

**Brownfields Competitive Grants Sample Narrative Tables**

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The Notice of Funding Opportunities for Brownfields Multipurpose, Assessment, Revolving Loan Fund, Cleanup, and Job Training Grants (competitive grants authorized under CERCAL 104(k)) include format tables that applicants may use to present all or a portion of their response. Applicants who do not use the sample format tables will not be penalized when EPA evaluates their applications.

**Cleanup Grants Only**

**Resources Needed for Site Reuse**

Identify funding resources that have been secured, have been sought, or will be sought, to contribute to the completion of the reuse (e.g., demolition activities, redevelopment activities, etc.) for the proposed brownfield site(s).

**Sample Format for Resources Needed for Site Characterization, Remediation, and Reuse (Optional)**

Name of Resource	Is the Resource for (1.c.i.) Assessment, (1.c.ii.) Remediation, or (1.c.iii.) Reuse Activities?	Is the Resource Secured or Unsecured?	Additional Details or Information About the Resource
<i>Add rows as needed</i>			

## All Grant Types

### Project Roles

Describe the role each identified local organization/entity/group will have in the project including how it will be meaningfully involved in making decisions with respect to site selection.

#### Sample Format for List of Organizations/Entities/Groups & Roles (Optional)

Name of organization/entity/group	Entity's mission	Point of contact (name & email)	Specific involvement in the project or assistance provided
<i>Add rows as needed</i>			

## All Grant Types

### Description of Tasks/Activities and Outputs

Provide a list and description of the tasks/activities required to implement the proposed project. You may respond to this criterion using the sample format for each task/activity.

#### Sample Format for Tasks/Activities (Optional)

<b>Task/Activity:</b>
i. Project Implementation <ul style="list-style-type: none"><li>▪ EPA-funded tasks/activities:</li><li>▪ Non-EPA grant resources needed to carry out tasks/activities, if applicable:</li></ul>
ii. Anticipated Project Schedule:
iii. Task/Activity Lead:
iv. Outputs:

## All Grant Types

### Cost Estimates

You may use the sample table format to present how you plan to allocate grant funds for tasks/activities, by budget category. Replace the task number heading in the sample table with the actual title of the task.

**Only include costs to be covered by EPA grant funds in this table.** Leveraged resources should not be included in the budget table.

Do not distinguish between hazardous substances and petroleum funding requests. Provide budget information in one table.

Examples of costs per unit may include:

#### Task 1, Planning Activities

- Contractual Costs: 1 brownfield economic market analysis = \$20,000
- Supplies: Room rental for 6 community meetings at \$250/meeting = \$1,500

#### Task 2, Phase I Environmental Site Assessments

- Personnel Costs: 20 hours at an average rate of \$50/hr = \$1,000
- Contractual Costs: 5 Phase I site assessments at an average cost of \$3,500 = \$17,500

#### Task 3, Tank Removal

- Personnel Costs: 20 hours at an average rate of \$50/hr = \$1,000
- Contractual Costs: 5 tank pulls at a cost of \$13,000 per tank pull = \$65,000

### Sample Format for Budget (do not change Budget Categories) (Optional)

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
<b>Direct Costs</b>	Personnel					
	Fringe Benefits					
	Travel <sup>1</sup>					
	Equipment <sup>2</sup>					
	Supplies					
	Contractual					
	Construction <sup>3</sup>					
	Other (include subawards and specific participant support costs such as stipends) (specify type) _____					
Total Direct Costs <sup>4</sup>						
Indirect Costs <sup>4</sup>						

<b>Total Budget</b> (Total Direct Costs + Indirect Costs)					
<p><sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.</p> <p><sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year unless the applicant has a lower threshold for equipment costs. Items costing less than \$5,000 (e.g., laptop computers) are considered supplies. Generally, equipment is not required for Brownfield Grants.</p> <p><sup>3</sup> Costs must be placed on the Construction budget line when at least 50% of the estimated amount of the contract(s) will be for the remediation of contamination at the brownfields site. Construction costs do not typically apply to assessment activities. See the FYXX <a href="#">FAQs</a> for more information.</p> <p><sup>4</sup> Administrative costs (direct and/or indirect) for the Assessment Grant applicant itself cannot exceed 5% of the total EPA-requested funds.</p>					

## Job Training Grants Only

The remainder of the sample tables apply to Job Training Grants Only.

### Community Need

Provide census-based demographic data for your target area and compare the data to the larger local, state, and national demographics, as described in the sample format below. Responses should clearly identify sources of information used. Applicants may, but are not required to, use the sample format below to organize demographic data. Applicants who do not use this format will not be penalized during the evaluation process. Applicants may use additional rows or text, to include other data or information, including data related to disproportionate environmental or human health harms and risks, which provide a compelling explanation for why you selected the target area.

**Sample Format for Demographic Information (Optional)**

	Target Community (e.g., Census Tract)	City/Town/County or Tribal Reservation	Statewide	National
Population:				331,097,593 <sup>1</sup>
Unemployment:				3.7% <sup>2</sup>
Poverty Rate:				11.5% <sup>3</sup>
Median Household Income:				\$75,149 <sup>4</sup>
Other: <i>Include other relevant data, including potential environmental or human health harms and risks, in additional rows, such as whether the community has a disadvantaged census tract as defined by CEJST</i>				

<sup>1</sup>Data are from the 2022 American Community Survey data profile and are available at <https://data.census.gov/table/ACSDP5Y2022.DP05>.

<sup>2</sup>Data are from the Bureau of Labor Statistics (The Employment Situation – February 2024) and are available at <http://www.bls.gov/news.release/pdf/empsit.pdf>.

<sup>3</sup>Data are from the 2022 American Community survey data profile and are available on data.census.gov at <https://www.census.gov/library/publications/2023/demo/p60-280.html>.

<sup>4</sup>Data are from the 2022 American Community Survey data profile and are available on data.census.gov at <https://data.census.gov/table/ACSST5Y2022.S1901>.



**Outputs and Outcomes**

Provide detailed information on 1) how many participants you expect to enroll, 2) the number of students anticipated to graduate from the proposed training program, 3) the average anticipated wages for trainees obtaining employment, and 4) the targeted placement rate of graduates in environmental employment. A sample template is provided to assist applicants with providing the requested information.

**Sample Outputs (Optional)**

<b>Overall # of Participants Enrolled in Program</b>	<b># of Graduates Completing Program</b>	<b># of Graduates Placed in Environmental Positions</b>	<b>Average Anticipated Wage for Trainees Obtaining Employment</b>	<b># of Graduates Not Placed but Pursuing Further Education</b>



**Partnerships**

Provide detailed information on 1) the name of the partner and the contact, 2) the partner type, for example environmental, job readiness, community, employer, 3) the mission of the partner organization, and 4) the specific commitments of the partner (only include commitments stated in the attached Partnership Letters).

**Sample Format for Partnerships (Optional)**

<b>Partner and Contact</b>	<b>Partner Type (environmental, job readiness, community, employer)</b>	<b>Partner Organization Mission</b>	<b>Partner Commitments (only include commitments stated in the attached Partnership Letters)</b>

**Leveraging**

Discuss how you will leverage additional funds/resources beyond the grant funds awarded by EPA to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project.

Describe the leveraged commitments for monetary services/resources to the proposed job training program (e.g., staff time, life skills training, pre-employment training, student stipends, supplies, personal protective equipment (PPE), transportation and bus tokens, GED preparation, childcare, academic enhancement, substance abuse counseling, etc.) already committed to your program. If such commitments are not yet made, describe the likelihood that these commitments will materialize during the project.

Describe the amount(s) and type(s) of leveraged resources that will be available to your project and for what tasks they may be used. For each source of funding, list whether it is an anticipated source of funding or a confirmed source of funding. Applicants may, but are not required to, use the optional table format below to illustrate for which tasks leveraged funds will be used and how much leveraged funding you plan to use for each task. Applicants who do not use this format will not be penalized during the evaluation process. Please modify task categories and add rows as necessary.

**Leveraged Funding Table (Optional)**

Project Funding	Status of Funds: Anticipated/Confirmed	Project Tasks				Total
		Outreach, Recruitment and Retention	Instruction/Training	Program Management	Placement and Tracking	
[Funding Source 1]						
[Funding Source 2]						
[Funding Source 3]						
<b>Total Non-EPA Funds Leveraged:</b>						

### **Past Performance and Accomplishments**

Current or Past EPA Brownfields Job Training or EWDJT Grant Recipients that were awarded a JT grant within the last 10 years. Identify each of the EPA Brownfields Job Training Grant(s) (or an Environmental Workforce Development and Job Training Grant(s)) you currently have or have received in the past.

Accomplishments – Provide information on:

- a. Number of individuals you committed to train and place in your prior selected application versus what was provided in your approved workplan.
- b. Number of individuals that were actually trained under each grant.
- c. Placement rate. (Placement rate is defined as the number participants obtaining full-time employment in an environmental job divided by the number of participants completing training.)
- d. Discuss whether the data are accurately reflected in ACRES at the time of this application submission, and if not, explain why.

#### **Sample Accomplishments Data (Optional)**

<b>Grant #</b>	<b>Project Period</b>	<b>Funds Expended</b>	<b># of Participants Trained</b>	<b># of Participants Placed</b>	<b>% placed in full-time employment</b>	<b>Data Updated in ACRES (Yes/No)</b>
JT-99999998	10/01/11 - 9/30/14	\$183,264	80	70	88%	Yes
JT-99999999	10/01/03 - 9/30/05	\$200,000	78	72	92%	Yes