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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Minnesota Retiree Environmental Technical Assistance Program (RETAP) Grant Application  RMAD  Doc Type: Grant Application |

Instructions:To apply for a position with RETAP, review the Request for Proposal (RFP) posted on the RETAP webpage, then complete this form. The RETAP webpage is located at: <http://www.pca.state.mn.us/retap>. The website will state which positions RETAP is currently hiring for. Email the completed application form, your resume, and two professional references to [grants.pca@state.mn.us](mailto:grants.pca@state.mn.us).

1. Name and contact information

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| Name: |  | | |
| Email: |  | Phone number: |  |

1. Which position are you applying for?

MN RETAP Consultant: Facility assessment focus

MN RETAP Consultant: Community sustainability assistance focus

MN RETAP Coordinator: Overseeing consultants doing facility assessments

1. Resume, including two professional references (name, organization, phone, and email):

Attached

1. Ability to meet time and travel commitments

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| Consultants commit to 10-30 hours per month; coordinators work about 40-70 hours per month. At times, you may need to visit a facility or travel for meetings. | |
| Are you able to meet this time commitment? | |
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| Are there times of year when you have limited availability? | |
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| Do you have transportation? | |
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1. Computer access and abilities

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|  | **Place an “X” in the box to indicate your experience:** | | | | |
|  | | Novice | Everyday user | Advanced or expert user | Comments |
| Microsoft Word | |  |  |  |  |
| Microsoft Excel | |  |  |  |  |
| Microsoft Access | |  |  |  |  |
| Email | |  |  |  |  |
| Internet | |  |  |  |  |

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| What type of internet access do you have? | |
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1. Experience

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| **All applicants answer questions a-c:** | |
|  | RETAPers have in-depth knowledge on technical concepts. What is your skill level in simplifying complex ideas for non-technical audiences? |
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|  | Describe your comfort level with writing reports and with communication: |
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|  | Describe your experience being an independent worker and self-starter. |
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| **Facility assessment applicants, answer questions d-e.** | |
|  | RETAP facility assessments require entering data into RETAP’s custom database. It is not difficult to use, but has many parts and will involve some time in training and practice to become comfortable. How do you feel about learning new computer software and how do you approach such situations? |
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|  | Describe your background or experience in any of the following areas. |
|  | 1. Heating, ventilation, air conditioning and refrigeration systems (HVAC-R) systems including controls, maintenance, or operations: |
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|  | 1. Lighting efficiency evaluations, energy-efficient lighting systems and controls, lighting use, or designing for daylighting: |
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|  | 1. Preventing or reducing waste generation, increasing recycling, or how to handle various types of commercial wastes (hazardous wastes, office wastes, food wastes, etc.): |
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|  | 1. Stormwater management, low impact turf management, or alternative practices such as rain gardens or native plantings: |
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|  | 1. Other areas of environmental expertise, such as less-toxic cleaning regimens, indoor air quality, green building, or fleet assessment: |
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| **Community sustainability assistance applicants, answer questions f-k:** | |
|  | Describe your experience working with local governments such as cities or counties on environmental issues. Any experience with community-based planning? |
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|  | Describe your familiarity and experience with sustainability, including your definition of sustainability: |
|  |  |
|  | Consultants doing community sustainability assistance are expected to work independently to identify and address needs, research the necessary resources, solicit guidance when needed from MPCA staff and others, and report on progress being made. Please describe your comfort level with relatively unstructured projects: |
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|  | Briefly describe your vision for how local governments can best address climate and energy change: |
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|  | Are you certified/licensed with any of the following (select all that apply): | |
|  | AIA | |
|  | ASHRAE professional | |
|  | BREEAM Assessor or AP | |
|  | Fitwel Ambassador | |
|  | Green Building Initiative - Guiding Principles Compliance Professional | |
|  | Green Globes Professional | |
|  | Green Globes Assessor | |
|  | LEED Green Associate | |
|  | LEED AP | |
|  | RESET AP | |
|  | WELL AP | |
|  | Other: |  |

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|  | Have you received training for any of the following (select all that apply): | |
|  | Energy benchmarking (B3, ENERGY STAR, etc.) | |
|  | Energy ratings (HERS, ERI, etc.) | |
|  | Building energy audits | |
|  | Minnesota Sustainable Building Guidelines | |
|  | Zero energy/passive buildings | |
|  | Other: |  |

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| **RETAP coordinator applicants, answer questions l-t:** | |
| The RETAP coordinator is responsible for the day-to-day functioning of RETAP facility assessment work. This involves managing the consultant workloads and being the first contact with clients, doing marketing and promotion to find clients, identifying opportunities to improve the quality of RETAP reports and recommendations, ensuring data is entered in the database, making sure consultants are submitting invoices on time, and working closely with the MPCA RETAP administrator. | |
| 1. i | Are you a detail-oriented person? |
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|  | Explain why interpersonal communication skills are important for leading a group. How will you maintain quality communication with the other RETAPers? |
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|  | Are you comfortable respectfully interacting with a diverse group of people? What experience do you have? |
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|  | Describe your experience serving as a manager or project manager with varied responsibilities. |
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|  | Describe any experience leading or managing volunteers. |
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|  | Which of your past positions or experiences most prepared you to coordinate and maintain the quality of work of 15+ retired engineers/professionals, and why? |
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|  | Do you have sales or marketing skills? |
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|  | Describe your familiarity with green building and sustainability concepts. |
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|  | Have you worked with both the public and private sectors? |
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