

6100 Southport
Road, Portage,
Indiana 46368
www.NIRPC.org

Phone: (219) 763-6060
Fax: (219) 762-1653



Northwestern Indiana Regional Planning Commission



NIRPC

REQUEST FOR PROPOSALS

(RFP 14-17)

Integrated Environmental Training and Workforce Development Program

Version: Final 12/30/14

Requests for alternate formats available upon request. TTY users may also dial Relay Indiana at 711.

1. TABLE OF CONTENTS

1. TABLE OF CONTENTS.....	1:2
2. NOTICE OF REQUEST FOR PROPOSALS	2:3
2.1. OPPORTUNITY SUMMARY	2:3
2.2. METHOD OF PROCUREMENT	2:3
2.3. SOLICITATION SCHEDULE	2:3
2.4. CONTACT.....	2:3
3. INSTRUCTION TO PROPOSERS.....	3:5
3.1 DEADLINE	3:5
3.2 QUESTIONS AND CONTACT INFORMATION	3:5
3.3 SUBMITTAL REQUIREMENTS	3:5
3.4 EVALUATION CRITERIA.....	3:6
3.5 WAIVER AUTHORITY	3:6
3.6 DISCLAIMER.....	3:6
4. SCOPE OF WORK.....	3:7
4.1 BACKGROUND.....	3:7
5. GENERAL TERMS AND CONDITIONS ASSOCIATED WITH EPA CONTRACTS.....	3:9
5.1 BREACHES AND DISPUTE RESOLUTION	3:9
5.2 TERMINATION PROVISIONS	3:9
5.3 ACCESS TO RECORDS	3:10
5.4 EQUAL EMPLOYMENT OPPORTUNITY	3:11
5.5 SUSPENSION AND DEBARMENT PROVISIONS	3:11
5.6 ENERGY AND ENVIRONMENTAL CONSERVATION	3:11
5.7 CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT	3:11
5.8 BYRD ANTI-LOBBYING AMENDMENT	3:11
6. ATTACHMENTS	3:12
6.1 ATTACHMENT A – TASKS	3:12
6.1.1 Partnerships	3:12
6.1.2 Task I: Outreach, Recruitment, and Screening Assistance	3:13
6.1.3 Task II: Instruction	3:14
6.2 ATTACHMENT B – PROPOSED TECHNICAL TRAINING PROJECT OUTLINE	3:18
6.3 ATTACHMENT C – PROPOSED TECHNICAL TRAINING COST AND EFFORT SUMMARY	3:21

2. NOTICE OF REQUEST FOR PROPOSALS

2.1. Opportunity Summary

The Northwestern Indiana Regional Planning Commission (NIRPC) is soliciting proposals from qualified vendors to support our application for a U.S. EPA Environmental Protection Agency Environmental Workforce and Job Training Grant, and to subsequently deliver training should we be successful in receiving this funding. Training areas to be addressed include: environmental remediation, environmental health and occupational safety to assess, remediate, and prepare brownfields sites, solid and hazardous waste material handling, environmental health and safety, green infrastructure and ecological restoration, stormwater and wastewater-related training, for the Northwest Indiana Brownfield Coalition. The Coalition is comprised of NIRPC, the Northwest Indiana Regional Development Authority, and the Cities of Gary, Hammond and East Chicago, Indiana.

NIRPC will select a qualified vendor or vendors who demonstrates the capability of providing four 10- week sessions for an average of 15 trainees per cycle in the area of brownfields and environmental occupational skills training. Training must be industry-recognized course work. The selected vendor(s) will provide training that complies with hazardous Waste Operations and Emergency Response Standards 29 CFR 1910.120, Federal-OSHA and Title 8, BISO 5192 and will be delivered by experienced, licensed instructors. Instructors must hold appropriate certifications for training as required for various topics within the state of Indiana. Certifications of completion must be recognized by brownfields general contractors as meeting the latest knowledge, skills and abilities that are looked for in selecting and retaining workers. Vendors may submit proposals for one, more, or all training services they are qualified to provide.

2.2. Method of Procurement

The method of procurement will be Competitive Negotiation.

2.3. Solicitation Schedule

RFP Released	December 30 th , 2014
Deadline to submit questions	January 9 th , 2015
Response to questions	January 14 th , 2015
Proposals Due	January 30 th , 2015
Review of Proposals	February 2 nd , 2015
Notification of Selection to include in Grant Application	February 2 nd , 2015

2.4. Contact

Kathleen Honl, Accounting and Procurement Coordinator
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage IN 46368

P: 219-763-6060 ext. 161

F: 219-762-1653

khonl@nirpc.org

3. INSTRUCTION TO PROPOSERS

3.1 Deadline

Responses to this RFP must be received by NIRPC **no later than 3:00pm CST on January 30th, 2015** in accordance with Section 2.3. Only complete, timely proposals will be considered. NIRPC, at its sole discretion, may determine whether an application is complete. NIRPC reserves the right to reject any or all Proposal(s) received for any reason.

3.2 Questions and Contact Information

NIRPC encourages vendors to submit questions related to this RFP. Please submit all questions to the NIRPC Accounting and Procurement Officer at khoni@nirpc.org, by 12:00 pm CST on January 9th, 2015. "Integrated Environmental Training and Workforce Development" must appear in the email subject line. Questions will be responded to by January 14th, 2015 at 3:00 pm CST.

3.3 Submittal Requirements

To be considered, interested parties must submit by the deadline five copies (at least one that is unbound and photocopy ready) of a proposal package that includes the following:

- Letter of interest – must be no more than two pages (note: one page is one side of an 8½" x 11" paper) in length and includes contact information and signature.
- Summary of qualifications, experience and availability – must be no more than eight pages in length. It should summarize qualifications, relevant experience and availability to have qualifications included in the US EPA Environmental Workforce and Job Training grant application. It should also identify key staff members who will be participating and qualifications of any included sub-contractors. Provide qualifications for each environmental training topic you are qualified to provide.
- Proposed approach to the process, including a proposed timeline/schedule and description of proposed partner/public involvement methods – must be no more than five pages summarizing method and approach to providing consulting services to NIRPC. Please review preliminary Training Project Outline and Timeline (Attachments B) and be sure to indicate major differences between it and the consultant's proposed approach.
- Proposed Cost and Effort Matrix (Attachment C) – must include project costs by task and also by training topic per student. Actual compensation is subject to contract negotiation.
- List of professional references - must be no more than one page listing most recent professional references and their contact information.
- A minimum of three examples of relevant written work related to workforce development and training activities: at least one of which will represent the respective environmental training (see Attachment A).

3.4 Evaluation Criteria

Interested and qualified training vendors who have experience and expertise in delivering state approved and industry recognized brownfields and environmental occupational skills training are invited to submit a proposal in accordance with the instructions indicated in this RFP. Proposals will be scored on the following criteria:

		Score	Of Total
1	Proposal meets training needs		30
2	Training meets industry standards		20
3	Cost		25
4	Proposal Demonstrates integrity, Experience, and Applicable credentials for the training offered.		25
			100

3.5 Waiver Authority

NIRPC reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to modify the anticipated timeline, to request modifications of the application, to accept or reject any or all applications received, and/or to cancel all or part of this RFP at any time prior to awards.

3.6 Disclaimer

This RFP does not commit NIRPC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. NIRPC reserves the right to accept or reject any or all applications received, negotiate with all qualified applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in its best interests.

4. SCOPE OF WORK

4.1 Background

Currently NIRPC serves as the grant recipient and administrative entity for a variety of federal and state grants related to environmental programs. NIRPC is also a co-managing partner in the Northwest Indiana Regional Brownfield Coalition (NWIBC) with the Northwest Indiana Regional Development Authority (RDA). NIRPC intends to apply for a US EPA Environmental Workforce Development and Job Training Grant during the 2015 project application period on behalf of the Northwest Indiana Brownfields Coalition. In addition to NIRPC, Brownfield Coalition members participating in this project include: Northwest Indiana Regional Development Authority, Cities of Gary, Hammond, and East Chicago and the Center for Workforce Innovations.

4.2 Proposal Requirements

The Integrated Environmental Training and Workforce Development Grant is a program intended to provide job training to qualified residents of Gary, Hammond and East Chicago. The RFP will itemize quantifiable needs, wants and what is possible, with a specific request for the consultant to describe how they would provide the planned services. The consultant will be strongly encouraged to utilize local expertise as it relates to identified activities. When possible, explicit expectations will be listed. (See Attachments for details.) In addition, the RFP will include the following information:

A. Experience with outreach/recruitment

1. Previous examples of workforce program brochures, fact sheets, flyers.
2. Identifying additional partners for local training enhancement.
3. Experience working with potential environmental employers of program graduates.

B. Training

1. Experience and Capacity to recruit qualified instructors.
2. Develop thorough training schedule (See Attachment B).
3. Provide support through training process (See Attachment C-Timeline).
4. Using guidelines set forth in the RFP, the procured consultant will offer a delivery mechanism for the aforementioned activities, including those listed in attachments A and B. The training program outline will include detailed cost information regarding curriculum instruction, course supplies, what type of support participants will require, as well as the consultant's thoughts on incidental expenses listed under Scope of Work and attachments A and B. Costs should be provided in total, and as a per student rate.
5. Capacity and experience in providing training courses in Spanish.

C. Prepare development costs as it relates to the noted activities.

NIRPC may also solicit local expertise to assist in specific training activities on an as-needed basis. Consultants will be strongly encouraged to utilize this support, i.e. example could include local land trusts to provide ecological restoration training.

Through this process, NIRPC will offer support as necessary.

- A. NIRPC will provide consultant local input and support. Support will be offered throughout the process at prescribed points (site location, recruitment services, facilitation assistance, meeting planning, organizational structure, etc.).
- B. Facilitate assistance and coordination with NWIBC and other partner organizations will be available throughout the development of the plan and program implementation. To minimize costs, meetings with the consultant will be limited, but quarterly updates are anticipated.
- C. Following completion of draft training program outline NIRPC staff and other partners will provide analysis and comments.
- D. Finalize training program outline and submit to NIRPC no later than 60 days after the execution of a contract for services.

5. GENERAL TERMS AND CONDITIONS ASSOCIATED WITH EPA CONTRACTS

5.1 Breaches and Dispute Resolution

The following provisions have been developed by the Northwestern Indiana Regional Planning Commission in accordance with 40 CFR 30.63.

Disputes: Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of the Commission's Contracting Officer. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the Contracting Officer. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Contracting Officer shall be binding upon the Contractor and the Contractor shall abide by the decision. If an agreement cannot be reached, the EPA disputes decision official will provide a written final decision. The EPA disputes decision official is the individual designated by the award official to resolve disputes concerning assistance agreements. If the dispute cannot be resolved the procedures outlined at 40 CFR part 31, subpart F, should be followed.

Performance during Dispute: Unless otherwise directed by the Commission, the Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages: Should either party to the Agreement suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

Remedies: Unless this Agreement provides otherwise, all claims, counterclaims, disputes and other matters in question between the Commission and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Indiana.

Rights and Remedies: The duties and obligations imposed by the Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the Commission or the Contractor shall constitute a waiver of any right or duty afforded any of them under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

5.2 Termination Provisions

The following provisions have been developed by the Northwestern Indiana Regional Planning Commission in accordance with 40 CFR 30.61.

Termination for Convenience: The Commission may terminate this contract in whole or in part, for the Commission's convenience or because of the failure of the Contractor to fulfill the contract obligations. The Commission shall terminate by delivering to the Contractor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Contracting Officer all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process.

If the termination is for the convenience of the Commission, the Contracting Officer shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services.

Termination for Default: If the Contractor does not deliver the goods or services provided by this solicitation in accordance with the provisions contained herein, or if the Contractor fails to perform in the manner called for with regard to other provisions of a contract awarded in conjunction with this solicitation, the Commission may notify the Contractor of its intention to terminate this contract for default. The Proposer shall be allowed fifteen (15) calendar days after receipt of the notice of intent to terminate for default in which to rectify the problems that were cause for such notice. Termination shall be effected by serving a final notice of termination on the Contractor setting forth the manner in which the Contractor may be paid for only items delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the Commission that the Contractor had an excusable reason for not performing, such as a strike, fire, flood, or other events which are not the fault of, or are beyond the control of the Proposer, the Commission after setting up a new delivery or performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

Opportunity to Cure: The Commission in its sole discretion may, in the case of a termination for breach or default, allow the Contractor 30 days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to the Commission's satisfaction the breach or default or any of the terms, covenants, or conditions of this Contract within [ten (10) days] after receipt by Contractor or written notice from Commission setting forth the nature of said breach or default, the Commission shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude the Commission from also pursuing all available remedies against Contractor and its sureties for said breach or default.

5.3 Access to Records

The following access to records requirements apply to this Agreement:

In accordance with 40 CFR 30.48(d), the Contractor agrees to provide the Comptroller General of the United States or any of their authorized representatives access to any books,

documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

5.4 Equal Employment Opportunity

Contractor must comply with Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

5.5 Suspension and Debarment Provisions

No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than Executive Order 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

5.6 Energy and Environmental Conservation

Contractors must give preference to the extent practicable and economically feasible, to products and services that conserve natural resources and protect the environment and are energy efficient (40 CFR 30.44(a)(3)(vi)).

5.7 Clean Air Act and the Federal Water Pollution Control Act

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). Violations shall be reported to the Regional Office of the Environmental Protection Agency (EPA).

5.8 Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, *et seq.*]:

Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

6. ATTACHMENTS

6.1 Attachment A – Tasks

6.1.1 Partnerships

NIRPC has built a broad network of relationships with community organizations, social services agencies, employers and educational institutions. The partnerships will serve as a key component in the outreach, screening and recruitment processes. It is vital for NIRPC to utilize a collaborative approach throughout the **Outreach, Recruitment and Screening, Instruction, Program Management and Reporting and Placement, Retention and Tracking** tasks outlined in this work plan.

The partners, stakeholders and employers involved in the Integrated Environmental Training and Workforce Development Program are listed in the chart below:

Organization	Purpose	Role
NIRPC	NIRPC is the Northwestern Indiana Council of Governments. One of our purposes is to facilitate regional cooperation and planning in Lake, Porter, and LaPorte Counties of Indiana.	As the applicant, NIRPC will administer the Federal Grant should the project be funded, acting as the fiscal agent for all contracted services. NIRPC will also provide outreach about the program through our various communication tools.
Center for Workforce Innovations (CWI)	Serve region in job placement and workforce development needs	Will serve as case manager for training program participants including applicant screening, assessment, career planning, one-on-one ongoing counseling. They will also provide general workplace expectation training, and possibly assist with credentialing and placement. As manager of Indiana’s Region 1 Work One program, CWI can also integrate the program with other workforce development efforts in the area.
City of Gary City of Hammond City of East Chicago	Local Government	Will undertake student recruitment within their municipalities, assist with pre-screening of applicants, provide training venues when needed, provide input into materials and needs. May provide assistance with employer outreach and marketing of graduates and local specific needs and ordinances. .
RDA	Regional Economic Development	Coordinates the NWIBC, including meeting facilitation, outreach and marketing.

6.1.2 Task I: Outreach, Recruitment, and Screening Assistance

Outreach, Recruitment, and Screening will be primarily conducted by the NWIBC Members and Partners. The procured training services provider(s) should demonstrate experience and ability to assist with of these tasks as follows:

1. Outreach

The selected training contractor will assist with this task through provision of marketing material specific to course contact. Experience with outreach related in job training specific to environmental workforce development will be a plus to advise the Coalition members in this effort.

A key factor in the outreach step of the process is educating possible employers, partners and stakeholders on the program goals, objectives and outcomes in order for them to relay the information to potential trainees. The training service provider(s) can assist with this through their experience networking and working with potential employers to place students in experiential learning opportunities and future employment.

2. Recruitment

A recruitment plan will be developed and implemented by the NWIBC executed specific to the needs of unemployed and underemployed individuals for training and careers in the targeted environmental fields, as well as expressed needs for employers in the region. The selected training services providers will be asked to provide advice in developing the recruitment plan based on their experience.

3. Screening

Interested candidates will attend one of several initial informational sessions held in the three NWIBC cities. Cities may pre-screen individuals. CWI will conduct assessment and final candidate screening through Work One offices. Selected training provider(s) will provide input on student skills screening processes appropriate to the course material they will be teaching.

Candidate Screening performed by the NWIBC may include:

- City recommended candidates meet one-on-one with CWI case workers for additional program information and to answer any questions.
- Candidates will then fill out a program application and profile form (education, work history, skills, certifications, etc.) and complete a short pre-assessment called Career Ready 101, which measures math, reading and locating skills.
- Candidates will also be given a medical history form to fill out to ensure no health concerns will interfere with job performance.
- ACT WorkKeys jobs skills assessment may be scheduled on an individual basis. ACT WorkKeys is a nationally-recognized job skills/aptitude assessment system that helps employers select, hire, train, develop and retain a high- performance workforce. The tests measures foundational and soft skills and offers specialized assessments to target institutional

- needs (math and reading).
- Those individuals successfully completing the ACT WorkKeys assessments in Applied Mathematics, Locating Information and Reading for Information may earn an ACT National Career Readiness Certificate (NCRC). A minimum WorkKeys score that will show potential success in the environmental workforce job training program will be determined in consultation with experienced employers and the selected training service provider(s). Candidates will be responsible for maintaining an updated profile at WorkOne. As the manager of Work One for our region of Indiana, CWI has access to an expanded network and tools. Through utilization of these resources, CWI staff also provides workforce development informational curriculum, computer training, resume building, etc.
- Documentation: In addition to an application, candidates will submit a driver's license/state I.D., birth certificate, High School Diploma/GED, proof of residency, proof of income and social security card. Candidates who provide all of the required documentation are invited to participate in the Try-Outs selection process.
- Selection: Finalists are selected by an evaluation committee comprised of NWIBC partners as well selected training provider(s) with the hiring of an experienced consultant, the NWIBC program will utilize previous training graduates from other training programs throughout the Try-Outs and selection process. Those candidates who are not selected will be referred back to their referring organization or to other programs designed to address their needs.
- Program Orientation: NWIBC will conduct orientation prior to the commencement of technical skills training. All admitted candidates are required to attend the three-hour session that addresses: program goals, objectives and expectations, introduction to the target industries and introduction to environmental justice and stewardship. Industry representatives will be invited as guest speakers. Furthermore, all participants in the Program Orientation will be required to complete drug screening. Ultimately, those that pass the drug screening will become trainees.

6.1.3 Task II: Instruction

4. Technical Training

NIRPC would like to provide a core-curriculum common to all program participants, as well as several optional courses of study that students may choose from based on aptitude and interest including: Wastewater Treatment and Collection Systems, Solid and Hazardous Waste Management, Brownfield remediation, and Healthy Homes.

During the first two years, NIRPC proposed that three training cycles be conducted. One training cycle will be conducted in each of the NWIBC cities. Spanish materials should be available for all cycles. A total of 90 trainees are anticipated to be served with approximately 30 participants per cycle.

All of the selected course must match the needs of employers engaged in environmental activities in the participating cities, and will provide certifications necessary for workers to readily enter the workforce. NWIBC partners through their local networks will make every effort to provide each student with an opportunity to be assigned to a hands-on worksite for at least 40 hours, supervised by a trainer, to apply classroom learning. These worksites will be identified by community partners or by a local government. Students not only gain meaningful work experiences, but also perform valuable community service that contributes directly to local neighborhood revitalization and environmental protection efforts.

All courses will be offered, Monday – Friday, 8:00am to 5:00pm. On-line courses will be considered for those training courses which do not require hand-on elements. Participants are expected to attend class on time, every day. Scheduling of training cycles will depend upon the timeline of the grant contract should NIRPC and the NWIBC be successful in their FY2015 Grant Application, hours necessary to obtain key certifications, and to the extent practicable to align with state certification test schedules. It is NIRPC and the NWIBC's intent to keep the timetable flexible and to remain responsive to the volatile market and applicant pool. Applicant should provide suggested time tables. Availability of course materials in Spanish should be included.

The four training modules are listed below:

1. Core Curriculum – 3 weeks – all participants

All participants will be required to complete 62 hours in core technical training courses and receive certifications in 10-hour Occupational Safety and Health Administration (OSHA) for Construction, 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER), 4-Hour OSHA Hazard Communications, and 8-hour First Aid/CPR/Automated External Defibrillator (AED). In addition, all will receive approximately 4 hours of Environmental Justice, 4 Hour Introduction to Environmental Careers, 8 hours of Environmental Education and Outreach, 8 hours of Essential Employee Skills, and 16 hours of Entrepreneurship Training via NWIBC Partners.

2. Waste Water/Water Operator Apprentice Certification Test Prep Course – 7 weeks

An overall suite of training courses that prepare participants to complete the application and certification exam for an Indiana Waste Water Treatment Plant Operator Apprentice Certification. Courses involved in certification exam preparation should include: Asbestos 16-hour Operation and Maintenance, OSHA Confined Space Safety, Basic Wastewater, Operator Handbook, Operation & Maintenance of Wastewater Treatment Plant, Operation & Maintenance of Wastewater Collection Systems and Basic Math & Hydraulics for Wastewater Collection Systems. Curriculum will provide operators with the basic knowledge of wastewater treatment plant components and treatment methods used with varying degrees of complexity. It also covers all core areas of water treatment including: detailed treatment processes and systems, emerging technologies, mathematics, and complex chlorine and chemical problem solving involving

flow and filtration rates and enhanced safety components. Troubleshooting tips, maintenance details, and introductory management practices are also covered.

Curriculum should be tied closely to requirements to Indiana requirements to obtain Operator Certification. The proposed training provides the classroom basis for the state examination and more than satisfies employers' needs for entry level positions in waste water management. Furthermore, the "Basic Math and Hydraulics for Waste Water Collection Systems" course addresses a key need identified by prospective employers: the lack of necessary math skills among recruits. After their initial hire, the proposed training will allow training graduates to more quickly obtain state certification and advance into a secure, long term career.

3. Environmental Remediation and Inspection – 4 Weeks

Trainees will complete approximately 150 hours in the Remediation Worker Track. Courses involved in this program include: Brownfield Overview, Asbestos Abatement Worker, Asbestos Building Inspector, Asbestos Contractor, Emergency Response Technician, Waste Site Cleanup/UST Removal Worker, Stormwater Management for Construction Activities, and Urban Building Deconstruction and Materials Recovery, and Indiana Qualified Illegal Drug Lab Inspector.

Environmental remediation courses must meet or exceed OSHA guidelines, EPA standards and the requirements established by Indiana licensing entities. Curricula and instructional materials may be provided by the consultant, or will need to be developed and refined for Northwest Indiana. Instruction will be based on widely accepted adult learning principles, applying student-centered, cooperative learning and interactive multi-modal teaching strategies such as role-playing, real life simulations, critical incidents and games.

4. Healthy Home and Environment Track – 3 weeks

Trainees will receive Lead Paint Awareness, Lead Paint Inspector, Lead Abatement Worker, Mold Awareness Specialist, Mold Remediation, and Healthy Homes Specialist Certification. Curriculum will properly train individuals with the basics for control and removal of lead-based paint following the EPA Model Curriculum and includes extensive hands-on activities and demonstrations, as well as provide basic material information and products commonly containing asbestos, relevant Federal, State, and local regulatory requirements and health effects of asbestos exposure and provides guidelines for the remediation/cleanup of mold and moisture problems in buildings.

Application control from the Purdue Pesticide Program including: Pesticide Applicator Core, , Category 3b Turf, Category 7b Termite Treatment, Category 8

Mosquito Control, Category 12 Wood Pest Inspection with an introduction to Integrated Pest Management.

5. Solid Waste and Hazardous Materials Management – 4 weeks

Solid Waste and Hazardous Materials Management Track will include courses in Managing Solid and Hazardous Wastes, Master Recycler, Emergency Response Technician, Intro to Hazardous Materials Management, DOT Hazardous Materials Transportation/Shipping Certification, HAZWOPER for RCRA Treatment, Storage, and Disposal Facilities Worker, National Waste and Recycling Association Safe Driver, Solid Waste Management Certification, Asbestos for Operation and Maintenance Workers, and Section 608 Certified Refrigerant Technician.

6. Green Infrastructure and Stormwater Track – 3 weeks

This track will also include training on a variety of green infrastructure best management practices, including rain barrels, rain gardens, natural habitat restoration, and urban tree management. Students will also attend one week of training for commercial pesticide applicators.

7. CDL/Operating Engineer Preparation – 4 weeks

This Track is a supplemental track for the Brownfield Remediation, Solid Waste and Hazardous Materials Management, and Green Infrastructure Stormwater Management Track. The course will prepare select students to obtain a CDL potentially enter the Indiana Plan Operating Engineer Program. CDL is needed for many environmental remediation and solid and hazardous waste management employment opportunities. Operating Engineers is a longer course of study with many employment opportunities related to brownfield remediation and green infrastructure retrofit and construction. Due to anticipated costs, this track will be provided to a limited number of students.

8. 40 Hours Hands On Experiential Learning – 1 Week

The NWIBC members and partners will recruit employers and labor organizations to provide 40 hours of experiential hands on learning in work or job shadowing related to their training courses.

6.2 Attachment B – Proposed Technical Training Project Outline

Proposed Training Program Outline					
COURSE NAME/CURRICULUM TOPIC	LEVEL OF TRAINING	STATE/ FED/NGO CERTIFICATION	# OF HRS	# of Sessions	# Students
Core Environmental Courses					
40 hr HAZWOPER	Advanced	OSHA	40	3	90
10 hr OSHA General Construction Industry	Advanced	OSHA	10	3	90
4 Hour OSHA Hazard Communication		OSHA	4	3	90
8 hr First Aid/CPR/AED	Advanced	American Red Cross	8	3	90
Brownfield Remediation/Urban Demolition Worker Track					
Brownfield Remediation Overview			4	3	
Asbestos Abatement Worker	Advanced	IDEM	32	3	15
Asbestos Building Inspector	Advanced	IDEM	24	3	15
Emergency Response Technician	Advanced		24	3	15
Waste Site Cleanup/UST Removal Worker	Advanced	IDEM	40	3	15
Indiana Qualified Illegal Drug Lab Inspector	Advanced	IDEM	24	3	15
Indiana Qualified Illegal Drug Lab Cleanup	Advanced	IDEM	8	3	15
Erosion and Sediment Control for Construction Sites	Advanced	IDEM	6	3	15
Construction and Demolition Waste Management and Recycling	Advanced		8	3	15
Urban Deconstruction and Material Recovery	Advanced		16	3	15
WASTE WATER TREATMENT AND COLLECTION SYSTEMS TRACK					

Asbestos 16 hr O & M	Advanced	OSHA	16	1	10
Operation & Maintenance of Wastewater Treatment Plants	Advanced	IDEM	50	1	10
Operation & Maintenance of Wastewater Collection Systems	Advanced	IDEM	50	1	10
Basic Math & Hydraulics for Wastewater Collection Systems*	Advanced	IDEM	10	1	10
Confined Space Entry		OSHA	5	1	10
Healthy Home Track					
Healthy Homes Specialist Certification		NEHA	16	3	15
8 hr Mold Awareness			8	3	15
Mold Remediation	Advanced	NEHA	16	3	15
Lead Paint Rule Awareness		IDEM	2	3	15
Lead Paint Inspector	Advanced	EPA	24	3	15
Lead Paint Abatement Worker	Advanced	OSHA, ID EM, EPA	16	3	15
Home Energy Auditor	Advanced	BPI/RESNET	40	3	15
Pest Management/Vector Control	Pesticide Applicator Core	Indiana Office of State Chemist (OISC)	8	3	15
Wood Pest Inspection	Category 12	OISC	8	3	15
Termite Treatment	Category 7b	OISC	8	3	15
Mosquito Control	Category 8	OISC	8	3	15
Turf	Category 3b	OISC	8	3	15
Integrated Pest Management Practices			8	3	15
Green Infrastructure and Environmental Restoration Track					
Green Infrastructure (Rain Barrels, Rain Gardens, Urban Tree Management)			24	3	15
Natural Area Restoration/Native Landscape Techniques			40	3	15

Integrated Pest Management Practices			4	3	15
Pest Management/Vector Control	Pesticide Applicator Core	Indiana Office of State Chemist (OISC)	8	3	15
Commercial Applicator -Turf	Category 3b	OISC	8	3	15
Commercial Applicator - Ornamentals	Category 3a	OISC	8	3	15
Solid and Hazardous Waste Management					
Solid and Hazardous Waste Intro	Advanced		8	3	15
Intro to Hazardous Materials Management	Advanced		28	3	15
HAZWOPER/RCRA TSDF Worker	Advanced	OSHA	24	3	15
Hazardous Materials Transportation Cert.	Advanced	DOT	16	3	15
National Waste and Recycling Assoc Safe Driver	Advanced			3	15
Master Composter			8	3	15
Master Recycling			8	3	15
Asbestos for Operation and Maintenance Workers	Advanced	OSHA	16	3	15
Intro to Ecycling	Advanced		4	3	15
Waste Screening at Solid Waste Management Facilities	Advanced	SWANA	8	3	15
Collection Operations Basics	Advanced	SWANA	8	3	15

COURSE NAME/CURRICULUM TOPIC	STATE/ FED/NGO CERTIFICATI ON	# OF HRS For training Topic	Sessi ons	Potentia l Student # per session	Included Qualifications to provide this course	Materials available in Spanish	Cost per student \$	Includes
Brownfield Remediation/Urban Demolition Worker Track								
Brownfield Remediation Overview			3	15				
Asbestos Building Inspector	IDEM		3	15				
Emergency Response Technician			3	15				
Waste Site Cleanup/UST Removal Worker	IDEM		3	15				
Indiana Qualified Illegal Drug Lab Inspector	IDEM		3	15				
Indiana Qualified Illegal Drug Lab Cleanup	IDEM		3	15				
Erosion and Sediment Control for Construction Sites	IDEM		3	15				
Construction and Demolition Waste Management and Recycling			3	15				
Urban Deconstruction and Material Recovery			3	15				

Healthy Home Track									
Healthy Homes Specialist Certification	3	NEHA	16	3	15				
8 hr Mold Awareness	3		8	3	15				
Mold Remediation	Advanced	NEHA		3	15				
Lead Paint Rule Awareness		IDEM		3	15				
Lead Paint Inspector	Advanced	EPA		3	15				
Lead Paint Abatement Worker	Advanced	OSHA, IDE M, EPA		3	15				
Home Energy Auditor	Advanced	BPI/RESNET		3	15				
Pest Management/Vector Control	Pesticide Applicator Core	Indiana Office of State Chemist (OISC)	8	3	15				
Wood Pest Inspection	Category 12	OISC	8	3	15				
Termite Treatment	Category 7b	OISC	8	3	15				
Mosquito Control	Category 8	OISC	8	3	15				
Turf	Category 3b	OISC	8	3	15				
Integrated Pest Management Practices			8	3	15				

Green Infrastructure and Environmental Restoration Track									
Green Infrastructure (Rain Barrels, Rain Gardens, Urban Tree Management)				3	15				
Natural Area Restoration/Native Landscape Techniques				3	15				
Integrated Pest Management Practices				3	15				
Pest Management/Vector Control	Pesticide Applicator Core	Indiana Office of State Chemist (OISC)	8	3	15				
Commercial Applicator -Turf	Category 3b	OISC	8	3	15				
Commercial Applicator - Ornamentals	Category 3a	OISC	8	3	15				

Solid and Hazardous Waste Management									
Solid and Hazardous Waste Intro	Advanced		8	3	15				
Intro to Hazardous Materials Management	Advanced			3	15				
HAZWOPER/RCRA TSDF Worker	Advanced	OSHA	24	3	15				
Hazardous Materials Transportation Cert.	Advanced	DOT	16	3	15				
National Waste and Recycling Assoc Safe Driver	Advanced			3	15				
Master Composter				3	15				
Master Recycling				3	15				
Asbestos for Operation and Maintenance Workers	Advanced	OSHA	16	3	15				
Intro to Eycling	Advanced			3	15				
Waste Screening at Solid Waste Management Facilities	Advanced	SWANA		3	15				
Collection Operations Basics	Advanced	SWANA		3	15				