

**EPA**

United States
ENVIRONMENTAL PROTECTION AGENCY
 Washington, DC 20460

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JOB TRAINING REPORTING FORM
Brownfields

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection of information, including suggestions for reducing this burden, to the Environmental Protection Agency, Office of Environmental Information, Code 2822T, Washington, DC 20460 and to the Paperwork Reduction Project, Office of Management and Budget, Washington, DC 20503. DO NOT RETURN your form to either of these addresses. Send your completed form to the address provided by the issuing office.

PART I – GRANT RECIPIENT INFORMATION

1. Grant Recipient Name

2. Grant Number

PART II – PERFORMANCE MEASURES INFORMATION**Table A – Mandatory Performance Measures**

| Measure | (a) This Quarter | (b) Cumulative |
|---|------------------|----------------|
| 3. Number of Participants Completing Training | | |
| 4. Number of Participants Obtaining Employment | | |
| 5. Average Hourly Wage of Participants Obtaining Employment | | |
| 6. Funds Leveraged (total) | | |
| 6-1. Funding Source Name | | |
| 6-2. Activity Funded | | |
| 6-1. Funding Source Name | | |
| 6-2. Activity Funded | | |
| 6-1. Funding Source Name | | |
| 6-2. Activity Funded | | |

7. Supplemental Performance Measures Information (optional)

PART III – APPROVALS**8. Grant Recipient Project Manager**

| | | |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

9. US EPA Regional Representative

| | | |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

INSTRUCTIONS FOR COMPLETING JOB TRAINING REPORTING FORM - BROWNFIELDS

GENERAL INSTRUCTIONS

Overview:

As specified in your grant terms and conditions, all job training grant recipients must report to EPA on a regular basis. This OMB and EPA approved reporting form (OMB No. 2050 - 0192, EPA Form 9310-2), supplements your Quarterly Reports with information about specific activities and accomplishments that EPA deems necessary to adequately monitor and evaluate the performance of job training grants. Please contact your EPA Regional representative if you have any questions when completing this form. *Please note that, in most instances, all reported information is accessible by the public under the Freedom of Information Act (FOIA) and may be distributed by EPA to the public unless one of the FOIA exclusions is applicable.*

Compared to the Quarterly Reports, the Brownfields Job Training Reporting Form (JT Reporting form) contains quantitative information relating to four specific measures of grant recipient performance. Reporting on these specific activities and accomplishments must be provided in the attached JT Reporting form rather than in the Quarterly Reports. Additional voluntary and/or narrative information may be provided in Part II of this form or in the Quarterly Report.

When to Submit:

Original JT Reporting Forms. Grant recipients must develop the first JT Reporting form when the first specified accomplishment has occurred (e.g., when the first class of trainees “graduates” from the training program provided under the grant, or when leveraged funding is committed to supplement the grant activities). The form should be attached and delivered with the next required Quarterly Report.

Updated JT Reporting Forms. JT Reporting forms should be updated and delivered as additional accomplishments occur, and should be attached to the next required Quarterly Report. In addition, an updated form should be provided when the grant is being closed-out.

To Whom to Submit:

Grant recipients should submit the JT Reporting forms to their EPA Regional Representative identified in the terms and conditions of the cooperative agreement and the EPA Headquarters Data Manager.

How to Submit:

EPA is undertaking a two-phased process to facilitate electronic reporting and information dissemination system to facilitate future grant recipient reporting. In the first phase, EPA will prepare electronic versions of this and other required reporting forms for the grant recipients to complete and submit via e-mail. In the second phase, EPA will develop a web-based database that will allow entry of the information directly by the grant recipient or the Region. As needed, EPA will continue to provide contractor data entry and quality assurance support. Electronic reporting is optional, hard copy reports always will be acceptable.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON FORM

PART I - GRANT RECIPIENT INFORMATION

- 1. Grant Recipient Name.** Enter the grant name. Use the official name of the grant recipient as provided in the cooperative agreement, unless otherwise directed by the EPA Regional Representative.
- 2. Grant Number.** Enter the grant number. Use the number of the grant as provided in the cooperative agreement.

PART II - PERFORMANCE MEASURES INFORMATION

This section contains two parts—one mandatory, for certain limited performance measures information (Table A); the other optional, for narrative information to supplement the quantitative information provided (section 7).

Table A - Mandatory Performance Measures. In Table A, provide all quantitative information relating to each of the four (4) mandatory performance measures. For each measure, enter amounts in column (a) – This Quarter – to reflect the incremental accomplishments attained during the current reporting quarter and column (b) – Cumulative – to reflect the total accomplishments attained to date during the term of the grant. Note: Quantitative information relating to these performance measures should only be provided in the table (i.e., not in narrative reporting contained in the Quarterly Report).

- 3. Number of Participants Completing Training.** Enter the number of participants taking the grant funded training who have completed the training program.
- 4. Number of Participants Obtaining Employment.** Enter the number of graduates from the grant funded training program who have obtained employment of any kind. Self-employed graduates should be included in this count. The cumulative total number inserted in column (b) should only increase during the term of the grant; the grant recipients' quantitative reporting of the cumulative total should not reflect any decreases for graduates who had obtained employment, but later report losing their jobs. If desired, provide a brief narrative description in section 7 for any reported job losses.
- 5. Average Hourly Wage.** Enter the average hourly wage of job training graduates in their initial post-training employment. Provide the hourly wage for the first job that each employed graduate secures after completing the job training program. Anecdotal information about subsequent jobs and wages may also be narratively provided by the grant recipient.
- 6. Funds Leveraged.** Enter the total amount of funding leveraged as a result of grant activities. Capture the total number of non-grant dollars linked and leveraged to support additional, related activities of the grant recipient. To be reportable, there must be a demonstrable link or connection between the EPA funded activity and the leveraged funding. Funding can occur through direct financial assistance and/or through in-kind services or supplies. Usually, leveraged funding that was committed prior to the award of the EPA grant should not be reported as leveraged since the activity predates the award. In addition, leveraged funding should not be reported in this section until the funding has been committed. These leveraged funds may be used to support activities that cannot be funded by the EPA grant (e.g., transportation or child care for job training students).

In addition to the total leveraged funds, also describe the source and amount of funding leveraged, and the types of activities it funded. For each funding source (6-1), also list the type of activity funded (6-2) and the amount of funding leveraged per source in columns (a) and (b). As necessary, add additional lines for 6-1 and 6-2.

6-1. Funding Source Name(s). For each funding source, enter the name of the organization providing the funds and/or in-kind services. Examples of sources of leveraged funding include other EPA programs, private organizations, state environmental, labor, or economic agencies, tribal governments, local governments (including community development corporations), and other federal agencies.

6-2. Activity Funded. For each funding source listed under 6-1, provide the type of activity that was supported. Examples of leveraged activities include additional curricula development/training (e.g., environmental and non-environmental), supplies/equipment, transportation for students, and child care for students.

7. Supplement Performance Measures Information (Optional). Provide a brief narrative description to supplement the required performance measures reporting, including, for example: demographic information (e.g., gender, age, ethnicity, education); description of the training curricula; information on the types of jobs obtained by the participants entering/completing the training; availability of photographs/video footage of the training/graduation/post-training employment; and/or specific milestones tracked by the grant recipient for its own management.

PART III - APPROVALS

8. Grant Recipient Project Manager. Type or print the name of the grant recipient project manager. The project manager must also sign and date the completed JT Reporting form before submission.

9. U.S. EPA Regional Representative. Type or print the name of the EPA Regional Representative. The EPA representative should also sign and date the reviewed JT Reporting form.