



NEW HAVEN PUBLIC SCHOOLS

NON-FINANCIAL AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Capitol Region Education Council

Doing Business As, if applicable: Green STEP

Business Address: 111 Charter Oak, Hartford, CT

Business Phone: 860-524-4096

Business email: slong@crec.org

Funding Source & Acct # including location code: No Cost/Non Financial

Principal or Supervisor: Cari Strand

Agreement Effective Dates: From 07/1/2023 To 07/1/2024

Hourly rate or per session rate or per day rate.

Total amount: n/a

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."*

A Non-Financial Agreement with CREC to provide a summer energy training and certification program for high school students and a career expo.

Submitted by: Susan Long Phone: 860-803-7035



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Robert McCain, Science Supervisor
Date: May 23, 2023
Re: Green STEP Summer Training Program

Please ***answer all questions and attach any required documentation as indicated below***. Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** Capitol Region Education Council (CREC)
2. **Description of Service:** A Non-Financial Agreement with CREC to provide a summer energy training and certification program for high school students and a career expo. Students will be paid minimum wage for attending training/certification courses and receive a bonus incentive for each certification exam they successfully pass. CREC will pay students directly.
3. **Amount** of Agreement and hourly or session cost: n/a
4. **Funding Source** and account number: No Cost/Non-Financial
5. **Continuation/renewal or new Agreement? New, the training staff are certification instructors in the building performance industry.**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? N/A
 - b. What would an alternative contractor cost: N/A
 - c. If this is a continuation, when was the last time alternative quotes were requested? N/A
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?
No, there are no staff members at the school that currently provide these trainings and certifications. The existing staff do not have the required certifications to teach building performance industry lessons or certification courses such as: LEED Green Associate; Urban Green Council GPRO Fundamentals of Building Green; OSHA 10; and the Building Performance Institute's Building Science Principles, Healthy Housing Principles, Building Analyst Technician, and Infiltration and Duct Leakage. In order to teach these courses the instructor must hold both the certification as well as an additional certification to teach the course.
6. **Type of Service:**
Answer all questions:
 - a. Professional Development? No.

- i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program? No.
- c. School Readiness or Head Start Programs? No.
- d. Other: (Please describe) - The Green Sustainability Technical Education Program (Green STEP) is a “green” workforce development program offered by Energize ConnecticutSM Sponsors Eversource and AVANGRID, Inc. subsidiaries United Illuminating, Southern Connecticut Gas and Connecticut Natural Gas. It's designed to prepare students for jobs in the green building industry. Green STEP has provided valuable industry training to the Connecticut Technical Education and Career System (CTECS) for over 10 years. Recently, the program has expanded to include all Connecticut high school students who are interested in these fields.
This summer, Green STEP will offer valuable training and industry certifications to all Connecticut high school students aged 16+. The Summer Program bridges concepts of building performance, green building, renewable energy, and energy efficiency. Courses are taught by certified industry experts with extensive backgrounds in the field. Students will have the opportunity to choose from three educational tracks: (A) Weatherization and Existing Building Upgrades, (B) HVAC and Decarbonization, and (C) Green Building & New Construction. The program will conclude with a career exposition to introduce students to green industry professionals with available job opportunities. The Summer Program is a paid-to-train program, and students will receive stipends for all training and testing time at a rate of \$15.00 per hour. Additional bonus incentives will be awarded for each exam that is successfully completed. At the end of the program, participants will attend a matchmaking event with local contractors who have available internships and career opportunities. After the career expo, students and families are invited to attend the closing ceremony where students will be awarded the certificate of completions and certifications they have earned and be recognized by the dignitaries in attendance.

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? CREC is not, but their subcontractor, Earth Forward Group, who provides these services for the Green STEP program is a woman owned business.
- b. Is the Contractor Local? Yes, CREC’s central offices are in Hartford and has several magnet schools and other services provided around the state. Earth Forward Group is also local, based in New Haven County.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes, CREC is a local not-for-profit organization.
- d. Is the Contractor a public corporation? No.
- e. Is this a renewal/continuation Agreement or a new service? New service agreement.
- f. If it is a renewal/continuation, has the cost increased? If yes, by how much? N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No. Students that participate in the Green STEP Summer Training Program will gain valuable skills and building performance industry-recognized certifications, some of which are required for jobs in the industry. These skills and certifications will make them more employable. They will also be introduced to a variety

of career tracks and introduced to building performance companies that are interested in hiring individuals with this type of experience/these certifications.

Subcontractor Information: Capitol Region Education Council (CREC) is the program manager for the Green STEP Program, which is The Green Sustainability Technical Education Program (Green STEP), a “green” workforce development program offered by Energize ConnecticutSM Sponsors Eversource and AVANGRID, Inc. subsidiaries United Illuminating, Southern Connecticut Gas and Connecticut Natural Gas. The Summer Training Program falls under the Green STEP programmatic umbrella. Earth Forward Group is paid by CREC to support the implementation of the Green STEP Program, including providing the instructors for building performance training and certifications offered through the Green STEP program.

8. Contractor Selection:

Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor’s resume.
This contractor has managed and implemented the Green STEP workforce development program for years. The Summer Training Program falls under the Green STEP programmatic umbrella. The contractor has staff members that are certified instructors for multiple building performance industry recognized certifications and trainings. The contractor is also a certification test center for the Building Performance Institute, which is an independent certifying entity for many certifications that are required in order for individuals to do work in building performance. Being a certification test center means that the contractor has the ability to administer certification exams such as Building Science Principles, Healthy Housing Principles, Building Analyst Technician, and Infiltration and Duct Leakage. All of these certifications will be offered through the Summer Training Program.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? N/A
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: N/A

9. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What specific need will this contractor address and how will the contractor’s performance be measured and monitored to ensure that the need is met?
The Green Sustainability Technical Education Program (Green STEP) is a “green” workforce development program offered by Energize ConnecticutSM Sponsors Eversource and AVANGRID, Inc. subsidiaries United Illuminating, Southern Connecticut Gas and Connecticut Natural Gas. It is designed to prepare students for jobs in the green building industry. Green STEP has provided valuable industry training to the Connecticut Technical Education and Career System (CTECS) for over 10 years. Recently, the program has expanded to include all Connecticut high school students who are interested in these fields. This summer, Green STEP will offer valuable training and industry certifications to all Connecticut high school students. The Summer Program bridges concepts of building performance, green building, renewable energy, and energy efficiency. Courses are taught by certified industry experts with extensive backgrounds

in the field. At the end of the program, participants will attend a matchmaking event with local contractors who have available internships and career opportunities. The Summer Program experiences will better position students for employment and/or higher education in these fields, which is a current need in the workforce.

b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A

c. How is this service aligned to the District Continuous Improvement Plan?

This program is part of the Science Environmental Engineering Pathway designed to provide equitable opportunities for all students by improving students skills to earn certifications in the Green Industry. This partnership with energy sponsors during the summer will allow students to earn money and Industry certifications which will qualify them to pursue job opportunities upon graduation.

10. Why do you believe this Agreement is fiscally sound? Yes, funding is provided through the utility companies as the Green Sustainability Technical Education Program (Green STEP) is a “green” workforce development program offered by Energize ConnecticutSM Sponsors Eversource and AVANGRID, Inc. subsidiaries United Illuminating, Southern Connecticut Gas and Connecticut Natural Gas.

11. What are the implications of not approving this Agreement?

Not approving this agreement will deny over 100 students the opportunity to learn about the building performance industry and the many careers that it encompasses; to gain valuable training experience and industry-recognized certifications that will make them more attractive candidates for hire; and to network with building performance industry contractors that have current and future job opportunities and are looking to hire individuals with the types of certifications that students will obtain through the Summer Training Program.



NEW HAVEN PUBLIC SCHOOLS

NON -FINANCIAL AGREEMENT

By And Between

The New Haven Board of Education

AND

Capitol Region Education Council (CREC)

FOR DEPARTMENT/PROGRAM:

Science Dept to be held at High School in the Community

This Agreement entered into on the **23rd day of May 2023**, effective (*no sooner than the day after Board of Education Approval*), the 1st day of July, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Capitol Region Education Council, “Green STEP” located at, 111 Charter Oak Ave, Hartford, CT (herein referred to as the “Contractor”).

Compensation: No Cost/Non-Financial

The maximum amount the contractor shall be paid under this agreement: No Cost/ Non-Financial

Fiscal support: No Cost/Non-Financial

This agreement shall remain in effect from July 1, 2023 to July 1, 2024.

SCOPE OF SERVICE: *Please provide brief summary of service to be provided.*

Capitol Region Education Council will deliver a Summer Training Program consisting of training and certification courses on energy and building performance to high school students aged 16+. Enrolled students will be from Connecticut’s technical and traditional high schools within and outside of the New Haven school district. This training program will be held at High School in the Community Monday through Friday from 9 AM - 3:30 PM from July 17-28, 2023.

The training and certification courses will include:

- Urban Green Council Fundamentals of Building Green
- LEED Green Associate
- Building Performance Institute Building Science Principles
- Building Performance Institute Healthy Housing Principles
- Building Performance Institute Building Analyst Technician
- Building Performance Institute Infiltration & Duct Leakage
- OSHA 10
- Heat Pump Training
- Resume & Interview Training

At the end of the program, students will attend a matchmaking event with local contractors who have available internships and career opportunities. After the career expo, students and families are invited to attend the closing ceremony where students will be awarded the certificates of completion and certifications they have earned and be recognized by the dignitaries in attendance.


Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

Exhibit B: Student Data and Privacy Agreement: Attached

APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contactors may begin service no sooner than the day after Board of Education approval.

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor' breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.

DS
DocuSigned by:

Dr. Greg J. Florio
7F866D04259D4D9...

Contractor Signature

President
New Haven Board of Education

5/25/2023

Date

Date

Capitol Region Education Council, Program Manager
Contractor Printed Name & Title
Revised: 11/27/19



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

**STUDENT DATA PRIVACY AGREEMENT
SPECIAL TERMS AND CONDITIONS**

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. § 10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student-generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

GREEN STEP SUMMER CERTIFICATION PROGRAM

Location:
High School in the Community
175 Water Street
New Haven, CT 06511

JULY 6-28, 2023 | OPEN TO ALL CT HIGH SCHOOL STUDENTS 16 YRS+



WHO WE ARE

The Green Sustainability Technical Education Program (Green STEP) is a “green” workforce development program offered by Energize ConnecticutSM Sponsors Eversource and AVANGRID, Inc. subsidiaries United Illuminating, Southern Connecticut Gas and Connecticut Natural Gas. It's designed to prepare students for jobs in the green-building industry. Green STEP has provided valuable industry training to the Connecticut Technical Education and Career System (CTECS) for over 10 years. Recently, the program has expanded to include all Connecticut high school students who are interested in these fields.

PAID SUMMER TRAINING



This summer, Green STEP will offer valuable training and industry certifications to all Connecticut high school students. The Summer Program bridges concepts of building performance, green building, renewable energy, and energy efficiency. Courses are taught by certified industry experts with extensive backgrounds in the field.

Students will have the opportunity to choose from three educational tracks: (A) Weatherization and Existing Building Upgrades, (B) HVAC and Decarbonization, and (C) Green Building & New Construction. No experience is necessary to participate. The program will conclude with a career exposition to introduce students to green industry professionals with available job opportunities.

The Summer Program is a paid-to-train program, and students will receive stipends for all training and testing time at a rate of \$15.00 per hour. Additional bonus incentives will be awarded for each exam that is successfully completed.



GREEN BUILDING & NEW CONSTRUCTION



WEATHERIZATION AND EXISTING BUILDINGS UPGRADES



HVAC AND DECARBONIZATION



<http://ow.ly/ix9Q5006ER5>
SIGN UP TODAY!

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COURSE DESCRIPTIONS

Students will have the opportunity to choose to participate in one of three educational "tracks" as outlined below. Please note that you are not required to retake certification courses that you have already completed.

TRACK A: WEATHERIZATION AND EXISTING BUILDING UPGRADES

1. BUILDING PERFORMANCE INSTITUTE (BPI) BUILDING SCIENCE PRINCIPLES (BSP)

Develop a fundamental understanding of energy-efficient home performance, gain industry terminology and learn how various building components interact and affect overall home performance. **Pre-requisite for BA-T**

July 6-7 or July 18-19 (9AM-3:30PM)

2. BUILDING PERFORMANCE INSTITUTE (BPI) BUILDING ANALYST TECHNICIAN (BA-T)

The Building Analyst Technician (BA-T) Certificate teaches students how to collect data and run diagnostic tests for whole-home assessments.

July 10-14, 17 or July 20-21, 24-27 (9AM-3:30PM)

TRACK B: HVAC AND DECARBONIZATION

1. BUILDING PERFORMANCE INSTITUTE (BPI) HEALTHY HOUSING PRINCIPLES (HHP)

Develop a fundamental understanding of energy-efficient home performance, gain widely-used industry terminology and learn how various building components interact and affect overall energy use and durability of the home. **Pre-requisite for IDL**

July 6-7 or July 17-18 (9AM-3:30PM)

2. BUILDING PERFORMANCE INSTITUTE (BPI) INFILTRATION DUCT LEAKAGE (IDL)

The Infiltration & Duct Leakage Certificate prepares students to offer blower door and duct leakage tests in compliance with IECC codes for new home construction or existing home remodels.

July 10-12 (9AM-3:30PM)

TRACK C: GREEN BUILDING & NEW CONSTRUCTION

1. URBAN GREEN COUNCIL GPRO FUNDAMENTALS OF BUILDING GREEN

Learn how different systems work together to make buildings efficient, healthy and resilient, as well as where the green building industry is headed. Learn about green building strategies and economic and health benefits of green building. **Pre-requisite for LEED-GA**

July 6 or July 20 (9AM-3:30PM)

2. USGBC LEADER IN ENERGY & ENVIRONMENTAL DESIGN, GREEN ASSOCIATE (LEED-GA)

Learn how to make a positive impact on the environment, and gain general knowledge of green building practices and how to support others working on LEED projects. The exam is ideal for those newer to sustainability and LEED.

July 7, 10-14 or July 21, 24-28 (9AM-3:30PM)

WORK-READY TRAINING COURSES AVAILABLE TO ALL TRACKS

OSHA 10-HOUR TRAINING

Gain health & safety training required on most construction job sites.

July 17-18 or July 24-25
9AM-3:30PM

RESUME & INTERVIEWING

Prepare your resumes and cover letters for green industry jobs, and learn interview-best practices.

July 19, July 20 or July 28
9AM-3:30PM

HEAT PUMPS & GEOTHERMAL

Learn the basics of heat pump technology, including heat pump water heaters and geothermal.

July 12, July 19 or July 26
9AM-3:30PM



PROGRAM SCHEDULE

<http://ow.ly/2zTN5006zws>



SIGN UP TODAY!

<http://ow.ly/ix9Q5006ER5>