

September 14, 2016



Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 15, Session 4

This was the fourth 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. All-Grantee Meeting questions, review, & discussion: partners, subgrantees, and contractors
4. Opportunities and assistance from other governmental agencies—NIEHS
5. Training opportunities for EWDJT instructors from NIEHS/PETE/CCCHST
6. Webinars of interest
7. Making connections, networking, and meetings

1. News from Washington and HMTRI

FY2017 Environmental Workforce Development and Job Training (EWDJT) Request for Proposals (RFP)

The FY2017 EWDJT RFP will be issued this fall. Preparations need to begin immediately as many items and relationships requested in the RFP require several months to develop. Upcoming PLC sessions will address components of EWDJT integral to program sustainability. These discussions will also be useful in responding to the upcoming EWDJT RFP.

Annual Environmental Job Development All-Grantee Meeting

PowerPoints and meeting resources from the *Annual Environmental Job Development All-Grantee Meeting* held August 17–18 in Alexandria, VA are now available on the [Brownfields-Toolbox](#) website. Many additional resources have also been included.

Download categories include:

- EPA PowerPoints and Resources
- Grantee PowerPoints and Resources
- HMTRI Resources (includes compiled session notes and updated participant list)
- NIEHS Resources
- OSHA PowerPoints

2. Questions since last PLC session

Can you poll the HMTRI Grantee and Community Outreach Listserv to see what software or system grantees use to track grant performance metrics? Excel seems to be the norm, but it would be very helpful to have an affordable database-type software or system to track everything for multiple grants. Surely, not everyone is relying on Excel.

Response #1: Memphis Bioworks workforce development team uses Salesforce for its database management needs and it is an excellent tool! We use the software for all of our active grants and specifically our EPA grant to input and create candidate profiles and to track from enrollment to

placement. We use it to compile data for quarterly reports and track candidate activities and status updates. It is very user-friendly and can be customized to your organization/department needs. We also have staff at Memphis Bioworks who are certified and licensed to assist with setup and will walk through the process if anyone is interested in learning more. Also, check out their website at www.salesforce.com.

Dana Dorsey, Memphis Bioworks Foundation

Response #2:

The NRWIB in Waterbury uses Social Solution's ETO software program for all job funnel programs. In my opinion, a good spreadsheet is better for Brownfields. ETO is too cumbersome for a smaller program. So this is a heads-up of a program I would not suggest using.

Ray Sullivan, NRWIB

3. 2016 All-Grantee Meeting questions, review, & discussion: partners, subgrantees, and contractors

During this and the next PLC session, we are discussing questions that may not have been completely answered and topics of particular interest at the 2016 *Annual Environmental Job Development All-Grantee Meeting*. Subsequent PLC sessions will examine in detail topics that relate to improving program performance and responding to proposal evaluation questions that will be asked as part of the upcoming EPA EWDJT RFP.

This PLC session reviewed issues that several participants have expressed regarding EPA rules governing the administration of partners, subgrantees, and contractors.

- Differences
- Advantages of each
- Securing services and administering entities
- Procedures

Partners

In a general sense, we like to think of all of our stakeholders as partners. For administrative discussion, however, partners are people, groups, or organizations that work with EWDJT programs but are not compensated for their efforts or contributions. These leveraging partners are key to EWDJT success and may include some of the types of organizations listed below.

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

Contributions may include in-kind labor and training, equipment, facilities, operating funds, or instructional materials. Basically this includes anything coming in at no cost to the grant. 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. The EPA regional coordinator

should be informed when major leverage partners written in the proposal change. Seeking leveraged resources is an important component for program sustainability and 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.

Subgrantees

When money changes hands that involve grant funds, administrative rules begin to apply. The first category is subgrantees. Subgrantees are extensions of the EWDJT program, primarily nonprofit or governmental organizations. They 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 the grant proposal, budget, and approved work plan. Changing subgrantees requires approval from EPA. Contractors and consultants are not usually considered subgrantees. A community college or governmental organization may be a subgrantee or a contractor.

Contractors

Conditions must be met when procuring goods and services exceeding the maximum supply purchasing threshold. Official and detailed information can be found at <https://www.epa.gov/grants/purchasing-supplies-equipment-and-services-under-epa-grants>.

When money changes hands and is paid with grant funds, potential contractors, consultants, or service providers must undergo a competitive review. EPA will not generally allow sole source procurement contracts for professional services that are available in the commercial marketplace.

Contractors may represent any of organizational structures as itemized above. The key distinction is that they are providing service or goods for a fee. While they are not subject to subgrantee regulations, they do 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 local governments may have more stringent purchasing requirements and procedures than required by EPA. Often local procedures take longer to implement. In these cases, it is important to start the requisition process early, preferably before the grant proposal is written.

In simple terms, the EWDJT program must have 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 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 a website or in print. It is important that winning contractors deliver services in accordance with EPA procurement requirements and meet the proposed training schedule.

Grantees or prospective grantees with additional questions who are unsure about their procurement process can consult their EPA regional coordinator for more clarification.

4. Opportunities and assistance from other governmental agencies—NIEHS

A question from the All-Grantee Meeting not fully discussed was the availability of assistance and opportunities from other governmental agencies and EPA grantees not associated with the EWDJT program.

The first agency discussed was the National Institute of Environmental Health Sciences (NIEHS). NIEHS is charged (among other issues) with the responsibility of protecting the health and welfare of environmental workers. Within the NIEHS is the Worker Training Program (WTP). The NIEHS WTP program supports worker protection by awarding training grants to labor, academic, and nonprofit organizations. Programs include:

- Hazardous Waste Worker Training (HWWT)
- Environmental Career Worker Training (ECWT)
- Hazmat Disaster Preparedness Training
- NIEHS/DOE Nuclear Worker Training
- Small Business Innovation Research (SBIR)
- Ebola Biosafety and Infectious Disease Training

The first three programs listed above have similarities to the EPA EWDJT program with major distinctions.

- NIEHS is primarily focused on worker protection rather than environmental remediation.
- Larger awards are provided to fewer candidates than the EWDJT program.
- NIEHS programs are not awarded annually but are for longer durations.
- Programs funded tend to be more comprehensive in scope and operate on a national basis.
- NIEHS programs may be direct to workers, or training and certification of trainers who train workers.

How can EWDJT grantees benefit from NIEHS programs? These programs may at times serve similar target groups and share parts of a common curriculum. For example, NIEHS has awarded Hazardous Waste Worker Training (HWWT) and Hazmat Disaster Preparedness Training grants to the Partnership for Environmental Technology Education (PETE). Visit the [PETE website](#) for more information.

The Community College Consortium for Health and Safety Training (CCCHST), under PETE, delivers training to instructors who will in turn provide training in their locality and across the country. EWDJT grantees have taken advantage of CCCHST instruction and resources to certify instructors in comprehensive certified health and safety training. They also provided awareness training at this year's All-Grantee Meeting. Examples of NIEHS/PETE/CCCHST training available to EWDJT grantees include the 2017 Great Environmental Safety Training (GreatEST) Institute and the 2017 Disaster Preparedness Institute. See details for both training opportunities in section 5.

5. Training opportunities for EWDJT instructors from NIEHS/PETE/CCCHST

Many grantees have asked about the next GreatEST Institute event. As promised, the 2017 announcement was released early to EWDJT grantees through the HMTRI Grantee and Community

Outreach Listserv on September 8, 2016, and the 2017 Disaster Preparedness Institute information went out on September 9, 2016.

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.

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.

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

PETE has been awarded a one-year grant from the Department of Transportation to prepare DOT HazMat Transportation Regulations trainers. Several levels of training will be provided.

- 16-hour DOT HazMat 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 the training, will be covered by the grant with \$425 toward transportation by air or car, plus overnight accommodations reimbursement at a PETE-designated hotel and per diem for meals. Attendees are expected to bring laptops for use in class.

Course Schedule

- October 3–7, 2016. The 40-hour Tribal Workshop for ten U.S. Tribal and Pacific Rim college educators will be held at Uintah Basin Applied Technology College, Vernal, UT, on the Ute Reservation.
- January, 2017. The second 40-hour course on HazMat Regulations and Instructional Design for 15 CCCHST and NESHTA instructors will be held in Florida. The exact date and location TBA.

Registration will be on a first-come, first-serve basis. Email Hilary Kessler at kessler@maine.rr.com with your name, address, email, and which course you are interested in attending.

During the 16-hour DOT HazMat Regulations Course, in accordance with 49 CFR § 172.704 (HMR), hazmat trainers and employees will be trained in the areas below.

- General awareness/familiarization training with the requirements of the HMR and enabling the hazmat employee to recognize and identify hazardous materials consistent with the hazard communication requirements of the HMR.

- Function-specific training concerning the requirements of the HMR applicable to the functions performed by the hazmat employee.
- Safety training including measures to protect the employee from the hazards associated with the hazardous materials to which he or she may be exposed in the workplace.
- Security awareness training providing an awareness of the security risks associated with the hazards.
- In-depth security training relating to a company's security plan and its implementation, if applicable.
- Application of DOT regulations in order to effectively communicate the hazards associated with the materials being transported through marking, labeling, placarding, and documentation.
- Interpretation of carrier requirements for hazardous materials according to the Title 49 CFR by railcar, aircraft, vessel, and motor vehicle.
- General awareness/familiarization of rail and air transport regulations.
- General awareness/familiarization of driver regulations related to hazmat.
- Familiarization of EPA regulations related to hazardous waste transportation.
- Reporting procedures to complete DOT's Incident Reporting Form.

The 24-hour National Environmental Safety and Health Training Association (NESHTA) Training Skills Workshop, *Designing and Delivering Effective Training*, is designed for trainers and training managers responsible for delivering mandatory training under OSHA, DOT, RCRA, and SARA regulations. Since the workshops were initiated in 1987, nearly 1,000 trainers have successfully completed the workshop. *Designing and Delivering Effective Training* is divided into two modules, including a half day or more (depending on class size) for student presentations and critique.

Topics covered in the Designing module include:

- Training Needs Analysis
 - Task analysis
 - Learning objectives
 - Evaluation techniques
 - Lesson plans
 - Measurements of program effectiveness

Topics in the Delivering module include:

- Training adult learners
- Instructional methods and strategies

The 40-hour HazMat Regulations and Instructional Technology Program will incorporate the 16-hour HazMat Regulations course and the 24-hour NESHTA Instructional Technology Program in the format below.

- Day 1—DOT general awareness/familiarization training and function-specific.
- Days 2 through 4—NESHTA's *Designing and Delivering Effective Training Skills* using DOT content/examples.
- Day 5—Function-specific exercises, applications, review, and exams.

Online prerequisite: Instructors taking the 40- and/or 16-hour courses will be required to complete eight hours of online DOT HazMat Regulations coursework before participating in classroom learning. The

online course will also be made available to CCHST/NESHTA/Tribal and Pacific Rim instructors so that they may use online resources in blended learning courses that they conduct.

6. Webinars of interest

EPA Office of Grants and Debarment

Date: Wednesday, November 9, 2016

Time: 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](https://www.epa.gov/grants/epa-grants-award-process-webinars). 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 (#2) | October 25, 2016, 1:00–2:30 pm EDT

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

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 Interagency 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.

Webinar #3—Creating Safe and Healthy Environments for Children

October 13, 2016, 1:00–2:30 p.m. ET

Webinar #4—Learning Together: Lessons Learned from Collaborative Place-Based Initiatives

November 10, 2016, 1:00–2:30 p.m. ET

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

7. Making connections, networking, and meetings

Second Annual Southeast Brownfields Conference

October 16–19, 2016

Jacksonville, FL

Hosted by the Florida Brownfields Association and its regional partners, the Second Annual Southeast Brownfields Conference will be taking place in Jacksonville, Florida on October 16–19. Over 200 brownfield practitioners were in attendance last year and gained valuable insight into redevelopment practices in the southeast region. Registration is now open. Topics selected for the conference proceedings will emphasize Brownfields-related topics and case studies including but not limited to:

- Brownfield Redevelopment Success Stories
- Public Outreach and Changing the Perception of Brownfields
- State, Tribal, and Local Programs and Partnerships (Community Engagement)
- Obtaining and Managing Brownfields Grants
- Brownfield Incentives
- Sustainable Brownfields Redevelopment
- Redevelopment Financing
- Environmental Justice and Public Health
- Local, State, and Federal Regulatory and Policy Changes and the Effects on Brownfields
- Due Diligence, Liability Protection, Long-term Stewardship, and Risk Management
- Innovative Assessment and Remediation Technologies
- Brownfield End-Use Planning

For more details, visit <http://www.floridabrownfields.org/>.

MARK YOUR CALENDAR

Next PLC Session: September 28, 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.



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.

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.