

SCOPE OF WORK
Indian Health Service and Environmental Protection Agency Interagency Agreement
April 21, 2016

I. Project Title:

Tribal Solid Waste Code and Ordinance Training Program

II. Brief description of the project:

The EPA and IHS are interested in helping ensure tribal communities have the assistance necessary to develop and implement community appropriate and effective solid waste enforcement codes and ordinances. The purpose of the work is to provide tribes with information and resources, both in training course formats and through direct technical and legal assistance, on crafting solid waste codes; getting the codes approved through their tribal governments and implementing the codes.

This project is supported by an existing MOU (attached) for the Infrastructure Task Force, a multi-agency federal agreement between the Department of Health and Human Services (DHHS), Environmental Protection Agency (EPA), Department of Agriculture (USDA), Department of Housing and Urban Development (HUD), and Department of the Interior (DOI). The MOU agreement sets a common goal to assist tribes in improving quality of life by providing infrastructure and promoting sustainable practices to support the provision of safe drinking water and basic sanitation (including waste management) for tribal communities.

The IA will support a five-year (5) contract and will initially be awarded for 1-year with 4 option years. The option years will be awarded based on the performance of the contractor by contract project officer and the availability of funds.

III. Background information and general project objectives

As of November 2014 the Indian Health Service (IHS) in coordination with the Environmental Protection Agency (EPA) identified over 2,639 active open dump sites throughout Indian country. Open dumps can pose a public health risk to the community due the potential to increase rodent populations and act as mosquito breeding grounds. Rodents and mosquitos are vectors for the transmission diseases that can impact the public living and working near open dumps. Open dumps can also increase the risk of fires and contamination of wells and surface waters.

EPA has provided technical assistance to tribes for the development of integrated solid waste management plans (ISWMP). Over the last 8 years (FY 2007 to FY 2014) EPA estimates that 154 of 567 tribes have developed some type of ISWMP. Developing an ISWMP is a necessary first step in organizing a community's approach to handling solid waste. In Indian country tribal governments, environmental officials and the community members play an important role in the developing an ISWMP and all must continue to be involved if the plan is to be successfully implemented.

A critical piece in implementing an ISWMP is having solid waste codes with enforcement mechanisms. These solid waste management codes and ordinances form the legal basis for how solid waste should be disposed and identifies the consequences when actions related to waste management practices are not

followed. Solid waste codes and ordinances with enforcement mechanisms empower tribal communities to be able to act to bring into compliance individuals or other entities not following required codes.

Open dumping activities are prohibited by federal and most state laws, but enforcement by local authorities is typically done under local codes, which maybe not exist or be less stringent then is needed to arrest open dumping practices. Tribes without or insufficient solid waste codes and ordinances are inviting illegal dumping practices in their communities.

This project is consistent with the 1992 Indian Environmental General Assistance Program statute by providing federally recognized tribal governments with “technical assistance” for “planning, developing, and establishing the capability to implement [...] solid and hazardous waste programs for Indian lands [...] in accordance with the purposes and requirements of [...] the Solid Waste Disposal Act (42 U.S.C. 6901 et seq.)” (Indian Environmental General Assistance Program Act of 1992, 42 U.S.C. §4368b)

IV. Overall Time Table and Deliverables/Milestones

The IA will support a five-year (5) contract and will initially be awarded for 1-year with 4 option years. The option years will be awarded based on the performance of the contractor by contract project officer and the availability of funds. Below is a list of tasks with associated deliverables. A summary of all deliverables is expressed in a chart at the end of this section.

The Contractor will perform the following tasks:

Task 0: Project Oversight

This task also includes at a minimum monthly (1 time per quarter) telephone conferences between the WAM and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports pursuant to the contract.

This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverable 0.0	Monthly progress and financial reports
Deliverable 0.1	Telephone coordination calls

Task 1 Course Material Development

The Contractor will develop the course materials necessary to support the delivery of a 20 hour training course focused on the development and implementation of tribal solid waste codes and ordinances. The course should include classroom instruction, small group activities and discussion, mock scenarios that will allow attendees to put what they have learned into practice.

The tribal solid waste codes and ordinances course will include the following elements:

- Participant introductions
- Data gathering activities to support code development
- Working within tribal governments
- Strategies for cultivating public, legal and governmental support for codes

- Selecting community appropriate implementation and enforcement approaches
- Small group and role playing activities to reinforce lecture content

The Contractor should develop and deliver these materials using tribal environmental professionals and legal experts with experience in assisting tribes in developing and implementation of solid waste codes and ordinances. The Contractor should identify tribal environmental professionals and legal experts as instructors to prepare and provide the training that have direct experience in drafting, cultivating community support and/or overseeing implementation and enforcement.

The training materials should also include a flow chart that will allow the attendees and the Contractor to track and report on their progress from initial concept to implementation of their solid waste management code and ordinance.

The Contractor shall provide a copy of the draft training materials which shall include: course agenda, training session objective, presenter’s biography, presentations and handouts. The project officer will review and provide comments on the draft training materials. The Contractor will review and revise the materials based on the comments received.

Deliverable 1.0	Draft Training Materials
Deliverable 1.1	Final Training Materials

Task 2 Training Venue, Attendee Identification and Screening Method

The Contractor will identify 2 meeting venues that are conveniently located for meeting attendance and that meet the requirements for delivery of the course training materials. The number of attendees should be limited by the Contractor to maximize discussion and interaction among the attendees and instructors but each training session should not include more than 25 attendees.

The Contractor should target course attendees from tribes that have completed integrated solid waste management plans, but lack operable solid waste codes and ordinances. The Contractor shall attempt to maximize representation by as many tribes as possible located in diverse geographic locations. The EPA can provide assistance to the Contractor in identifying those tribes with integrated solid waste management plans and IHS can provide the Contractor data on locations of open dumps to assist with identifying potential attendees.

The Contractor shall require as part of the training application the applicant demonstrate the tribe they are affiliated with is committed to developing/revising and implementing a solid waste management code and ordinances within 12 to 18 months of completing the training course. This demonstration shall be from the tribal council or equivalent authoritative tribal governmental body.

The Contractor shall identify the venues of the proposed trainings and describe how they intend to target and screen meeting attendees. The project officer will review the proposed venues and draft approach and provide recommendations prior to finalization. The Contractor will revise the proposed training venues and draft applicant identification and screening methods base on comments received from the project officer.

Deliverable 2.0	Proposed Training Venues
Deliverable 2.1	Confirmation of Training Venues
Deliverable 2.2	Draft Applicant Identification and Screening Methods

Task 3 Training Delivery

The Contractor shall be responsible for delivering the training materials at the venues approved by the project officer. The Contractor will be responsible for making all necessary reservations and arrangements for the meeting venue including lodging. The Contractor shall be responsible for supporting the lodging (room and tax only) and per-diem costs for all attendees. Transportation cost to the event should be responsibility of the attendees. If the Contractor determines there are acceptable applicants that do not have the support for their transportation cost to the training the Contractor shall notify the project officer and on a case by case basis they will be considered for travel support outside of this contract.

The Contractor shall provide a list of the identified attendees that includes: name, title, tribal affiliation, work address, email and telephone. Additionally, copies of the document(s) submitted indicating the attendees affiliated tribe's support for developing a solid waste code and ordinance within 18 months of completing the training.

The Contractor shall provide each attendee that successfully completes the training a certificate. The certificate shall include the logos from the EPA and IHS.

After completing the training the Contractor shall provide a report that summarizes the comments provided by the course attendees and any recommended changes to the training materials based on comments received by the course participants and/or the Contractors observations. The body of this report should not be more than 3 to 5 pages in length. A separate report should be prepared for each training session.

Deliverable 3.0 Attendee Information
Deliverable 3.1 Training Session Summary Report

Task 4 Training Follow-up Support

After training completion the Contractor shall make legal and technical staff available by phone, email and/or web based meeting communication to provide one-on-one assistance to training graduates in developing and implementing their solid waste codes and ordinances. These consultative services shall be provided free of charge to the graduates of the training course. For the purpose of estimating the amount of staff time necessary the Contractor shall assume they will provide 5 hours of staff assistance per attendee.

On an annual basis the Contractor will reach out to those attendees that have not followed-up with a request for assistance, to determine where their affiliated tribe is in development and implementation of their solid waste codes and ordinances. The results of this follow-up will be included in a report, if there is no response from the attendees this will be noted in the report. The report should indicate by tribe the stage of the solid waste codes and ordinance they are in accordance with the flow chart developed under Task 1.

As part of the follow-up, if the Contractor determines that a tribe has completed solid waste codes and ordinances they shall request permission from the tribe to include their codes and ordinances as part of a library of future training and outreach material efforts to be completed outside of this Contract. The

examples of completed codes and ordinances and the permission to distribute them from the tribe shall be included as an appendix in the follow-up report.

Deliverable 4.0 Training Participant Follow-up Report

Task 5 Implementation Evaluation Guidance Development

The Contractor shall develop a step-by-step guide for evaluating how solid waste codes and ordinances are being implemented in tribal communities. The guidance should include sections on evaluating the following: community support, compliance and enforcement effectiveness. The audience for the guide should be the EPA, tribal environmental directors and tribal leaders. The guide should be succinct and no more than 20 to 25 pages in length.

- Deliverable 5.0 Assessment Guideline Outline
- Deliverable 5.1 Draft Assessment Guideline
- Deliverable 5.2 Final Assessment Guideline

Project Pricing

In response to the project solicitation the Contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks. The work plan shall include a description of: (a) proposed staff; (b) the number of hours for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. Resumes of the staff proposed by the Contractor for use in supporting this contract shall be provided. The project pricing should be submitted in the following format:

Task	Name	Unit	Quantity	Unit Cost	Task Cost
0	Project Oversight	Lump Sum	1		
1	Course Material Development	Lump Sum	1		
2	Training Venue, Attendee Identification and Screening Method Development	Lump Sum	1		
3	Training Delivery (Excluding Attendee Travel Cost)	Lump Sum	1		
	Training Delivery Hotel and Pre-diem Cost (25 attendees X 2 training sessions)	Per Attendee	50		
4	Training Follow-up Support	Lump Sum	1		
5	Implementation Evaluation Guidance Development	Lump Sum	1		
Total Cost					

Schedule of Deliverables

Deliverable	Name	Date Due to Project Manager
0.0	Monthly progress and financial reports	Per Contract Officer Direction
0.1	Telephone coordination calls	Quarterly at the direction of the Project Manager
1.0	Draft Training Materials	10 business days following the award of the contract
1.1	Final Training Materials	5 business days following receipt of comments on deliverable 1.0
2.0	Proposed Training Venues	No greater than 30 business days from award of the contract.
2.1	Confirmation of Training Venue	5 business days after approval of Task 2.0
3.0	Attendee Information	No later than 30 business days before scheduled training session.
3.1	Training Session Summary Report	No later than 10 business days following completion of the training event.
4.0	Training Participant Follow-up Report	11 months after the award of the Contract.
5.0	Assessment Guideline Outline	15 business days after receiving technical direction from the project manager
5.1	Draft Assessment Guideline	60 business days after receiving comment from the project manager on Deliverable 5.0
5.2	Final Assessment Guideline	30 business days after receiving comments from project manager on Deliverable 5.1

V. Anticipated outcomes

- Tribes building regulatory program capacity (solid waste enforcement codes and ordinance) that is community appropriate and effective.
- Provide a library of resources for tribes including training course materials and example codes/ordinances to assist in the building of tribal regulatory program capacity.

VI. Proposed Budget – see attached excel spreadsheet

- a. Tab 1: Summary of budget and breakdown of agency contribution
- b. Tab 2: Year 1 budget breakdown
- c. Tab 3: Year 2 -5 budget breakdown