

October 11, 2017



Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 17, Session 8

This series of bi-weekly phone calls examines effective EWDJT strategies from experienced grantees. PLC calls share ideas among successful grantees and prepare interested organizations for the next EPA Request for Proposals. Calls will be a mix of open discussion, workforce development news, resources, and presentations from current grantees.

- Topics:
1. News from Washington and HMTRI
 2. Questions from PLC members
 3. Preparing for the Environmental Workforce Development Job Training (EWDJT) Request for Proposals (RFP)
 4. Webinars
 5. Meetings and workshops
 6. Technical assistance
 7. Funding opportunities
 8. EPA Regional Job Training Coordinators
 9. Tune in to the next PLC

1. NEWS FROM WASHINGTON AND HMTRI

The Environmental Workforce Development and Job Training (EWDJT) Request for Proposals (RFP) is expected to be issued in the next week or two. Confirm that administrative procedures are in place to properly submit applications with grants.gov. HMTRI will notify all PLC and listserv members as soon as the RFP is issued.

2. QUESTIONS FROM PLC MEMBERS

Has the EWDJT RFP been issued? If not, when is it expected?

On September 16, the EPA requested proposals for Assessment, Revolving Loan Fund, and Cleanup (ARC) grants with a due date of November 16. As indicated above, the EWDJT RFP should be out before the next PLC conference call.

3. PREPARING FOR THE ENVIRONMENTAL WORKFORCE DEVELOPMENT JOB TRAINING (EWDJT) REQUEST FOR PROPOSALS (RFP)

Timeline and schedule

A rough timetable, based on previous years and today's information, is below for submitting proposals, receiving funding notifications, and finalizing work plans. Perhaps it will give new applicants a general idea of the EWDJT award process when talking with potential partners. Essentially, grantees are developing all of the program planning and preparation for training to begin a year from now. The PLC plans to facilitate discussion and provide assistance as we move forward. These dates are estimated and will be updated as more information becomes available.

- RFP issued—Around October 16
- EPA Webinar, EWDJT RFP review and questions—Late October or early November
- National Brownfields Conference—December 5
- Proposals due in 60 days (grant.gov)—Before the holidays
- Rejections for not meeting threshold criteria—February
- Awards announced—April/May
- Award letter and acceptance by applicant—May/June
(Funds may be spent up to 90 days before final paperwork after official acceptance.)
- Terms and Conditions with approved work plans—July/August
- Next HMTRI Environmental Workforce and Job Training Annual All-Grantee Meeting—Mid-August
- Official notice that funds are available for spending—August/September
- Training and execution of work plans including quarterly and ACRES reports—September and ongoing
- FY2019 EWDJT RFP—Late fall 2018

What applicants should be working on now before the RFP is issued

Those participating in previous PLC discussions should be well on their way to developing partnerships and have a good idea of the communities and employers they want to target. Below are some critical steps that need to be addressed in the early stages of program development before the RFP has been issued.

- Check and verify that the grant submission process is up to date.
- For those who have not applied for a federal grant in the past or need to update information, it is important to go to Grants.gov for information and a tutorial. This entire process could take as long as a month to complete for those who are applying for the first time.

- Current and prior grantees should also verify that administrative procedures are up-to-date and active. Remember that passwords may also need to be updated. If you need guidance, call the help desk for assistance at 800.518.4726.

The most common reasons for grant applications being rejected include the issues below.

1. Applicant's [SAM](#) account is inactive. Applicants must use their accounts at least once per year to remain active. To check an account status, go to the [SAM](#) website and enter the organization's DUNS number.
2. Applicants use the wrong [DUNS number](#). Use the same, correct DUNS number in [SAM](#), grants.gov, and on application forms that apply to the EWDJT program.
3. The submitter is not the Authorized Organization Representative (AOR). Individuals submitting application packages on behalf of their organization must be the AOR, or use the AOR's username and password. The organization's [E-Biz POC](#) must authorize the individual as the AOR.

Announce intention to submit to EPA regional job training coordinator

Contact the EPA regional job training coordinator (see the coordinator list later in these post-session notes) to announce an intention to submit a proposal. EPA regional job training coordinators are primary contact points for applicants and can be helpful in answering specific questions about the EWDJT solicitation. Some EPA regions may have special conference calls for prospective applicants in their region. Get on that list. Remember, before the RFP is issued, regional coordinators can discuss your proposal. After the RFP is issued, they can only clarify RFP contents.

Announce intention to submit to governmental and community organizations

Additional announcements of intentions should be made to community organizations, local government including city council, and in public forums. These announcements are intentions—not commitments. Local announcements will assist in developing relationships with community stakeholders and potential leveraging partners.

Announce intention to submit to target communities

ARC applicants are required to conduct public meetings with an opportunity for public comment as part of the application process. Past EWDJT applicants were strongly urged to do the same. However, it was not formally written into the RFP. To supercharge the EWDJT application, prospective grantees should hold public meetings, especially in target communities, with an opportunity for public comment.

TIP: ARC grantees are required to hold their public meetings before November 2. There is a distinct possibility that EWDJT applicants can use that opportunity to make their intentions known and also seek

community input. To do this, relationships with ARC grantees must be made soon since meetings are being scheduled as we speak.

Partnering with past, current, and prospective ARC grantees

In recent PLC sessions, we have emphasized the importance of partnering with past, current, and prospective ARC grantees. Public announcements can be coordinated with ARC events to build a coordinated public awareness of ARC and EWDJT activities, goals, and intentions.

Evaluation criteria for the ARC grant review process includes partnering with local EWDJT programs. In all likelihood, the EWDJT RFP will have the same evaluation criteria for job training applicants. Now is the time to establish those relationships. Regional job training coordinators can give guidance regarding those applying for ARC grants.

Below are additional approaches for identifying past ARC applicants.

- City government. In some cases it may be the county commissioner, city council, or tribal leadership. The mayor's office is a good place to start. Find organizations and contact information for individuals working on Brownfields.
- Using the [Brownfields Grant Fact Sheet](#) is another interesting and comprehensive way of learning the history and current status of ARC activities in the surrounding community. EPA has constructed a detailed search and research tool that allows users to identify Brownfields and Land Revitalization grants awarded since 1992 through FY17. OBLR grant awards include ARC as well as EWDJT. Fact sheets often provide contact information along with a description of the project.

Additional things applicants should be working on

Work on the activities below in coordination with city hall and ARC grantees.

- Conduct community assessment with target participants and local labor market.
- Define the community and individuals to be served.
- Locate and assess labor market needs of potential employers.
- Check out [EJSCREEN](#) to provide support for assessing communities, demographics, and pollution sources.

Partnerships

- Identify and recruit partners consistent with assessments and program goals.
- Identify and recruit leverage partners.

- Identify and recruit administrative partners.
- Identify and recruit training partners.
- Identify and recruit recruitment and placement partners.
- Identify in-kind and leveraging resources.

Associations and Contacts

- Connect with associated programs and potential stakeholders to include city and county government—environmental, health, community services, workforce investment boards, mayor’s office of economic development, and the office of community relations and development.

Link with local employers

- Work with city procurement to identify manufacturing, transportation, manpower, remediation, and consulting firms working on construction, deconstruction, and cleanup.

Research [Cleanups in my Community](#) to identify remediation activities.

4. WEBINARS

EPA webinars

The First-Timers Guide to the 2017 National Brownfields Training Conference

November 15, 2017, 1-2 p.m. ET

Register online at <https://clu-in.org/conf/tio/FirstTimeBrownfields/>.

New to the National Brownfields Training Conference? There is no reason to feel lost during your first conference experience. The 2017 National Brownfields Training Conference is rich in opportunities to learn about Brownfields and community revitalization opportunities. Learn how to use the conference to network, share information, secure partners, market properties, and learn best practices. This 60-minute webinar will feature experienced Brownfields professionals who will explain why they keep coming back to the Brownfields Conference. The webinar will feature perspectives from representatives from government, nonprofits, and consultants who will share tips about how to make the most out of your first experience at the National Brownfields Training Conference.

TAB webinars

NALGEP Tips for Successful Brownfields Grant Proposals

Tuesday, October 17, 2017, 2:00 p.m. ET

Register online at

<https://njit.webex.com/njit/onstage/g.php?MTID=ec7a5086bb28188ff852e92f52e9dce00>.

Join the webinar to hear from the nation's top Brownfields experts to learn key tricks of the trade as you prepare your FY 2018 grant application.

5. MEETINGS AND WORKSHOPS

Fall is the season for local and regional Brownfields conferences. Local conferences provide a great opportunity to network with employers, meet government officials, and seek out supporters and potential partners. Often registration fees can be waived for grantee staff and students. However, it is important that conference organizers be contacted directly for special assistance and waiver of fees. Here are a few upcoming conferences.

Local and regional Brownfields associations

Green Infrastructure & Brownfields Bootcamp

Friday, October 20, 2017

Allentown, New Hampshire

NJIT TAB will be hosting a Green Infrastructure and Brownfields Bootcamp where they will be teaching communities how to integrate green technology into their stormwater planning. There will be hands-on activities to further solidify the importance of green technology on Brownfield sites. Visit their [website](#) for more information.

2017 Southeast Brownfields Workshop

November 7–9, 2017

Georgia Tech Research Institute Conference Center, Atlanta, GA

EPA Region 4 and the Georgia Brownfield Association are hosting the 2017 Southeast Brownfields Workshop on November 7–9, 2017. More than 200 attendees, including grantees, state environmental agencies, tribes, urban and rural local governments, nonprofit organizations, environmental professionals, and community members are expected to attend this year's event. Visit their [website](#) for more information.

EPA Regional and ICMA national conferences

2017 National Brownfields Training Conference

December 5–7, 2017

Pittsburgh, PA

The session selection process is complete. Brownfields 2017 is set to offer attendees a robust and expansive conference experience. This year's conference programming and speakers will engage attendees on topics at the forefront of today's Brownfields and economic development landscapes, challenging both emerging and seasoned professionals as well as a diverse range of Brownfields stakeholders to think outside the norms when addressing land revitalization and redevelopment. For more information and to register, visit their [website](#).

6. TECHNICAL ASSISTANCE

3-day (24-hour) DOT HazMat Regulations Training Workshop

November 7-9, 2017

Eastern Iowa Community Colleges

Hosted by the National Partnership for Environmental Technology Education (NPETE), the intent of this course is to train instructors and staff to offer DOT HazMat Training.

\$500 toward all transportation costs to include air/car/taxi/UBER/parking/tolls/mileage etc., plus 3 nights lodging up to \$500 toward overnight accommodations, and 3 days of per diem for meals. These expenses will be reimbursed by NPETE, and follow NPETE guidelines. Attendees are expected to bring laptops for use in class and must complete a pre-requisite online HazMat awareness course prior to the face-to-face course. NPETE will also require a \$75 non-refundable registration fee to hold your place in this course. Please see www.nationalpete.org for registration. There are limited slots available, and these classes tend to sell out quickly. More Information, email Hilary Kessler at kessler@maine.rr.com.

Disaster Site Response Institute for Trainers (Five-day training program)

January 8-12, 2018

Indian River State College, Treasure Coast Public Safety Training Complex
Fort Pierce, FL

Hosted by the National Partnership for Environmental Technology Education (NPETE), participants will be prepared through a five-day program to obtain safety authorizations for public and private disaster site responders and workers. Courses include OSHA's 15-hour Disaster Site Worker, Hazardous Awareness and Communications, and Incident Command. Accepted attendees will receive approximately 85 percent of their travel costs for attending. The training is being supported with funding from the National Institute for Environmental Health Sciences (NIEHS). OSHA's Disaster Site Worker Outreach Training Program provides necessary training to workers who provide skilled support (e.g. utility, demolition, debris removal, or heavy equipment operation) or clean-up services in response to natural and/or man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites. They must also be able to inspect, don, and doff air-purifying respirators.

Upon successful completion of the course, participants will receive an OSHA Disaster Site Worker card (not the OSHA Disaster Site Worker Train-the-Trainer authorization). Completion of the 10- or 30-hour OSHA Construction or General Industry Outreach Training Program is a prerequisite. Being a current OSHA outreach trainer for General Industry or Construction will also be accepted. Applicants must provide a copy of their 10/30 or current trainer card with their application. The deadline for completing the application is November 8, 2017. Candidates will be notified by November 15, 2017, if they have been accepted. For more information or an application form, contact Patti Thompson at 319.721.1509 or pattijthompson@gmail.com.

Successful FY17 EWDJT grant proposals

While the Kansas State University TAB program primarily provides technical assistance to ARC grantees in the Midwest, they have an excellent resource library useful to all including EWDJT applicants including a few EWDJT grant proposals from past years that may be of interest. From their [website](#), click on FY17 successful grant proposals.

7. FUNDING OPPORTUNITIES

Although this grant announcement is not relevant specifically to EWDJT, some current grantees are involved with organizations that participate in broader community assistance programs such as urban agriculture. Federal agency partners invite communities to apply for technical assistance to help communities revitalize their economy, improve health, and protect the environment.

[Local Foods, Local Places](#) helps communities reinvest in existing neighborhoods and revitalize downtowns through the development of local food systems. To date, nearly 80 communities have benefited from assistance with support from EPA, the U.S. Department of Agriculture, the Centers for Disease Control and Prevention, the U.S. Department of Transportation, the U.S. Department of Housing and Urban Development, the Appalachian Regional Commission, and the Delta Regional Authority. The [application](#), due October 25, is on their website.

[Healthy Places for Healthy People](#) helps community leaders and health care partners focus on health as an economic driver and catalyst for downtown and neighborhood revitalization. Health care partners include community health centers (including Federally Qualified Health Centers), nonprofit hospitals, and other health care facilities. To date, 10 communities have benefited from assistance with support from EPA and the Appalachian Regional Commission. Healthy Places for Healthy People provides assistance for communities that are economically challenged, including those in rural Appalachia. The [application](#), due October 25, is on their website.

8. EPA REGIONAL JOB TRAINING COORDINATORS

EPA Region 1 Danny Rodriguez	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1060 E-mail: rodriguez.danny@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: mitchell.schenine@epa.gov
EPA Region 3 Jeff Barnett	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3246 E-mail: barnett.jeff@epa.gov
EPA Region 4 Bushra Jawaid	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8569 E-mail: jawaid.bushra@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: morgan.linda@epa.gov
EPA Region 5 Craig Mankowski		Phone: (312) 886-9493 E-mail: mankowski.craig@epa.gov
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EPA Region 9 Noemi Emeric-Ford		Phone: (213) 244-1821 E-mail: emeric-ford.noemi@epa.gov
EPA Region 10 Robert Tan	AK, ID, OR, WA	Phone: (206) 553-2580 E-mail: tan.robert@epa.gov

7. TUNE IN TO THE NEXT PLC

The schedule for the remaining sessions in PLC Cycle 17 is below.

- PLC #9—October 25
- PLC #10—November 8

MARK YOUR CALENDAR

Next PLC Session: October 25, 2017 at 2:00 p.m. ET
 319.527.3513, access code 550105#
 Please call in five minutes early.



Feel free to invite a guest! Send your contact information to Mike Senew at msenew@aol.com.

Visit our [HMTRI Brownfields Toolbox](#) website for more information on Brownfields Environmental Workforce Development and Job Training programs. All [PLC session notes and recordings](#) are also located on the website. For those interested in providing content or suggestions, please contact Glo Hanne at ghanne@eicc.edu.

NOTE: The PLC brings together ideas and opinions of individuals interested in environmental workforce development and job training. Ideas and opinions are not those of EPA or its policy and should not be taken as official guidance.