

October 25, 2017



## Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 17, Session 9

This series of bi-weekly phone calls examines effective Environmental Workforce Development and Job Training (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. St. Louis Community College, Workforce Solutions Group
  4. Preparing EWDJT applications:
    - Updated timeline and schedule
    - Important things to do ASAP
  5. Webinars
  6. Local and regional Brownfields association meetings
  7. 2017 National Brownfields Training Conference
  8. Technical assistance and workshops
  9. EPA regional job training coordinators
  10. Tune in to the next PLC

### **1. NEWS FROM WASHINGTON AND HMTRI**

As we are all aware, the FY2018 Environmental Workforce Development and Job Training (EWDJT) grant guidelines have been posted. The proposal submission deadline is December 15, 2017. All proposals must be submitted through [grants.gov](https://www.grants.gov). Regional EPA contacts appear at the end of these post-session notes. While they cannot answer questions about specific proposals, they can clarify questions regarding the RFP.

Below are the websites that provide the RFP, tips, and FAQs.

[FY2018 Environmental Workforce Development and Job Training Grant Guidelines](#)

[FY2018 Frequently Asked Questions](#)

[Grants.gov Tip Sheet for Applicants](#)

### **Webinar to Assist in Preparing FY18 EWDJT Proposals—November 7**

To assist applicants with their proposals, EPA will hold an informational webinar for prospective grant applicants. The webinar will be held on November 7, 2017 at 1:30 p.m. ET. The webinar will be recorded and posted to the Brownfields website. To access the webinars live, please go to <http://epawebconferencing.acms.com/fy18ewdjt/> at the aforementioned date and time.

IMPORTANT: Check and verify that your grant submission process is up-to-date. For those who have not applied for a federal grant or need to be updated, it is important to go to [Grants.gov](http://Grants.gov) for information and a tutorial to avoid being rejected for one or more of the following reasons.

- Applicant's [www.SAM.gov](http://www.SAM.gov) account is inactive.
- Applicants use the wrong DUNS number.
- The submitter is not the Authorized Organization Representative (AOR).

For new applicants, this entire process could take as much as a month to complete.

Current and prior grantees should check the procedures and verify administrative procedures are current and active. Remember that passwords may also need to be updated. We suggest doing a test run prior to submission. To check an account status, go to [www.SAM.gov](http://www.SAM.gov) and enter the organization's DUNS number. If you need guidance, call the help desk for assistance at 800.518.4726.

During the next PLC session on November 8, we will discuss working on EWDJT proposals. Since November 8 is the tenth and final session of this PLC cycle, we are adding a special session on November 29 to talk about tips and landmines when developing an EWDJT proposal.

### **HMTRI will have a booth at Brownfields 2017**

Bring your program literature to the conference and use our booth as a home base. We will also be facilitating a roundtable discussion on Wednesday, December 6, from 1:45 to 2:45 in room 401. Session Code 107108—Track 5—Community Engagement and Environmental Justice. The title of the session is *Employing Community Residents through Training and Certification*. Part of the session will address FY2018 EWDJT proposals with a last minute checklist and discussion.

## **2. QUESTIONS FROM PLC MEMBERS**

If you have questions you would like addressed, send it to Glo Hanne at [gianne@eicc.edu](mailto:gianne@eicc.edu).

How can I use the capabilities and experience of a contractor if I must go through the competitive bidding process before awarding contracts?

*It is not necessary that the procurement process wait for the EWDJT grant award. In fact, it is helpful to have trainers and consultants in place so they can be written into the grant proposal. This is a simple process in that the RFP should include a statement that the award is contingent on receiving EPA funding and an approval of the budget and work plan. RFPs can be conducted electronically, via website, or in print. It is important that winning contractors deliver services in accordance with EPA procurement requirements in addition to meeting the proposed training schedule.*

*During the planning stages of a new program, it is wise to obtain access to council, accounting, and auditing staff experienced in working with fiscal partnership agreements.*

### **3. ST. LOUIS COMMUNITY COLLEGE, WORKFORCE SOLUTIONS GROUP—RENE DULLE**

The St. Louis EWDJT program is administered by St. Louis Community College's (SLCC) Workforce Solutions Group. SLCC received their first EWDJT grant in 2000. Federal funding was hit and miss for several years with awards in 2004 and 2009. Then in 2013, the program reorganized, received funding, and successfully competed again in 2015 and 2017.

The Workforce Solutions Group develops industry-specific training in partnership with the college's campuses and local employers to help adults retrain in shorter duration formats for occupations that are in demand. Over 16 accelerated job training programs, including the EWDJT program, have been developed and offered by the Workforce Solutions Group. Program offerings are based on demand, and the availability of funding and industry partner participation.

SLCC is an excellent example of an EWDJT program that has merged into a large academic institution, providing training and certifications to underserved populations that would not normally have employment opportunities in environmental careers. In return for expanding services offered by SLCC, the EWDJT program has access to an enormous number of leveraged resources. Resources include facilities, administrative and marketing, student services, in-kind instruction, career development, and much more.

The SLCC EWDJT program is currently enrolling for classes starting in January 2018. Class scheduling is important such that program graduates will be ready when the demand for trained and certified workers is at its peak.

#### **Program overview**

The core training program includes six weeks of intensive training totaling 222 hours of instruction.

- 40-hour HAZWOPER training
- 10-hour OSHA construction safety training
- First aid/CPR training
- Environmental sampling and monitoring
- Mold remediation
- Lead (RRP)
- Asbestos abatement
- Stormwater management
- Ecosystem restoration

- OSHA fall protection
- Excavation and trenching
- Permit-required confined space training

Participants who complete the training program earn two state and 16 federal certifications.

### **Key partners**

- St. Louis Workforce Development Board
- St. Louis Agency on Training and Employment
- St. Louis Economic Development Partnership
- Laborers' International Union of North America Local 110
- HRP Associates, Inc.
- Spray Services
- Aerotek
- St. Louis YouthBuild/AmeriCorps
- Fathers' Support Center St. Louis

### **Recruitment and retention**

St. Louis Workforce Development Board, St. Louis Agency on Training and Employment, community organizations, former students, and community stakeholders become the initial recruiting tool for the EWDJT program in addition to general marketing. After a general orientation, interested applicants undergo a one-on-one interview and screening protocol. Evaluation criteria include discussions on questions below.

- Have you worked with any of our partner organizations?
- Do you have work experience?
- Is there evidence of physical work in your background?
- Do you mind physical and outside work?
- Do you have or will you obtain a driver's license?
- Do you have any tickets or outstanding legal issues?
- Do you understand and are interested in an environmental remediation career?

As with other EWDJT programs, all applicants will be drug tested and randomly tested as a condition of graduation. In most cases, approximately 20 applicants begin the screening process with about 12 of the most motivated applicants selected to enter the program.

The filtering process used by SLCC has served them well. Almost all of the selected applicants complete the program. Student support, life skills training, and placement assistance are provided as required.

## **Placement**

The SLCC EWDJT program has received encouragement and support from the Laborers' International Union of North America Local 110 as well as several environmental remediation firms and consultants. Because the program has matured, many local employers are familiar with EWDJT and the quality of their graduates. Additional placement assistance is available through the college and the St. Louis Agency on Training and Employment.

## **Comments and observations**

After being awarded FY17 funding and debriefed by the EPA regional coordinator, Rene Dulle realized how tight the EWDJT competition has become. Only a few ranking criteria points separated funded from unfunded proposals. For this reason, it is essential to provide clear and complete answers to every question. Each response should be able to stand alone.

Rene would be happy to discuss the SLCC program, applicant screening methods, and organization.

Rene Dulle  
Phone: 314.539.5296  
[rdulle4@stlcc.edu](mailto:rdulle4@stlcc.edu)

For additional information, visit SLCC's [Workforce Solutions](#) website.

## **4. PREPARING EWDJT APPLICATIONS**

### **Updated timeline and schedule**

Based on previous years, below is an estimated timetable for submitting proposals, receiving funding notifications, and finalizing work plans. It provides a rough idea of the EWDJT award process when talking with potential partners.

- RFP issued—October 16
- EPA Webinar—EWDJT RFP review and questions, November 7, 1:30 pm ET
- National Brownfields Training Conference—December 5–7, 2017
- EWDJT proposals due in [grant.gov](http://grant.gov)—December 15, 2017
- Rejections for not meeting threshold criteria—First or second week of January 2018
- Awards announced—April/May 2018
- Award letter and acceptance by applicant—May/June 2018
- Funds may be spent up to 90 days before final paperwork after official acceptance
- Terms and Conditions with approved work plans—July/August, 2018
- HMTRI Annual Environmental Job Development All-Grantee Meeting—Mid-August

- Official notice that funds are available for spending—August/September 2018
- Training and execution of work plans including quarterly and ACRES reports—September 2018 and ongoing
- FY2019 EWDJT RFP issued (tentative)—Late fall 2018

### **Important things to do ASAP**

Those participating in previous PLC discussions should be well on their way to developing partnerships and getting a good idea of the communities and employers they are targeting. Below are some critical activities that need to be addressed as soon as possible. They cannot wait until proposal development begins.

- As repeated from above, practice a test run of the application submission process now.
- For those who have not applied for a federal grant or need to be updated, it is important to go to [Grants.gov](https://www.grants.gov) for information and a tutorial.
- Current and prior grantees should also confirm procedures and verify administrative procedures are current 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.

- 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](https://sam.gov) and enter the organization’s DUNS number.
- Applicants use the wrong DUNS number. Use the same, correct DUNS number in SAM.gov, grants.gov, and on the application forms that apply to the EWDJT program.
- 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.

### **Announcement of intentions—Public announcements in target communities**

Brownfields Assessment, Revolving Loan Fund, and Cleanup (ARC) grant applicants are required to conduct public meetings with an opportunity for public comment as part of the application process. While past EWDJT applicants were strongly urged to do the same, 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 seek community input. In order to do this, relationships with ARC grantees must be made soon since meetings are now being scheduled.

Visit EPA's website to find previous [ARC grantees](#).

### **Announcement of intentions—Regional job training coordinators**

Contact the EPA regional job training coordinator to indicate intentions to submit a proposal. (See the list of regional job training coordinators later in these post-session notes.) Regional job training coordinators are primary contact points for applicants and can be helpful in answering specific questions regarding the EWDJT solicitation. Some regions may have special conference calls for prospective applicants in their region. Get on the distribution list. Remember, since the RFP has been issued, they can only clarify RFP contents and questions.

### **Announcement of intentions—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.

## **5. WEBINARS**

### **Growing New Jobs with Green Infrastructure**

November 8, 2017, 1:00–2:30 pm ET

The adoption of green infrastructure practices to manage urban stormwater runoff is a growing trend in communities across the country, but operating and maintaining a network of green infrastructure assets is no easy task. It requires the expertise and labor of a skilled workforce.

In this webinar, speakers from [Jobs For the Future](#) and the [National Green Infrastructure Certification Program](#) will examine the current state of the green infrastructure workforce, exploring where the jobs are, what compensation they offer, and what level of education they require. In addition, speakers will project the growth of green infrastructure jobs across the water sector and highlight the skills and credentials that will allow workers to capitalize on new green infrastructure job opportunities.

The webinar is free to attend, but you must [register](#).

Get some insights into EPAs ARC grants by listening in on the following webinar.

**FY2018 Guidelines Q&A for ARC Applicants**

November 1, 2017, 1:00–2:00 pm ET

EPA Region 3 will be hosting a Q&A session for the FY2018 ARC grant competition on November 1. Please come prepared with questions, as this will not be a formal presentation. Information to access the webinar and the call-in number for audio is listed below.

To join the meeting, go to <http://epawebconferencing.acms.com/r89rc4c4tk6/>.

Conference number: 1.866.299.3188

Participant code: 215.814.3350

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

November 15, 2017, 1:00–2:00 pm 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.

**6. LOCAL AND REGIONAL BROWNFIELDS ASSOCIATION MEETINGS**

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.

**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.

## **7. 2017 NATIONAL BROWNFIELDS TRAINING CONFERENCE**

December 5–7, 2017

Pittsburgh, PA

With the session selection process completed, [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. Visit their website for more information. Please remember to [register](#) and reserve your [housing](#). Housing via the conference website, which provides negotiated rates, closes November 6.

Plan to attend the HMTRI roundtable.

### *Employing Community Residents through Training and Certification*

December 6, 1:45–2:45 pm ET

Room 401/402

Track 5: Community Engagement and Environmental Justice

Training and certification programs for residents can create pathways to local remediation jobs. If a decision is made to move forward, when, where, and how should governmental and nonprofit organizations proceed? This session will offer an opportunity for an informal discussion on the feasibility of providing environmental training to community residents.

Join the National Technical Assistance to Brownfields (TAB) Team.

### *Office Hours: Tea & Sympathy (& Food For Your Thoughts)*

Come share your redevelopment ideas, grab some lunch, and discuss your Brownfields questions, one-on-one, with nationally-recognized TAB experts. EPA's TAB program provides FREE, broad-reaching assistance to guide communities, local governments, and tribes with planning, environmental, and redevelopment aspects of Brownfields.

Please RSVP by November 17 by registering at

<https://www.ksutab.org/education/workshops/details?id=274>. Walk-ins are welcome, but you will need to register by November 17 to receive lunch.

## **8. TECHNICAL ASSISTANCE AND WORKSHOPS**

### **Successful FY2017 EWDJT grant proposals**

KSU and NJIT TAB grantees primarily provide technical assistance to ARC grantees. They have an excellent resource library useful to ARC applicants as well as EWDJT applicants. On their websites, they have a few selected EWDJT grant proposals from past years that may be of interest. Go to the [KSU TAB website](#) and click on FY17 successful grant proposals. In that list of proposals are EWDJT proposals submitted by Baltimore, MD; New Orleans, LA; and Rochester, NY.

Examples of successful proposals for [Fortune Society, NY](#), [Oregon Tradeswoman, OR](#) and [Sante Fe Community College, NM](#) can be found at the [NJIT TAB website](#).

### **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](http://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](mailto: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](mailto:pattijthompson@gmail.com).

### 9. 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
EPA Region 6 Rita Ware	AR, LA, NM, OK, TX	Phone: (214) 665-6409 E-mail: ware.rita@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

## 10. TUNE IN TO THE NEXT PLC

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

- PLC #10—November 8
- Additional PLC session—November 29
- PLC session at the 2017 National Brownfields Training Conference—December 6

### MARK YOUR CALENDAR

Next PLC Session: November 8, 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](mailto: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](mailto: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.