

March 28, 2018



## Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 18, Session 6

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. Developing curriculum not supported by EPA – open discussion
  4. Leveraging unsupported training and student services
  5. Meetings of interest
  6. Funding opportunities
  7. EPA Regional Job Training Coordinators
  8. Tune into upcoming PLC calls
  9. Attachment – Registration for the 2018 All Grantee Meeting and Workshop

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

Announcements for FY18 Environmental Workforce Development and Job Training awards should be made in May. Our best advice is “keep your team informed and together”.

For those not selected for funding or thinking of submitting an application next fall, this is the time to organize your environmental workforce development team. Research job opportunities, assess potential target communities and study strategies used by successful job training programs. Tune into the remaining Professional Learning Community calls every other week.

#### **Annual HMTRI social media and curriculum scan**

Once each year HMTRI conducts a social media and curriculum scan to collect the following information.

- Social media and marketing platforms
- Graduation dates with estimated number of graduates in each cohort
- Training and certifications held by graduates
- Life skills and services offered to program participants

Information provided can link national employers with job openings to EWDJT programs with graduates. In addition to employment opportunities, social media and curriculum information allows stakeholders to learn more about EWDJT programs. The final compilation will be distributed on the HMTRI listserv, posted to the Brownfields Toolbox website and shared with prospective national employers. You do not have to be a current grantee to complete the scan. If you wish to see last year’s scan reports, please visit

these toolbox for the [Social Media Directory](#) and [Certified Employee Finder](#). If you have not received your scan forms, please contact Bruce Diamond at [bdiamond@eicc.edu](mailto:bdiamond@eicc.edu).

### **2018 Annual All-Grantee Meeting and Workshop – August 8th and 9th – Alexandria, VA**

PLC members are invited along with current and alumni EWDJT grantees to this special workshop. The Annual All-Grantee Meeting is a no-cost networking and break-out event attended by the following participants:

- Present EPA-funded Environmental Workforce Development and Job Training (EWDJT) grantees
- Past EWDJT grantees
- **PLC members**
- EPA Regional Workforce Development Coordinators
- EPA headquarters Staff and special guests

Hotel and working meals are provided (participants must cover travel and dinner expenses). **See registration and information attached to these post session notes.** Send any questions and suggestions you may have to Heather at [hkballou@eicc.edu](mailto:hkballou@eicc.edu) or 563-441-4093.

Keep an eye out for our All-Grantee Meeting Agenda Scan that will be posted on the listserv in mid-April. Participants will have a chance to contribute in development of the agenda for this year's meeting.

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

If you have questions you would like addressed, send it to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

Since EPA will not support life skills and student services, will our EWDJT application be penalized if we do not offer them?

*Unfortunately, yes. As part of the ranking criteria evaluation, the extent that applicants use leveraging for unsupported instruction and student services influences points given. The PLC will address leveraged resources at a later date. See pages 28-33 of the [FY18 EWDJT guidelines](#) for additional information.*

## **3. DEVELOPING CORE CURRIULUM – OPEN DISCUSSION.**

Today we continued a discussion on training which began with the HMTRI webinar and continued with Florida State College at Jacksonville's presentation on curriculum delivery methodology. The last PLC discussed EPA supported training - the core curriculum. EPA supported curriculum are the courses that involve assessment, sampling, analysis, cleanup or remediation and it are consistent with EPA training priorities. Today we addressed life skills training and student services which are not supported by the EPA grant.

While assessment, sampling, cleanup, and remediation are important in securing environmental jobs, maintaining employment requires life skills, job readiness, and soft skills that allow employees to be

successful on a sustained basis are also vital. EPA recognizes the importance of life skills and student support for student success.

Unfortunately funding available to the agency is limited as previously discussed. As a general guide, training that addresses assessment, sampling, analysis, cleanup, or remediation and is consistent with EPA training priorities is supported. Other non-EPA related instruction including remedial education, life skills training, and student services must be leveraged with outside assistance. Grey areas should be reviewed by a Regional EPA Job Training Coordinator for clarification.

Fortunately, many federal, state, and non-governmental organizations provide life skills and student support services. Using leveraged partnerships, life skills training can be incorporated into EWDJT curriculum seamlessly or as supplemental instruction prior to environmental training. The Department of Labor (DOL) Employment and Training Administration (ETA) provides assistance to qualified dislocated workers. Similar programs include the Workforce Innovation and Opportunity Act (WIOA) which supports state WIBs. Funding to Tribal and Native American organizations may also be available from DOL. The [Institute for Urban and Minority Education](#) is a website that addresses support issues related to Native Americans.

### **Soft skills, employability and remedial training**

The extent to which soft skills (also referred to as life skills) are required is highly dependent on the recruitment and selection process for each cohort. Failure to screen applicants properly results in setting students up for failure and is a leading cause of low retention and placement rates.

Some applicants may not have minimum reading, writing, and math skills required to complete the environmental curriculum. In these cases, remedial education is needed before environmental training can begin. Acceptance standards vary from program to program depending on the complexity of the curriculum and the educational background of the target community. Most require a high school diploma or enrollment in a GED program. Many administer the Test of Adult Basic Education (TABE) evaluation or a [Core Academic Skills Assessment \(CASA\)](#) evaluation supplemented with personal interviews to assess an applicant's ability and desire to complete the EWDJT curriculum.

Examples of soft skills, employability and remedial training include the following.

- Reading and writing
- Listening and speaking
- Mathematics
- Financial literacy
- Developing and keeping regular routines
- Appearance and presentation skills
- Accepting personal, family, and academic responsibilities
- Goal setting
- Decision-making skills

- Time management
- Problem-solving
- Teamwork, cooperation, and conflict management
- Communication skills

Organizations partnering with academic institutions and large nonprofits with multiple educational tracks have the ability to redirect students lacking in soft skills or minimum reading, writing, and math skills prior to entering technical environmental training. Others must find outside resources for life skills training. As a last resort, when no outside resources are available, they must revisit their recruitment and screening policies to limit large classroom disparities.

### **Student services and retention**

Support services include all of the activities and assistance that students need to supplement their environmental and life skills training while on the path to meaningful environmental employment. Addressing legal and personal issues can be as important to student success as technical skills, and can be the primary factor that influences student retention, attitude, willingness to learn, and ultimately, sustained employment. As with life skills training, social service organizations often provide support services and aid to qualified EWDJT participants. The degree to which community and governmental programs have available resources may determine the extent of student aid EWDJT programs can provide.

Nothing discourages an instructor more than to see a good, deserving student drop out as a result of an unforeseen external event. External events often include:

- Child care—Sickness, vacation, or other lapse in child care services
- Financial literacy and support—Part-time work conflicting with class schedules or events
- Personal and legal issues—Court dates conflicting with certification tests
- Transportation—Training and instructional events become difficult to attend

Fortunately, existing programs funded by the DOL and the U.S. Department of Health and Human Services (DHHS) are available to provide assistance to students in environmental job training programs. Community colleges, faith-based, and community organizations also provide resources and support to EWDJT participants.

Student services supported by the federal government are usually part of large assistance programs. Block grants establish social service and employment agencies. Often, federal grants are matched or supplemented with local funds. Statewide programs provide additional resources to counties and communities to support local programs.

It is important to contact each state and local agency independently, since every community operates differently. Federal, state, and local websites are useful tools in researching services offered, eligibility requirements, and contact information for supplemental services. As part of the assessment and screening process, EWDJT staff should check each applicant's ability to qualify for social services

support. Student support can have a large influence on a program's ability to retain participants. As with life skills training, support services can be integrated into the EWDJT program as a leveraged resource

### **Child and dependent care**

Funding for child care services is usually provided by the DHHS Office of Child Care (OCC) through block grants to each state. The best places to start looking for child care assistance are the state or county Department of Human Services, Child Care Services, or Family Services. If a student is on public assistance, Temporary Assistance for Needy Families (TANF) is a state and federal program that provides funds for support services and family assistance.

### **Financial literacy and support**

Financial literacy and support is a significant factor in retaining students during training and job performance after graduation. During training and after graduation, EWDJT participants sometimes find themselves hopelessly in debt, unable to secure housing and provide for emergencies as they arise.

The importance of financial assistance during training has been recognized with numerous leveraged opportunities from federal and nonprofit organizations as well as local banks, foundations, and faith-based community organizations. [MyMoney](#), from the Financial Literacy and Education Commission, and the [U.S. Federal Reserve](#) website also provide curricula, guidance, and other helpful tools. EWDJT programs that are part of larger organizations often have financial guidance counselors to assist students with the support they need to succeed. Work study opportunities, apprenticeships, scholarships, and stipends provided by enterprise partners should not be overlooked as an important resource.

### **Personal and legal issues**

Fortunate students can often work around financial and child care demands with assistance from family and friends, but personal issues may still prevent them from being successful. Personal issues can disrupt the entire EWDJT process of training, retention, and placement. Several personal and legal issues may need to be addressed to help students be successful:

- Attitude
- Learning and physical disabilities including medical conditions
- Access to computers and learning resources
- Anger management
- Prior convictions
- Drug and/or alcohol abuse
- Student living assistance (for example, paying rent or finding housing)
- Driver's license suspension and outstanding tickets or warrants
- Prior judgments and punitive awards

EWDJT programs have handled legal and personal support services in a variety of ways. Every student is likely to require a different level of support. Some students are secure and independent, requiring little

or no assistance. Others have numerous issues, responsibilities, and obligations that must be addressed if training and sustained employment is to be successful.

Failure to be sensitive to student personal and legal issues can result in low program completion and employment rates. Working with local courts, probation programs, and parole officers are important factors in retaining capable students who have made mistakes in their past or were associated with the wrong peer group. Anger management, working in groups, proper presentation, and attitude adjustment can greatly influence student retention, placement, and post-graduate success

Drug use is a growing and contentious issue, especially in communities where marijuana is legal. Most employers require drug-free employees including marijuana—legal or illegal. It must be made clear that applicants may be tested during the application process and at any time during training. Personal and legal issues can best be addressed by insuring that every EWDJT participant has an advocate or case worker who he or she can confide in regarding personal issues.

### **Transportation**

Transportation is a support service that is often overlooked and can become a major issue concerning student retention, placement, and sustained employability. Urban communities with good public transportation services allow for more flexibility. Students can commute to training and secure sustainable jobs within the community's transportation network.

EWDJT programs have leveraged transportation support in a number of ways. It is not uncommon for students to receive free or discounted public transportation passes to and from class. In some communities, auto dealerships and transportation companies such as Uber have provided discounts to EWDJT graduates. In rural communities, reservations, and urbanized communities with an underdeveloped transportation infrastructure, EWDJT programs may need to require transportation (between home and training, and between home and work) as a condition of acceptance. An alternative is to provide transportation services during training with the understanding that post-graduation transportation will become a responsibility of the participant. In extreme cases and remote locations, such as in an oil drilling community, students may dorm at a central location for training and then be employed while living in work camps where all transportation is provided.

### **Other examples of support services**

Here are other examples of support services offered by health and human services, workforce investment boards, other governmental agencies, faith based organizations and local charities:

- Drug and alcohol rehabilitation
- Case worker guidance
- Stipends and financial assistance
- Training support and required equipment
- Veteran's assistance
- Housing assistance

As previously discussed, when student services, life skills, or employability skills training are not available, applicant screening may need to be revisited.

#### **4. LEVERAGING UNSUPPORTED TRAINING AND STUDENT SERVICES**

The best place to search for leveraged partners includes local government offices, nonprofit and community organizations. Many local government programs are supported by Federal or State block grants to be administered locally. Here are a few national organizations to “check out” that support local efforts providing life skills training, remedial education and student services.

- [U.S. Department of Health and Human Services](#) (DHHS)
- [DHHS Office of Child Care](#) (OCC)
- [Temporary Assistance for Needy Families](#) (TANF)
- [DOL Employment and Training Administration](#) (ETA)
- [Workforce Innovation and Opportunity Act](#) (WIOA)
- [Institute for Urban and Minority Education](#)
- [MyMoney](#)
- [Financial Literacy and Education Commission](#)
- [U.S. Federal Reserve](#)

EPA has published two documents that address leveraging opportunities for Brownfields programs. While they are primarily oriented to assessment and cleanup grants, EWDJT grantees can benefit from the sources and techniques presented.

#### **Leveraging Resources Beyond EPA Brownfields Grants**

This section is a summary of the content presented in the EPA document, [Setting the Stage for Leveraging Resources for Brownfields Revitalization](#).

#### **Step-by-Step Guide to Setting the Stage for Leveraging Resources for Brownfields Revitalization**

- *“Organize a Project Team with Local Leadership from the Top and Designate a Manager”* – Brownfield success is about people. The most successful localities establish brownfields project teams, led by strong leaders from local government. Project teams should include prominent local leaders, brownfields “champions,” and a cross sector team representing key organizations.
- *“Articulate a Clear Community Vision and Identify Brownfields Revitalization Priorities”* - Planning for community revitalization requires leadership, patience, and determination. It also requires community engagement and involvement.
- *“Build and Maintain Local Stakeholder and Citizen Support”* - Obtaining significant public support for brownfields revitalization projects is critical to leveraging success. Community leaders and the project team must effectively market brownfields redevelopment projects to citizens. This requires clearly communicating what the

completed project will look like, the benefits that are likely to result, and how the project will help the community realize its overall vision.

- *“Delineate Brownfield Project Components and Project Phases”* - Brownfield projects are not monolithic endeavors. A brownfield project usually includes several components, each with multiple stages or phases. A successful funding strategy starts with clearly delineating each project component and phase.
- *“Create Estimates of Project Costs”* - Once priority projects are identified and their key components and phases are delineated, it is useful to estimate project costs for each key project and its core components. With well-estimated project costs, a community can better identify the best potential funding sources, understand and estimate the levels of matching-share funds that will be needed, and tailor efforts to gain support for funding requests. Cost estimates can become more precise as the project moves forward from planning-level cost estimates toward final cost.
- *“Identify the Best Funding Sources for Project Components and Phases”* - Once a community confirms its priority projects, delineates project components and phases, and develops solid cost estimates, it is ready to seek sources of funding for brownfields revitalization. Consider the following potential sources of funds or investment for brownfield projects:
  - Site redevelopers or private sector investors
  - Banks and other traditional lenders
  - Regional agencies (such as metropolitan planning organizations, industrial development authorities, or economic development districts)
  - Federal or state tax incentives
  - Community foundations and regional, corporate, and national philanthropies
  - State and federal funding agencies
  - Local funds and incentive tools
- *“Create a “Resource Roadmap” for Priority Projects”* - Creating a Resource Roadmap can be very useful for developing a strategy for leveraging funding.
- *“Develop a Strategy for Matching-Share Contributions and Leveraging Local Funding Sources”* - Confirming matching-share funds and leveraging local resources often are critical steps in securing external grants or investments. Most grants require recipients to provide a significant matching share, which demonstrates the community’s commitment to the project and may instill the confidence of potential funders and investors in the feasibility of the project. Beyond any required match, funding organizations also will want to see that the applicant community can leverage additional resources. Leveraging typically refers to additional contributions toward the project, but not necessarily direct financial matching.
- *“Create a Briefing Sheet for Each Priority Project”* - Many communities have found it valuable to prepare a compelling briefing sheet that can be used to succinctly convey to the public, key stakeholders, and funders the scope, objectives, benefits, status,



progress, supporters, funding secured, challenges, and outstanding needs of the overall brownfields redevelopment project or for each major component of a large project.

- *“Seek State Backing”* - Often, the best sources of funding and technical assistance resources are available through state agencies that support economic development, environmental, and infrastructure priorities. State funding is important for leveraging federal funding and can offer a critical source of funding.
- *“Collaborate with Federal Agency Officials”* - It is critical to engage early with relevant federal agency and program officials so that they are familiar with the community’s brownfield project and its key components. Officials at EPA, the Department of Commerce, the Department of Transportation, HUD, the U.S. Army Corps of Engineers, the U.S. Department of Agriculture, and other agencies can support and help guide local projects. Federal program managers routinely host webinars and workshops to explain their funding programs and how they can be used. These sessions can provide excellent opportunities to interact with funding officials on a community’s specific projects. Also consider making regular visits to the regional offices of federal agencies and to their headquarters offices in Washington D.C. Keep in touch by phone and email and invite federal officials to your community for site and project tours. Communities should consider planning collaborative forums, workshops, or roundtable events that include federal officials and a variety of other stakeholders to build understanding and ongoing support for revitalization initiatives.
- *“Prepare for Grant Writing”* - Prepare ahead of time to write effective applications for grants or other kinds of resources. Do not wait until the funding notice is issued or the application submission deadline is at hand. Most agencies with grant opportunities have information posted on their websites on previous funding opportunities or suggestions for getting started early. Communities can use this information to help identify the information they need to gather, which will help them get a jump start.
- *“Celebrate Success”* - It has been said that “nothing succeeds like success,” and this certainly is true when it comes to obtaining funding. Success can come by accomplishing significant project milestones and by obtaining the next grant. Effective communities always are looking for opportunities to celebrate success, thank funding agencies and key supporters, hold groundbreaking celebrations and ribbon-cutting events, cultivate media coverage, send newsletters, and spread the word in other ways.

### **The 2017 Edition of the Brownfields Federal Programs Guide**

The following is a brief summary of the information present in the [2017 Brownfields Federal Programs Guide](#). The Brownfields Federal program Guide is a compendium of the financial and technical assistance resources available from federal agencies for brownfields and land revitalization projects.

**USING THIS GUIDE.** The entry for each federal agency or organization describes its mission and its connection to brownfields and lists the programs that provide technical or financial assistance relevant to brownfields. Descriptions of eligibility requirements, availability, and uses and applications, as well as restrictions on use or eligibility, are included where applicable. Readers should keep in mind that most

federal programs are subject to annual appropriations, so there is no guarantee of availability for the resources described in this guide. Readers are encouraged to visit the individual agency websites for updated information on program availability and resources. Where appropriate, information is provided about the appropriate phase or phases in the brownfields redevelopment process (planning/assessment/ cleanup/redevelopment) during which each program resource might be appropriate. “*Snapshots*” illustrate brownfields projects that successfully leveraged funding from these programs and are included to show how resources from federal programs stimulate brownfields cleanup and redevelopment throughout the country. The section on “*Federal Tax Incentives and Credits*” describes options for using federal tax incentives for brownfields cleanup and revitalization. In addition to the federal resources discussed in this guide, communities are encouraged to build state and local partnerships and explore opportunities to work with local, regional, and national philanthropic organizations on brownfields-related projects. EPA encourages stakeholders to think broadly about brownfields projects and take advantage of the numerous sources of support available for technical and financial assistance.

Contact your EPA Regional Brownfields or Land Revitalization Coordinator for additional information and assistance. Coordinator offices can be found using [Brownfields Near You](#) and [Land Revitalization Where You Live](#).

## 5. MEETINGS OF INTEREST

### [2018 Central Appalachian Regional Brownfields Summit](#)

**April 10 – 11, 2018**

**Pulaski, Virginia**

Registration for the 2018 Central Appalachian Regional Brownfields Summit in Pulaski, Virginia on April 10-11 is now open! This is a great opportunity to learn from and about brownfield projects across the region and to connect with local, state, federal, and private sector experts in brownfields redevelopment. The conference will be held at the Jackson Park Inn, site of an innovative brownfield redevelopment. Space is limited, so register right away to reserve your spot! For more information on the Summit, including the agenda, lodging information, and more, visit the [Conference website](#)!

### [2018 National Environmental Justice Conference and Training Program](#)

**Washington Marriott Metro Center**

**Washington, D.C.**

**April 25-27, 2018**

Leaders from various sectors will engage in 3 days of free exchange of ideas and approaches to achieving environmental justice. These interactive training sessions will feature voices of experience, research, discussions, and thought-provoking dialogue. The program format will feature the needs and challenges of communities, governments, municipalities, tribes, faith-based organizations, and others with an interest in environmental justice. It will highlight programs and collaborations that work, as well as initiatives that have not proven successful. Program speakers will feature representatives from Federal and state agencies, local governments, tribes, community groups, business and industry, public interest

groups, academia, and other entities. This interactive forum will give conference participants the opportunity to network with a variety of interests from diverse quarters. All conference participants will realize informative and productive resources that can support their individual program goals and objectives. Conference participants will also see examples of approaches that produce positive results through innovation and collaboration.

**Northeast Sustainable Communities Workshop (NSCW)**

**New Jersey Institute of Technology  
Newark, New Jersey  
May 23, 2018**

Now in its 9th year, the Brownfield Coalition of the Northeast (BCONE) will be hosting the Northeast Sustainable Communities Workshop (NSCW) 2018 at the New Jersey Institute of Technology (NJIT) in Newark, New Jersey on May 23, 2018. The conference brings together experts and attendees to discuss the most current and state of the art approaches and strategies that you will not hear anywhere else.

The NSCW's goal is to break new ground, offer new ideas, and posit new concepts on the topics of sustainability, collaboration and leverage, contamination, resiliency, brownfields, technology, and their impact on community revitalization.

**6. FUNDING OPPORTUNITIES**

**Funding Available to Strengthen Appalachia's Coal-Impacted Economies**

Appalachian Regional Commission (ARC) announces a new request for proposals (RFP) for funding [POWER \(Partnerships for Opportunity and Workforce and Economic Revitalization\) Initiative](#) for fiscal year 2018. POWER is a congressionally funded initiative that targets federal resources to help coal-impacted communities and regions by cultivating economic diversity, enhancing job training and re-employment opportunities, creating jobs in existing or new industries, and attracting new sources of investment. The focus of ARC's POWER Initiative for FY18 will remain on investments that are regional, strategic, and transformational and that maximize the economic revitalization of coal-impacted communities and regions. Over the next two months, ARC will host five free workshops across the Region for community leaders, industry representatives, and economic development officials to learn about the objectives of the 2018 POWER Initiative, which organizations are eligible for funding, and how to develop a competitive funding proposal

**7. 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
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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

## 8. UPCOMING PLC CALLS

Join our 30 minute discussion with EPA EWDJT grantees, alumni and new interested stakeholders.

PLCs give grantees a chance to highlight their programs and an opportunity for others to learn from their experience.

Email questions or to be placed on the PLC register send contact information to [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

**Next PLC Session:** April 11, 2:00 p.m. ET  
319.527.3513, access code 550105#  
Please call in five minutes early.

**Upcoming PLC sessions:** PLC Date  
189 April 11  
190 April 25  
191 May 9  
192 May 23

Feel free to invite a guest! Send your contact information to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

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 Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@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.



## 9. REGISTRATION FOR THE 2018 ALL GRANTEE MEETING AND WORKSHOP

DATE: January 17, 2018

TO: Environmental Job Development and Training Grantees

FROM: Heather Ballou, HMTRI

RE: Annual Environmental Job Development All-Grantee Meeting



The Hazardous Materials Training and Research Institute (HMTRI), under a cooperative agreement with the U.S. Environmental Protection Agency, invite you to attend the **ANNUAL ENVIRONMENTAL JOB DEVELOPMENT ALL-GRANTEE MEETING** on August 8–9, 2018 (travel days August 7 and August 10) in Alexandria, Virginia. All grantees are strongly encouraged to attend. This meeting provides a unique opportunity to share a variety of approaches to Brownfields job training and development. The focus of the meeting is for grantees to exchange information and ideas with each other and with EPA Regional/Headquarters representatives. The goal of the meeting is to assist every grantee to develop their best possible job training program. By attending, you will have the opportunity to share:

1. Information that will include basic program component guidelines necessary for successful completion of your program, initiatives that support and interact with Brownfields activities, key measures and expectations, partnering, and related job development program issues;
2. Project plans and implementation strategies with other grant recipients and your EPA project officer; and
3. Information on available technical resources and technical assistance sources.

The meeting will be held **two FULL days**. Participants will be expected to attend the entire meeting, so please schedule your travel days on August 7 and August 10. HMTRI will pay lodging costs for people from out of town for three nights (Tuesday, Wednesday, and Thursday).

### AGENDA DETAILS

The meeting will begin at 8:00 a.m. and adjourn approximately 5:00 p.m. each day. The agenda will consist of 2–4 tracks running concurrently, and large-group sessions. It is helpful when at least two representatives from each program attend as a team in order to take advantage of the concurrent sessions and networking that will take place at the meeting.

All sessions will be informal, and you will be encouraged to participate in all discussions. If you have a question on a particular topic or want to share a best practice, please bring that with you. A draft agenda will be emailed to you before the meeting.

### COST

There is no fee to attend. Participants from out of town will have their lodging paid for three nights (Tuesday, Wednesday, and Thursday) through the master contract we have set up with the Crowne Plaza Old Town Alexandria.

## MEETING DETAILS AND HOTEL INFORMATION

### WHEN

Wednesday, August 8, 2018 | 8:00 a.m.–5:00 p.m.  
Continental breakfast, working lunch, and breaks will be provided.  
Thursday, August 9, 2018 | 8:00 a.m.–5:00 p.m.  
Continental breakfast, working lunch, and breaks will be provided.

**CASUAL DRESS IS REQUIRED!**

### WHERE

Crowne Plaza Old Town Alexandria, 901 N. Fairfax Street, Alexandria, VA 22314  
Reservations phone number: 1.877.317.5752  
Reservation deadline: **MONDAY, JULY 9, 2018 \***

A block of rooms has been reserved at the Crowne Plaza Old Town Alexandria. HMTRI will pay lodging costs for people from out of town for three nights (Tuesday, Wednesday, and Thursday, August 7–9. You are responsible for making your own hotel reservations. Call the reservations number listed above and identify yourself as being with the **HMTRI BROWNFIELDS ALL-GRANTEE MEETING 2018** to be put in the reserved block of rooms at the group rate of \$119 per night. You can also [book your reservation online](#). As part of this year's contract, all sleeping rooms will have complimentary Internet access.

The deadline for making reservations is **MONDAY, JULY 9.\*** After that date, any remaining rooms will be released for general sale and will be handled on a space availability basis at a higher rate. The hotel will ask for your credit card number when you call to make your reservation only to confirm your lodging and to pay for incidentals. The hotel must be notified of any cancellations 72 hours prior to your arrival date. **Charges incurred for rooms not canceled within this time constraint will be billed to your credit card.**

\* Reservations made after the deadline may receive a higher rate. You will be responsible for paying the difference between the group rate and the higher rate.

**NOTE: Space is limited.** Please register for the meeting and make your hotel reservations **NOW** to avoid problems later. ***It is much easier to cancel a hotel reservation than it is to get one at the last minute!***

### HOW TO REGISTER

Please send me an email at [hkballou@eicc.edu](mailto:hkballou@eicc.edu) and include:  
Your name, organization, address, city/state/zip, phone, fax, and the name of the job training program you are representing or indicate that you are a PLC member. A registration form is also included with this letter that you can fax or email. Emailed registrations are preferred. The registration deadline is **MONDAY, JULY 9.**

The effectiveness of this meeting depends on the participation of EPA regional project officers and a representative from each Job Training program. **You are strongly encouraged to attend.** If you have any questions, please contact me at 563.441.4093 or by email at [hkballou@eicc.edu](mailto:hkballou@eicc.edu); or contact your Regional EPA Brownfields Project Officer.

Thank you. I hope to see you in August!



## REGISTRATION FORM

### ***ANNUAL ENVIRONMENTAL JOB DEVELOPMENT ALL-GRANTEE MEETING***

August 8-9, 2018  
Alexandria, Virginia

(PLEASE COPY THIS FORM FOR MULTIPLE REGISTRATIONS)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Job Training Program you are representing or if you are a PLC member:

\_\_\_\_\_

If you are unable to register through email,  
please fax this registration

**BEFORE July 9, 2018**

to:

Heather Ballou  
563.441.4080 fax

