

January 31, 2018



## Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 18, Session 1

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. City of Richmond, CA - Fred Lucero Program Manager-RichmondBUILD Academy
  4. Professional Development Opportunity
  5. ACRES
  6. Funding Opportunities
  7. Webinars of interest
  8. EPA Regional Job Training Coordinators
  9. Tune into upcoming PLC calls
  10. Attachment – Registration for the 2018 All Grantee Meeting and Workshop

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

#### **The long wait**

We call it the long wait. This is the time when applicants have moved on to the ranking criteria evaluation. First notices of EWDJT awards will likely be announced in the March-April timeframe, with award acceptance in May and June. Keep your partners informed as those noted in the application may be contacted by evaluators. Additionally note that the individual noted as principle contact, will be first get the good news, so stay in touch.

#### **HMTRI Webinar February 20th**

In addition to bi-weekly Environmental Workforce Professional Learning Community (PLC calls), HMTRI facilitates a mid-year webinar addressing special topics related to environmental training. On February 20th, HMTRI and the Advanced Technology Environmental and Energy Center (ATEEC) will present insights and tools for environmental training. Watch for announcements and access instructions to this informative webinar.

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

PLC members are invited along with current and alumni EWDJT grantees to this special workshop. EPA headquarters, regional job training coordinators, grantees, PLC members and special guests will be networking in small groups. Hotel and meals are provided. See registration and information attached to these post session notes.

**For those who missed it.**

Heather Ballou has taken Glo's place. Glo retired at the end of 2017 with a great retirement party and many best wishes. Michael Senew remains as technical consultant and Bruce Diamond as logistics coordinator. Send any questions and suggestions you may have to Heather at [hkballou@eicc.edu](mailto:hkballou@eicc.edu)/563-441-4093.

**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).

As a prospective EWDJT grantee, we have heard discussions regarding ACRES issues. Can you explain what ACRES is and project reporting requirements in general? Is it something we should be concerned about as part of our program budgeting process?

*The Assessment, Cleanup and Redevelopment Exchange System (ACRES) is an online database for Brownfields Grantees to electronically submit data directly to EPA. It allows administrators to get timely information across all EPA Brownfield projects including job training, assessment, cleanup, loans, and planning grants.*

*Job training grantees are required to file an online ACRES quarterly report in addition to a written progress report to the EPA Regional office. ACRES reporting is simple and does not require much time to complete but remembering how to report can be more difficult. Problems and confusion are usually about accessing the system. Some grantees use ACRES only once every 3 months and passwords are cancelled after being idle for a 3 month period (a Federal security policy). Another issue is that data collection is "one size fits all EPA Brownfield grantees" rather than being specific to workforce training. For those interested, section 5 of these notes goes into detail about ACRES questions. HMTRI will also have an ACRES training session at this year's All-Grantee Workshop.*

*Grantees have acknowledged that they spend a lot more time with paperwork in general than they had anticipated when developing their program plans. While not a budget killer, administrative reporting to Federal and local partners should be considered when allocating project resources.*

**3. CITY OF RICHMOND, CA - RICHMONDBUILD ACADEMY**

**Fred Lucero**

Program Manager-RichmondBUILD Academy  
Employment and Training Department  
City of Richmond

Thanks, Fred, for today's guest presentation.

With six successful competitions for EPA Environmental Workforce Development and Job training funds, Fred has experience and depth in developing and sustaining successful EWDJT programs under difficult conditions.

### **Target community**

Richmond, CA is located in the East Bay region of San Francisco. The population is a little over 100,000 residents with approximately 32% Caucasian, 27% African American and 39% of Hispanic descent.

With the third largest port in California and a large Chevron refinery, next door to the training center, Richmond is can be characterized as a heavily industrialized urban community.

Like many urban communities, the City of Richmond has faced the challenge of high unemployment and underserved populations. In 2004, Richmond was identified as the 12th most dangerous city in America. In 2007, to address high unemployment and rising crime, the City organized RichmondBUILD. The new citywide effort provided training over a range of trades targeted at underserved and unemployed residents. By 2009 RichmondBUILD was able to expand its services by adding an environmental workforce development component with EPA assistance. Since then, Richmond has successfully competed for continued funding, with its most recent EWDJT award in 2017. All of RichmondBUILD participants come from low income households. Ninety-five percent are minorities and over 30 percent have a history with the justice system. Applicants include unemployed and underemployed residents of Richmond.

Fortunately, with a forward looking city administration, Richmond has been taken off the “most dangerous city” list.

### **Program structure and leveraging**

EWDJT programs have chosen a variety of partnership methodologies best suited to their community. In the case of the City of Richmond, RichmondBUILD has incorporated their EWDJT program into a larger trades program. RichmondBUILD participants complete a core carpentry pre-apprenticeship track, and then choose advanced training in hazardous waste removal, solar energy, energy efficiency, extended carpentry or electrical wiring & theory. EWDJT supports Hazardous Waste Removal and is leveraged by RichmondBUILD’s other training areas, facilities and administration.

### **Key partners include**

Richmond Housing Authority  
Cenergy Power  
Marin Clean Energy  
Net Electric Inc.  
IQ Personnel Environmental Staffing  
Literacy of Every Adult Program  
Laborers' Community Service and Training Foundation  
Richmond Workforce Development Board

As part of city government, RichmondBUILD is well integrated into other city departments including environment, human services, community services, city planning, and purchasing. Here is a website demonstrating how RichmondBUILD partners with other city departments:

<http://www.ci.richmond.ca.us/1243/RichmondBUILD>.

### **Recruitment and community awareness**

RichmondBuild relies heavily on public service announcements, referrals, videos and marketing brochures strategically placed where potential applicants may gather.

RichmondBUILD's brochure.

<http://www.ci.richmond.ca.us/DocumentCenter/Home/View/6394>

RichmondBUILD's recruitment video.

[http://richmond.granicus.com/MediaPlayer.php?publish\\_id=87b16817-f525-1031-95c6-93adab508dd6](http://richmond.granicus.com/MediaPlayer.php?publish_id=87b16817-f525-1031-95c6-93adab508dd6)

### **Assessment and screening**

After orientation applicants are screened to 25-30 entering students. Screens include the following considerations.

- Physical ability test (many adult applicants suffer from adult asthma)
- Verbal and math ability TABE test -8th grade
- Staff interviews

While Richmond has good public transportation, participants are encouraged to have a driver's license and ability to get to training and job sites. Applicants (at this point) are not screened for drugs as a requirement for entry.

### **The core training program**

RichmondBuild consists of 286 hours of instruction over a 12 week period. Training simulates traditional construction workdays. Environmental instruction includes the following core curriculum:

40-hour HAZWOPER,  
Asbestos abatement  
Lead abatement  
Confined space entry  
OSHA 10-hour construction safety  
Emergency response  
Solar technology  
Refinery safety  
CPR

Participants who complete the training program will earn two state and four federal certifications. The program is also structured to be direct entry pre-apprenticeship.

## **Placement**

The City of Richmond proposed training 51 students and placing at least 45 graduates in environmental jobs. This initial goal has been exceeded recently with 100% placement results. In general, RichmondBUILD places about 80% of its graduates at an average starting wage of \$18.33 an hour.

Here is a recruitment/marketing video about RichmondBUILD graduates working on a solar Brownfields site that works for placement and for recruitment: <https://mea.egnyte.com/dl/rRpU9eLjwI>

## **Many thanks to RichmondBUILD**

A shout out was given by Hunters Point Family (another California grantee) to RichmondBUILD recognizing them for the assistance they provided in developing the Hunters Point Family program and becoming a successful EWDJT grantee.

Fred would be happy to assist those interested in finding more about his program.

## **Fred Lucero**

Program Manager-RichmondBUILD Academy  
Employment and Training Department  
City of Richmond  
Desk: 510-621-1562  
Fax: 510-621-1731

## **4. PROFESSIONAL DEVELOPMENT OPPORTUNITY**

### **Time is running out for this professional development opportunity for Environmental Trainers**

**The GreatEST Institute**– Applications are **due February 28th**

PLC members are invited to apply

June 4-15, 2018

Davenport, Iowa

OSHA Health and Safety Instructor Training

The Community College Consortium for Health and Safety Training (CCCHST) instructors 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 Waste Site Worker Health and Safety

24-hour Industrial Emergency Response

DOT Haz Mat Awareness

Confined Space Non Entry Rescue

Hazard Awareness and Communication

Disaster Site Worker Awareness

Instructors use CCCHST curriculum to train workers and responders in their local area and report to PETE the number of courses they provide, for which they are provided a small reimbursement. PETE reports these numbers to NIEHS. CCCHST members may charge for the courses offered in their local area. Instructors reporting numbers may return at least every two years for Instructor Refresher training offered at colleges across the nation.

In 2016, membership numbered 157 training organizations with 214 trainers in 35 states and two U.S. territories. CCCHST institutions offered 3710 classes to 60,888 students generating 409,579 contact hours this past year.

CCCHST is sponsored by the Partnership for Environmental Technology Education (PETE) headquartered in South Portland, Maine. PETE is one of twenty-two affiliated councils of the 1,150-member American Association of Community Colleges (AACC) and the only council whose core mission is environmental, health, safety and security training. PETE has more than 400 community, technical and tribal college members for whom PETE provides faculty development programs, workshops and institutes. This program is supported with grant funding from the National Institute for Environmental Health Sciences (NIEHS) Grant #5U45ES019377-08  
20 scholarships covering travel, tuition, lodging and some meals are available from PETE.

Electronic Applications are available on our website homepage <http://www.nationalpete.org>, or link to the page <http://nationalpete.org/2017/11/28/3568/>.

**A complete on-line application package is due by due February 28, 2018**

For more information contact: Patti Thompson [pattijthompson@gmail.com](mailto:pattijthompson@gmail.com)/ 319-721-1509

## **5. ACRES**

The Assessment, Cleanup and Redevelopment Exchange System (ACRES) is an online database for Brownfields Grantees to electronically submit data directly to EPA. For prospective EWDJT applicants, don't worry. You will personalized training at the All-Grantee Meeting and from your EPA Regional Coordinator.

Here are some frequent issues from users of ACRES...

### **I forgot my user id and password, what do I do?**

If you forgot your user id and/or password, click the "Forgot your username or password?" link located on the ACRES login screen. This will redirect you to the EPA Web Application Access page. Click the "Forgot your username or password?" link on this page and follow the instructions. If you have forgotten your user name, it will be emailed to you. If you've forgotten your password, you will be emailed instructions for resetting your password. If you need assistance with resetting your password, please contact the ACRES Help Desk at [acres\\_help@usepa.onmicrosoft.com](mailto:acres_help@usepa.onmicrosoft.com) or (703)-284-8212.

**Why do I need to create a new password each time I log into ACRES?**

Has it been 90 days since the last time you logged into ACRES? If yes, the reason you are prompted to create a new password is because your password has expired. As required by the Federal Information System Management Act 2002 (FISMA), passwords for accessing applications like ACRES (i.e., all electronic accounts with federal agencies) are set to expire every three months (90 days).

The majority of calls/emails to the ACRES Help Desk involve an expired password. We advise grantees to log in more than once quarterly to keep their ACRES data up to date.

**What if I get an email from the WAM Portal team asking you to change your password?**

This is not spam. Respond ASAP and follow the instructions in the email. The subject of the email is "Password Expiration Warning" and it is sent from [portal@epa.gov](mailto:portal@epa.gov). It will inform you that: "This is to let you know that the password for your account with user name of (your ACRES user ID) will expire on xxxxxxxx."

**What if my account is cancelled due to inactivity?**

If your account does get cancelled due to inactivity, you will need to click on the "New to ACRES? One Time Registration" link.

You will essentially create a new account. However, don't worry about having to re-associate your grant or re-entering any data. Once you complete the registration process, Team ACRES will merge your new account into your old one, so that all of your grant information and ACRES data will be there waiting for you. After that, we strongly encourage you to log in at least once every quarter in order to keep your data updated and your account active.

**If I'm still confused — who do I contact?**

Several resources are available to help answer ACRES-related questions:

Call the ACRES Help Desk at: 703-284-8212.

Note that when calling the ACRES Help Line, you need to leave a message and you will receive a call back.

**Other sources of ACRES assistance....**

E-mail the ACRES Help Desk at: [acres\\_help@usepa.onmicrosoft.com](mailto:acres_help@usepa.onmicrosoft.com)

Use the ACRES Help function at the website

Access the [EPA's ACRES website](#) for quick reference guides, and training materials

Call your Regional EPA workforce Development coordinator.

**6. FUNDING OPPORTUNITIES****Environmental Justice Collaborative Problem-Solving Cooperative Agreements****2018 Request for Proposals**

**Full Proposal Due Date: Friday, February 16, 2018**

The Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program provides funding to support community-based organizations in their efforts to collaborate and partner with local stakeholder groups (e.g., local businesses and industry, local government, medical providers, and academia) as they develop and implement solutions that address environmental and/or public health issues for underserved communities. The EJCPS program will award approximately \$1.2 million nationwide for this competitive opportunity. EPA anticipates awarding ten cooperative agreements (one in each of the ten EPA Regions) of up to \$120,000 each.

Eligible entities for this opportunity are as follows:

- incorporated non-profit organizations—including, but not limited to, environmental justice networks, faith based organizations and those affiliated with religious institutions
- federally recognized tribal governments—including Alaska Native Villages; OR
- tribal organizations

If your organization is NOT eligible, we encourage partnering with eligible entities on an EJCPS project. See the RFP for more information.

### **How to apply**

Click the link below to go directly to the EJCPS program website to access the full RFP including instructions on applying through Grants.gov: [FY2018 EJ Collaborative Problem-Solving RFP webpage](#)

## **7. WEBINARS OF INTEREST**

### **Winning and Managing Brownfield Grants**

**Hosted by: South Florida Community Development Coalition**

**Date: March 1, 2018**

**Time: 2:00 PM - 3:15 PM Eastern Time**

This webinar is **not** directed at EWDJT applicants. It addresses potential applicants for assessment, cleanup and revolving loan funds. However, much of the guidance also applies to workforce programs and may be worth attending.

“Are you looking for funding for a brownfield project? Thinking about applying for a brownfield grant? Get expert "Tips and Tricks" for writing a successful proposal and find out what you can be doing NOW to position yourself for success. The U.S.E.P.A. and the State of Florida have brownfield programs that provide funding and incentives for brownfield assessment, cleanup, and redevelopment. Funding is limited and competition is intense. This webinar is intended to provide: an explanation of the various federal and state brownfield grants and incentives, expert tips on how a community can position itself for success, and tips on managing a brownfield grant from a successful grantee.

This webinar will be useful for:

Developers

Local, county, and regional government officials and their representatives

Economic development/redevelopment Agencies  
 Non-profit organization staff and community leaders, and  
 Others interested in brownfield funding and incentives”

[REGISTER HERE](#)

**8. 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

**9. 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:** February 14, 2018, 2:00 p.m. ET  
319.527.3513, access code 550105#  
Please call in five minutes early.

**Upcoming PLC sessions:** PLC Date  
185 February 14  
186 February 28  
187 March 14  
188 March 28  
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.



## 10. 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

