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U.S. Institute for Environmental Conflict Resolution Application for the National Roster of Environmental Dispute Resolution and Consensus Building Professionals

Disclosure & Instructions

DISCLOSURE OF ESTIMATED REPORTING BURDEN

Public reporting burden for this form is estimated to take an average of 150 minutes to complete. This includes time for reviewing the instructions, searching existing data sources, gathering the data requested, completing, reviewing, and updating the form.

GENERAL INSTRUCTIONS

Complete all information requested in the online application. DO NOT send a resume or other material in lieu of or in addition to the online Application. Except where noted, information from these submissions will be made available to authorized agencies through the Institute's web site. Incomplete applications will be returned.

REPEAT STEPS

Sections marked by a * symbol in this preview document, are repeatable steps in the online application (allowing you to add multiple items to those sections).

INSTRUCTIONS/GLOSSARY

Please review the Entry Criteria, the Instructions and the Glossary definitions completely. You can view and print Instructions and Glossary as a whole from the right hand navigation bar on the online application "Welcome.." page and from the top of any application page. Reading the Instructions and the definitions in the Glossary before you submit is important.

At the end of the application process, you must agree to a set of terms and conditions by clicking the "submit.." button, after which your application will be scored and submitted to the Institute for review.

Please Take Note That:

- In the Qualifying Case Experience section you need to list only enough 20-hour environmental cases to add up to 200 hours (at least 2 cases and no more than 10 cases.) Including more in the QCE section has no effect. Any remaining 20-hour environmental cases and your public policy cases can/should be counted in the Additional Case Credit Question 1. (assuming you were the principal professional on all these cases).
- A case includes the requirement that 20 case hours were spent on it and that it was within the last 10 years. Case Hour is also defined.
- The definition of environmental dispute resolution and consensus building professional requires that your role was as "any third party neutral engaged to assist all parties..." in various collaborative processes.
- It does not include a role as a decision-maker, a representative/advocate, or a stakeholder.
- All your 20-hour complex environmental cases in the last ten years and your complex public policy cases can be included in the answer to Additional Case Credit Question 2. (assuming, again, you were the principal professional on all these cases).
- The Summary of Case Experience should reflect all the 20 hour environmental and public policy cases in which you were the principal professional in the last 10 years.
- The Detailed Case Information allows you to choose up to five environmental cases to highlight. It is helpful to include details of cases listed in the Qualifying Case Experience here. Do not include cases in which you were a decision-maker, representative/advocate, or a stakeholder.

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Saving Information in on-line application: As you progress through your application, your information will be saved. Remember to click "Save and Continue" at the bottom of the page, where available. When making changes use the application's edit/delete function where available and click "update" button at the bottom of the edit/delete window) or use the delete/backspace function on your keyboard and click "save and continue" at the bottom of the page. If the changes you have made do not appear, try clicking "Refresh" on your browser's toolbar or closing the application and re-opening it. The changes should appear.

To select more than one item in a dropdown box, hold down the "control" key on a PC or "command" key on a MAC while making selections. To change a selection, hold down the control or command key while clicking on an item you have selected; this should clear the item selected.

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General Information

Asterisked fields must be completed before proceeding to the next section of the application.

*Last Name: _____

* First Name: _____

Middle Initial: _____

* Address: _____

* City: _____

* State: _____

* Zip _____

* Telephone: _____

Organization, if _____
 any: _____

Position/Title: _____

Fax: _____

* E-mail: _____

URL: _____

Are you are a Federal Employee?
 (Yes or No)

Non-profit
 Government Agency
 ADR Firm
 Law Firm
 Other Business:

Services Provided

A. Environmental Dispute Resolution and Consensus Building Services.

Check each service that you have experience in providing and are willing to provide in the future:

- Mediation
- Facilitation
- Regulatory Negotiations
- Consensus Building/Policy Dialogues
- Superfund Allocation
- Neutral Evaluations/Fact Finding
- Conflict Assessment/Process Design
- Dispute Systems Design

B. Areas where you have previously worked:

- New England: CT, MA, ME, NH, RI, VT
- Mid-Atlantic: DE, MD, NY, NJ, PA, VA, WV, Washington D.C.
- Southeast: AL, FL, GA, KY, MS, NC, SC, TN
- Great Lakes: IL, IN, MI, MN, OH, WI
- North Central States: IA, KS, MO, ND, NE, SD
- South Central States: AR, LA, OK, TX
- Mountain: CO, ID, MT, WY
- Southwest: AZ, NM, NV, UT
- California
- Pacific Northwest: AK, OR, WA
- Pacific Islands: HI, Guam, and Amer. Samoa
- Atlantic Islands: PR, VI
- Foreign Countries (List below):

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C. Capacities to handle special requirements (either internal to your organization, or through subcontracting).

- Experience with complex scientific/technical issues
- Logistical support for complex cases
- Meeting summaries and reports
- Translation and Interpretation

Languages:

- Information management
- Computer support (e.g., list serve, web page)
- Access to technical experts
- Access to other ADR providers
- Evaluation of ADR processes
- Dispute resolution training
- Negotiation training
- Other:

D. Fee Structure

Hourly Rate: _____

Hourly Rate Includes: _____

Pro-bono or Reduced rates: _____ (Yes or No)

Hourly Rate does not include: _____

Comments:

Qualifying Cases*

Environmental Dispute Resolution and Consensus Building Case Descriptions:

In this section you will be asked to enter a minimum of two but a maximum of ten 20-hour environmental cases that in aggregate total 200 case hours. List only those cases in which you were the principal or a co-principal. List only those cases that have been completed in the last 10 (ten) years. See terms defined in the Glossary.

Descriptive Case Name: _____

Primary ADR Role: _____

If no ADR role listed in drop down menu (in the online application) matches appropriately, please specify another

Estimated number of case hours: _____

Case end date or expected finish date if ongoing (in MM/YYYY format): _____

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References

For two of the cases listed in Qualifying Case Experience, provide two references for each case. Please provide reference addresses and phone numbers.

NOTE: The reference information is for Institute use only and will not be available to other parties.

Case 1:

Name: _____

Telephone: _____

Address: _____

Name: _____

Telephone: _____

Address: _____

Case 2:

Name: _____

Telephone: _____

Address: _____

Name: _____

Telephone: _____

Address: _____

Additional Case Credit

Credit for work in addition to that listed in Qualifying Cases. See terms defined in the Glossary.

1. Number of environmental or public policy cases in which you served as a principal in the last 10 years. (do not count here cases used to meet the 200 case hour "Qualifying Cases" criterion)

(1, 2, 3, 4, 5 or more)

2. Total number of complex environmental or public policy cases in which you served as a principal in the last 10 years. (see definition of complex in glossary)

(1, 2, 3, 4, 5 or more)

3. Credit for environmental or public policy cases in which you served as an apprentice or junior professional in the last 10 years.

(1, 2, 3, 4, 5 or more)

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Detailed Case Information*

Provide the following descriptive information for up to 5 environmental cases that represent the nature and scope of your work.

Descriptive Case Name:

(Cases which you've added in "Qualifying Cases" will appear here, allowing you to add detailed information which will automatically correspond with previously entered Case information)

OR, if this Case isn't already listed and named in your profile, (reflected in the drop down menu above), please enter Descriptive Case Name below (up to 50 characters):

Case Type:

- | | | |
|--|---|--|
| <input type="checkbox"/> Agricultural issues | <input type="checkbox"/> Hazardous Waste | <input type="checkbox"/> Right-to-Know, Consumer Safety |
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> Insurance Coverage | <input type="checkbox"/> Solid Waste Issues |
| <input type="checkbox"/> Allocation of Liability for Damages | <input type="checkbox"/> Land Use, Growth | <input type="checkbox"/> Superfund |
| <input type="checkbox"/> Archeological, Historic Case Preservation, | <input type="checkbox"/> Radioactivity (Waste, Substances, Storage, Leakage, Transport) | <input type="checkbox"/> Transportation: Highways |
| <input type="checkbox"/> Brownfields | <input type="checkbox"/> Recycling | <input type="checkbox"/> Transportation: Mass Transit |
| <input type="checkbox"/> Coastal Zone Issues | <input type="checkbox"/> Conservation | <input type="checkbox"/> Transportation: Bridges |
| <input type="checkbox"/> Cross-cultural Issues | <input type="checkbox"/> Resource Management | <input type="checkbox"/> Transportation: Airports |
| <input type="checkbox"/> Ecosystem Management, Endangered Species | <input type="checkbox"/> Management, & Sustainable Development | <input type="checkbox"/> Transportation: Others |
| <input type="checkbox"/> Energy Issues (Conservation, Hydro, Nuclear, Oil & Gas) | <input type="checkbox"/> Landfills | <input type="checkbox"/> Treaties |
| <input type="checkbox"/> Environmental Enforcement and Permitting | <input type="checkbox"/> Military/Base Issues | <input type="checkbox"/> Urban Infrastructure (Utilities, Communication, Facilities, Sewerage, etc.) |
| <input type="checkbox"/> Environmental Justice | <input type="checkbox"/> Mining | <input type="checkbox"/> Water Management/Allocation/Rights |
| <input type="checkbox"/> Facility Siting | <input type="checkbox"/> Native American Issues | <input type="checkbox"/> Water Quality/River Basins |
| <input type="checkbox"/> Fisheries | <input type="checkbox"/> NEPA | <input type="checkbox"/> Watershed Management/Planning |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Oceans | <input type="checkbox"/> Wetlands/Estuaries |
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Oil and Gas Production | <input type="checkbox"/> Wildlife Issues |
| | <input type="checkbox"/> Pesticides, Toxic Substances | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Public Health | |
| | <input type="checkbox"/> Public Lands Issues | |

Case Narrative:

(Describe your role, types of parties, issues and outcomes of each case.)

Training Hours

Please answer the following: (see terms in Glossary)

Have you taken 24 hours of basic training *and* an additional 16 hours of advanced training in mediation, facilitation, or consensus building?

(Yes or No)

Have you provided at least 40 contact hours of training in mediation, facilitation, or consensus building?

(Yes or No)

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Have you provided at least 150 contact hours of training in mediation, facilitation, or consensus building?

(Yes or No)

Training Courses*

Course Name: _____
Course Length: _____
Year: _____
Course Sponsor/Provider: _____
Your involvement: _____

Relevant Education*

Graduate Education and Program Certifications:

Name of School: _____
City and State of School: _____
Degree or Certification achieved: _____
Focus of Degree: _____
Year of Degree: _____

Relevant Work & Volunteer Experience*

Organization: _____
Full time or Part Time: _____
Occupation, Position or Title: _____
Start Date (mm/yyyy): _____
End Date (mm/yyyy): _____

Language Skills *

Language: _____
Fluency: (Fair, Good, Excellent)

Summary & Narrative of Experience

Summary of Case Experience:

Total number of public policy and environmental cases in the last 10 years:

Average number of hours per case:

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Narrative Description of Experience: (Optional)

Summarize your experience in mediation, facilitation, and other dispute resolution services in the space below. Provide information that you believe would be useful to parties including your professional strengths and style of practice.

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- American Indian/Alaskan Native
- African American
- Asian
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White (not of Hispanic origin)

Gender:

(Male or Female)

Minority Affiliation:

Are you affiliated with an organization that is 51% or more owned by one or more minority groups?
(Yes or No)

Areas of Substantive Knowledge**Educational & Professional Experience:**

In the left column below, mark all of the categories in which you have either received a degree or certificate, or have significant professional work experience.

- Architecture, Historic Preservation
- Cultural Studies
- Building Trades Construction, Development, Real Estate
- Communications, Public Relations
- Conflict Resolution
- Economics, Finance
- Education
- Engineering
- Health: e.g., Medicine, Public Health
- International Relations
- Law
- Life Sciences (i.e.: Biology, Ecology)
- Organizational Development/Strategic Planning
- Planning, Urban Studies
- Public Interest Work
- Public Policy, Political Science, Government
- Physical Sciences: e.g., Chemistry, Physics, Geology
- Social Science: e.g., Sociology, Psychology, Mental Health
- Social Services
- Other:

Areas of Substantive Knowledge**Case Types:**

In the left-hand column below, mark all of the case categories in which you have served **as an ADR provider**.

- Agricultural issues
- Air Quality
- Allocation of Liability for Damages
- Archeological, Historic Preservation
- Brownfields

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- Coastal Zone Issues
- Cross-cultural Issues
- Ecosystem Management
- Endangered Species
- Energy Issues (Conservation, Hydro, Nuclear, Oil & Gas)
- Environmental Enforcement and Permitting
- Environmental Justice
- Facility Siting
- Fisheries
- Floodplain
- Hazardous Waste
- Land Use, Growth Management, Sustainable Development
- Landfills
- Military/Base Issues
- Mining
- Native American Issues
- NEPA
- Oceans
- Oil and Gas Production
- Pesticides, Toxic Substances
- Public Health
- Public Lands Issues
- Radioactivity (Waste, Substances, Storage, Leakage, Transport)
- Recycling, Conservation
- Resource Management
- Right-to-Know, Consumer Safety
- Solid Waste Issues
- Superfund
- Transportation: Highways
- Transportation: Mass Transit
- Transportation: Bridges
- Transportation: Other
- Treaties
- Urban Infrastructure
- Water Management/Allocation/Rights
- Water Quality/River Basins
- Watershed Management/Planning
- Wetlands/Estuaries
- Wildlife Issues
- Other:

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Conditions for Listing

Applicants who qualify for inclusion on the Roster and wish to be listed must agree to the following terms:

- a. To abide by the Model Standards of Conduct for Mediators approved by the Society of Professionals in Dispute Resolution, the American Bar Association, and the American Arbitration Association.
- b. To abide, where applicable, by the U.S. Institute for Environmental Conflict Resolution's Confidentiality Policy.
- c. To be subject to removal from the roster for good cause such as:
 - i. Submission of materially false application data;
 - ii. Failure to provide non-confidential information required by the Institute for management and evaluation of the roster;
 - iii. Failure to disclose to prospective parties any conflicts of interest or other circumstances likely to create actual or perceived bias;
 - iv. Engaging in unethical or illegal behavior pursuant to a case handled through the roster referral process;
 - v. Improper disclosure of confidential information related to a case handled through the roster referral process;
 - vi. Deviation from the Model Standards of Conduct for Mediators.

Certification

I certify that all information submitted by me on this application is correct to the best of my knowledge. I wish to be listed on the roster if found to meet the qualifications for inclusion. Moreover, I have read, understand and agree to abide by all terms set forth in the Conditions for Listing Agreement (above), of this application as a condition for listing on the roster. **I further understand that false certification may subject me to civil or criminal penalties as prescribed in 18 U.S.C. 1001.** I also understand that all information provided by me on this application is public record.

In my application, I certify that I am not currently debarred, suspended, proposed for debarment or suspension, nor have I been declared ineligible for the award of contracts by any Federal agency. You be asked to click the submit button as certification.

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