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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 ApplicationRMADDoc Type: Grant Application |

Instructions:To apply for a position with Retiree Environmental Technical Assistance Program (RETAP), review the Request for Proposal (RFP) posted on the RETAP webpage, then complete this form. The RETAP webpage is located at: [www.pca.state.mn.us/retap](https://www.pca.state.mn.us/business-with-us/minnesota-retap). The webpage 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.

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 Post Assessment Lead: Overseeing post assessment surveys

[ ]  MN RETAP Assessment 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 and post assessment lead may complete up to 30 hours of work per month; assessment coordinator may complete up to 70 hours of work per month. Facility assessment consultants will need to travel for assessments and meetings. Community sustainability, post assessment lead, and assessment coordinator may need to travel on occasion for site visits and meetings.  |
| Are you able to meet the time and travel commitment? |
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| Are there times of the year when you have limited availability?  |
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| Do you have reliable 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 | Everydayuser | Advanced orexpert 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. Retirement status

Consultants must be retired when they enter a RETAP grant agreement.

Will you have withdrawn/left your full-time position and no longer actively employed in that full-time role when you enter into a grant agreement?

[ ]  Yes [ ]  No

1. Conflict of interest

Consultants must prevent individual and organizational conflicts of interest, per [Minn. Stat. § 16B.98](https://www.revisor.mn.gov/statutes/?id=16B.98) and [Conflict of Interest Policy for State Grant-Making](https://mn.gov/admin/assets/OGM%20Policy%2008-01%20Conflict%20of%20Interest%20in%20State%20Grant-Making%2001.01.2022_tcm36-515734.docx).

Review Conflict of Interest Policy for State Grant-Making and acknowledge.

[ ]  Conflict of Interest Policy for State Grant-Making reviewed.

Will you abide by and communicate with the MPCA RETAP Administrator about any potential individual and organizational conflicts of interest?

[ ]  Yes [ ]  No

1. Experience

All applicants must answer questions a-c:

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| 1. RETAP consultants have in-depth knowledge on technical concepts. Describe your skill level in simplifying complex ideas for non-technical audiences:
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| 1. Describe your comfort level with writing reports and communicating technical content:
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| 1. Describe your experience being an independent worker and self-starter:
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| **Facility assessment applicants must answer questions d-g:**1. 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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| 1. Describe your background or experience in any of the following areas:
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| * 1. Heating, ventilation, and air conditioning and refrigeration systems (HVAC-R) systems including controls, maintenance, and operations:
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| * 1. Lighting efficiency evaluations, energy-efficient lighting systems and controls, lighting use, and designing for daylighting:
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| * 1. Preventing and reducing waste generation, increasing recycling, and how to handle various types of commercial wastes (e.g., hazardous wastes, office wastes, food wastes):
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| * 1. Stormwater management, low impact turf management, and 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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| 1. Are you certified/licensed with any of the following (select all that apply):

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| [ ]  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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| 1. Have you received training for any of the following (select all that apply):
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| [ ]  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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| **Community sustainability applicants must answer questions h-m:** |
| 1. Describe your experience working with local governments such as cities or counties on environmental issues and experience with community-based planning?
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| 1. Describe your familiarity and experience with sustainability and your definition of sustainability:
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| 1. 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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| 1. Briefly describe your vision for how local governments can best address climate and energy change:
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| 1. Are you certified/licensed with any of the following (select all that apply):

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| [ ]  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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| 1. 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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| **Post assessment lead applicants must answer questions n-q:** |
| The post assessment lead is responsible for and administrating RETAP’s post assessment surveys for facilities having received an assessment from a RETAP consultant. The post assessment lead will compile and maintain survey data and ensure dissemination of data with the RETAP team and MPCA RETAP Administrator. |
| 1. Are you a detail-oriented person?
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| 1. Are you comfortable interacting and communicating with a diverse group of people? Describe your experience.
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| 1. Describe your experience managing data sets:
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| 1. Describe your sales or marketing experience/skills?
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| **Assessment coordinator applicants, answer questions r-z:** |
| 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, and working closely with the MPCA RETAP administrator.  |
| 1. Are you a detail-oriented person?
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| 1. Explain why interpersonal communication skills are important for leading a group. How will you maintain quality communication with the other RETAP consultants and MPCA RETAP administrator?
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| 1. Are you comfortable respectfully interacting with a diverse group of people? What experience do you have?
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| 1. Describe your experience serving as a manager or project manager with varied responsibilities:
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| 1. Describe any experience leading or managing volunteers:
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| 1. 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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| 1. Describe your sales or marketing experience/skills?
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| 1. Describe your familiarity with green building and sustainability concepts:
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| 1. Have you worked with both the public and private sectors?
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