

CONTRACT AMENDMENT REQUEST FORM (CARF)

CEC-276 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION



Original Agreement #	600-08-009	Amendment #	2
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Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	David Nichols	27	916-654-4604

Contractor's Legal Name	Federal ID Number
California Community Colleges Chancellor's Office	-

Revisions: (check all that apply)		
<input checked="" type="checkbox"/> Term Extension	New End Date: 06 / 30 / 2015	Include revised schedule and complete items A, B, C, D, & H below.
<input checked="" type="checkbox"/> Budget Augmentation	Amendment Amount: \$ 1,000,000	Include revised budget and complete items A, B, C, D, E, F, & H below.
<input type="checkbox"/> Budget Reallocation		Include revised budget and complete items A, B, C, D, & H below.
<input checked="" type="checkbox"/> Scope of Work Revision		Include revised scope of work and complete items A, B, C, D, & H below.
<input type="checkbox"/> Change in Project Location or Demonstration Site		Include revised scope of work and complete items A, B, C, D, G, & H below.
<input type="checkbox"/> DVBE Replacement		Include revised scope of work and complete items A, B, C, D, F, & H below.
<input type="checkbox"/> Novation/Name Change of Prime Contractor/Recipient		Include novation documentation and complete items A, C, D, & H below.
<input type="checkbox"/> Terms and Conditions Modification		Include applicable exhibits with bold/underline/strikeout and complete items A, B, C, D, & H below.

A) Business Meeting Information**Business Meeting approval is not required for the following types of Agreements:**

- Operational agreement (see CAM Manual for list) to be approved by Executive Director
 ARFVTP minor amendments delegated to Executive Director.

Proposed Business Meeting Date	09 / 11 / 2013	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	David Nichols	Time Needed:	5 minutes

Please select one list serve. Transportation (General Trans / Petroleum Issues)

Agenda Item Subject and Description

Possible approval of Amendment #2 to interagency agreement 600-08-009 with the California Community Colleges Chancellor's Office (CCCCO) to augment the agreement with an additional \$1,000,000; revise the scope of work; and extends the end term date. This amendment will allow CCCCCO to continue to develop and provide community college workforce training in alternative fuels and alternative fuel vehicle technology areas. (ARFVTP funding).

B) Amendment Justification (For contract amendments only)

- Non Competitive Bid (Attach CEC 96)
 Exempt Other Governmental Entity

C) List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

Legal Company Name:	Budget	SB	MB	DVBE
	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D) List all key partners: (attach additional sheets as necessary)

Legal Company Name:

E) Budget Information (only include amendment amount information)

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	13/14	601.118	\$1,000,000
ARFVTF			\$
ARFVTF			\$
Funding Source			\$
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$1,000,000
Explanation for "Other" selection			

CONTRACT AMENDMENT REQUEST FORM (CARF)



Reimbursement Contract #:	Federal Agreement #:
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F) Disabled Veteran Business Enterprise Program (DVBE)

1. Exempt (Interagency/Other Government Entity)

2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 Contractor is Certified DVBE
 Contractor is Subcontracting with a DVBE: _____

3. Contractor selected through CMAS or MSA with no DVBE participation.

4. Requesting DVBE Exemption (attach CEC 95)

G) California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?
 Yes (skip to question 2) No (complete the following (PRC 21065 and 14 CCR 15378)):
 Explain why Agreement is not considered a "Project":
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because this is a workforce training contract that does not involve physical changes to the environment.

2. If Agreement is considered a "Project" under CEQA:
 a) Agreement **IS** exempt. (Attach draft NOE)
 Statutory Exemption. List PRC and/or CCR section number: _____
 Categorical Exemption. List CCR section number: _____
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why Agreement is exempt under the above section:

b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)
 Check all that apply
 Initial Study Environmental Impact Report
 Negative Declaration Statement of Overriding Considerations
 Mitigated Negative Declaration

H) The following items should be attached to this ARF (as applicable)

1. Exhibit A, Scope of Work	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
2. Exhibit B, Budget Detail	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEQA Documentation	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Novation Documentation	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. CEC 105, Questionnaire for Identifying Conflicts		<input checked="" type="checkbox"/> Attached

Agreement Manager	Date	Office Manager	Date	Deputy Director	Date
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Exhibit A Scope of Work

INTRODUCTION

The objectives of this agreement are to (1) develop training programs in transportation technology and alternative fuels for use in California's community colleges, and (2) provide statewide and regional labor market information to guide future workforce development funding decisions. To achieve these objectives, the California Energy Commission (Energy Commission) is entering into this agreement with the California Community Colleges Chancellor's Office (Contractor) to create and support curricula consistent with the goals of the Alternative and Renewable Fuels and Vehicle Technology Program (ARFVTP). The Advanced Transportation Technologies and Energy (ATTE) initiative and the Centers of Excellence (COE) initiative, administered through the Contractor's Economic and Workforce Development Program, will be used to support the work performed under this agreement. The Contractor will work with the Energy Commission Contract Manager (CCM) to identify and develop programs that meet current and future ARFVTP specific training needs. The Scope of Work (SOW) of this agreement is divided into two major functional areas, identified as SOW A and SOW B.

SOW A is for curriculum development and delivery. The Contractor, through its ATTE initiative, will use and modify existing curricula, and develop new curricula to meet the training needs of the alternative fuel and advanced transportation technologies industry. SOW A also includes instructor and student training.

SOW B is for labor market information research. The Contractor, through its COE initiative shall provide occupational and industry information to identify training needs by region. The Contractor shall prepare environmental scan reports to provide regional workforce information for use by community colleges in program planning and resource development. The information in these reports will bring community colleges and industry partners together. End users of the environmental scans include other state agencies, industry associations, funding entities, and policymakers (collectively, key stakeholders). The Contractor will provide the Energy Commission and California's Employment Development Department with these environmental scan reports to support workforce assessments and surveys being conducted for the Energy Commission's Alternative and Renewable Fuels and Vehicle Technology Program.

FUNDING

The summary of funding for each Scope of Work is as follows:

Scope of Work A- ~~\$3,937,000~~ **\$4,937,000**

Scope of Work B- \$563,000

Total Agreement- ~~\$4,500,000~~ **\$5,500,000**

Details are provided in the Budget Allocation table following the SOW B Deliverables and Due Dates table.

SCOPE OF WORK A

Through this agreement, community college and quick-start programs will be developed to assist adult-education students, incumbent and unemployed workers, persons seeking a new occupation or promotion, parolees, and veterans entering the advanced transportation technology workforce.

The Energy Commission has identified five key regions in California that would realize the greatest potential benefit from job creation by expanding or creating workforce development resources. These regions were identified using the following criteria:

- Air quality non-attainment zones and severity based on ozone
- Unemployment rates exceeding 10 percent
- Poverty rates exceeding 20 percent
- Parolees exceeding 15 percent of the population

The following regions were identified as having the greatest need for job creation and associated socio-economic benefits:

1. San Joaquin Valley (Fresno, Kings, Merced, Tulare, and Madera Counties)
2. Sacramento Region (Sacramento Metropolitan, Placer, El Dorado, and Yolo-Solano Air Districts)
3. Imperial County
4. Los Angeles Region, (counties included within the South Coast Air Quality Management District's jurisdiction)
5. Modoc County

Projects funded under this agreement are not limited to these regions. If the Energy Commission identifies specific community colleges or additional regions as potential benefactors of these training programs (programs), the CCM may request the Contractor to perform assessments to determine additional program opportunities with consideration to the criteria listed above. Similarly, if the Contractor identifies specific community colleges or additional regions as potential benefactors of these programs, the Contractor will notify the CCM and upon approval, perform assessments to determine additional program opportunities with consideration to the criteria listed above.

All assessments conducted and training modules developed under this SOW must have a clear connection to transportation and alternative or renewable fuels. Module subjects may include but are not limited to the following areas:

- Alternative and renewable fuel properties
- Natural gas engine and vehicle maintenance
- Hybrid vehicle maintenance and development
- Liquefied petroleum gas (LPG) vehicle assessments

- Non-petroleum-derived diesel fuel (gas-to-liquids and Biodiesel)
- Electric vehicle maintenance
- Fuel cell vehicle maintenance
- Fuel efficiency technologies and measures for alternative fuel use
- Off-road applications operating on non-petroleum-derived fuel
- Forest management related to sustainable biofuel production
- Biomass production and handling
- Alternative fuel production and handling
- Alternative fuel infrastructure maintenance

The Contractor shall complete the following tasks for each of the five regions listed above and for any additional regions identified by the Energy Commission, or by the Contractor and approved by the CCM.

Task 1 Industry Assessment

The Contractor shall conduct a preliminary assessment of transportation and transportation-related industries in California to identify any immediate needs for workforce development.

The Contractor shall survey industry and business leaders to determine the need for training in specific transportation technologies or alternative fuels. The Contractor shall work with the CCM to develop a survey for distribution and shall submit a draft version of the survey to the CCM for review. Based on CCM review, the Contractor shall prepare the final survey for CCM approval prior to distributing the survey.

The Contractor shall prepare an industry assessment report, with an analysis of each region, which includes the following:

- Training program needs and requirements
- Current industry workforce training needs
- Future training needs that the industry feels are necessary for the continued growth/sustainability of the market
- Supplemental information that the Contractor determines is pertinent to program success

If a new region or job skill requirement for workforce development is identified during the industry assessment, the Contractor shall develop, and add to its report, an outline identifying the specific needs, job skills required, training timeline, and other relevant information.

The Contractor shall submit the industry assessment report in draft and final versions for review and approval by the CCM before any additional work is performed under this SOW. Once approval is given by the CCM, the Contractor shall begin work on Task 2 for the currently-approved initiatives. If additional job opportunities are subsequently

identified by the Contractor, they shall be presented to the CCM and evaluated under Task 1.

Deliverables:

- Draft Industry Survey
- Final Industry Survey
- Draft Industry Assessment Report
- Final Industry Assessment Report

Task 2 Community Colleges Assessment

Based on the information gained in Task 1, the Contractor shall work with community colleges that are either involved in the ATTE initiative, have expressed interest in developing advanced transportation-based programs, or have been identified by the Energy Commission, or the Contractor as having the ability to create or expand a program in transportation alternative fuels or vehicle technologies, to assess each college's capabilities in advanced transportation-based programs. The assessments shall address the following questions, but may address additional issues based on specific assessment findings:

- Is there a local need or desire for the development of such programs?
- Are there existing relationships between the community college and businesses or industry in the service area?
- How does the expansion or creation of such a program at the given community college support identified industry needs?
- Does the community college have the appropriate resources to support these programs? If not, what specific resources, if provided under this agreement to the community college, would result in a successful and sustainable program?
 - Is there existing faculty that has some interest/expertise in the field?
 - Are there existing funding/grant/resource/leverage opportunities at the college in alternative fuels and vehicle technologies?
 - Is there potential for transforming older technology training programs to include alternative fuels and technologies?
 - What are the equipment and facility needs?
 - Is there existing curriculum to build on?
 - What is the estimated number of hours required to train community college instructors for module/training delivery?

The Contractor shall, in collaboration with the COE, identify (1) community colleges that currently offer alternative fuel or vehicle technology training programs and (2) resources that can be utilized to develop alternative fuel or vehicle technology training programs by community colleges that do not currently have programs in place.

The Contractor shall analyze the information obtained in Task 2 and prepare a draft Community Colleges Assessment report. The assessment report will address the assessment questions above and, for each college, itemize the training and instructional

needs, along with training and instructional resources currently available within the community college network/system. The Assessment Report shall also include information on the requirements for certificate and degree approval on the state level.

The Contractor shall submit the draft Community Colleges Assessment Report to the CCM for review and comment. Based on CCM review of the draft, the Contractor shall revise the draft and prepare a Final Community Colleges Assessment Report and submit it to the CCM.

The Contractor shall also provide a memo that explains in detail the CCCCCO's process for developing curricula for both credit and not-for-credit courses.

The Contractor shall perform no further work on SOW A, with the exception of Tasks 3.2(b) and 4.2(b), until the Community College Assessment Report is finalized and accepted. The Contractor may work concurrently on Tasks 2, 3.2(b) and 4.2(b) with CCM approval.

Deliverables:

- Draft Community Colleges Assessment Report
- Final Community Colleges Assessment Report
- Credit and Not-for-Credit Memo

Task 2.1 Community College Assessment Funding Recommendations

The Contractor shall recommend community colleges for funding based on the approved Final Community Colleges Assessment Report. Funding shall be used to create or expand a program in transportation alternative fuels or vehicle technologies. The Contractor shall make funding recommendations based on the approved Final Community Colleges Assessment Report. Funding categories include, but are not limited to:

- Equipment
- Train the Trainer
- Curriculum Development
- Faculty Professional Development

Note: All funding recommendations must be approved by the CCM, including categories not specifically written in this agreement. The funding of \$1,000,000 for the 2nd amendment to this agreement is in addition to current funding allocations noted in Exhibit B Budget Details of this agreement.

Deliverables:

- Funding Recommendations and Justification Report

Task 3 Training Development Plan and Training Modules

Task 3 consists of preparing a Training Development Plan and developing curriculum and training modules that can be used as either for-credit or not-for-credit training programs.

Task 3.1 Training Development Plan

Based on the industry training needs assessment conducted under Task 1 and the community colleges assessment conducted under Task 2, the Contractor shall prepare a Training Development Plan, which includes both for-credit and not-for-credit courses. The Training Development Plan shall include an assessment of existing training resources that can be utilized without refinement, existing resources that require refinement, and training programs that require development. If curriculum requires refinement or development, the Contractor shall identify the resources required to complete the refinement or development and whether the resources are currently available within the community college system or must be obtained through this agreement. The plan shall also include:

- Estimated personnel hours
- Hourly rates
- Costs for necessary equipment to complete and/or support the proposed refinements or development
- An assessment of the need for train-the-trainer instruction for curriculum developed
- A development and implementation timeline that demonstrates the plan's ability to meet industry workforce training needs.

The Contractor shall submit a draft Training Development Plan to the CCM for review and comment. Based on the CCM review comments, the Contractor shall prepare a final Training Development Plan.

Deliverables:

- Draft Training Development Plan
- Final Training Development Plan

Task 3.2 Training Modules

Task 3.2 consists of developing training modules and related materials through two distinct paths as described in subtasks 3.2(A) and 3.2(B).

Under subtask 3.2 (A), the Contractor will develop training modules related to the work performed under Tasks 1 and 2 and in accordance with the plan developed under Task 3.1.

Under subtask 3.2 (B), training modules will be developed by community colleges who have received grants from the Employment Development Department (EDD) to develop training modules and materials to meet immediate workforce training needs. Through this agreement, the Contractor will disburse supplemental funds to the EDD subgrantees to support the ongoing development of training modules and materials to meet immediate workforce training needs.

Subtask 3.2 (A)

The Contractor shall develop training modules in accordance with the Final Training Development Plan prepared under Task 3.1. The modules shall be designed such that business and industry will accept the training as certification of knowledge in a specific skill or trade, and lead to a certificate issued by the college. The Contractor shall develop modules which can be shared among community colleges having similar programs or regional workforce training needs.

The Contractor shall provide the following information in a not-for-credit or for-credit training package for each module or training program developed. The information shall be submitted to the CCM in electronic and hard copy.

1. Not-for-credit plan

- Support Guide providing information on the specific technology being taught under the module
- Instructor's Manual (classroom application)
- Student Guidebook
- Any other materials required to support the training

2. For-credit plan

- Upon CCM approval, the Contractor will provide access to technical assistance and subject matter expertise to any college wishing to develop for-credit modules and/or a certificate program. Documentation of this technical assistance delivery shall be submitted in the Contractor's quarterly project reports

The Contractor shall also prepare, and include in the training package with each module, a module overview describing the following information using a template developed in conjunction with the CCM:

- Skills and abilities needed for successful module implementation or expansion (for example, math and reading levels)
- Equipment needs for a module or the integration of a module into an existing program
- Program type/focus
- The various industries the module could complement
- Module length
- Availability of modules
- The regions where the modules will be delivered
- Current modules that could potentially support the integration of the module into a program and the availability of those modules (if the module is successfully used at other community colleges, there will be no need to develop a new module)
- Existing programs or courses that can support a new module or that can be expanded with the inclusion of one or several modules in an identified community college district in order to meet the region's needs

The Contractor shall submit draft versions of the training packages for each module to the CCM. The CCM shall review the draft documents and provide comments to the Contractor. Based on these comments, the Contractor shall prepare and submit Final Training Packages for CCM approval.

If the module is built into a for-credit course or curriculum, the Contractor shall take the modules through the California Community Colleges model curriculum process, identified in the Credit and Not-for Credit Memo delivered in Task 2, to ensure that, in the future, colleges that agree to use the module, certificate, or degree as developed, do not have to go through the process of getting state approval, guaranteeing accessibility to the modules by any college wishing to incorporate the module into their existing curriculum. Modules should be approved on the state level through this process. Copies of the module accreditation and proof of outcomes shall be provided to the CCM.

Subtask 3.2 (B)

The Contractor shall disburse funds from this agreement to EDD community college subgrantees that are currently developing training modules and materials to meet immediate workforce training needs. This ongoing work is funded through a separate interagency agreement between the Energy Commission and the California Employment Development Department under the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program.

The EDD subgrantees in need of supplemental funding to develop training curriculum will submit a request for funds and resources to the Contractor. The request will include a description of the training to be developed; the budget detail including estimated personnel hours, hourly rates, and costs for necessary equipment; and a development timeline. The Contractor will forward a copy of the request to the CCM. The Contractor and Energy Commission technical leads will review the requests for funding eligibility to ensure the requests are consistent with the goals of the ARFVTP, and notify the CCM of their mutual determinations on the funding requests.

The Contractor shall prepare an EDD Subgrantees Summary Report for each EDD subgrantee funding request which includes a description of all training development funded specific to the needs of EDD subgrantees. The report will include, but not be limited to:

- Subject areas approved for curriculum development
- Number of curriculum and training modules developed per request
- Total cost of curriculum development for each request
- Community College and location where training was to be delivered
- Total number of curriculum and training modules developed
- Total cost of curriculum development for all EDD subgrantees

The EDD Subgrantees Summary Report for curriculum development shall be included in the Contractor's quarterly project reporting to the CCM.

Deliverables:

Task 3.2 (A)

- Not-for-credit training packages
- Request for access to for-credit technical assistance (if applicable)
- Copies of module accreditation and proof of outcomes

Task 3.2 (B)

- Copies of EDD subgrantee funding requests

Task 4 Training for Community College Instructors

Task 4 consists of preparing an instructor training development plan and developing train-the-trainer training modules.

Task 4.1 Instructor Training Development Plan

Based on the information collected in the Task 2 survey, the Contractor shall work with the CCM to determine whether any of the training modules developed under Task 3 require additional instructor training to provide the instructors with the appropriate technical foundation to teach the students. The Contractor shall also provide a list of

the modules that require additional instructor training. The Contractor shall determine the number and type of course instructors who need to be trained to effectively deliver the training modules. Based on this determination, the Contractor shall prepare an instructor training development plan to address these issues.

The Instructor Training Development Plan shall include an assessment of existing instructor training resources that can be utilized without refinement, existing resources that require refinement, and instructor training programs that require development. The Instructor Training Development Plan shall also include:

- Subject areas approved for instructor training development
- Number of instructor training modules delivered
- Number of instructors trained for each instructor module
- Cost of instructor training per module and total
- Community College(s) and location(s) where training is to be delivered
- A development and implementation timeline that demonstrates the plan's ability to meet industry workforce training needs

The Contractor shall submit a draft of the Instructor Training Development Plan to the CCM for review and comment. Based on the CCM comments, the Contractor shall prepare a final Instructor Training Development Plan and submit it to the CCM.

Deliverables:

- List of Modules that require additional Instructor Training
- Draft Instructor Training Development Plan
- Final Instructor Training Development Plan

Task 4.2 Instructor Training Development

Task 4.2 consists of developing "train-the-trainer" modules and related materials needed to implement the instructor training courses. They will be developed through two distinct paths as described in subtasks 4.2(A) and 4.2(B).

Under subtask 4.2(A) the Contractor will develop instructor training related to the work performed under Task 1 and 2 and in accordance with the plan developed under Task 4.1.

Under subtask 4.2 (B), instructor training modules will be developed by EDD subgrantee community colleges. Through this agreement, the Contractor will disburse supplemental funds to the community colleges to support the ongoing development of instructor training modules and materials to meet immediate workforce training needs.

Subtask 4.2 (A)

The Contractor shall develop the instructor training modules identified in Task 4.1 and provide these modules to the CCM in an instructor training packet. The training modules for instructors can cover a variety of courses and give instructors in-depth knowledge needed to teach the modules. In addition to the instructor training modules, the Contractor shall assemble an instructor training packet for each module, which shall include:

- Technology(ies) Overview Guide that includes in-depth information for each technology covered in the module.
- Instructor Manual and Training Support Guide
- Any other materials required to support the training.

In addition, the Contractor shall prepare a summary report which presents the details of all instructor training modules developed. This summary report shall include:

- The name of each module developed
- The number of instructors trained for each module
- The location where each instructor teaches and where training was received

All instructor training packets and the summary report shall be prepared in a draft version, and then submitted to the CCM for review. Based on this review, the Contractor shall prepare and submit to the CCM the final versions of each document in electronic and hard copy.

Subtask 4.2 (B)

The Contractor shall disburse funds to support the ongoing development of instructor training modules. The EDD subgrantees in need of supplemental funding to develop instructor training curriculum will submit a request for funds and resources to the Contractor. The request will include a description of the training to be developed; the budget detail including estimated personnel hours, hourly rates, and costs for necessary equipment; and a development timeline. The Contractor will forward a copy of the request to the CCM. The Contractor and Energy Commission technical leads will review the requests for funding eligibility to ensure the requests are consistent with the goals of the ARFVTP and notify the CCM of their mutual determinations on the funding requests.

The Contractor shall obtain copies of instructor guides and training materials developed by the community colleges and submit copies to the CCM in electronic and hard copy.

The Contractor shall prepare an EDD Subgrantees Summary Report which includes a description of all training development funded specific to the train-the-trainer needs of EDD subgrantees. The report will include, but not be limited to:

- Subject areas approved for instructor training development for each request
- Number of instructor training modules developed per request
- Total cost of trainer instruction development for each request
- Number of trainers trained per request (total and by subject)
- Community College and location where training was delivered

- Total number of curriculum and training modules developed
- Total number of trainers trained and total cost

The EDD Subgrantee Summary Report for trainer instruction shall be included in the Contractor's quarterly project reporting to the CCM.

The Contractor shall perform no further work on SOW A until work on Task 3 and Task 4 is completed, finalized, and accepted.

Deliverables:

Task 4.2 (A)

- Draft Instructor Training Packets
- Final Instructor Training Packets
- Draft Summary Report
- Final Summary Report

Task 4.2 (B)

- Copies of EDD subgrantee funding requests
- Copies of instructor guides and training materials developed

Task 5 Training Materials Distribution and Reporting

Task 5 will ensure that all training materials developed under this agreement are delivered to all community colleges requesting these materials. Additionally, the Contractor will develop and deliver an Additional Needs Assessment Report that will identify any additional community colleges in need of curriculum development and instructor training consistent with the goals of the ARFVTP.

Task 5.1 Training Support and Delivery

The Contractor shall, upon CCM approval, deliver and/or provide support in implementing the training modules developed in Task 3 and the instructor training developed in Task 4. The Contractor shall also track which modules developed in Tasks 3 and 4 are being used at the different college locations.

With the approval of the CCM, the Contractor shall provide the appropriate support and materials to the colleges identified in Task 2 and any additional colleges identified by the CCM. In addition, the Contractor shall begin implementing and/or providing technical support for the training development needs identified in Tasks 3 and 4 for the duration of the contract.

Additionally, the Contractor will notify and provide documentation to the CCM of any requests for training development resources received from additional community colleges not served through this agreement. The documentation shall include the community college requesting training and the type of training requested.

The Contractor will provide an itemized cost estimate to the CCM for approval when a request for training development from a community college includes a request for financial support. The estimate will include the staff time required to provide the training to students and any other associated costs including equipment. Upon approval by the CCM, the Contractor shall provide the applicable assessments, training modules and materials developed under tasks 2-4 to each additional community college requesting training. Before providing a package of these materials to each additional community college, the Contractor must submit the package to the CCM for review and approval.

Deliverables:

- Documentation of requests
- Itemized cost estimates (if applicable)
- Package of Deliverables identified in Tasks 2-4 as applicable
 - Community College Assessment
 - Task 3 Deliverables (where applicable)
 - Task 4 deliverables (where applicable)

Task 5.2 Tracking and Additional Needs Reporting

The Contractor shall track any training delivered under Task 5.1 and develop Additional Needs Reports to include the following:

- Number of trainees and/or instructors trained
- Date and location of training
- Any additional information that Contractor determines should be reviewed by the CCM for the continued success of alternative fuels and advanced transportation technology training

The Contractor shall provide data for additional needs upon CCM request to include:

- The number of curriculums developed
- Number of trainers trained
- The number of trainees trained

The Contractor shall provide the CCM with Additional Needs Reports at the request of the CCM for review and approval. If the CCM determines that additional information or data is needed, the Contractor shall collect the additional information or data requested by the CCM and provide this information in the quarterly report project in electronic and hard copies.

Deliverables:

- Draft Additional Needs Reports
- Final Additional Needs Reports

Task 6 Supplemental Business and Industry Training Needs

The Contractor shall direct business and industry training-need inquiries to a local California community college where possible. However, there may be instances where these training needs cannot be met by a community college because of time constraints or lack of curriculum. In those instances, the Contractor shall work with the CCM to identify, develop, and deploy short-term training programs to address the immediate needs. In addition, the Contractor shall determine if these training needs will be ongoing and, if so, will provide access to technical assistance and subject matter expertise to the local community college for which there are no existing alternative fuel programs or curricula to encourage the deployment of long-term curricula.

Based on industry and business needs, the Contractor shall determine if existing curricula can be utilized to develop the training. If curricula exist to meet the business and industry needs, the Contractor shall utilize and make the appropriate modifications needed to create the short-term training course. If existing curricula do not exist to meet the short-term business needs, then the Contractor shall work with the CCM and business to develop the appropriate training. Training courses developed could include, but are not limited to week-long classes, 8-hour courses, or community-college-implemented short-term courses.

The Contractor shall provide a list of community colleges and local businesses requesting training specific to alternative fuels and advanced vehicle technologies for transportation.

As these requests arise, the Contractor shall develop short-term training programs and provide the CCM with a training program report for each entity that includes the following:

- Training Location
- Business Location and Type
- Length and number of training courses required
- Course outlines and content
- Number of students to be trained
- Cost share from industry
- Technology adjustments to curriculum
- Identification of any existing module(s) that can be utilized or modified to meet the business' training needs
- Supplemental information that the Contractor determines is pertinent
- Itemized cost estimates

Upon CCM approval of the training program report, the Contractor shall implement the training, in coordination with the community college and local business for which the training was developed.

Each training program report shall be prepared as a draft version, and then submitted to the CCM for review. Based on this review, the Contractor will then prepare and submit

to the CCM a final version of each document in electronic and hard copy.

Deliverables:

- List of Entities Requesting Training

Task 7 Project Reports

The Contractor shall prepare reports ~~quarter~~ **bi-annually**, based on the deliverables for each task. The ~~quarterly~~ **bi-annual** reports shall include activities performed within the reporting period. ~~These~~ reports will include, but ~~is~~ **are** not limited to:

- Summary of Training
 - Industry Needs
 - Community College Needs
 - Training Developed
 - Training for-credit vs. training not-for-credit
 - Instructors that were trained
 - Training implemented
 - Number of students that were trained
 - Equipment used
 - Community colleges and businesses that conducted training (by college/business location and type of training.)
- Training outcomes and recommendations describing the success of integrating a module into an existing program or the utilization of one or several modules in implementing training programs. Recommendations on how to improve modules or programs after they've been used shall also be included.
- Number of employers involved in both curriculum/training development and/or job placement
- Documentation of for-credit technical assistance delivery Task 3.2(A))
- EDD Subgrantee Summary Reports for Tasks 3.2(B) and 4.2(B)
- Information for additional needs on CCM's request (Task 5.2)
- Any additional information that the Contractor determines should be reviewed by the CCM for the continued success of alternative fuels and advanced transportation technology training programs

In addition the Contractor shall work with the CCM to develop a spreadsheet that summarizes the above information.

Deliverable:

- ~~Quarterly~~ **Bi-Annual** reports

Task 8: Final Report

The Contractor shall prepare a final report summarizing all activities, results, and conclusions resulting from this Scope of Work. The final report shall also include recommendations on how to sustain the programs at the community colleges. The Contractor shall provide a draft Final Report to the CCM for review and comment. Based on the CCM comments, the Contractor shall prepare and submit the Final Report.

Deliverables:

- Draft Final Report
- Final Report

SCOPE OF WORK A
DELIVERABLES AND DUE DATES

<u>TASK</u>	<u>DELIVERABLES</u>	<u>DUE DATE</u>
1	<ul style="list-style-type: none"> • Draft Industry Survey • Final Industry Survey • Draft Industry Assessment Report • Final Industry Assessment Report 	January 4, 2010 May 17, 2010 September 30, 2010 November 3, 2010
2	<ul style="list-style-type: none"> • Draft Community Colleges Assessment Report • Final Community Colleges Assessment Report • Credit and Not-for-credit Memo <p><u>2.1</u></p> <ul style="list-style-type: none"> • Funding Recommendations 	April 1, 2012 April 29, 2012 April 29, 2012 September 25, 2013
3	3.1 <ul style="list-style-type: none"> • Draft Training Development Plan • Final Training Development Plan 3.2 (A) <ul style="list-style-type: none"> • Request for access to for-credit technical assistance (if applicable) • Not-for-credit training packages • Copies of module accreditation and proof of outcomes 3.2 (B) <ul style="list-style-type: none"> • Copies of EDD subgrantee funding requests 	May 20, 2012 June 3, 2012 As Needed November 30, 2012 As Needed As Needed
4	4.1 <ul style="list-style-type: none"> • List of Modules that require additional Instructor Training • Draft Instructor Training Development Plan • Final Instructor Training Development Plan 4.2 (A) <ul style="list-style-type: none"> • Draft Instructor Training Packets • Final Instructor Training Packets • Draft Summary Report • Final Summary Report 4.2 (B) <ul style="list-style-type: none"> • Copies of EDD subgrantee funding requests • Copies of instructor guides and training materials developed 	June 8, 2012 April 6, 2012 May 4, 2012 November 9, 2012 November 30, 2012 April 5, 2013 April 19, 2013 As Needed As Needed

5	<p>5.1</p> <ul style="list-style-type: none"> • • Documentation of requests • Itemized cost estimates (if applicable) • Package of Deliverables identified in Tasks 2-4 as applicable <p>5.2</p> <ul style="list-style-type: none"> • Draft Additional Needs Reports • Final Additional Needs Reports 	<p>As Needed As Needed As Needed</p> <p>As Needed As Needed</p>
6	<ul style="list-style-type: none"> • List of entities requesting training • Draft training program reports • Final training program reports 	<p>As needed January 11, 2013 February 1, 2013</p>
7	<ul style="list-style-type: none"> • Quarterly Bi-Annual reports 	<p>Every 30th of July and 30th of January through the end term of the agreement</p>
8	<ul style="list-style-type: none"> • Draft Final Report • Final Report 	<p>May 3, 2013 February 2, 2015 May 31, 2013 March 27, 2015</p>

SCOPE OF WORK B

The Contractor, through the staff of its Centers of Excellence (COE) initiative, will use their experience performing environmental scans to provide an in-depth overview of the advanced transportation industry. Environmental scanning is the process of collecting information on workforce trends and labor market needs, validating the needs with industry, and then "mapping the gap" by determining where and how community college programs are meeting those needs. In most cases, the COE environmental scans incorporate labor market information provided by the California Employment Development Department (EDD). The end product is an environmental scan report that outlines the skills, competencies, industry and occupational outlook, and employer perspectives on current and future workforce needs. These reports serve as roadmaps for colleges in developing or revising programs, and in seeking the required resources to respond to industry needs.

The following tasks will be completed by the Contractor through its COE initiative, with support from ATTE and EDD's Labor Market Information Division:

Task 1 Report Identifying Immediate Program Implementation Possibilities

The Contractor shall, in consultation with the CCM, develop a survey of the community colleges to assess their needs and interests in transportation technology and alternative fuels. The survey shall include, but is not limited to, the following:

- Interest in establishing a new program or expanding an existing program to support the industry's needs at the time of the survey
- Need for additional instructor training in alternative fuels and advanced vehicle technologies for transportation
- Equipment and Facility capabilities/needs to implement the training
- Current transportation-based training programs
- Community college location

The Contractor shall submit a draft survey and upon CCM review and comment, the Contractor shall make the appropriate edits and submit a final survey for CCM review and approval. Once final approval is received on the final survey, the Contractor shall distribute the survey to the appropriate colleges.

Upon completion and receipt of the survey results, the Contractor shall prepare a report identifying existing and ongoing advanced transportation and alternative fuel courses and programs that are currently meeting job training needs. The report shall identify (1) existing certificate and for-credit training courses and programs in advanced transportation and alternative fuels offered by community colleges, and (2) not-for-credit options offered by California community colleges; and (3) occupations targeted by those programs. For each college offering the programs, the report shall also include how

many new job entrants can be prepared for those occupations based upon current college program capacity. The report shall also identify the community colleges' immediate capacity to train new job entrants and incumbent workers, the location of programs, and the productivity of existing training courses and programs in relation to statewide occupational demand as determined through secondary labor market information.

The report shall link its information to secondary labor market information to provide a preliminary snapshot of supply and demand. The Contractor, through its COE initiative, will also assist in developing the questions for the assessments and in analyzing the information collected as identified in Scope of Work A, Task 2, and Tasks 3 through 5, when necessary.

The report shall be prepared as a draft version submitted to the CCM for review and comment. Based on this review, the Contractor shall prepare and submit the final report in both electronic and hard copy to the CCM.

Deliverables:

- Draft Survey
- Final Survey
- Draft Report
- Final Report

Task 2 Develop Statewide Overview of the Advanced Transportation Industry

Expanding upon the COE's existing statewide green jobs overview report, the Contractor shall conduct a statewide research study to identify and compile detailed employment and workforce trends specific to the advanced transportation industry. This study shall also identify key trends and factors shaping the current and future direction of the industry, including both existing and emerging subsectors within advanced transportation. It shall also include cluster analysis maps for the transportation sector, an occupational overview with estimates of potential growth statewide, and a crosswalk (a framework for organization) between industry occupations and classification codes of the North American Industry Classification System. The crosswalk allows for consistency in identifying job classifications, employment concentrations by region, and descriptions of current community college training capabilities. This study will draw upon and summarize secondary labor market data, published industry information, and information provided by ATTE.

The contractor shall document the research study in a comprehensive statewide overview report of the advanced transportation industry in California. This report shall also take into consideration the work done under Task 1 to determine how future industry needs align with the community colleges' ability to provide training needs in identified industries and regions.

The report shall also include a list of companies, and any relevant information pertaining to that company, that participated in the statewide analysis. A draft version of the report shall be provided to the CCM for review. Based on this review, the Contractor shall then prepare a final version in both electronic and hard copy. CCM approval will be required prior to the release or publishing of this assessment.

The Contractor shall also develop and house an employer database, in either Microsoft Access or Excel, for industry subsectors identified by the Contractor, as well as any additional subsectors identified by the CCM that will be used as a base for sampling in future industry surveys and occupational research. The Contractor shall provide all pertinent information from the Contractor's database, and as identified by the CCM, in an Excel document, which shall be included with the Statewide Overview Report. The Contractor shall provide the CCM updated Employer information from the Contractor's database, in an Excel file, quarterly throughout the term of the agreement.

Deliverables:

- Draft Statewide Overview report
- Final Statewide Overview report
- Quarterly Updated Employer Information

Task 3 Research Demand Occupations in Advanced Transportation

Based upon the results of Tasks 1 and 2, the Contractor shall research selected traditional and emerging advanced transportation occupations requiring community college training using high growth, fast growth, and high wage criteria. The research shall include in-depth interviews or focus groups with employers and other partners to identify employer recruitment and retention challenges; the level of worker preparation expected and experienced; and both incumbent worker and new entrant training needs. Regional (fuel and vehicle technology) emphasis will be determined and assessed for subject areas in need of further research.

The Contractor shall prepare occupational reports, by occupation, to identify the educational requirements, technical and soft skills requirements, career pathways, and wages. The reports shall include cluster analysis maps by college service area and recommendations related to pipeline issues and community college program expansion and modification. The cluster analysis maps shall identify where there is significant industry growth in the targeted industries identified by the CCM in conjunction with the Contractor, which will help determine where job opportunities are and where training programs are needed. In preparing the report, the Contractor shall compile data from its Management Information Systems Division including data on courses, programs, degrees and certificates completed. The report shall also include regional comparisons of projected occupational demand. The Contractor shall also provide a list of companies that participated in analysis for each region, as well as any additional information related to those the companies the Contractor determines to be relevant.

The reports shall be prepared as draft versions and submitted to the CCM for review and comment. Based on these reviews, the Contractor shall then prepare and submit final versions in both electronic and hard copy.

The Contractor shall prepare quarterly reports providing follow-up employment information on students who have completed courses and degrees.

Deliverables:

- Draft occupational reports
- Final occupational reports
- List of companies
- Quarterly reports

Task 4 Research Regional Industry and Occupational Trends in Advanced Transportation

In consultation with the CCM the Contractor shall define six to eight regions for regional research studies, and cross-reference those regions to the established community college regions. The Contractor shall prepare corresponding regional reports identifying any key trends and drivers shaping the industry in the particular region. The reports shall include (1) GIS cluster analysis and mapping of regional employers, and (2) key demand occupations in the region, including educational requirements, career pathways, and wages by occupation. The reports shall include a regional community college supply and demand analysis detailing existing courses or programs, capacity of courses or programs, number of completers, new courses or programs projected, feeder programs in the region (e.g., ROCP and high schools), and any challenges to providing training. The Contractor shall validate the report findings with top industry experts. The Contractor shall include updated cluster maps in the reports based on the discovery of new, regional information under this task. The reports shall also include a list of companies that participated in analysis and validation for each region.

The reports shall be prepared as draft versions and submitted to the CCM for review and comment. Based on these reviews, the Contractor shall prepare and submit final versions in both electronic and hard copy.

Deliverables:

- Draft Regional Reports
- Final Regional Reports

Task 5 Annual Reports

The Contractor shall prepare annual reports which summarize the information collected in tasks 1 through 4, including relevant updated information. The annual reports shall also include the following information, which will be collected through an annual survey of community colleges.

- Number of new courses and degree programs initiated

- Number of new curricula developed
- Number of curricula revised or repackaged
- Number of new funding sources obtained by colleges to start new programs
- Location of courses and degree programs aligned with location of major employers

The reports shall be prepared as draft versions and submitted to the CCM for review and comment. Based on these review, the Contractor shall prepare and submit final versions in both electronic and hard copy.

Deliverables:

- Draft Annual reports
- Final Annual reports

SCOPE OF WORK B
DELIVERABLES AND DUE DATES

TASK	DELIVERABLES	DUE DATE
1	Draft Survey Final Survey Draft Report Final Report	April 1, 2012 April 16, 2012 June 1, 2012 June 22, 2012
2	Draft Statewide Overview report Final Statewide Overview report Quarterly Updated Employer List	May 4, 2012 May 25, 2012 May 25, 2012
3	Draft occupational reports Final occupational reports List of companies Quarterly reports	January 11, 2013 February 8, 2013 February 8, 2013 Quarterly
4	Draft regional reports Final regional reports	November 2, 2013 November 30, 2013
5	Draft Annual reports Final Annual reports	December 30, 2012 June 1, 2013