

October 26, 2016



## Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 15, Session 7

This was the seventh session of PLC Cycle 15 that features informal, 20-minute discussions with EPA EWDJT grantees, alumni, and interested stakeholders. The goals for this cycle include:

- Highlighting EWDJT programs, and identifying successes and challenges
- Exploring proven strategies and activities used by established EWDJT programs
- Discovering resources and leveraging opportunities

Topics:

1. News from Washington and HMTRI
2. Questions since last PLC session
3. Partnerships: Establishing partnerships for leverage and sustainability
4. Training opportunities for EWDJT instructors
5. Webinars of interest
6. Making connections, networking, and meetings
7. Opportunities

### **1. News from Washington and HMTRI**

The FY2017 Environmental Workforce Development and Job Training (EWDJT) request for proposals (RFP) will be issued in just a few weeks. The next several PLC sessions will address components and best practices employed by successful EWDJT grantees.

Prospective grantees should keep in touch with other EPA Brownfields-related projects (called “ARC” grants). Opportunities for funding this year include Assessment and Cleanup (AC) grants. The proposal submission deadline is December 20, 2016.

The FY16 AC Guidelines are now publically available on [EPA's Website](#) and also posted at [www.grants.gov](http://www.grants.gov).

[FY17 Guidelines for Brownfields Assessment Grants \(EPA-OLEM-OBLR-16-08\)](#)

[FY17 Guidelines for Brownfields Cleanup Grants \(EPA-OLEM-OBLR-16-09\)](#)

To find out if your community has an ARC grant or is applying for an assessment or cleanup grant, contact local government offices including the environmental department or the mayor’s office.

### **2. Questions since the last PLC session**

Is the RFP you sent us with the last PLC notes close to this year’s RFP?

*Yes. We included last year's RFP as a guide to what this year's will look like. EPA usually only makes minor changes from year to year. We will send out copies of the new RFP as soon as it is issued in mid-November.*

### **3. Partnerships: Establishing partnerships for leverage and sustainability**

EPA Environmental Workforce Development and Job Training (EWDJT) grant funding provides up to \$200,000 that must be spread over three years. Additionally, funds can only be used for the recruitment, training, and placement of environmental workers. Training dollars are restricted to environmental remediation and associated health and safety instruction. A simple reason for such

restricted funding is that the EWDJT program is an EPA environmental remediation program—not a Department of Labor general workforce training program. As such, EPA funds must be used for purposes related to environmental remediation.

The obvious question then is, “Where do all the other resources and student services come from to deliver a credible training program?” This is why partnerships and leveraging are essential to EWDJT program success.

In a general sense, we like to think of all our stakeholders as partners, each contributing in their own way. They may be students, support organizations, advisors, suppliers, or employers. For administrative discussion, we need to subdivide them into two categories. First are those supported by grant funds. Second are those providing resources from other sources. Assistance from others is categorized as “leveraged” services, facilities, and equipment provided at no cost to the program.

#### Leveraged partners

Leveraged partners are key to EWDJT success. Any group or organization not compensated for their efforts or contributions can be categorized as a nonfinancial, leveraging partner. These leveraging partners are a necessary component to the success and sustainability of EWDJT programs. Contributions may include in-kind labor and training, equipment, facilities, operating funds, or instructional materials—basically anything provided to the program at no cost to the grant.

Examples of nonfinancial partners may include the types of organizations below.

- Workforce Investment Boards (WIBs)
- City or state government
- Housing authorities
- Foundations and individuals
- Private sector enterprise and consultants working without a fee
- Educational institutions
- Other faith-based and nongovernmental organizations

Partner contributions are important and should be recognized and identified in the grant proposal and reported as “leveraged resources.” There are no regulatory or administrative responsibilities associated with leveraged contributions. Leveraged resources and partners may come into the program at any time. However, primary partners should be written in as part of the grant proposal. The EPA regional coordinator should be informed when major leverage partners written in the proposal change. Leveraged resources are also tracked by EPA for informational purposes as part of ACRES reporting and become an important factor in overall program evaluation.

#### Subgrantees and contractor partners

When grant money changes hands, administrative rules apply. Providers are no longer leveraged partners, but remain essential to program operation. Subgrantees are extensions of the EWDJT program. Primarily they are other nonprofit or governmental organizations and must be written into the grant proposal. They may include:

- Governmental organizations
- Educational nonprofit organizations
- Community development organizations
- Social nonprofit organizations

As extensions of the EWDJT program, subgrantees must comply with every EPA federal regulation for which the EWDJT grantee is responsible. They are subject to audit, allowable and unallowable costs, and contracting procedures as indicated in the *Federal Register*. As the primary grantee, the EWDJT program is held responsible for compliance by subgrantees. They may be selected as a subgrantee without a competitive process as long as they are identified in grant proposal, budget, and approved work plan. Change of a subgrantee requires EPA approval. Contractors and consultants are not usually considered subgrantees while a community college or governmental organization may be a subgrantee or a contractor.

A contract partner is any organization (not including subgrantees) that is paid with EPA grant funds for goods or services. In simple terms, when grant money changes hands, potential contractors, consultants, or service providers must undergo a competitive review. EPA will not generally allow sole source procurement contracts for professional services or goods that are available in the commercial marketplace.

Contractors may represent a variety of organizational structures. The key distinction is that they are providing service or goods for a fee. While not subject to subgrantee regulations, they need to comply with federal procurement guidelines.

EWDJT grantees are required to purchase goods and services in accordance with the minimum EPA requirements even if their own procurement system has less stringent standards. Some organizations may have more stringent purchasing requirements than required by EPA. Since competitive bidding and contract administration takes time to implement, it is important to start the requisition process early, preferably before the grant proposal is written.

At a minimum the contracting process must include a public competition with at least three participating bidders. While the award does not need to go to the lowest bidder, justification needs to be recorded supporting the final award.

It is not necessary that the procurement process wait for the EWDJT grant award. In fact, it is helpful to have the training contractor or consultant on board such that they can be written into the grant proposal. This is a simple process in that the request for proposal should include a statement that the award is contingent on receiving EPA funding and approval of the budget and work plan. Request for proposals 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. Official and detailed information can be found at <https://www.epa.gov/grants/purchasing-supplies-equipment-and-services-under-epa-grants>.

#### Finding partners

Seeking leveraged resources as well as contracted services is an important component that should be taken seriously in the early stages of program development. It continues as the program develops, seeking out new leveraging partners and optimizing contract spending.

The initial search for partners can be incorporated as part of community and labor market assessments. Finding new leveraging partners should be an ongoing activity and is most effective when program staff make the effort to network and connect with former contacts.

#### **4. Training opportunities for EWDJT instructors**

##### 2017 Great Environmental Safety Training (GreatEST) Institute

June 5–16, 2017 | Davenport, Iowa

Participants must arrive by Sunday, June 4, 2017. The Institute starts Monday morning at 8:00 a.m. CT. Participants are responsible for attending all workshop activities as outlined in the agenda (TBA). The training day runs from 8:30 a.m.–5:00 p.m. Participants will be able to depart on the last day of the Institute no earlier than 11:30 a.m. on Friday, June 16, 2017.

**IMPORTANT NOTE TO APPLICANTS:** If accepted to this Institute, applications are considered contractual agreements between applicant and PETE.

##### Outcome Expectations

- Participants are prepared through a 10-day Train-the-Trainer Program called the GreatEST Institute (Great Environmental Safety Training Institute) to deliver required certifications for public and private responders and workers including:
  - 40-hour Hazardous Waste Operations and Emergency Response
  - 24-hour Industrial Emergency Response
  - DOT HazMat
  - Hazard Awareness and Communication
- Participants use CCCHST curriculum to train workers and responders in their local area and report to PETE the number of courses they provide. PETE reports these numbers to NIEHS. CCCHST members may charge for the courses offered in their local area.

##### Travel

- Travel arrangements to and from Davenport, Iowa are the responsibility of participants. Cost of travel by air or car through mileage reimbursement will be paid by PETE up to a maximum of \$420. Applicants are responsible for their airfare purchase even if they must withdraw from the Institute and cancel or change flights.
- Local travel between the hotel and the training site will be provided. The hotel provides transportation to and from airport.

##### Lodging

- During the Institute, everyone, unless other arrangements are pre-approved by PETE, will be staying at the Radisson Quad City Plaza, 111 East 2nd Street Davenport, IA 52801. Each participant will be provided his/her own room. PETE will make hotel reservations for you, and hotel room and tax will be billed to the PETE master account. However, you will need a credit card to secure your room at registration, and to cover all incidentals (for which you are responsible—PETE will not cover any incidentals). Reservation codes will be provided to each participant individually.
- Payment for lodging outside of the workshop timeframe or for non-participating companions will be the responsibility of the participant.

##### Meals

- Some meals will be provided during the Institute. A registration fee of \$75 is charged to participants (reimbursed on travel forms) to cover the cost of snacks, beverages, three noon lunches, and the closing banquet. All other meals, including those during travel, will be

reimbursed on a per diem basis. Participants will need to submit a reimbursement form no later than 30 days following the end of the Institute.

The Institute is limited to 20 participants. For more information and an application, please contact Patti Thompson at [pattijthompson@gmail.com](mailto:pattijthompson@gmail.com).

### Disaster Site Worker Institute

January 9–13, 2017 | Fort Pierce, Florida

Participants must arrive by Sunday, January 8, 2017. The Institute starts Monday morning at 8:00 a.m. ET. Participants are responsible for attending all workshop activities as outlined in the agenda (TBA). The training day runs from 8:00 a.m.–5:00 p.m. If the Institute objectives for the day are not completed by 5:00 p.m., the day may be extended to as late as 6:00 p.m. Participants will be able to depart on Saturday, January 14, 2017.

Participants are prepared through a 5-day program called the Disaster Site Worker Institute to obtain required certifications for public and private responders and workers including:

- Disaster Site Worker 15-hour
- Hazard Awareness and Communication
- Incident Command System

Participants use CCCHST curriculum to train workers and responders in their local area and report to PETE the number of courses they provide. PETE reports these numbers to NIEHS. CCCHST members may charge for the courses offered in their local area.

### Training Site

- Indian River State College (IRSC), Treasure Coast Public Safety Training Complex, 4600 Kirby Loop Road, Fort Pierce, FL 34981. Telephone: 772.462.7150

The Treasure Coast Public Safety Training Complex at IRSC is the most comprehensive, technologically advanced public safety training facility in the nation. The 50-acre, eight-building complex has gained national and international attention for its proactive approach to disaster prevention, response, recovery, and relief.

### Travel

- Travel arrangements to and from Fort Pierce, Florida are the responsibility of participants. Cost of travel by air, car rental, or through mileage reimbursement will be paid by PETE up to a maximum of \$480. Applicants are responsible for their airfare purchase even if they must withdraw from the Institute and cancel or change flights.
- The Institute is located about 112 miles southeast of the Orlando airport and about 60 miles north of the West Palm Beach airport. The Residence Inn Hotel is located 10 miles south of the training site along Interstate 95 at exit 121.

### Lodging

- During the Institute, everyone will be staying at the Residence Inn by Marriott, 1920 SW Fountainview Blvd., Port St. Lucie, Florida 34986. Telephone: 772.344.7814. Each participant will be provided his/her own room. The hotel room (\$115/night) and tax (11.5%) will be reimbursed by PETE on a reimbursement form to be completed after the course ends. PETE will not cover

any incidentals. Participants can stay at another location, if desired, but will only be reimbursed at the rate not to exceed the secured hotel rate listed above. Participants must call the hotel to make their own reservations no later than Friday, December 9, 2016.

#### Meals

- Breakfast is provided at the hotel as well as an evening snack on Monday, Tuesday, and Wednesday nights. Noon meals will be provided during the Institute Monday through Friday and an evening meal will be provided on Friday night. A registration fee of \$75 is charged to participants (reimbursed on travel forms) to cover the cost of snacks, beverages, five noon lunches, and the closing banquet. All other meals, including those during travel, will be reimbursed on a GSA per diem basis (\$11/breakfast, \$23/supper, \$5/incidentals). For the Sunday and Saturday travel days, participants will receive \$38.25/each travel day. Participants will need to submit a reimbursement form no later than 30 days following the end of the Institute.

For more information and an application, please contact Patti Thompson at [pattijthompson@gmail.com](mailto:pattijthompson@gmail.com).

#### National PETE—DOT HazMat Regulations Train-the-Trainer and Awareness Courses

National PETE has been awarded a one-year grant from the Department of Transportation to prepare DOT HazMat Transportation Regulations trainers. There are several levels of training to be provided:

- 16-hour DOT Haz Mat Regulations course
- 40-hour Regulations and NESHTA Instructional Technology training
- 2-hour Regulations Awareness courses to be offered with CCCHST Refreshers

Those who enroll in the 16- or 40-hour courses must take an online prerequisite.

Nearly all costs, including travel to training, will be covered by the grant. (\$425 towards transportation by air or by car, plus reimbursement for overnight accommodations at a PETE-designated hotel and per diem for meals.) These expenses will be reimbursed by National PETE. Attendees are expected to bring laptops for use in class.

January, 2017: The 40-hour course on HazMat Regulations and Instructional Design for 15 instructors will be held in Florida.

May, 2017: The 16-hour Instructor Workshop on DOT HazMat Regulations for 35 instructors will be held in Portland, Maine.

Registration will be on a first come/first serve basis. Please email Hilary Kessler at [kessler@maine.rr.com](mailto:kessler@maine.rr.com) with your name, address, email, and which course you are interested in attending.

#### **5. Webinars of interest**

EPA Office of Grants and Debarment

Date: Wednesday, November 9, 2016, 2:00–3:00 p.m. ET

EPA's Office of Grants and Debarment is hosting a webinar that will cover grants topics including how to

find and apply for grant opportunities, EPA's new Grants.gov requirement, and preparing a proper budget detail. In addition, a Q&A session will be hosted during the second half of the webinar.

You do not need to register. If you wish to attend, go to the following link a few minutes before the webinar starts: [Grant Award Process Webinar](#). There is no call in number—audio will be broadcast through your computer speakers or headphones. <https://www.epa.gov/grants/epa-grants-award-process-webinars>

Leveraging Resources for Brownfields Revitalization: Meet the Funders  
Webinar Series (#3) | December 14, 2016, 1:00-2:30 pm EST

This second “Meet the Funders” webinar will highlight the resources for brownfields revitalization available from one or two more federal agencies outside of EPA. It is the part of OBLR's webinar series focusing on what communities need to do to successfully leverage resources for brownfields revitalization. Register at <https://clu-in.org/training/webinar/BFLeveraging1/>.

The Federal Working Group on Environmental Justice (EJ IWG)

Have you ever wondered how federal agencies integrate environmental justice? To increase public awareness on these initiatives, the Federal Interagency Working Group on Environmental Justice (EJ IWG) is launching a webinar series to highlight the ways that federal agencies are collaborating to assist overburdened and under-resourced communities across the nation.

Learning Together: Lessons Learned from Collaborative Place-Based Initiatives

Date: 11/10/2016

Time: 1:00 p.m. – 2:30 p.m. ET

For more information and registration: <https://blog.epa.gov/blog/2016/08/ej-iwgwebinar/>

## **6. Making connections, networking, and meetings**

Connect the Dots Now for a Self Sufficient Energy Future

Every year, the Energy Coordinating Agency (ECA) hosts an energy conference that brings together the most current information on low income energy policy and practice in the face of climate change. This year's event will be held on Thursday, November 17, from 8:00 a.m.–5:00 p.m. ET. The location is:

Temple University Student Faculty Center  
3340 North Broad Street  
Philadelphia, PA 19140

The agenda is available at <https://www.eventbrite.com/e/sustainable-energy-conference-2016-tickets-27098633743>.

For more information, contact:

Thomas Flaherty, ECA, at [ThomasF@ecasavesenergy.org](mailto:ThomasF@ecasavesenergy.org) or 215.609.1054

Rachael Barrett, ECA, at [RachaelB@ecasavesenergy.org](mailto:RachaelB@ecasavesenergy.org) or 215.609.1057

## **7. Opportunities**

While not directly related to environmental job training, it is important that EWDJT grantees and prospective grantees network with organizations funded by EPA in areas of common interest. Touching

base with local EPA award recipients demonstrates community coordination and may develop into leveraged partnerships.

The U.S. EPA has awarded \$1.3 million to 22 organizations in 18 states to help protect and restore urban waters and to support community revitalization and other local priorities. “Often underserved communities in our nation’s cities face disproportionate impacts from pollution, and too often they lack the resources to do something about it,” said Joel Beauvais, EPA Deputy Assistant Administrator for Water. “EPA provides support to empower these communities to improve the quality of their waterways and to help reconnect people and businesses with the water they depend on.”

This year’s Urban Waters grantees will inform and engage residents in storm water management and pursue community-based plans to address pollution in waterways. To accomplish these goals, many projects will address trash in waterways; test rivers, streams and lakes for pollutants; and prepare the next generation of environmental stewards for careers in the green economy.

The Urban Waters Small Grants are competed and awarded every two years. Since its inception in 2012, the program has awarded approximately \$6.6 million in Urban Waters Small Grants to 114 organizations across the country and Puerto Rico, with individual award amounts of up to \$60,000.

To learn more about the funded projects, visit <https://www.epa.gov/urbanwaters/urban-waters-small-grants>. For more information on EPA’s Urban Waters program, visit <https://www.epa.gov/urbanwaters>.

#### Assessment and Cleanup (AC) grants

Is your community in need of grant money to assess and clean up brownfield properties? EPA is now accepting grant proposals for the FY 2017 Brownfields grants competition. The grant funds may be used to address sites contaminated by petroleum, hazardous substances, pollutants, or contaminants. Opportunities for funding this year include Assessment and Cleanup (AC) grants. The proposal submission deadline is December 20, 2016.

The FY16 AC Guidelines are now posted at [www.grants.gov](http://www.grants.gov).

[FY17 Guidelines for Brownfields Assessment Grants \(EPA-OLEM-OBLR-16-08\)](#)

[FY17 Guidelines for Brownfields Cleanup Grants \(EPA-OLEM-OBLR-16-09\)](#)

The Guidelines, supplemental guidance documents, and resources are also available at [EPA's Website](#).

[FY2017 Brownfields Assessment Grant Guidelines](#)

[FY2017 Brownfields Cleanup Grant Guidelines](#)

[FY2017 Summary of Brownfields Assessment and Cleanup Guideline Changes](#)

[FY2017 Assessment Guideline Checklist](#)

[FY2017 Cleanup Guideline Checklist](#)

[Frequently Asked Questions](#)

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

**IMPORTANT!** Please read the tip sheet to avoid any problems when submitting your proposal.

## MARK YOUR CALENDAR

Next PLC Session: November 9, 2016 at 2:00 p.m. ET  
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* Web site at <http://www.brownfields-toolbox.org> for more information on Brownfields Job Training programs. All PLC session notes and recordings are also located on the *Brownfields Toolbox* website at <http://brownfields-toolbox.org/plc-corner/>. 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 training. Ideas and opinions are not those of EPA, its policy or opinions and should not be taken as official guidance.