



GRANT REQUEST FORM (GRF)

A) New Agreement # ARV-21-054 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Larry Rillera	6	916-903-4295

C) Recipient's Legal Name	Federal ID #
Community Resource Project, Inc.	94-2280427

D) Title of Project
ZEV Sustainable, Equitable, Employment, and Destination Training Project

E) Term and Amount

Start Date	End Date	Amount
04/26/2022	05/30/2024	\$500,000

F) Business Meeting Information

ARFVTP agreements \$75K and under delegated to Executive Director
 Proposed Business Meeting Date: 04/26/2022 Consent Discussion
 Business Meeting Presenter: Larry Rillera Time Needed: 5 minutes
 Please select one list serve. Altfuels (AB118 – ARFVTP)

Agenda Item Subject and Description:

Community Resource Project, Inc. Proposed resolution approving Agreement ARV-21-054 with Community Resource Project, Inc. for a \$500,000 grant to develop curriculum, conduct outreach, and provide instruction and training on ZEV and EVCI and adopting staff's determination that this action is exempt from CEQA (Clean Transportation Program funding) Contact: Larry Rillera. (Staff Presentation: 5 minutes)

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":

- If Agreement is considered a "Project" under CEQA:
 - Agreement **IS** exempt.
 - Statutory Exemption. List PRC and/or CCR section number:
 - Categorical Exemption. List CCR section number: 14 CCR section 15306 – Information Collection and 14 CCR section 15322 Training Programs. Cal. Code Regs, tit. 14, §15306, Information Collection, provides that projects which consist of basic data collection, research and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource are categorically exempt from the provisions of CEQA. This project consists of developing, researching, planning, outreach, and conducting training on ZEVs and EVCI. Cal. Code Regs, tit. 14, §15322 Training Programs Involving No Physical Changes, provides that projects which consist of the development of or changes in curriculum or training methods which do not result in a serious or



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major disturbance to an environmental resource are categorically exempt from the provisions of CEQA. This project involves the development of curriculum, education, and training programs. raining structures. The project will not cause direct physical changes to the environment, and there will be no physical construction. Therefore, the proposed project will have no significant effect on the environment and is categorically exempt under sections 15306 and 15322.

- Common Sense Exemption.
- 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) List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

Legal Company Name:	Budget
California Mobility Center	\$140,000
Aura Planning, Inc.	\$60,492
CleanStart	\$50,000
LucidXR	\$50,000
Sacramento Public Library Authority	\$10,000
Phoenix Motorcars LLC	\$10,000
Sacramento Clean Cities Coalition	\$5,000

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

Legal Company Name:
Ztractor, Inc.
Fulton-El Camino Recreation and Park District
Clean Start, Inc.
Green Technical Education and Employment

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	FY 18/19	601.118K	\$486,318
ARFVTP	FY 20/21	601.118M	\$13,682
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&D Program Area: TOTAL: \$500,000

Explanation for "Other" selection



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

Reimbursement Contract #:

Federal Agreement #:

K) Recipient's Contact Information

1. Recipient's Administrator/Officer

Name: Luis Sanchez
 Address: 250 Harris Avenue
 City, State, Zip: Sacramento, CA
 95838
 Phone: (916) 567-5220 ext. 2233
 E-Mail:

luis@communityresourceproject.org

Name: Veronica Herrera
 Address: 250 Harris Avenue
 City, State, Zip: Sacramento, CA
 95838
 Phone: (916) 567-5220 ext. 2273
 E-Mail:
veronicah@communityresourceproject.org

2. Recipient's Project Manager

L) Selection Process Used

- Competitive Solicitation Solicitation #: GFO-21-602
 First Come First Served Solicitation Solicitation #: - -

M) The following items should be attached to this GRF

- | | | | |
|---|-------------------------------------|-----|--|
| 1. Exhibit A, Scope of Work | <input checked="" type="checkbox"/> | N/A | <input checked="" type="checkbox"/> Attached |
| 2. Exhibit B, Budget Detail | <input checked="" type="checkbox"/> | N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 105, Questionnaire for Identifying Conflicts | <input checked="" type="checkbox"/> | N/A | <input checked="" type="checkbox"/> Attached |
| 4. Recipient Resolution | <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> Attached |
| 5. CEQA Documentation | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> Attached |

Agreement Manager

Date

Office Manager

Date

Deputy Director

Date

**Exhibit A
SCOPE OF WORK**

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Community Engagement, Program Promotion, and Trainee Recruitment
3		Employer Engagement and Job Placement
4		Curricula and Training
5		Procurement
6	X	Classroom Training
7		Hands-On Training
8		Trainee Support
9		Data Collection and Analysis
10		Project Fact Sheet

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Lori Hewitt; Luis Sanchez	Aura Planning Inc.	
2	Lori Hewitt; Luis Sanchez	CleanStart; Aura Planning Inc.; California Mobility Center (CMC); Sacramento Public Library (SPL)	Fulton-EI Camino Recreation and Park District (FECRPD)
3	Lori Hewitt; Luis Sanchez	CMC; CleanStart; Aura Planning Inc.; Sacramento Clean Cities Coalition	Sacramento Metropolitan Air Quality Management District (SMAQMD); Ztractor
4	Lori Hewitt; Luis Sanchez	Lucid XR; CMC; Aura Planning Inc.; Sacramento Clean Cities Coalition; Phoenix Motors	SMAQMD; Ztractor
5	Lori Hewitt; Luis Sanchez	CMC	
6	Lori Hewitt; Luis Sanchez	CMC	
7	Lori Hewitt; Luis Sanchez	CMC	
8	Lori Hewitt; Luis Sanchez	Aura Planning Inc.	SMAQMD

9	Lori Hewitt; Luis Sanchez		
10	Lori Hewitt; Luis Sanchez		

GLOSSARY

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

Term/ Acronym	Definition
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CTP	Clean Transportation Program
CPR	Critical Project Review
EVCI	Electric Vehicle Charging Infrastructure
FTD	Fuels and Transportation Division
EVITP	Electric Vehicle Infrastructure Training Program
FECRPD	Fulton-El Camino Recreation and Park District
SPL	Sacramento Public Library Authority
SMAQMD	Sacramento Metropolitan Air Quality Management District
CMC	California Mobility Center

Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On October 1, 2021, the CEC released a Grant Funding Opportunity entitled “IDEAL ZEV Workforce Pilot.” This competitive grant solicitation was to support training in ZEV industries and in priority communities. In response to GFO-21-602, the Recipient submitted application #07 which was proposed for funding in the CEC’s Notice of Proposed Awards on February 22, 2022. GFO-21-602 and Recipient’s application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient’s Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient’s Application and the terms of CEC’s Award, CEC’s Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient’s Application, the terms of this Agreement shall control.

Problem Statement:

Many employers in California, particularly in zero-emission vehicle (ZEV) and electric vehicle charging infrastructure (EVCI) industries, are reporting worker shortages. Social justice and equity issues are another challenge to securing employment. For those living in priority communities, accessing career advancement opportunities is a challenge due to a complexity of reasons, including but not limited to, high training and education costs and inadequate transportation and childcare services.

Areas in the Greater Sacramento Region have experienced high rates of unemployment and underemployment especially in low-income and disadvantaged communities. Given the transition toward zero-emissions, it is clear that more needs to be done to connect people to the growing ZEV and EVCI job market while local communities accrue jobs and economic benefits. More importantly, with priority communities at a disadvantage to accessing job, training, and education opportunities, greater investment needs to go towards helping them in the Greater Sacramento Region.

Goal of the Agreement:

The goal of this Agreement is to conduct training and facilitate job placement in the ZEV and EVCI industry for priority communities.

Objectives of the Agreement:

The objectives of this Agreement are to:

- Establish the ZEV Sustainable, Equitable, Employment, and Destination Project (Project).
- Conduct community outreach and engagement to educate communities on the ZEV industry.
- Train at least 100 unemployed or underemployed members of the target priority communities.
- Partner with community-based organizations and employers to develop the ZEV Training Program (ZEV Program) including:
 - EVCI Installation
 - ZEV Manufacturing, Maintenance, and Service
 - ZEV Driving and Operations
- Facilitate job placement of at least 75 trainees.

TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The Commission Agreement Manager (CAM) shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

The Recipient shall:

- Attend a “Kick-Off” meeting with the CAM, the Commission Agreement Officer (CAO), and a representative of the California Energy Commission (CEC) Accounting Office. The Recipient shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Recipient or specifically requested by the CAM to this meeting.
- Provide a written statement of project activities that have occurred after the notice of proposed awards but prior to the execution of the agreement using match funds. If none, provide a statement that no work has been completed using match funds prior to the execution of the agreement. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.
- Discuss the following administrative and technical aspects of this Agreement:
 - Agreement Terms and Conditions
 - Critical Project Review (Task 1.2)
 - Match fund documentation (Task 1.7) No reimbursable work may be done until this documentation is in place.
 - Permit documentation (Task 1.8)
 - Subawards needed to carry out project (Task 1.9)
 - The CAM’s expectations for accomplishing tasks described in the Scope of Work
 - An updated Schedule of Products and Due Dates
 - Monthly Calls (Task 1.4)
 - Quarterly Progress Reports (Task 1.5)
 - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
 - Final Report (Task 1.6)

Recipient Products:

- Updated Schedule of Products
- Updated List of Match Funds
- Updated List of Permits
- Written Statement of Match Share Activities

Commission Agreement Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

CPRs provide the opportunity for frank discussions between the CEC and the Recipient. The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

The CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Recipient.

Meeting participants include the CAM and the Recipient and may include the CAO, the Fuels and Transportation Division (FTD) program lead, other CEC staff and Management as well as other individuals selected by the CAM to provide support to the CEC.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the CEC, but they may take place at another location or remotely.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Prepare a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 8 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

The Recipient shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the CAM and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

CAM Products:

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

Recipient Product:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Recipient shall:

- Meet with CEC staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the CAM.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The CAM will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the CAM about the following Agreement closeout items:

- What to do with any equipment purchased with CEC funds (Options)
 - CEC request for specific “generated” data (not already provided in Agreement products)
 - Need to document Recipient’s disclosure of “subject inventions” developed under the Agreement
 - “Surviving” Agreement provisions
 - Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

Products:

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

Task 1.4 Monthly Calls

The goal of this task is to have calls at least monthly between CAM and Recipient to verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget.

The objectives of this task are to verbally summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, to verify match funds are being proportionally spent concurrently or in advance of CEC funds or are being spent in accordance with an approved Match Funding Spending Plan, to form the basis for determining whether invoices are consistent with work performed, and to answer any other questions from the CAM. Monthly calls might not be held on those months when a quarterly progress report is submitted, or the CAM determines that a monthly call is unnecessary.

The CAM shall:

- Schedule monthly calls.
- Provide questions to the Recipient prior to the monthly call.
- Provide call summary notes to Recipient of items discussed during call.

The Recipient shall:

- Review the questions provided by CAM prior to the monthly call
- Provide verbal answers to the CAM during the call.

Product:

- Email to CAM concurring with call summary notes.

Task 1.5 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 on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

The Recipient shall:

- Prepare a Quarterly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Progress reports are due to the CAM the 10th day of each January, April, July, and October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at <https://www.energy.ca.gov/media/4691>.

Product:

- Quarterly Progress Reports

Task 1.6 Final Report

The goal of the Final Report is to assess the project's success in achieving the Agreement's goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the CEC and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

In addition to any other applicable requirements, the Final Report must comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability; all applicable regulations and guidelines issued pursuant to the ADA; Cal. Gov. Code sects. 7405 and 11135; and Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

The Recipient shall:

- Prepare an Outline of the Final Report, if requested by the CAM.
- Prepare a Final Report complying with ADA requirements and following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

Products:

- Outline of the Final Report, if requested
- Draft Final Report
- Final Report

Task 1.7 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
 - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
 - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

Products:

- A letter regarding match funds or stating that no match funds are provided
- Copy(ies) of each match fund commitment letter(s) (if applicable)
- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

Task 1.8 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient may budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

The Recipient shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
 - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the CAM.
- As permits are obtained, send a copy of each approved permit to the CAM.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 working days. Either of these events may trigger an additional CPR.

Products:

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)
- A copy of each final approved permit (if applicable)

Task 1.9 Obtain and Execute Subawards

The goal of this task is to ensure quality products and to procure subrecipients required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement policies and procedures.

The Recipient shall:

- Manage and coordinate subrecipient activities.
- If requested by the CAM, submit a draft of each subaward required to conduct the work under this Agreement to the CAM for review.
- If requested by the CAM, submit a final copy of the executed subaward.
- If Recipient intends to add new subrecipients or change subrecipients, then the Recipient shall notify the CAM.

Products:

- Letter describing the subawards needed, or stating that no subawards are required
- Draft subcontracts (if requested)
- Final subcontracts (if requested)

TECHNICAL TASKS

TASK 2 COMMUNITY ENGAGEMENT, PROGRAM PROMOTION, AND TRAINEE RECRUITMENT

Task 2.1 Engage Target Communities to Assess Their Needs

The goals of this task are to engage at least 1,000 residents of target priority communities and identify their job training needs and preferences regarding ZEVs and EVCI.

The Recipient shall:

- Prepare and submit draft and final Community Needs Assessment (CNA) to the CAM for review and approval.
- Prepare schedule that includes proposed CNA activities, meeting dates, times, and locations.
- Provide a list to the CAM of all proposed Project partners, communities, community organizations, and community members with contact information.
- Prepare and submit draft and final Community Performance Plan that includes but is not limited to establishing performance metrics, developing and conducting surveys, and developing a tracking database in Microsoft Excel or Word format and provide to the CAM for review and approval.
- Analyze survey responses and community feedback.
- Secure CEC approval for the use of the CEC logo on all draft and final Project materials.

Products:

- Draft CNA

- Final CNA
- List of Contacts
- Draft Community Performance Plan
- Final Community Performance Plan
- CEC Approval

Task 2.2 Project Community Ambassadors

The goal of this task is to identify and enlist at least thirty (30) community members from information gathered in Task 2.1 to serve as Project Community Ambassadors (Ambassadors).

The Recipient shall:

- Prepare an Ambassador Responsibilities document, including Ambassadors' responsibilities, duties, length of service, and functions of Ambassadors and provide to the CAM for review and approval.
- Establish Ambassador Eligibility document, including Ambassadors' eligibility, screening criteria, registration process, application, and selection and notification process and provide to the CAM for review and approval.
- Develop list of preliminary candidates for Ambassador status using information gathered from Task 2.1 and select at least thirty (30) final Ambassadors and provide onboard training and provide the list to the CAM.
- Ensure Ambassador diversity in areas such as, but not limited to, geography, language, culture, and communication.
- Create and maintain Ambassador profiles, activity, and performance in a database in Microsoft Excel format.
- Develop a process to submit, review, and approve stipends for Ambassadors and maintain transactional and performance records in the Ambassador profile database.

Products:

- Ambassador Responsibilities document
- Ambassador Eligibility document
- List of Preliminary and Final Ambassador Candidates
- Ambassador Profile Database

Task 2.3 Promote ZEV Program in Target Communities

The goal of this task is to promote the ZEV Program in target communities.

The Recipient shall:

- Use the initial Project sheets developed in Task 10 and other promotional materials and strategies for webinars, community events, and Sacramento Public Library (SPL) bookmobile events.

- Prepare a draft and final ZEV Program outline for courses in EVCI Installation , ZEV Manufacturing , ZEV Maintenance/Service , and ZEV Operations, and provide those outlines to the CAM for review and approval.
- Prepare a schedule with descriptions of promotional events and activities, dates, times, locations, partners, and target audiences and provide to the CAM.

Products:

- Draft ZEV Program Outline
- Final ZEV Program Outline
- Schedule with descriptions of promotional events and activities

Task 2.4 Recruit, Enroll, and Select Trainees

The goals of this task are to recruit, enroll, and select trainees for the ZEV Program.

The Recipient shall:

- Develop the ZEV Program application, registration and enrollment process, and target at least 300 applications to the ZEV Program.
- Establish the application period, evaluation, and notification schedule.
- Publicize and notify community members, Project partners, and key stakeholders regarding the open Project application period.
- Establish and provide draft and final selection criteria and provide to the CAM for review and approval.
- Review all applications received and provide a shortlist of 150 Trainee candidates, based on final selection criteria, in the Quarterly Progress Reports.
- Review the shortlist of 150 candidates, and provide the final list of 100 candidates, in the Quarterly Progress Reports.
- Develop notification letters/emails, send to the 100 potential trainees, and solicit an affirmative response that the trainee will participate in the training.
- Develop onboarding package and conduct onboarding of trainees.
- Develop, administer, and collect pre- and post-training surveys and course evaluation forms, and provide an analysis of the results in the Final Report.

Products:

- Draft Selection Criteria
- Final Selection Criteria
- Shortlist and final list of candidates, in the Quarterly Progress Reports
- Analysis of surveys and course evaluations, in the Final Report

TASK 3 EMPLOYER ENGAGEMENT AND JOB PLACEMENT

Task 3.1 Engage Employers and Community-Based Organizations (CBOs)

The goal of this task is to engage employers, fleets, and CBOs to identify their specific ZEV and EVCI job needs and preferences for the proposed ZEV Program.

The Recipient shall:

- Conduct meetings with employers, fleets, and CBOs and provide overview of the Project and ZEV Program, respond to questions, provide a survey to assess their specific ZEV and EVCI job needs, preferences, and solicit their feedback on the ZEV Program Outline.
- Provide list of employers, CBOs, and other participants, in the Quarterly Progress Reports.
- Prepare and submit meeting notes, feedback, and survey results from participants and from each meeting conducted, in the Quarterly Progress Reports.

Products:

- List of participants, meeting notes, feedback, and survey results, to be included in the Quarterly Progress Reports

Task 3.2 Identify Job Placement Partners

The goal of this task is to identify ZEV employers and ZEV supply chain businesses that will be willing to hire trainees after ZEV Program completion.

The Recipient shall:

- Create a list of ZEV employers and ZEV supply chain businesses in the Greater Sacramento Region and provide in Quarterly Progress Reports.
- Develop survey and solicit the willingness of ZEV employers on the list to hire trainees after ZEV Program completion and provide with Quarterly Progress Reports.

Products:

- List of employers and businesses, and survey results, to be included in Quarterly Progress Reports

Task 3.3 Job Placement Strategies

The goal of this task is to create job placement strategies and partnerships.

The Recipient shall:

- Develop draft and final job placement strategies and provide to the CAM for review and approval.
- Develop and execute agreements between Project and Program administrators and ZEV employers and ZEV supply chain businesses for job placement and for apprenticeship program registration. Provide copies of executed agreements to the CAM.

Products:

- Draft Job Placement Strategies
- Final Job Placement Strategies
- Copies of Executed Agreements

TASK 4 CURRICULA AND TRAINING

The goal of this task is to develop curricula and training.

The Recipient shall:

- Develop draft and final job training outline and curricula for the following courses:
 - EVCI Installation
 - ZEV Manufacturing, Maintenance, and Service
 - ZEV Driving and Operations
- Use information gathered from Tasks 2 and 3 to inform the development of the outline and the curriculum, and provide these to the CAM for review and approval.
- Develop two virtual reality applications (VRA), including their necessary digital assets, for the EVCI Installation and ZEV Manufacturing, Maintenance, and Service curricula. The Recipient shall provide short, demonstration versions of these two VRAs that will be used in other tasks.
- Develop clear specifications and criteria for the VRA that align with the approved curricula and include in procurement documentation.
- Prepare schedule(s) for each of the three training modules with descriptions of training activities, dates, topics, instructors, participants, and venues, and provide all this information in the Quarterly Progress Reports.
- Develop training resources and materials, including but not limited to presentation slides, worksheets, guides, and handbooks and provide with Quarterly Progress Reports.
- Identify and hire trainers/instructors and provide list in the Quarterly Progress Reports.
-

Products:

- Draft Job Training Outline
- Final Job Training Outline
- Draft Job Training Curricula
- Final Job Training Curricula
- VRAs
- Include training module details with Quarterly Progress Reports

TASK 5 PROCUREMENT

The goal of this task is to procure the equipment, tools, and materials needed to support training.

The Recipient shall:

- Immediately notify the CAM if assets in Equipment, Materials/Miscellaneous, or in Subrecipient budgets require long lead times, if items may not arrive in time for training/instruction, if items are out of stock, or if there are supply chain issues.

Failure to immediately notify CAM of issues may risk attainment of Program goals and objectives.

- Prepare and issue bid/specification(s) documents, select vendors, procure the requisite items, provide a list of all bid responses, and provide results in Quarterly Progress Reports.
- Ensure compliance with procurement requirements in the Terms and Conditions.
- Acquire no more than 40 VR headsets and equipment that will be used for training that shall be compatible with VRA developed in Task 4.
- Acquire two Level 2 EV chargers and provide the following information for EV chargers:
 - Vendor names and cost estimates for chargers.
 - Location of EVCI installations.
 - Schedule for procurement, installation, and commissioning.
- Compliance with Electric Vehicle Infrastructure Training Program (EVITP) requirements including, but not limited to:
 - Submit an Assembly Bill (AB) 841 Certification that certifies the project has complied with all AB 841 (Ting, Chapter 372, Statutes of 2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.
 - Submit EVITP Certification Numbers of each EVITP-certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.

Products:

- Notification of Delay(s) in Procurement (if necessary)
- Include bid information in Quarterly Progress Reports
- Information on Level 2 EV chargers
- AB 841 Certification signed by Recipient's authorized representative
- EVITP Certification Numbers of each EVITP certified electrician

TASK 6 CLASSROOM TRAINING

Task 6.1 Conduct Classroom Training

The goal of this task is to conduct classroom training and prepare for hands-on training.

The Recipient shall:

- Conduct classroom training for the approved curriculum using the VRA for EVCI Installation and for ZEV Manufacturing, Maintenance, and Service.
- Deliver the training with qualified trainers/instructors.

- Develop, administer, collect, and analyze post-classroom training surveys from trainees and trainers/instructors from each class and include information and results analysis in the Final Report.
- Develop and provide certificates of completion for eligible trainees that complete classroom and hands-on training and that meet Program requirements.
- Develop performance metrics and provide results and analysis in the Final Report.
- Maintain a logbook of trainees that use training equipment.
- Maintain record of trainee attendance and grades/progress.

Products:

- Certificates of Completion
- Logbook of trainees
- Record of trainee attendance, grades, and progress
- Survey information, results analysis, and performance metrics, all to be provided in the Final Report

[CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]

Task 6.2 Transition From Classroom to Hands-On Training

The goal of this task is to facilitate the physical transfer of trainees from their classroom-based training to hands-on training.

The Recipient shall:

- Coordinate the transfer of trainees from the classroom to hands-on training that will held at different locations.
- Develop logistics, schedule, routes of travel, mode of travel, communications plan, and other factors that ensure the safe transport of trainees.
- Notify trainees via Trainee Transfer Letters in advance of travel arrangements from the classroom site to the hands-on site and return trips if necessary.
- Draft and distribute transfer letters to trainees with information regarding their hands-on training schedule, venue, instructors, resources and materials, Program contact information, and the availability of support services including transportation and childcare (See Task 8).

Products:

- Trainee Transfer Letters

TASK 7 HANDS-ON TRAINING

Task 7.1 Conduct Hands-On Training

The goal of this task is to conduct hands-on training.

The Recipient shall:

- Conduct hands-on training for approved curriculum for EVCI Installation, ZEV Manufacturing, Maintenance, and Service, and ZEV Driving and Operations.
- Deliver the training with qualified trainers/instructors.
- Develop, administer, collect, and analyze post-classroom training surveys from trainees and trainers/instructors from each class and include information and results analysis in the Final Report.
- Develop performance metrics and provide results and analysis in the Final Report.
- Maintain a logbook of trainees that use training equipment.
- Maintain record of trainee attendance and grades/progress.

Products:

- Survey information, results analysis, and performance metrics, all to be provided in the Final Report
- Trainee logbook
- Record of trainee attendance and grades/progress

Task 7.2 Job Placement and Employers

The goal of this task is to facilitate the transfer of trainees from their hands-on training locations to ZEV employer sites identified in Task 3.

The Recipient shall:

- Coordinate the logistics and transfer of trainees from hands-on training locations to ZEV employer sites.
- Provide notification to trainees on employer locations, addresses, and contact information, schedule, mode of transfer, and other important information that supports the transition in locations.
- Facilitate and execute agreement(s) between participating ZEV employers and trainees and provide to the CAM.
- Solicit employer feedback through surveys on the progress of trainees at host employer sites and provide results and analyses in Quarterly Progress Reports.

Products:

- Notification to trainees
- Employer survey results in Quarterly Progress Reports
- Employer and Trainee Agreements

TASK 8 TRAINEE SUPPORT

Task 8.1 Coordinate Transportation Support

The goal of this task is to coordinate transportation services support for trainees.

The Recipient shall:

- Provide support for trainee transportation needs that ensure Program participation and retention.

- Prepare a schedule of rides for trainees with descriptions of transportation service providers, drivers, passengers, and pick-up / drop-off times and locations for the duration of the program training.
- Maintain a record of completed rides with descriptions of transportation service providers, drivers, passengers, and pick-up / drop-off times and locations.
- Provide supporting documentation that justifies support costs for trainees for the above activities.

Products:

- Supporting Documentation

Task 8.2 Coordinate Childcare Services Support

The goal of this task is to coordinate childcare services support for trainees.

The Recipient shall:

- Provide support for trainee childcare services needs that ensure Program participation and retention.
- Prepare a schedule with descriptions of childcare service providers, parent and child names, pick-up and drop-off times, and locations.
- Maintain record of childcare services provided.
- Provide supporting documentation that justifies support costs for trainees for the above activities.

Products:

- Supporting Documentation

TASK 9 DATA COLLECTION AND ANALYSIS

The goal of this task is to collect operational data from the project, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report.

The Recipient shall:

- Collect and provide at least 12 months of throughput, usage, and operations data from the project including, but not limited to:
 - Draft and final data collection plan outline.
 - Performance metrics including, but not limited to course baseline data, attendance, training agenda, total time trained, training topics, duration of training sessions, tests and exams, surveys, job placement, outreach objectives and outcomes, completion rates, participation rates, and certificates of completion.
 - Qualitative and quantitative information.
 - Key workforce and training issues encountered and describe the resolution of the issues.
 - Trainee, participant, and attendee demographic and ethnicity information.
 - Jobs, employment, and economic impact as a direct result of the project.
 - Trainee occupations, skills, and wage rates.

- Job market(s) that support ZEV technologies. Compare the job market and status from the time of the original project proposal to the time of the project's completion.
- Baseline data.
- Job placement.
- List of subject matter experts, industry partners, project partners, key stakeholders, and other project collaborators.
- DAC participation and results.
- Collect data, information, and analysis described above and include in the Final Report.
- Compare any project performance and expectations provided in the proposal to CEC with actual project performance and accomplishments.
- Discuss recommendations.

Products:

- Draft Data Collection Plan Outline
- Final Data Collection Plan Outline
- Data, information, and analysis described above to be included in the Final Report

TASK 10 PROJECT FACT SHEET

The goal of this task is to develop an initial and final project fact sheet that describes the CEC-funded project and the benefits resulting from the project for the public and key decision makers.

The Recipient shall:

- Prepare an Initial Project Fact Sheet at start of the project that describes the project and the expected benefits. Use the format provided by the CAM.
- Prepare a Final Project Fact Sheet at the project's conclusion that describes the project, the actual benefits resulting from the project, and lessons learned from implementing the project. Use the format provided by the CAM.
- Provide at least (6) six High Quality Digital Photographs (minimum resolution of 1300x500 pixels in landscape ratio) of pre- and post-technology installation/project efforts at the project sites or related project photographs.

Products:

- Initial Project Fact Sheet
- Final Project Fact Sheet
- High Quality Digital Photographs

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: Community Resource Project, Inc.

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

RESOLVED, that the CEC approves Agreement ARV-21-054 with Community Resource Project, Inc. for a \$500,000 grant to develop curriculum, conduct outreach, and provide instruction and training on ZEV and EVCI; and

FURTHER BE IT RESOLVED, that the Executive Director or their designee shall execute the same on behalf of the CEC.

CERTIFICATION

The undersigned Secretariat to the CEC 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 CEC held on April 26, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat