

February 16, 2011

Notes from Brownfields Professional Learning Community (PLC) #38

Session Leader: Mike Senew

Topic: Community and Employer Partnerships and Budget/Resources

NOTES FROM SESSION 38

This session we discussed Community and Employer Partnerships and Budget/Resources. We also continued discussing issues and questions regarding the grant submission process. *Note that opinions expressed as part of the Professional Learning Community are not policy or official guidance and only the observations of the contributors.*

REMINDERS

The RFP due date is March 18, 2011. If you have questions regarding this session or questions about the EPA Request for Proposals, send them to Mike Senew at msenew@aol.com or Glo Hanne at ghanne@eicc.edu and we will forward them onto EPA.

If you have not signed up to attend Brownfields 2011, this is a good time to register. The conference is free with over 100 educational sessions and panel discussions. HMTRI will host an interactive discussion session as well as an exhibit at the conference to be held April 3-5 at the Pennsylvania Convention Center in Philadelphia. EPA will also hold a meet and greet informative session where job training programs can interact with contractors. The event will be held April 4th from 1:45 – 3:45 in room 113C. Go to www.brownfields2011.org to register, and for information on accommodations and scholarships.

Things you should be doing now

- Collect your reference list with contact information. Make certain they are briefed on your plans and their possible involvement in your program. References will be contacted by proposal reviewers.
- Collect letters of commitment. Commitment/support letters should be addressed to the proposal applicant. “Cookie-cutter” letters of support will not help. Commitments to interview graduates, participate in the program, and provide in-kind assistance and equipment hold substantial weight.
- Tune up your labor market assessment to insure your core training program addresses community needs.
- Identify your advisory board with members who will provide real value to your program.
- Focus on Ranking Criteria – The narrative proposal and attachments – 18 pages max. Ranking criteria provides an objective mechanism for grant evaluation. A perfect score is 100 points. As previously noted, narrative proposals must not exceed 18 pages. Attachments to the narrative proposal may not exceed 20 pages. Pages beyond these limits will be removed before moving forward to reviewers for evaluation.
- Contact your regional EPA Job Development Coordinator regarding your intent to submit a grant proposal.

Regional Environmental Job Development and Training Contacts

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Community Involvement and Employer Partnerships (22 points)

- With over 1/5th of the total evaluation points, a relationship between the environmental job development and training program, its community, local government, and employers is of great importance.
- If at all possible, coordinate and announce your program at scheduled brownfields public hearings. Include those intentions in your grant proposal.
- Make sure you have committed partners who will provide assistance not included in the grant funding.
- Line up stakeholders who will assist in the recruitment, training, and placement of graduates.

- Collaborate with other training and service providers in order to expand the depth of your program.
- Work and coordinate with local organized labor. Contact the local business manager of each union associated with the skill sets your program provides. Discuss how your programs might work together and perhaps partner.

Community Involvement and Employer Partnerships (8 points)

- While of most concern to program managers, budget ranks less than 10% of the evaluation points.
- The key to a good budget narrative is being as specific and as realistic as possible. Use the format presented in the guidelines.
- Make sure you include only allowable costs in the budget. No indirect costs are allowed.
- Funding match is not required, however leveraging is essential. Additional sources of funding and leveraged resources need to be presented (not in the budget matrix).
- Double check your numbers to make sure they correspond to your grant request.

MARK YOUR CALENDAR

Next PLC Session: Wednesday, March 2, 2011
 2:00pm EST

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

Visit our *Brownfields Toolbox* Web site at <http://www.brownfields-toolbox.org> for more information on Brownfields Job Training programs.