

September 2, 2004
MINUTES FROM THE NIEHS WETP RFA
APPLICANT INFORMATION MEETING FOR:

HAZARDOUS MATERIALS WORKER HEALTH AND SAFETY TRAINING
(RFA-ES-04-005)
HAZMAT TRAINING AT DOE NUCLEAR WEAPONS COMPLEX:
(RFA-ES-04-006)

ANNE SASSAMAN, INTRODUCTION

- Mission is to reduce the burden of human illness and dysfunction from environmental causes.
- The program has fit well into the Institute and has produced meaningful results.

JOSEPH T. HUGHES, OVERVIEW

- By statute, Section 126(g) of SARA, the process is restricted to nonprofit organizations
- Must target a population identified by 1910.120
- The review criteria for the RFAs comes out of the NIEHS Minimum Criteria
- Must encourage peer-learning, hands-on activities, and critical thinking skills
- Worker trainers are key to the program, using hands-on in all training events.
- Terrorism preparedness fits into 120, which is the key to WETP involvement
- The program is partnering with Homeland Security and OSHA
- National Response Plan will be rolled out and WETP will be involved
- Training must reference the National Incident Management System (NIMS)

SHARON BEARD, MWT/BMWT COMPONENTS AND ONGOING INITIATIVES
TRAINING TO REACH PEOPLE OF COLOR

- The minority worker and brownfields programs have changed the way the WETP has traditional conducting health and safety training.
- These programs allow us to develop more aggressive and broad reaching partnership opportunities with those organizations outside of the health and safety arena.
- By doing this, since 1995 we have forged new relationships across the county with community based organizations (CBO's) and these CBO's have done an excellent job of conducting outreach and training to reach people of color.
- Through these programs we have tested strategies to recruit, train and ultimately employ individuals in urban communities through the minority worker and through the brownfields program targeting employment at brownfields assessment communities thru a partnership with the EPA.
- MWTP established in 1995 by HUD, VA conference report
- \$3 million annually

- provides certification that allows entry in to apprenticeship program or other skills and also colleges
- 2600 students trained
- 64% job placement rate
- In 1998, WETP developed the Brownfields programs via IAG with EPA, also \$3 million annually, 2000 students have been trained with a 66% job placement rate
- Similarities between the programs
 - o Recruitment of people of color residents of all age groups
 - o No age restrictions
 - o Job-skills/craft specific training
 - o Health and safety/environmental training
 - o Life skills, mentoring, & remedial education - Also developing job readiness or life skills ability to cope in the working world has enabled them to obtain and keep a job.
 - o Job placement and tracking take place in both programs
- Differences between program
 - o No age restrictions for MWTP, but strongly encourage young adult recruitment
 - o Target training for urban communities (minimum of 2 but max of 5 cities)
 - o Strong technical training
 - o WETP will not support the development of two programs in same pilot community
 - o There are more than 400 BF demonstration projects – applicants should go after those programs
 - o Staff must have demonstrated technical, trade, and adult education skills
 - o Partnerships are critical for a successful applicant
 - o WETP strongly encourages the use of existing curricula
 - o WETP encourages the use of emerging training innovations, technologies and approaches and we describe these under ongoing initiatives in the RFA. See RFA for a list of ongoing initiatives.
 - o Must weave and integrate innovative approaches into the framework of the training
 - o There are many websites listed in the RFA that can help in preparing a proposal
 - o Please read the RFA and talk to NIEHS staff
 - Use the WETP website: www.niehs.nih.gov/wetp/home.htm
 - We encouraged applicants to contact us.

TED OUTWATER, HAZMAT TRAINING AT DOE NUCLEAR WEAPONS
COMPLEX RFA-ES-04-006

- The funding originally came out of the 1993 National Defense Authorization Act section 3131
- WETP has an IAG with DOE to develop model worker safety and health training programs at DOE facilities.
- Main points from RFA
 - o Background explains the regulations that are the basis of the training

- There are goals distinguished in the RFA, such as supporting Integrated Safety Management (ISM)
- Must demonstrate access to DOE weapons sites
- Must demonstrate ability to reach specific contractors
- Concerns
 - Create training partnership with DOE contractors
 - Promote a culture of continuous learning
 - Must be a domestic non-profit organization
 - Must comply with the WETP Minimum Criteria

PATRICIA THOMPSON, Supplemental instructions and guidelines

- Make it easy for the reviewers, follow the instructions in the RFA
- Application should be well organized, clearly written ,and complete in all details
- Closely follow the supplemental instructions and guidelines. Where there are no guidelines, follow instructions in the 398.
- There are two solicitations and supplemental instructions
- Type the name of the PI at the top of each printed page and each continuation page.
- Number pages consecutively at the bottom center
- FACE page
 - Title and numbers are different for all RFAs
- Performance sites
 - Abstract should not exceed the space
 - List sites where training will be performed
- Key personnel
 - Any individual who contributes in a substantial way to your program (See PHS 398 instructions for full definition)
 - PI first, then the rest in alphabetical order
- TOC
 - Follow 398 format, but change research plan to training plan
 - Replace items A – J.
 - Do not exceed 25 pages for Items A-K
 - If applying for more than one program under RFA-05, each must be under 25 pages
- Identify, describe, and document access to target populations
 - Size of population
 - Worker profiles
 - Types of hazardous materials
 - Trades and job categories
 - Degree of health and safety training already received
 - Young person who live near the site
- Describe curriculum to be used
 - Use existing curricula
 - Do not include copies of actual curriculum as appendix materials.
 - Outline each curriculum, 2 pages in length.
- Personnel chart – list each person one time

PROGRAM QUESTIONS RECEIVED AFTER PRESENTATIONS

Question: If an applicant is applying for two or more projects, how do we treat it in the TOC?

NIEHS Response: Start with face page and A-K and repeat for every program and then go on to the personnel list. There should only be one personnel list per application. See slide 56 for more clarification.

Question: Do we indicate what part of the appendix goes with each program?

NIEHS Response: Yes, add a cover page for each section of the appendix or do something else to clearly indicate which section of the document the appendices support.

Question: Is the program open to for-profit organizations, as indicated in the RFA?

NIEHS Response: No that was a typo in the original RFA announcement that has been corrected.

Question: Is there a preference for new urban areas or older areas that we have been working on previously?

NIEHS Response: Each applicant must determine what works best for them, but WETP encourages applicants to go after new areas.

Question: Does the Program intend to run the Trainers Exchange in 2006 and 2009?
(Written question)

NIEHS Response: The Trainers Exchange is an excellent forum for instructors and WETP intends to support this but no specific dates have been set.

Question: Can OSHA courses be counted under the program since THE OSHA Training Institute Ed Centers (many of which are NIEHS awardees) don't report numbers to OSHA.

NIEHS Response: The intent is not to have double counting. There are already grantees that are both NIEHS and OSHA Education centers. WETP encourage honesty. WETP has to approve curricula, so they will have to see the curricula to see if it applies.

Question: Do you think it is advisable to awardees to partner with OTI Education centers?

NIEHS Response: It is up to the applicants to determine what is in their best interest.

Question: Should there be a ratio in what amounts are requested if an applicant is seeking several grants?

NIEHS Response: No. But there should be some symmetry between the size of your organization and what you can realistically offer.

Question: On the funding level of BMWTP, there is concern that the total amount will drop below \$3M, what do you know about the reality?

NIEHS Response: WETP doesn't know, but have actually asked for an increase.

Question: Do you want a table listing all of the types of courses in the text of the application?

NIEHS Response: No. You don't have to do it that way, it is just a suggestion. (See slide 59 from WETP RFA AIM Presentation)

Question: Can you give us any direction between how to apply for WMD supplemental training versus normal emergency response training under HWWT?

NIEHS Response: If you took hazardous waste worker ER training and modified it for WMD, you should consider going for the supplemental funding.

Question: For those of us who have been doing training for ER for fire fighters, etc. do we move all of that to the WMD Supplementals?

NIEHS Response: That is up to you. Exercise your own judgment.

Question: Is there a problem with too many of the applications going into the WMD supplementals, rather than staying in the HWWT side? If lots of us apply for the WMD funds, are we depleting this?

NIEHS Response: Submit a strong application.

Question: Does HWWT accommodate the area of chemical prevention?

NIEHS Response: Yes.

Question: Do you want the "Other Support" section submitted for each consortium member's PI for this 5 year proposal?

NIEHS Response: Applicants should follow PHS 398 instructions for the Biographical Sketch for all key personnel. Other support information will be requested by grants management prior to the issuance of an award.

CAROLYN MASON, DEPUTY GRANTS MANAGEMENT OFFICER, DERT

- Definition of a cooperative agreement is important. Grant involves different involvement with the federal partner
- Justification is an explanation of individuals' role, not a biosketch for them.
- Co-collaborator may be employed by or affiliated with the organization or another institution.
- Consultants – must include their biosketches and there must be a letter of commitment from them. Consultants can be an organization, not just an individual
- Must justify all equipment
- For travel, make sure you have provided enough information for grants management
- Look at the definitions of consultants and consortia
- Submit a Statement of Intent or a face page for each proposed consortia member.
- If you have an escalation factor that exceeds 3% you can request it, but it probably won't be funded
- If your rate changes over the years, please explain it.
- 8% is based on modified totals direct, which excludes equipment, rent, and tuition, among other things. It was assumed that all of the work involved in setting up a contract takes place in the first year.
- Helpful hints
 - o Read the RFA
 - o Read the PHS 398
 - o Use resources
 - o Seek appropriate advise
 - o Make the application easy to read and follow.
- If RFA asks for a specific item, do not include it in the appendices. Peer reviewers may not read the appendices.
- The PI may not also be the administrative person or authorizing individual from the institution.
- Other support is a JIT item, not for biosketches.

SALLY E. ECKERT-TILOTTA, SCIENTIFIC REVIEW ADMINISTRATOR,
SCIENTIFIC REVIEW BRANCH

- She will be the one receiving applications
- **Letter of intent is due October 22, 2004**
- Fax or email the letter to Sally, a hard-copy, signed is not necessary
- Must be a separate Letter of Intent for each program
- **Receipt date of applications is November 22, 2004 and it is required**
- Original and 3 copies to Center for Scientific Review (CSR)
- Two copies to Sally
- For appendices five copies are required, but you should consider submitting 8 copies if you are applying for 4 programs. Send them to Sally. Any copies that NIEHS make will be black and white.
- Don't bind the application, black clips are okay.

- Color figures in appendices that are important for reviewers to see should go in the appendices. Put B&W in the body of the appendix and then make a note on the color figures in the appendices, referring to the figure in the body.
- Responsive applications go to the SEP (Special Emphasis Panel)
- If SEP considers the merit low, it goes into a streamline review to generate written critiques, but not actual score.
- Significant merit applications go to a full review, with a full summary
- There are two SEPS, one for each RFA, composed of experts with relevant expertise to applications and the RFA
- No contact between PIs and reviewers is allowed. Egregious contact may result in an application being returned without review.
- Applications score between 100 (highest) and 500 (lowest). Each component will be scored separately.
- Multi-component applications will receive an overall score in addition to component scores. This allows program people to score each component separately for funding
- The review criteria are in the RFA. Using these criteria the reviewers will assess Significance, Approach, Key Personnel, Environment
- Everyone who is identified as key personnel must have a biosketch.
- Applications can be returned if different that required format
- Review criteria are specific to each RFA
- Applications that do poorly:
 - o Lack clarity. Reviewers are unable to determine what you are planning to do and by whom
 - o Lack sufficient detail. Specificity generates confidence, particularly if you don't have a track record.
 - o Are poorly prepared. Typos, misspelled words, small font size, poor grammar irritate reviewers. Font sizes too small have been returned.
 - o Are poorly thought out. Reviewers can tell a first draft when they see one: lots of details in the background and then drops off towards the last of the 25 pages.
 - o Make it hard for the reviewers to find essential info
 - o Assure the readers rather than demonstrate. Trust me attitude is the kiss of death.

BUDGET, REVIEW QUESTIONS AND GENERAL QUESTIONS AT END OF MEETING

Question: If we apply for 2 different areas under 005, do we get a score for each or a composite?

NIEHS Response: Multi-component applications will receive an overall score in addition to component scores. This allows program people to score each component separately for funding

Question: What is the constantly evolving definition of F&A?

NIEHS Response: The 8% modified total direct rate will be the rate to use.

Question: What is the definition of third party?

NIEHS Response: Look at the definitions of roles and responsibilities. It is legally separate from organization. A consortium is more heavily involved than a consultant. It depends on how you define it.

Question: What is the level of detail we should add for consortium members?

NIEHS Response: You can use appendices for clarification. You want to make sure you are providing sufficient detail so that the committee understands how your consortium works. If you list someone in the key person table, must add percentage of level of effort.

Question: On the letter of intent, do we need to specify the amount we are asking for?

NIEHS Response: No.

Question: We use lots of worker trainers. Are they key personnel?

NIEHS Response: If you list them, they are restricted to those efforts. You might consider adding them to “all personnel” not “key personnel.”

Question: If I submit an application with multiple components, will the same reviewers look at each component of the application?

NIEHS Response: Reviewers are assigned according to their expertise, and the expertise needed to review that application or component of the application. Reviewers assigned to hazmat applications with multiple components may review more than one component of the application if their expertise is appropriate for more than one component.

Question: NIEHS rules have never included references cited as part of the 25 pages in the past. Was this a mistake? If not, can you reconsider?

NIEHS Response: WETP purposely included that in the 25 page limit because these applications are very complex and we wanted to make sure the applicants focus on keeping the training program prominent and that their description of training activities are salient.

Question: Where do we include letters of commitments?

NIEHS Response: Put them right after the budget and budget justifications. Letters of support are different from letters of commitments. Agreements to be a consultant should be in the budget justification.

Question: If we propose MWTP and BMWTP cities that are close together, will we be given better consideration for saving resources and being efficient?

NIEHS Response: You will need to show how the cities and the target populations are different so it doesn't look like you are duplicating efforts by working in two nearby cities with similar or the same populations.

Question: Is there any specific type of evaluation approaches that you would like to see over the next 5 years?

NIEHS Response: At a minimum you must complete a quantitative evaluation as delineated in the RFA. We encourage you to review the Clearinghouse website on evaluation strategies at the program has always encouraged innovative evaluations.

As described in the Supplemental Instructions, the applicant should... Describe how each student's progress will be measured and how the student's performance will be monitored and evaluated. Describe methods and procedures for evaluating appropriateness, quality and effectiveness of worker health and safety training proposed. Evaluation protocols should quantitatively describe a process for assessing instructor effectiveness, trainee retention of knowledge and hands-on skills, and the positive impacts of training activities on work practices and overall worker protection from on-the-job hazards.

For examples of training evaluation methods, go to the NIEHS Clearinghouse at www.wetp.org under <http://www.wetp.org/wetp/index.cfm?Current=25>. Some of the resource documents include: NIEHS Guide to Training Evaluation, NIEHS WETP 1996-97 Compendium, Evaluation of Safety and Health Programs, etc.

Question: What do you want to see in an Administrative/Organizational Chart that is submitted for a consortium?

NIEHS Response: As stated in the RFA under review criteria, there should be an:

Evaluation of an applicant's organizational structure or consortium, if applicable, that provides adequate knowledge and oversight of resources and administrative management of the program. The applicant must provide:

- Details on how the proposed program fits into existing organizational and/or consortia structure of the non-profit, if applicable.
- Organization chart of the proposed program.