be involved in your proposed project.
- Describe how you plan to leverage funds and other resources to support the pilot. 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. Letters of commitment from your partners should be included as attachments.
- Describe how the employers' community (for example, local businesses, environmental contractors, brownfields site owners) has been involved in the development of the proposed training. This involvement could include curriculum development, advisory councils, apprenticeships, and mentoring.

- Describe prerequisite skills or knowledge (math, science, or other related education) required by participants in the training program. Describe partnerships with local community groups, labor unions with apprenticeship programs, academic and other institutions, historically black colleges and universities, and public schools located in or near the target community that can provide the prerequisite skills or knowledge.

### **3.4 Institutional Capacity (5 points)**

- Describe your experience and the experience of your partners in providing environmental and other job training services to the targeted or similar communities. Include a description of experience and capacity to provide training in alternative or innovative treatment technologies. Describe the success of your organization in recruitment, job training, and placement.
- Describe the certifications that your organization has been approved to provide to graduates.

### **3.5 Training Program Objectives and Plans (5 points)**

- Describe the objectives of your proposed project. Specify: 1) how many participants you expect to train through this pilot; 2) when you expect to conduct training classes; 3) your targeted placement rate at jobs that bear a direct correlation to the training received; 4) and the target time frame for retention (for example, 90 days, 6 months, one year).
- Discuss your training plans. How will classes be structured and what topics will be covered. Discuss how your plan will address skills and knowledge required in the handling and removal of hazardous substances. Provide an abbreviated course outline as an attachment.
- Describe ordinances requiring employment of local residents (first source hiring) and how the ordinances will affect your training and placement plans.
- Describe how you will ensure that local brownfields residents have easy access to training facilities.

### **3.6 Measures of Success (10 points)**

- Describe how you will measure the success of your project. Discuss your plans for establishing and demonstrating achievement of milestones and endpoints.
- Describe how your organization proposes to ensure sustainable employment, including plans to track progress upon initial job placement and continue environmental job training when this pilot ends.
- Describe reports or other deliverables you plan to provide to EPA as documentation of your project's progress and success.

# Schedule for Selecting Brownfields Job Training and Development Pilots

## Activity Schedule for Applications

December 1998	Federal Register Notice published
March 1, 1999	Proposals due to EPA
Mid-April 1999	Final selection of proposals
June 1999	Announcement of Pilots

Please submit two copies of your proposal, including attachments, to EPA headquarters. In addition, please submit one copy of your proposal, including attachments, to your EPA Regional Brownfields Coordinator (see Attachment B on page 14). Applications must be to EPA via registered or tracked mail by the March 1, 1999, deadline to:

U.S. Environmental Protection Agency  
OSWER Outreach and Special Projects Staff (5101), Room SE 385  
401 M Street, SW  
Washington, DC 20460



## Attachment A.

### U.S. EPA Assessment Demonstration Pilots (as of September 30, 1998)

Alameda County, CA	Coralville, IA	Jackson, MS
Atlanta, GA	Cowpens, SC	Jacksonville, FL
Atlantic City, NJ	Cuyahoga County, OH <sup>‡</sup>	Jersey City, NJ
Austin, TX	Dallas, TX <sup>✓+‡</sup>	Johnstown, PA
Baltimore, MD <sup>✓‡</sup>	Danbury, CT	Kalamazoo, MI
Baltimore County, MD	Dayton, OH	Kansas City, KS & MO <sup>✓+</sup>
Bellingham, WA	Des Moines, IA	Kemmerer, WY
Bernalillo County, NM	Detroit, MI <sup>‡</sup>	Kenosha, WI
Birmingham, AL <sup>‡</sup>	Downriver Community	Ketchikan Gateway
Bonne Terre, MO	Conference, MI	Borough, AK
Boston, MA <sup>+‡</sup>	Duwamish Coalition, WA	Knoxville, TN
Bridgeport, CT <sup>‡</sup>	East Moline, IL	Lakewood, CO
Brockton, MA	East Palo Alto, CA <sup>✓</sup>	Laredo, TX
Brownsville, TX	East Point, GA	Las Vegas, NV
Bucks County, PA	East St. Louis, IL	Lawrence, MA
Buffalo, NY	Elizabeth, NJ	Lewiston, ME
Burlington, NC	Elmira, NY	Lima, OH
Burlington, VT	Ely Shoshone Tribe, NV	Long Beach, CA
State of California Trade and	Emeryville, CA	Long Branch, NJ
Commerce Agency	Englewood, CO	Los Angeles, CA <sup>✓</sup>
Calumet City, IL	Escambia County, FL	Louisville, KY <sup>‡</sup>
Camden, NJ <sup>+</sup>	Evanston, WY	Lowell, MA <sup>✓</sup>
Canton, IL	Everett, WA	Lynn, MA
Cape Charles-Northampton	Fayetteville, NC	State of Maine
County, VA	Flint, MI	Malden, Medford, and
Cedar Rapids, IA	Ford City, PA	Everett, MA
Charleston, SC	Fort Wayne, IN	Mansfield, MA
Charlotte, NC	Gainesville, FL	State of Massachusetts
Chelsea, MA	Galveston, TX	Department of Environmental
Chicago, IL <sup>✓</sup>	Glen Cove, NY <sup>✓</sup>	Protection
Chicopee, MA	Glendale, WI	Memphis, TN
Chippewa County/Kinross	Grand Prairie, TX	Methuen, MA
Township, MI	Greenfield, MA	Miami, FL
Cincinnati, OH	Gretna, LA	Miami-Dade County, FL <sup>+</sup>
Clearwater, FL <sup>+</sup>	Hagerstown, MD	Middlesex County, NJ
Cleveland, OH	Hamilton, OH	Middletown, CT
Clinton, IA	Hartford, CT	Milwaukee, WI <sup>‡</sup>
Colrain, MA	Hennepin County, MN	Milwaukee County, WI
Colton, CA	High Point, NC	State of Minnesota <sup>‡</sup>
Columbia, MS	Hoopa Valley Tribe, CA	Missoula, MT
Columbia, SC	Houston, TX	Montachusett Regional
Columbus, OH	Hudson County, NJ	Planning Commission, MA
Comanche Nation, OK	State of Illinois	Montebello, CA
Concord, NH	State of Indiana <sup>‡</sup>	Morris County, NJ
Cook County, IL	Indianapolis, IN <sup>‡</sup>	Murray City, UT

Naugatuck Valley, CT  
 Navajo Nation, AZ  
 New Bedford, MA<sup>+</sup>  
 New Britain, CT  
 State of New Hampshire  
 State of New Hampshire—  
 Coastal Piscataqua River  
 Watershed  
 New Haven, CT  
 State of New Mexico  
 Environment Department  
 New Orleans, LA<sup>‡</sup>  
 New York, NY  
 Newark, NJ  
 Niagara County, NY  
 Niagara Falls, NY  
 North Stapleton, CO  
 Northampton County, PA  
 Northwest Indiana Cities  
 Northwest Regional Planning  
 Commission, WI  
 Norwich & Griswold, CT  
 Oakland, CA<sup>+</sup>  
 Ogden City, UT  
 Ogdensburg, NY  
 Oklahoma City, OK  
 Oktibbeha County, MS  
 Omaha, NE  
 Oregon Mill Sites  
 Panhandle Health  
 District, ID  
 Paterson, NJ  
 Perth Amboy, NJ  
 Philadelphia, PA<sup>+</sup><sup>‡</sup>  
 Phoenix, AZ  
 Phoenixville, PA  
 Pioneer Valley, MA  
 Pittsburgh, PA<sup>‡</sup>  
 Pomona, CA  
 Port of Seattle, WA  
 Seattle/King County<sup>✓</sup>  
 Portland, ME  
 Portland, OR<sup>✓</sup>  
 Prichard, AL  
 Provo, UT  
 Puerto Rico Industrial  
 Development Company  
 Puerto Rico Ports Authority  
 Puyallup Tribe of Tacoma,  
 WA  
 Reading, PA  
 State of Rhode Island<sup>✓</sup>

State of Rhode Island  
 Economic Development  
 Corporation  
 Richmond, CA<sup>+</sup>  
 Richmond, VA<sup>‡</sup>  
 Rio Grande Council of  
 Governments, TX & NM  
 Rochester, NY<sup>‡</sup>  
 Rome, NY  
 Sacramento, CA<sup>‡</sup>  
 Saginaw, MI  
 St. Joseph/Benton  
 Harbor/Benton Charter  
 Township, MI  
 St. Louis, MO<sup>‡</sup>  
 St. Paul Port Authority, MN<sup>✓</sup>  
 St. Petersburg, FL<sup>‡</sup>  
 Salt Lake City, UT<sup>✓</sup>  
 San Diego, CA  
 San Francisco, CA  
 Sand Creek Corridor, CO<sup>‡</sup>  
 Santa Barbara County, CA  
 Santa Fe, NM  
 Shenandoah, VA  
 Shreveport, LA  
 Sioux Falls, SD  
 Somerville, MA  
 Southeast Florida<sup>✓</sup>  
 Southern Ohio Port Authority  
 Springfield, MA  
 Springfield, OH  
 Stamford, CT<sup>✓</sup>  
 Stockton, CA  
 Tacoma, WA  
 Tallahassee, FL  
 Tohono O'odham Nation, AZ  
 Toledo, OH  
 Trenton, NJ<sup>‡</sup>  
 Tri-County Metropolitan  
 Transportation District, OR  
 Tucson, AZ  
 Tulsa, OK  
 Turtle Mountain Band of  
 Chippewa, ND  
 Ulster County, NY  
 Uniontown, AL  
 Utica, NY  
 Washington, DC  
 Waukegan, IL  
 Wayne County, MI  
 Wellston, MO  
 West Central Municipal

Conference, IL<sup>‡</sup>  
 West Hollywood, CA  
 West Jordan, UT<sup>‡</sup>  
 Westfield, MA  
 Wheeling, WV  
 Wilmington, DE  
 Winston-Salem, NC  
 Wisconsin Department of  
 Natural Resources  
 Worcester, MA  
 Yonkers, NY  
 Youngstown/Campbell/  
 Struthers, OH  
 Ypsilanti, MI

<sup>✓</sup> Showcase Communities  
<sup>+</sup> Job Training & Development  
 Demonstration Pilots  
<sup>‡</sup> Cleanup Revolving Loan Fund  
 Pilots

## Attachment B. EPA HQ/Regional Brownfields Coordinators

**If you have questions regarding your application, call  
Myra Blakely, EPA Headquarters at (202)260-4527**

Regions and States		Address and Phone Number
<b>EPA Region 1 John Podgurski</b>	<b>CT, ME, MA, NH, RI, VT</b>	John F. Kennedy Federal Building One Congress Street Suite 1100 (HIO) Boston, MA 02203 Phone (617) 918-1209 Fax (617) 918-1291
<b>EPA Region 2 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
<b>EPA Region 3 Tom Stolle</b>	<b>DE, DC, MD, PA, VA, WV</b>	1650 Arch Street Philadelphia, PA 19103 Phone (215) 814-3129 Fax (215) 814-3254
<b>EPA Region 4 Mickey Hartnett</b>	<b>AL, FL, GA, KY, MS, NC, SC, TN</b>	Atlanta Federal Center 61 Forsyth Street Atlanta, GA 30303 Phone (404) 562-8661 Fax (404) 562-8628
<b>EPA Region 5 Jim Van der Kloot</b>	<b>IL, IN, MI, MN, OH, WI</b>	77 West Jackson Boulevard Chicago, IL 60604-3507 Phone (312) 353-3161 Fax (312) 886-0753
<b>EPA Region 6 Stan Hitt</b>	<b>AR, LA, NM, OK, TX</b>	First Interstate Bank Tower at Fountain Pl. 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733 Phone (214) 665-6736 Fax (214) 665-6660
<b>EPA Region 7 Susan Klein</b>	<b>IA, KS, MO, NE</b>	726 Minnesota Avenue Kansas City, KS 66101-2728 Phone (913) 551-7786 Fax (913) 551-7063
<b>EPA Region 8 David Ostrander</b>	<b>CO, MT, ND, SD, UT, WY</b>	999 18th Street, Suite 500 (EPR) Denver, CO 80202-2405 Phone (303) 312-6931 Fax (303) 312-6071
<b>EPA Region 9 Jim Hanson</b>	<b>AZ, CA, HI, NV, AS, GU</b>	75 Hawthorne Street, H-1 San Francisco, CA 94105 Phone (415) 744-2237 Fax (415) 744-2180
<b>EPA Region 10 Lori Cohen</b>	<b>AK, ID, OR, WA</b>	1200 Sixth Avenue Seattle, WA 98101 Phone (206) 553-6523 Fax (206) 553-0124
<b>EPA Headquarters Myra Blakely</b>		401 M Street, SW (5101) Washington, D.C. 20460 Phone (202) 260-4527 Fax (202) 260-6606



United States  
Environmental Protection Agency  
(5101)  
Washington, DC 20460

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