

May 9, 2018



## Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 18, Session 9

This series of bi-weekly phone calls examines effective Environmental Workforce Development and Job Training (EWDJT) strategies from experienced grantees. PLC calls share ideas among successful grantees and prepare interested organizations for the next EPA Request for Proposals. Calls will be a mix of open discussion, workforce development news, resources, and presentations from current grantees.

- Topics:
1. News from Washington and HMTRI
  2. Questions from PLC members
  3. FY18 EWDJT grant awards
  4. Ideas for those recommended for funding
  5. Suggestions for those not funded in this round
  6. Items of interest -the Federal Omnibus Funding Bill and the BUILD Act
  7. Upcoming webinars
  8. Upcoming meetings and workshops
  9. Funding opportunities
  10. EPA Regional Job Training Coordinators
  11. Tune into upcoming PLC calls
  12. Attachment – Registration for the 2018 All-Grantee Meeting and Workshop

### 1. NEWS FROM WASHINGTON AND HMTRI

#### Washington:

##### EWDJT grant awards

This week FY18 Environmental Workforce Development and Job Training cooperative agreements were announced as part of the following press release.

“EPA is pleased to announce the selection of \$3.3M in FY18 Environmental Workforce Development and Job Training (EWDJT) funding EPA is selecting approximately \$3.3 million in grant funding to 17 communities across the country to recruit, train, and place unemployed and underemployed individuals with the skills needed to secure long-term employment in the environmental field. Each recipient will receive funds to develop and operate environmental job training programs that advance environmental justice by providing opportunities for residents living in areas impacted by contaminated lands. EPA [EWDJT grants Transform Lives and Advance Economic Opportunities](#). Local residents will secure employment within their communities conducting brownfields remediation, Superfund cleanup, wastewater management, solid waste recycling and cleanup, integrated pest management, chemical safety, solar installation, and other environmental work. [Learn more about this year's selected EWDJT recipients](#) “

See section 3 of these post session notes for the full list of FY18 organizations recommended for funding.

### **Next EWDJT Request for Proposals delayed**

As you may have heard, EPA will not be issuing an EWDJT Request for Proposals for FY19 (normally issued in November). Instead, EPA is discussing internally a plan to release the next RFP in the Spring of 2019. Grants would be awarded after October 1<sup>st</sup>, 2019 (using Federal fiscal year FY2020 funds). Comparing it to the current cycle, this would mean grantees selected for FY20 grants would simply receive their funding about 4 months later than they would if they applied for FY19 funds. More details will emerge as we get closer to the All Grantee Meeting this August.

### **HMTRI**

New, current and alumni grantees are invited to the All-Grantee Meeting August 7-10 in Alexandria, VA. **If your proposal was not funded you are also invited to participate in the workshop. See the attachment for workshop registration information.**

Preparations for the 2018 All-Grantee Meeting August 8-9 are ongoing. We are getting some great suggestions as the agenda develops. Please send in your ideas by completing the scan that Bruce Diamond emailed. If you did not receive a scan form, please request one from Bruce at [bdiamond@eicc.edu](mailto:bdiamond@eicc.edu). Better yet, just email him your comments or ideas concerning workshop topics.

HMTRI is also in final stages to completing a Certified Employee Finder. This scan provides grantee graduation dates, core curriculum and graduate competencies. Contact information provided will assist national employers connect with EWDJT programs across the country. If your program has not filled out the information requested, please email Bruce to request a scan form.

## **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).

Having been selected for funding, how long before new grantees can begin charging expenses to the new grant?

*Grantees can begin charging expenses to the grant as early as 90 days before the funds are officially released. Keep in mind that funds will not be released until work plans have been approved and paperwork completed. This can take 3-4 months (see discussion below) but must be completed before October 1<sup>st</sup>.*

## **3. FY18 EWDJT GRANT AWARDS**

### **EWDJT funding awards update**

Congratulations to the following 17 organizations selected for EPA EWDJT funding. The competitive nature of this program demonstrates your ability to develop one of the best program plans among those submitted.

See full text of the EPA news release in the first section of these notes.

- Alaska Forum, Inc., Anchorage, AK
- City of Pittsburg, Pittsburg, CA
- City of Springfield, Springfield, MO
- City of Tacoma, Tacoma, WA
- Civic Works, Inc., Baltimore, MD
- Essex County Division of Training and Employment, East Orange, NJ
- Full Employment Council, Inc., Kansas City, MO
- Groundwork Rhode Island, Pawtucket, RI
- Hunters Point Family, San Francisco, CA
- King County, Seattle, WA
- Limitless Vistas, Inc., New Orleans, LA
- Los Angeles Conservation Corps, Los Angeles, CA
- St. Nicks Alliance, Brooklyn, NY
- Sustainable South Bronx, Bronx, NY
- Training to Work an Industry Niche, Charlotte, NC
- West End Neighborhood House, Inc., Wilmington, DE
- RecycleForce, Indianapolis, IN

#### **Some general observations regarding this year's grantee awards**

HMTRI and the Professional learning community has had the privilege of working with 16 of the 17 awardees. The new crop of EWDJT programs are outstanding.

Sadly, many excellent programs did not make the cut in this year's competition. Each year, awards are made based on the quality and comprehensiveness of the program as described in the proposal. It is unfortunate that reviewers are not able to visit applicant programs. Instead, funding decisions must be based on objective reviews of program proposals. With limited funds, it is also unfortunate that it is not possible for EPA to fund every successful program.

We often refer to EWDJT programs that reapply for continued funding as "re-ups". Since the number of awards each year is limited by available funds, "re-ups" must compete, not only with each other, but with first time applicants and previous EWDJT programs. This year's \$3.3M budget allowed for 17 awards. Thirty seven current grantees were eligible to reapply. Additional first time applications, alumni programs and previously unfunded organizations also joined the competition. In short, competition was steep leaving behind many excellent proposals. If your proposal was not funded this cycle, in all likelihood it was not evaluated as high as the top 17 funded applications. (Proposals are selected by ranking criteria scores and special conditions).

Here is an overview of this year's competition.

- 17 Grants awarded
- 5 Organizations new to EWDJT received funding
- 3 Alumni organizations not funded in several years received awards

- 2 Organizations in the third year of their grant received continued funding
- 7 Organizations in the second year of their grant received continued funding
- 16 of 17 organizations worked with HMTRI for ideas during the development of their program plans

#### **4. IDEAS FOR THOSE RECOMMENDED FOR FUNDING**

**Remember** - You have only been recommended for funding and the money is not yet available to spend. Before the formal award is made and drawdowns can be made, several important milestones must be completed:

- Terms and Conditions with approved work plans should be the primary focus during the next 4 months
- After the award letter has been received, the principal grant recipient must acknowledge their acceptance of the terms and conditions. In the case of governmental organizations, acceptance may have to be approved by City Council, community colleges, nonprofit, and tribes may need approval from the Board of Directors, Tribal Council or Director. Don't assume these approvals will be automatic.
- Regional Coordinators will contact and send a package or templet with all the information the EPA grants office needs to process the grant.
- After initial contact with the Regional Coordinator, it would be wise to schedule "follow up meetings" after discussions with partners and stakeholders with an active role in the program.

Here are some critical steps that should be addressed early after initial contact with the Regional Coordinator:

- Sit down with internal staff and review proposal deliverables, schedules, and budgets.
- Contact partners, employers, and participants committed to the project.
- Make your EWDJT grant award known to stakeholders and governmental organizations.
- Prepare for discussions with your Regional Coordinator.
- Revisit your community and labor market assessment.
- Identify and refine the target community you plan to serve.
- Reopen discussions and partnerships in the targeted community.
- Connect with associated programs and potential stakeholders.
- Link with local employers and advisors to review proposed curriculum and program plan.
- Connect with assessment, revolving loan, and cleanup grantees.

#### **5. SUGGESTIONS FOR THOSE NOT FUNDED IN THIS ROUND**

**If your proposal was not accepted for funding, please contact your Regional Job Training Coordinator and ask for review of your application. Your request should be made within 14 days of notification that the proposal was not recommended for funding. Do this today.**

After finding why your proposal was not selected and you are still interested in establishing an EWDJT program, please register for the Annual All-Grantee Meeting. The workshop is hosted by HMTRI in cooperation with EPA. Workshop and hotel for three nights are covered. Your cost includes transportation to Alexandria and meals.

**Mark your calendar and register!**

**2018 Annual Environmental Job Development All-Grantee Meeting**

**August 8<sup>th</sup> and 9<sup>th</sup>** (Travel days are August 7<sup>th</sup> and 10<sup>th</sup>)

Crowne Plaza Old Town Alexandria

901 N. Fairfax Street

Alexandria, VA 22314

**This meeting will be attended by:**

- EPA Regional and Headquarters staff
- Present EPA-funded Environmental Workforce Development and Job Training (EWDJT) grantees
- Past EWDJT grantees
- **PLC members are invited**
- **Unfunded applicants are invited**

Contact Bruce Diamond for additional registration assistance (also see registration attached) at [bdiamond@eicc.edu](mailto:bdiamond@eicc.edu).

**For those current grantees not funded this year, we would also suggest the following:**

- Work to keep your program active. The next request for proposals likely Spring of 2019.
- Often unfunded proposals are the result of not adequately responding to ranking criteria questions.
- A program may be successful and worthy of assistance, unfortunately awards are based on the written submission. Revisit your proposal with a critical eye.
- With increased competition, existing programs must demonstrate a significant expansion of their former operation.
- Consider merging with local partners to continue offering EWDJT services without EPA support.
- Many programs have missed a year (sometimes more), only to come back strong with a new program and comprehensive proposal.

**First time applicants – not funded**

As of today, we are not aware of the total number of proposals received for funding. Hopefully we will soon have that information and pass it on to those interested. In the past, generally 25% to 35% of proposals are funded. While this appears to be a pretty good success rate, one must remember that many of the organizations have been developing their programs for years and have extensive prior experience. After reading the RFP, most organizations realize that several months of preparation are required to submit a competitive application. New programs need at least six months to establish networks, partnerships and leveraged resources integral for successful environmental workforce programs to succeed. For this reason, many applications are not funded the first year but return with great proposals after spending the time and effort necessary to develop a successful environmental workforce program.

### **Takeaways for all applicants not selected for funding**

- Inform your partners, supporters and stakeholders you intend on resubmitting an expanded proposal later this year in the FY18 EWDJT competition.
- It is important that you request a formal review of your proposal within 14 days of the notification letter. EPA Regional Coordinators will review your proposal, reader comments, and provide guidance on how your proposal can be improved.
- Take advantage of technical assistance and mentoring opportunities available to organizations interested in establishing an Environmental Workforce Development and Job Training program. Many resources are available to interested organizations including the Annual All-Grantee Meeting, listserv, website, Professional Learning Community (PLC), and individualized technical assistance provided by HMTRI.
- Begin NOW. It takes months to establish a network of community organizations, partners, employers and leveraged resources to properly develop or expand the EWDJT program

## **6. ITEMS OF INTEREST - THE FEDERAL OMNIBUS FUNDING BILL AND THE BUILD ACT**

The Brownfields Utilization, Investment, and Local Development Act (BUILD Act) recently enacted amends the 2002 Brownfields Law and authorizes changes to EPA's Brownfields program. This week, EPA and the National EPA Technical Assistance to Brownfields (TAB) Communities Program presented a webinar discussing the new "Build Act" as it pertains to Assessment, Revolving Loan funds, Cleanup Grants and Underground Storage Tanks. EWDJT programs were not addressed directly but will impact EWDJT. Links to webinar slides, a recording, a short summary and full text of the BUILD Act, can be found at:

[Agenda](#) (PDF)

[Presentation Slides](#) (PDF)

[Presenters](#) (PDF)

[Webinar Recording](#) (External Link)

[Summary of the Build Act](#) (PDF)

[BUILD Act Document](#) (PDF)

Another BUILD Webinar will be presented by EPA.

### **[The 2018 BUILD Act & EPA Brownfields Program](#)**

Wednesday, June 6, 2018

3:00pm - 5:00pm (EST)

The webinar will feature members of EPA's Brownfields and Land Revitalization Program who will provide an overview of how the BUILD Act changes some aspects of EPA's brownfields grants, ownership and liability requirements, and State & Tribal Response Programs. The webinar will focus on EPA's implementation plans and impacts on 2019 grant processes.

## **7. UPCOMING WEBINARS**

### [Grants Award Process Webinar for EPA applicants and recipients](#)

Tuesday May 15, 2018

2-3pm ET

EPA's Office of Grants and Debarment is hosting a Grants Award Process Webinar for EPA applicants and recipients on May 15, 2018. This is a high level webinar addressing topics related to finding and applying for grants, as well as the basics of managing an award, Grants.gov requirements; and preparing a proper budget detail. A question and answer session is included during the second half of the webinar.

**No registration is necessary**

### **BUILDing on Brownfields Progress: Opportunities from the New Federal “BUILD Act” Brownfields Law**

Wednesday, May 9, 2018

2 pm EST

In March 2018 the U.S. Congress passed and the President signed into law the “Brownfields Utilization, Investment, Utilization, and Development Act”, the first new federal legislation supporting brownfields revitalization since the 2002 passage of the first national brownfields law. Log on to hear how the “BUILD Act” brings about major changes to brownfield programs and grants including applicant eligibility and liability protections. The webinar will feature officials from U.S. EPA, a local community, national brownfield experts, and the coordinator of the National Brownfields Coalition.

Click [here](#) to register and visit the event [webpage](#) to get more information about this May 9th BUILD Act webinar (For registration questions contact Sean Vroom, [svroom@njit.edu](mailto:svroom@njit.edu), 973-596-6415).

### **Powering Up Landfills, Greyfields and Brownfields as Brightfields**

Newark, New Jersey

Tuesday June 19, 2018

Brownfield Listings is proud to present a premier solar development event that will bring together [SOLAR DEVELOPERS, PROPERTY OWNERS/MANAGERS](#) and other [SOLAR PROFESSIONALS](#) to hear fresh industry insights from public and private sector experts, to pose technical questions to trained brownfield/land use professionals on site and to make direct connections via an opt-in [SOLAR MARKET MIXER](#).

This is a must-attend event for:

1. Landowners, property managers,
2. Solar developers seeking land for purchase or lease,
3. Public and private sector professionals working in solar,
4. Anyone motivated towards utilizing greyfields, brownfields, landfills, and Superfund sites,
5. Anyone wanting to learn more about the application of solar energy on the land.

Attendees can connect to property owners/managers, professionals, public officials, solar developers and deal-makers and sit in high caliber educational sessions scheduled along two separate tracks. The landowners' track will focus on how to convert contaminated, blighted and marginal real estate into solar energy assets, while the solar developers' track will focus on navigating the developmental and

transactional ins & outs of the brownfield, landfill and Superfund landscape. For more information – go to: <https://brownfieldlistings.com/events/Solar-Development-Event-Newark-Home>.

## **8. UPCOMING MEETINGS AND WORKSHOPS**

### **2018 Annual All Grantee Meeting and Workshop**

August 8-9, 2018

Alexandria, VA

PLC participants are invited. If you do not have a registration form – see registration attached or contact [hkballou@eicc.edu](mailto:hkballou@eicc.edu)

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). Send questions and suggestions to Heather at: [hkballou@eicc.edu](mailto:hkballou@eicc.edu) Phone 563-441-4093

### **National Conference on Equitable Development**

June 20-21, 2018

Bethune-Cookman University Performing Arts Center

Daytona Beach, FL

The National Conference on Equitable Development will be hosted and organized by the Bethune-Cookman University, Florida Agricultural and Mechanical University (FAMU), and University of South Florida. The Conference will be held June 20-21, 2018 at the Bethune- Cookman University Performing Arts Center. This year's theme is "Strategies for Creating Sustainable, Healthy, & Economically Vibrant Communities."

**CALL FOR PRESENTATION ABSTRACTS – DEADLINE FOR ABSTRACTS IS MAY 15, 2018**

We are soliciting presentations for the Conference emphasizing the theme. [Click here](#) for more details on submitting an abstract. We are looking for presentations which address an array of equitable issues including but not limited to:

- Housing and Transportation for a Healthy Community
- Community Health, Health Equity, Built Environment
- Economic Revival, Opportunity, and Development
- Community Development, Land Use, Zoning, and Environmental Justice
- Fresh and Healthy Food, Community Gardens, Farmer's Markets

Registration is open and sponsors and exhibitors are already signing up. [Click here](#) for easy access to the conference page where you will find links to the sponsorship/exhibitor package, hotel links and registration.

### **[Brownfield Coalition of the Northeast \(BCONE\)](#)**

May 23, 2018

New Jersey Institute of Technology

Newark, New Jersey

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.

### **[PA Brownfields Conference](#)**

October 1-3, 2018

Bethlehem, PA

The 2018 Conference is set for October 1-3, 2018 at the [Sands Bethlehem](#) in the Lehigh Valley area of Pennsylvania. Plan to join us to learn about opportunities for transforming communities throughout the commonwealth. Conference attendees will experience the Lehigh Valley's success in creating a vibrant destination where people want to live, work, play and visit.

The Conference is planned in collaboration between the [Pennsylvania Department of Environmental Protection](#) (DEP) and the [Engineers' Society of Western Pennsylvania](#) (ESWP).

### **2018 Annual Southwest Florida Brownfield Symposium**

South Florida Brownfields Symposium

June 7-8, 2018

Chateau Elan Hotel and Conference Center

150 Midway Drive

Sebring, FL 33870

We are pleased to announce that The Annual SW Florida Symposium has grown, thanks to our sponsorship and our attendees. This year we have expanded the symposium to include all South Florida. The growth of the Symposium now in its' fifth year would not be possible without your support. The growth of the Symposium now in its' fifth year would not be possible without your support.

The Southwest, Central Florida Regional Planning Councils, the Florida Department of Environmental Protection (DEP) and the Florida Brownfield Association (FBA) have partnered to provide you a unique promotional opportunity for your company to highlight your product's features and benefits to a wider-reaching audience.

The targeted audience is developers, investors, realtors, governments, professional engineers and other interested members of the community to learn about the program, hear success stories and opportunities to develop existing Brownfield Sites, other properties and the site closure process.

## 9. FUNDING OPPORTUNITIES

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

Proposal due date: July 27, 2018 (180 days after release date) Cycle 2

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

## 10. EPA REGIONAL JOB TRAINING COORDINATORS

EPA Region 1 Danny Rodriguez	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1060 E-mail: rodriguez.danny@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: mitchell.schenine@epa.gov
EPA Region 3 Jeff Barnett	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3246 E-mail: barnett.jeff@epa.gov
EPA Region 4 Bushra Jawaid	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8569 E-mail: jawaid.bushra@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: morgan.linda@epa.gov
EPA Region 5 Craig Mankowski		Phone: (312) 886-9493 E-mail: mankowski.craig@epa.gov
EPA Region 6 Rita Ware	AR, LA, NM, OK, TX	Phone: (214) 665-6409 E-mail: ware.rita@epa.gov
EPA Region 7 Alma Moreno Lahm	IA, KS, MO, NE	Phone: (913) 551-7380 E-mail: moreno-lahm.alma@epa.gov
EPA Region 8 Christina Wilson	CO, MT, ND, SD, UT, WY	Phone: (303) 312-6706 E-mail: wilson.christina@epa.gov

EPA Region 9 Nova Blazej	AZ, CA, HI, NV, AS, GU	Phone: (415) 972-3846 E-mail: blazej.nova@epa.gov
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

## 11. 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:** May 23, 2:00 p.m. ET  
319.527.3513, access code 550105#  
Please call in five minutes early.

**Upcoming PLC sessions:** PLC Date  
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.



## 12. 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

