

**CONTRACT REQUEST FORM (CRF)**



A) New Agreement 600-17-009 (To be completed by CGL Office)

600 Fuels and Transportation Division		Tami Haas	44	916-651-2938
Los Angeles Trade Technical College (LATTC)				95-2587353
SLATEZ Youth to Career Pathways Program				
	07 / 01 / 2018	03 / 30 / 2022	\$ 1,350,000	

Operational agreement (see CAM Manual for list) to be approved by Executive Director

ARFVTP agreements \$75K and under delegated to Executive Director.

Proposed Business Meeting Date	05 / 09 / 2018	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Tami Haas	Time Needed: 5 minutes	

Please select one list serve. **Altfuels (AB118- ARFVTP)**

**Agenda Item Subject and Description**

LOS ANGELES TRADE TECHNICAL COLLEGE. Proposed resolution approving Agreement 600-17-009 with Los Angeles Trade Technical College for a \$1,350,000 contract to increase the quality, access, and availability of training for careers and jobs related to the alternative fuel industry for South Los Angeles Transit Empowerment Zone (SLATE-Z) community residents. The proposed project includes development of innovative curriculum and instructional aids; marketing and outreach to targeted audiences; faculty/trainer professional development; and incumbent and new entrant training opportunities. (ARFVTP funding) Contact: Tami Haas (Staff Presentation) 5/11/18

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 .

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 Cal Code Regs tit. 14, Sections 15301,15303, 15304 section number:

Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why Agreement is exempt under the above section:

See Attached

b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)

Check all that apply

<input type="checkbox"/> Initial Study	<input type="checkbox"/> Environmental Impact Report
<input type="checkbox"/> Negative Declaration	<input type="checkbox"/> Statement of Overriding Considerations
<input type="checkbox"/> Mitigated Negative Declaration	

Legal Company Name:	Budget	SB	MB	DVBE
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legal Company Name:

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J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTP	16/17	601.1181	\$1,350,000
Funding Source			\$
R&D Program Area:	Select Program Area		\$1,350,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	Leticia L. Barajas	Name:	Jesus Guerra
Address:	400 West Washington	Address:	400 West Washington
City, State, Zip:	Los Angeles, CA 90015	City, State, Zip:	Los Angeles, CA 90015
Phone:	213-763-7071	Fax:	- -
Phone:	213-763-3919	Fax:	213-763-5378
E-Mail:	barajal@lattc.edu	E-Mail:	guerraj@lattc.edu

Solicitation Select Type Solicitation #: - - # of Bids: Low Bid?  No  Yes  
 Non Competitive Bid (Attach CEC 96)  
 Exempt Other Governmental Entity

Private Company (including non-profits)  
 CA State Agency (including UC and CSU)  
 Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

No  Yes  
 If yes, check appropriate box:  SB  MB  DVBE

Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)  
 Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)  
 The Services Contracted:  
 are not available within civil service  
 cannot be performed satisfactorily by civil service employees  
 are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.  
 The Services are of such an:  
 urgent  
 temporary, or  
 occasional nature  
 that the delay to implement under civil service would frustrate their very purpose.  
**Justification:**  
 Other Governmental Agency - LATTTC specializes in clean fuel career education programs that matriculates high school students, community residents, and experienced technicians needing to upgrade their skills into community colleges and increases career opportunities and earning potential for underserved community residents.

A. Reimbursement in arrears based on:  
 Itemized Monthly  Itemized Quarterly  Flat Rate  One-time  
 B. Advanced Payment  
 C. Other, explain:

1. Is Agreement subject to retention?  No  Yes  
 If Yes, Will retention be released prior to Agreement termination?  No  Yes



**R) Justification of Rates**

- 1.  Exempt (Interagency/Other Government Entity)
- 2.  Meets DVBE Requirements      DVBE Amount:\$ 0      DVBE %: \_\_\_\_\_
  - Contractor is Certified DVBE
  - Contractor is Subcontracting with a DVBE: Name of DVBE Company
- 3.  Contractor selected through CMAS or MSA with no DVBE participation.
- 4.  Requesting DVBE Exemption (attach CEC 95)

- 1. Will there be Work Authorizations?       No       Yes
- 2. Is the Contractor providing confidential information?       No       Yes
- 3. Is the contractor going to purchase equipment?       No       Yes
- 4. Check frequency of progress reports
  - Monthly     Quarterly     Other... \_\_\_\_\_
- 5. Will a final report be required?       No       Yes
- 6. Is the Agreement, with amendments, longer than a year? If yes, why?       No       Yes  
 Implementation of work, and extensive reporting data, is related to multiple school years.

- 1. Exhibit A, Scope of Work       N/A       Attached
- 2. Exhibit B, Budget Detail       N/A       Attached
- 3. CEC 96, NCB Request       N/A       Attached
- 4. CEC 95, DVBE Exemption Request       N/A       Attached
- 5. CEQA Documentation       N/A       Attached
- 6. Resumes       N/A       Attached
- 7. CEC 105, Questionnaire for Identifying Conflicts       N/A       Attached

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

**Exhibit A  
SCOPE OF WORK**

**TASK LIST**

<b>Task #</b>	<b>Task Name</b>
1	Agreement Management
2	Program Planning – SLATEZ Youth to Career Pathways Program
3	Develop and Implement Youth to Career Pathway Programs
4	Program Planning - SLATEZ Project Outreach and Resident Workshops Plan
5	Develop and Implement SLATEZ Project Outreach and Resident Workshops
6	New Entrant Training and Incumbent Worker Skills Upgrade

**ACRONYMS/GLOSSARY**

*Specific acronyms and terms used throughout this scope of work are defined as follows:*

<b>Acronym</b>	<b>Definition</b>
AB 8	Assembly Bill 8
AB 109	Assembly Bill 109
AB 118	Assembly Bill 118
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
CCM	Commission Contract Manager
CEC	California Energy Commission
LACCD	Los Angeles Community College District
LATTC	Los Angeles Trade Technical College (Contractor)
SLATEZ	South Los Angeles Transit Empowerment Zone
TWI	Transportation Workforce Institute

**BACKGROUND/PROBLEM STATEMENT**

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008) and later by Assembly Bill 8 (Perea, Chapter 401, Statutes of 2013), authorizes the California Energy Commission (Energy Commission) to enter into “Workforce training related to advanced energy technology designed to reduce air pollution, including state-of-the-art equipment and goods, and new processes and system. Workforce training initiatives funded shall be broad-based partnerships that leverage other public and private job training programs and resources. These partnerships may include, though are not limited to, employers, labor unions, labor management partnerships, community organizations, workforce investment boards, postsecondary education providers, including community colleges, and economic development agencies.” Assembly Bill 8 extends funding for ARFVTP until January 1, 2024.

There is strong growth in the use of alternative fueled vehicles in California. The increase in usage spans across multiple user types, including personal/private use, business and government fleets. As the market continues upward growth, there is a greater need for technicians to service these specialized vehicles. While there is now more availability of training for clean fuel vehicle technology, specialized training in alternative fueled and advanced vehicle technology is still significantly limited to proprietary training by manufacturers.

## **SOUTH LOS ANGELES TRANSIT EMPOWERMENT ZONE (SLATEZ), LOS ANGELES TRADE TECHNICAL COLLEGE (LATTC), AND TRANSPORTATION WORKFORCE INITIATIVE (TWI)**

Los Angeles Trade Technical College (LATTC) – the oldest public two-year college in the Los Angeles Community College District – serves as the lead agency for the South LA Transit Empowerment Zone, a HUD designated Promise Zone. Serving more than 23,000 students each year, LATTC is a recognized leader in workforce education.

The vision of the South Los Angeles Transit Empowerment Zone (SLATE-Z) is to “connect [South LA] through transportation, education, & economic mobility.” The Promise Zone activities focus on a strategy that intersects jobs, workforce, education, and business development to tackle one of the nation’s urban centers with the highest rate of poverty (45.48%). SLATE-Z is a key aspect of the City’s anti-poverty strategy, particularly in coordinating efforts with the adjacent Round 1 LA Promise Zone.

LATTC is the perfect hub for SLATE-Z because the college’s mission aligns with broad-based collective impact strategies to address the needs of the local and regional economy; it is focused on career technical education and career pathway development in LA’s highest projected growth industries; it has a long history of collaboration with workforce; and it has a historical and current role as convener and leader of collective impact work.

The Transportation Workforce Institute (TWI) at LATTC is a center that was created through initiative funding from the US Department of Transportation’s Federal Transit Administration. The Transportation Workforce Institute at LATTC aims to ensure a well-trained and diverse transportation workforce. TWI’s impact is regional—leading industry, education, and workforce development partners in creating programs and services that meet immediate and long-term employer needs while connecting diverse communities and citizens through transportation projects and workforce development efforts. TWI focuses on addressing transportation related workforce needs that result in revitalizing communities and connecting citizens through transportation initiatives and SLATEZ activities.

## **GOAL OF THE CONTRACT**

The goal of this contract is to increase the quality, access, and availability of training for careers and jobs related to alternative fuel vehicles and technologies, including hybrid and electric vehicle technologies, for South Los Angeles Transit Empowerment Zone (SLATE-Z) community residents. This project will include the development of innovative curriculum and instructional aids; marketing and outreach to targeted SLATE-Z audiences; and faculty/trainer professional development and incumbent as well as incumbent and new entrant training.

## **OBJECTIVE OF THE AGREEMENT**

The objective of this agreement is to develop and implement an alternative fuels and advanced vehicle technology workforce training program to increase the number of individuals able to repair, maintain, and otherwise support alternative fuel vehicles and related technologies for California's growing clean vehicles market.

## **FORMAT/REPORTING REQUIREMENTS**

### **Deliverables/Reports**

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Contract Manager (CCM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

[http://www.energy.ca.gov/contracts/consultant\\_reports/index.html](http://www.energy.ca.gov/contracts/consultant_reports/index.html)

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

### **Electronic File Format**

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CCM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

### **Software Application Development**

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

## **PROJECT TASKS:**

### **TASK 1- AGREEMENT MANAGEMENT**

#### **Task 1.1 Kick-off Meeting**

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

##### **The Contractor shall:**

- Attend a “kick-off” meeting with the CCM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held via Web-Ex or teleconference. The Contractor shall include their TWI Director and Supervising Administrator and necessary staff, Contracts Administrator, Accounting Officer, and others designated by the CCM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

##### **The CCM shall:**

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

##### **Deliverables:**

- An Updated Schedule of Deliverables (if applicable)

#### **Task 1.2 Invoices**

##### **The Contractor shall:**

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted with the same frequency as progress reports (task 1.3). Invoices must be submitted to the Energy Commission’s Accounting Office.

##### **Deliverables:**

- Invoices

#### **Task 1.3 Quarterly Progress Reports**

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

##### **The Contractor shall:**

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CCM will provide the format for the quarterly progress reports.

##### **Deliverables:**

- Quarterly Progress Reports

### **Task 1.4 Final Meeting**

The goal of this task is to discuss closeout of this Agreement and review the project.

#### **The Contractor shall:**

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held via Web-Ex or teleconference. The meeting will be attended by the Contractor Project Manager and the CCM. The CCM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

#### **Deliverables:**

- Written documentation of meeting agreements
- Schedule for completing closeout activities

### **Task 1.5 Final Report**

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

#### **Task 1.5.1 Final Report**

##### **The Contractor shall:**

- Prepare the draft Final Report for this Agreement.
- Submit the draft Final Report for review and comment. The CCM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CCM.
- Prepare and submit the Final Report, incorporating CCM comments.

##### **Deliverables:**

- Draft Final Report
- Final Report

## **TECHNICAL TASKS**

### **TASK 2 - PROGRAM PLANNING – SLATEZ YOUTH TO CAREER PATHWAYS PROGRAM**

The goal of this task is to develop and submit a draft plan for how LATTC and TWI will deliver and implement the **SLATEZ Youth to Career Pathways Program**. The plan is subject to the review and approval of the CCM. The SLATEZ Youth to Career Pathways Program will build capacity at SLATEZ K-12 schools to introduce students to careers in clean transportation technologies with a focus on alternative fuel, electric, and fuel cell technology vehicle repair.

#### **The Contractor shall:**

Prepare and submit the SLATEZ Youth to Career Pathway Program plan.

- The plan shall include (as applicable)
  - How SLATEZ and underserved communities and veterans outreach will be implemented
  - The estimated time frame for developing the K-12 curricular modules and scope
  - Steps to include participation by SLATEZ youth and veterans
  - Submit Draft Program Plan for CCM review

#### **Deliverables:**

- Draft SLATEZ Youth to Career Pathways Program plan

#### **Task 2.1** Develop final SLATEZ Youth to Career Pathways Program Plan

- Submit Final Program Plan to CCM for written approval

#### **Deliverables:**

- Final SLATEZ Youth to Career Pathways Program Plan

**(NOTE: NO WORK MAY PROCEED ON TASK 3 WITHOUT WRITTEN APPROVAL FROM THE CCM)**

### **TASK 3 - DEVELOP AND IMPLEMENT YOUTH TO CAREER PATHWAYS PROGRAM**

The goal of this task is to build capacity at K-12 SLATEZ schools exposing students to career pathways focused on clean transportation technologies.

#### **Task 3.1 Curriculum for Online Instructional Module Development for SLATEZ K-12 schools**

- Development and publication of curriculum as approved in the program plan

#### **The Contractor shall:**

Develop training modules that will introduce and prepare K-12 students for careers in hybrid, plug-in electric, and hydrogen fuel-cell vehicle repair and maintenance. Curriculum will be hosted on LATTC's Canvas Learning Management System (LMS) and will be made available to SLATEZ K-12 schools for use on their LMS.

#### **Deliverables:**

- Electronic Submission of curriculum
- Online Canvas portal for curriculum developed
- Screenshots of curriculum posted on website for public dissemination

- Progress shall be reported in quarterly Progress Reports

### **Task 3.2 K-12 Teacher Training Symposiums**

- Organize and lead K-12 Training Symposiums

#### **The Contractor shall:**

Coordinate with SLATEZ K-12 schools for providing teacher Train-the-Trainer symposiums during summer and/or other non-classroom assignment times on the use of online instructional modules created under Task 3.1. Symposiums will include an introduction to Canvas LMS and instruction on using online training material and practicum activities for students.

#### **Deliverables:**

- Progress shall be reported in Quarterly Progress Reports
- Symposium attendance information shall be reported in Quarterly Progress Reports

## **TASK 4 - PROGRAM PLANNING - SLATEZ PROJECT OUTREACH AND RESIDENT WORKSHOPS PLAN**

The goal of this task is to develop a plan for the SLATEZ Project Outreach and Resident Workshops to be held in the communities to raise awareness of career opportunities in clean transportation technologies with a focus on alternative fuel, electric, and fuel cell technology vehicle repair and maintenance.

### **Task 4.1** Develop draft *SLATEZ Project Outreach and Resident Workshops Plan*

The goal of this task is to develop and submit a draft plan for how LATTTC and TWI will deliver and implement the SLATEZ Project Outreach and Resident Workshops Plan. The plan is subject to the review and approval of the CCM.

The SLATEZ Project Outreach and Resident Workshops Plan will raise awareness of career opportunities in clean transportation technologies with a focus on alternative fuel, electric, and fuel cell technology vehicle repair and maintenance.

#### **The Contractor shall:**

Prepare and submit the SLATEZ Project Outreach and Resident Workshops Plan

- The plan shall include (as applicable)
  - How SLATEZ and underserved communities and veterans outreach will be implemented
  - Steps to include participation by SLATEZ community based organizations, public agencies, and non-profits
- Submit draft program plan to CCM for review

#### **Deliverables:**

- Draft Plan

### **Task 4.2** Develop final SLATEZ Project Outreach and Resident Workshops Plan

- Submit final program plan to CCM for written approval

#### **Deliverables:**

- Final SLATEZ Project Outreach and Resident Workshops Plan

**(NOTE: NO WORK MAY PROCEED ON TASKS 5 THROUGH 6 WITHOUT WRITTEN APPROVAL FROM THE CCM)**

**TASK 5 - DEVELOP AND IMPLEMENT SLATEZ PROJECT OUTREACH AND RESIDENT WORKSHOPS**

The goal of this task is to implement the SLATEZ Project Outreach and Resident Workshops Plan.

**The Contractor shall:**

- Develop and lead information sessions and career exposure workshops that provide an overview of careers and opportunities in related occupations as approved in the Plan

**Deliverables:**

- Progress shall be reported in Quarterly Progress Reports

**TASK 6 - NEW ENTRANT TRAINING AND INCUMBENT WORKER SKILLS UPGRADE**

The goal of this task is to offer short-term training and certificate programs that will prepare new entrants to work in the clean transportation field, including electric and fuel-cell technologies. In addition, incumbent workers will be provided career growth opportunities through up-skilling training in advanced alternative fuel and clean transportation technologies.

**The Contractor shall:**

Develop and implement training curriculum to train and prepare new entrants and incumbent workers to work in the clean transportation sector.

Work with the CCM to develop acceptable criteria for reporting specific data to further inform the public on progress and benefits for participants from funded training activities that comply with regulatory restrictions and California Community College policy. The Contractor shall report on quarterly basis specific data that includes, but may not be limited to:

- Type of training
- Number of trainees enrolled
- Number of trainees that complete training courses where funding was provided from this contract (as applicable)
- Certificates and/or credits earned by participant trainees
- Types of equipment purchased
- Job placement status upon completion (as applicable)
- Information on participation from school district staff (as applicable)

**Deliverables:**

- Progress shall be reported in Quarterly Progress Reports

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: LOS ANGELES TRADE TECHNICAL COLLEGE

**RESOLVED**, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

**RESOLVED**, that the Energy Commission approves Agreement 600-17-009 with Los Angeles Trade Technical College for a \$1,350,000 contract to increase the quality, access, and availability of training for careers and jobs related to the alternative fuel industry for South Los Angeles Transit Empowerment Zone (SLATE-Z) community residents. The proposed project includes development of innovative curriculum and instructional aids; marketing and outreach to targeted audiences; faculty/trainer professional development; and incumbent and new entrant training opportunities; and

**FURTHER BE IT RESOLVED**, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

**CERTIFICATION**

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on May 9, 2018.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Cody Goldthrite,  
Secretariat