

**CONTRACT AMENDMENT REQUEST FORM (CARF)**

CEC-276 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION



Original Agreement #	600-08-008	Amendment #	2
----------------------	------------	-------------	---

<b>Division</b>	<b>Agreement Manager:</b>	<b>MS-</b>	<b>Phone</b>
600 Fuels and Transportation Division	David Nichols	27	916-654-4604

<b>Contractor's Legal Name</b>	<b>Federal ID Number</b>
California Employment Development Department	-

<b>Revisions:</b> (check all that apply)		
<input checked="" type="checkbox"/> Term Extension	New End Date: 12 / 31 / 2017	Include revised schedule and complete items A, B, C, D, & H below.
<input checked="" type="checkbox"/> Budget Augmentation	Amendment Amount: \$ 950,000	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	12 / 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 Inter Agency Agreement 600-08-008 with the California Employment Development Department (EDD) to augment funding by \$950,000, extend the term to end 12/31/2017, and revise the Scope of Work to include a new Career Ladders Pilot Project to promote career interest in alternative fuels and vehicle technology for pre-college students. The funding will provide additional workforce training under the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP), will fund the second round of Regional Industries Clusters of Opportunities and Labor Market Information Division Programs, and will also fund implementation of the new Career Ladders Pilot Project.

**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:

**CONTRACT AMENDMENT REQUEST FORM (CARF)**



<b>E) Budget Information (only include amendment amount information)</b>			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	12/13	601.118E	\$950,000
ARFVTF			\$
ARFVTF			\$
Funding Source			\$
Funding Source			\$
R&D Program Area: N/A		TOTAL:	\$950,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

**F) Disabled Veteran Business Enterprise Program (DVBE)**

- Exempt (Interagency/Other Government Entity)
- Meets DVBE Requirements DVBE Amount:\$ \_\_\_\_\_ DVBE %: \_\_\_\_\_
  - Contractor is Certified DVBE
  - Contractor is Subcontracting with a DVBE: \_\_\_\_\_
- Contractor selected through CMAS or MSA with no DVBE participation.
- Requesting DVBE Exemption (attach CEC 95)

**G) California Environmental Quality Act (CEQA) Compliance**

- 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.
- 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
    - Negative Declaration
    - Mitigated Negative Declaration
    - Environmental Impact Report
    - Statement of Overriding Considerations

**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"/> N/A	<input checked="" type="checkbox"/> Attached

Agreement Manager \_\_\_\_\_ Date \_\_\_\_\_ Office Manager \_\_\_\_\_ Date \_\_\_\_\_ Deputy Director \_\_\_\_\_ Date \_\_\_\_\_

## **Exhibit A Scope of Work**

### **OBJECTIVE**

The objective of this agreement is to obtain delivery of workforce development and training services from the California Employment Development Department (Contractor) a department under the California Labor and Workforce Development Agency (LWDA). This effort will support the California Energy Commission's (Energy Commission) Alternative and Renewable Fuel and Vehicle Technology Program workforce goals.

### **INTRODUCTION**

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (Program). The intent of the Program is to develop and deploy alternative and renewable fuels and vehicle technologies in the marketplace to transform California's fuel and vehicle types to help attain the state's climate change policies.

Transitioning California's large and complex petroleum-based fuels market to one based on a diversity of low-carbon alternative and renewable fuels represents an economic development opportunity with the potential of creating new industries and "green collar" jobs. This evolution to a low-carbon transportation economy requires a well-trained workforce to design, construct, install, operate, service, and maintain new fueling infrastructure and vehicles. A well trained workforce can only be achieved and sustained through a comprehensive workforce development effort.

Through this agreement, the Contractor will provide Program specific workforce development and training services geared towards emerging alternative and renewable fuels and vehicle industries. The Contractor administers the state's comprehensive workforce investment services system. Services are delivered through subgrants with Local Workforce Investment Areas (LWIA) that operate the One-Stop Career Centers. One-Stop Career Center services include: employer workforce need assessments; job seeker qualification assessments; employer- job seeker match via an internet-based automated system that enables employers to post jobs, search, screen, and select candidates from a database of resumes; case management services; referrals to education, training; and support services to clients with barriers to employment or special needs. Services benefit job seekers, dislocated workers, youth, incumbent workers, veterans, people with disabilities, new entrants to the workforce, and employers.

This structure delivers the coordinated assistance necessary to support the newly developing green transportation industry.

The Contractor shall, in collaboration with the Energy Commission, develop solicitations for proposals (SFP) to expand the services currently available through One-Stop Career Centers to include alternative and renewable fuel specific workforce development and training coordination. The SFP will result in competitively bid, local workforce development and training service delivery subgrants. The Contractor will administer the subgrants throughout their term(s).

In addition to One-Stop Career Centers delivered services, the Contractor's Labor Market Information Division (LMID) will develop critical information on California's green transportation labor markets. LMID shall provide the Energy Commission and the California Community College's Centers of Excellence labor market information required to identify green transportation workforce needs to guide the Program's workforce development effort, and

support the Centers of Excellence's deliverables under a separate agreement. Information to be provided to the Energy Commission by LMID shall include employment and unemployment ~~information~~**statistics**; economic development and planning information; industry and occupational characteristics, trends, and wage information; and social and demographic information.

Finally, Contractor shall administer subgrants, developed in collaboration with the Energy Commission, to support Program specific Industry Cluster planning and implementation. Industry clusters are groups of related and/or interdependent industries located within a region or state. Industry clusters can be used as a framework for understanding the regional economy, and guiding economic and workforce development policy and initiatives. Industry clusters will be identified using economic information available from the LMID combined with input from regional business and industry leaders. The information collected shall then be analyzed to identify growth sectors within the economy and growth patterns in value, jobs and wages. The analysis will provide key insights on how regional firms are interdependent, will identify green transportation clusters, and employ cluster-based analysis to assess business needs and develop workforce training solutions.

## **SCOPE OF WORK**

### **Task I. Workforce Development and Training Delivery**

#### Task Ia. Workforce Development and Training SFPs

The Contractor shall develop and administer solicitations for proposals (SFP) to deliver Program specific workforce development and training services.

The Contractor shall:

- Coordinate SFP development with the Energy Commission, California Workforce Investment Board (CWIB), and LWDA
- Administer the SFP process
- Coordinate proposal evaluation and scoring with the Energy Commission, LWDA, and CWIB
- Compile scores, applicant information, and present scoring results to the Energy Commission for final award decision
- Communicate the award decision to the Energy Commission, LWDA and CWIB

#### Task Ia. Deliverables

1. SFP for Program specific workforce development and training delivery
2. Proposal scoring results and award announcements

#### Task Ib. Local Workforce Development and Training Subgrant Administration

Contractor shall, upon budget approval and Commission Contract Manager (CCM) direction, develop local workforce development and training subgrants, with awardees identified through Task 1a, to meet the workforce development needs of the Program. Local Workforce Development and Training subgrants shall include, but not be limited to, the following Program-related workforce development services:

- Conduct outreach to local green transportation employers and provide training to their existing workforce in the adopted alternative fuels and/or vehicles
- Conduct outreach and marketing to unemployed and underemployed individuals, to meet the workforce training needs identified by regional employers

- Coordinate with Local Workforce Investment Boards (LWIBs) and employers to identify workforce and training needs
- Coordinate with Community Colleges and network of training providers to determine training delivery capacity to meet employer needs
- Assess individual skills - place in training and employment
- Provide trainee follow-up services
- Collect participant information as required

Awards to first time Program funded subgrantees, resulting from an SFP, shall not exceed \$500,000. Additional rounds of funding may be awarded to subgrantees upon successful implementation of a training program and demonstration of unmet workforce training need(s), not to exceed \$250,000.

The industry accepted average rate for workforce development and training is \$5,000 per individual served. Program funded workforce training shall not exceed this industry standard without written justification and prior approval by the CCM.

The Contractor shall require subgrantees to submit quarterly administrative reports on subgrant activities, recipient outcomes, use of funds, and status on deliverables that will be specified in the subgrants.

#### Task Ib. Deliverables

1. Workforce Development and Training Subgrants
2. Quarterly Administrative Reports

#### Task Ic. Subgrant Approval and Funds Request

The Contractor shall submit a subgrant project summary and curriculum, for each proposed subgrant awarded through an SFP, to the CCM for review and approval. The CCM will review the subgrant project summary and curriculum to ensure that the training project is consistent with the priorities established by the Program Investment Plan and the terms of this Agreement.

Following receipt of CCM approval of the proposed subgrant, the Contractor shall submit an invoice to the CCM to transfer funds from the Energy Commission to the Contractor for the full value of the approved subgrant. Subgrantees shall earn funds and receive payment directly from the Contractor on a reimbursement basis in arrears based on the successful delivery of workforce training services.

#### Task Ic. Deliverables

1. Summaries of proposed subgrants resulting from an SFP
2. Requests for approved subgrant funds

#### Task Id. Participant Outcomes Tracking and Reporting

Contractor shall track and prepare quarterly reports that provide participant intake and outcomes information, and a description of services delivered. The reports shall include, but not be limited to:

Participant intake information and services delivered including:

- Job Placement
- Participant Demographics
- Services and Training Provided

Participant outcome information, including:

- Placement and Earnings outcomes
- Performance Outcomes
- Training Related Employment
- Employment in Green Transportation occupation and industry

#### Task Id. Deliverables

1. Quarterly Participant Outcome Tracking Reports

### **Task II. Green Transportation Jobs Survey Report and Workforce and Training Demand Research**

The Contractor provides national, state, and local area employment and unemployment statistics, economic planning information, career information, and other statistics. The Contractor statistics provide local organizations the information they require to make informed resource allocation decisions for workforce development activities.

The Contractor shall provide the Energy Commission and the California Community College Centers of Excellence with both general and specific labor market information and workforce training demand research and reports, including statistics required to identify green transportation workforce needs and guide Program workforce development efforts.

#### Task IIa. Green Transportation Workforce and Training Demand Research and Reporting

The Contractor shall conduct research and compile information about types of alternative fuels and vehicle technologies being adopted by each region and the jobs and skill(s) required to support regionally adopted fuels and technologies.

The information obtained through this clean transportation research effort will shape the Energy Commission's workforce training efforts and provide information for future funding allocations.

Throughout the term of the agreement, upon budget approval and CCM direction, the Contractor shall provide the Energy Commission green transportation workforce and training demand information, including but not limited to:

- Green transportation employers
- Green transportation occupations
- Green transportation workforce skills requirements
- Regionally adopted alternative fuels and vehicles

#### Task IIb. California Green Transportation Jobs Survey and Report

The Contractor shall provide the Energy Commission transportation specific green jobs information as follows. The Contractor will establish a baseline assessment of the number of "green jobs" and businesses in California through its Green Jobs Survey. Through the California Green Jobs Survey, Contractor shall provide the Energy Commission information specific to the following categories:

- Production, storage and transportation of renewable fuels
- Green transportation manufacturing distribution, installation, and maintenance
- Renewable fuel production and distribution
- Sustainable fuel feedstock production and extraction
- Green transportation industry new skills or knowledge workforce needs

The Contractor shall conduct any survey follow-up necessary to ensure a statistically significant response is received from the green transportation industry.

The Contractor shall analyze the California Green Jobs Survey information, conduct necessary follow up and analysis, and prepare a report for the Energy Commission and the California Community Colleges' Centers of Excellence specific to green transportation. The report shall include:

- Businesses that employ green transportation occupations
- Green transportation career profiles
- Business resource needs to further invest in green transportation development

#### Task IIc. Deliverables

1. Green Transportation Jobs Survey Report
2. Green Transportation Workforce and Training Demand Research Reports

### **Task III. Industry Cluster Planning and Implementation Subgrants**

Industry clusters are groups of related and/or interdependent industries located within a region or state. Industry clusters can be used as a framework for understanding the regional economy, and guiding economic and workforce development policy and initiatives.

The Contractor, in coordination with the Energy Commission and the California Workforce Investment Board, shall oversee the development and administration of a solicitation for proposals (SFP) to award competitively bid regional industry cluster planning and development grants related to the development and/or deployment of alternative fuel and vehicle technologies.

SFP administration shall include:

- Oversight of the SFP development and process
- Coordination of proposal evaluation and scoring with the Energy Commission and CWIB, compilation of scores, applicant information
- Communication of award decision to the Energy Commission

The Contractor shall, in coordination with the Energy Commission, develop subgrants to implement Industry Cluster planning and implementation services. The Contractor shall ensure that specific language is inserted in the subgrants to make clear to the grant awardees that Program funds are restricted to existing or developing industry clusters related to the development and/or deployment of alternative fuel and vehicle technologies.

The Contractor shall submit each proposed subgrant awarded through an SFP, to the CCM for review and approval. The CCM will review the subgrant to ensure that it is consistent with the priorities established by the Program Investment Plan and the terms of this Agreement.

Following receipt of CCM approval of the subgrant, the Contractor shall submit an invoice to the CCM to transfer funds from the Energy Commission to the Contractor for the full value of the approved subgrant. Subgrantees shall earn funds and receive payment directly from the Contractor on a reimbursement basis in arrears based on the successful delivery of Industry Cluster planning and implementation services.

**The contractor shall, in coordination with the Energy Commission, develop a Career Ladders pilot project to promote career interest in alternative fuels and vehicle technologies through middle/junior, and high schools throughout California. In addition, the Career Ladders Pilot Project may be developed independently or in conjunction with the Industry Cluster planning and implementation efforts currently in development by awarded subgrant recipients from this agreement.**

**Contractor shall prepare and submit a Proposed Career Ladders Pilot Project report that includes at a minimum:**

- **Objectives**
- **The scope of work**
- **Participants**
- **Implementation details**
- **Monitoring and evaluation plans**
- **Budget and timeline**

**Contractor shall implement the Proposed Career Ladders Pilot Project upon written approval by CCM.**

#### Task III. Deliverables

1. SFP for Program-specific regional industry cluster planning and development
2. Proposal scoring results and award announcements
3. Industry Cluster Planning and Implementation Subgrants
4. Requests for approved subgrant funds
5. **Submission of proposed Career Ladders Pilot Project report**
6. **Implementation of Career Ladders Pilot Project**

#### **Task IV. Annual and Final Performance Reports and General Administration**

The Contractor shall take appropriate actions necessary to administer this agreement and the subgrants awarded with funds from this agreement.

The Contractor shall prepare an annual report for each year of the agreement and a final report. These reports will represent all activities delivered throughout the term of this agreement.

The report shall include cumulative performance information for workforce development and training, labor market information, participant post service delivery outcomes, and industry cluster development efforts and outcomes, to include but not be limited to the information noted below:

#### Workforce Development and Training Delivery

- Participant intake information and services delivered including:
  - Job Placement
  - Participant Demographics
  - Services and Training Provided
- Post Service Delivery Reporting, including:
  - Placement and Earnings outcomes
  - Performance Outcomes
  - Training Related Employment
  - Employment in Green Transportation occupation and industry

#### Labor Market Information

- Green Transportation Growth Trends and Projections

#### Labor Market Information Growth and Trends

- Green Jobs Survey Analysis and Results

#### Industry Cluster Planning and Implementation

- Information on Program related industries within the geographic region
- Workforce and training needs of industries within this region

- Specific training services delivered in this region with Program funds
- Process improvements implemented to improve service delivery
- Barriers encountered, solutions identified
- Future opportunities, and unmet needs

Task IV Deliverables

1. Annual reports
2. Final report

Reports submitted under this task will be prepared in draft form and submitted to the CCM for review and comment. The Contractor shall review and discuss any recommended changes to each draft report with the CCM, and shall submit a final version of the report incorporating any agreed-upon changes by the date specified in the “Deliverables and Due Dates” Table.

**DELIVERABLES AND DUE DATES**

<b>TASK</b>	<b>DELIVERABLES</b>	<b>DUE DATE</b>
I	a.1 - SFP for Program specific Workforce Development and Training Delivery  a.2 - Proposal scoring results and award b.1 - Workforce Development and Training  b.2 - Quarterly Administrative Reports  c.1 - Summaries of proposed subgrants resulting from an SFP  c.2 - Requests for approved subgrant funds  d. - Quarterly Participant Outcome Tracking Reports	SFP Release August 6, 2009 October 19, 2010  October 15, 2009 January 14, 2010  On-going, as needed  <b><u>On-going, as needed</u></b> Quarterly  On-going, as needed  On-going, as needed Quarterly
II	Green Transportation Jobs Survey Report  Green Transportation Workforce and Training Demand Research Reports	January 29, 2010  Ongoing, as needed
III	1. SFP for Program-specific regional industry cluster planning and development  2. Proposal scoring results and award announcements  3. Industry Cluster Planning and Implementation Subgrants  4. Requests for approved subgrant funds  <b><u>5. Proposed Career Ladders Pilot Project Report</u></b> <b><u>6. Implementation of Career Ladders Pilot Project</u></b> <b><u>7. Quarterly Reports on Career Ladders Pilot Project</u></b>	SFP Releases November 30, 2009  March 30, 2012  On-going, as needed  On-going, as needed  <b><u>October 15, 2014</u></b> <b><u>January 15, 2015</u></b> <b><u>On-going, Beginning April 2014</u></b>

IV	Draft Annual Report – Year 1 Final Annual Report – Year 1	August 2, 2010 October 4, 2010
	Draft Annual Report – Year 2 Final Annual Report – Year 2	October 30, 2011 January 3, 2012
	Draft Annual Report – Year 3 Final Annual Report – Year 3	August 1, 2012 October 1, 2012
	Draft Annual Report – Year 4 Final Annual Report – Year 4	August 1, 2013 October 1, 2013
	<b><u>Draft Annual Report – Year 5</u></b> <b><u>Final Annual Report – Year 5</u></b>	<b><u>August 1, 2014</u></b> <b><u>October 1, 2014</u></b>
	<b><u>Draft Annual Report – Year 6</u></b> <b><u>Final Annual Report – Year 6</u></b>	<b><u>August 3, 2015</u></b> <b><u>October 1, 2015</u></b>
	<b><u>Draft Annual Report – Year 7</u></b> <b><u>Final Annual Report – Year 7</u></b>	<b><u>August 1, 2016</u></b> <b><u>October 3, 2017</u></b>
	Draft Final Report Final Report	October 3, 204417 December 1, 204417