



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # ARV-21-058 (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 #
County of Los Angeles	95-6000927

D) Title of Project
Los Angeles County Regional Electric Vehicle Supply Equipment Workforce Training Project

E) Term and Amount

Start Date	End Date	Amount
05/11/2022	05/30/2025	\$499,530

F) Business Meeting Information

ARFVTP agreements \$75K and under delegated to Executive Director
 Proposed Business Meeting Date: 05/11/2022 Consent Discussion
 Business Meeting Presenter: Larry Rillera Time Needed: 5 minutes
 Please select one list serve. Altfuels (AB118 – ARFVTP)

Agenda Item Subject and Description:

County of Los Angeles. Proposed resolution approving Agreement ARV-21-058 with County of Los Angeles for a \$499,530 grant to develop and conduct EV charging infrastructure training, Electric Vehicle Infrastructure Training Project (EVITP) training and certification and adopting staff's determination that this action is exempt from CEQA.

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 research, planning, outreach, training, and job placement in the zero-emission vehicle (ZEV) and EVCI industry. 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 major disturbance to an environmental resource are



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categorically exempt from the provisions of CEQA. This project involves the development of curriculum, education, and training programs. 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
Cerritos Community College	\$176,977

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

Legal Company Name:
California Conservation Corps
County of Los Angeles Workforce Development, Aging, and Community Services

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	FY 18/19	601.118K	\$137,951
ARFVTP	FY 19/20	601.118L	\$271,910
ARFVTP	FY 20/21	601.118M	\$89,669
ARFVTP			
Funding Source			\$

R&D Program Area: Select Program Area TOTAL: \$499,530

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

K) Recipient's Contact Information

1. Recipient's Administrator/Officer

Name: Laura Iannaccone
 Address: 1100 N. Eastern Ave.
 Los Angeles, CA 90063
 Phone: (510) 417-6077

E-Mail:

Llannaccone@isd.lacounty.gov

2. Recipient's Project Manager

Name: Jennifer Caron
 Address: 1100 N. Eastern Ave.
 Los Angeles, CA 90063



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CALIFORNIA ENERGY COMMISSION

Phone: (510) 847-0857

E-Mail: JCaron-Sale@isd.lacounty.gov

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"/> | Attached |
| 2. Exhibit B, Budget Detail | <input checked="" type="checkbox"/> | Attached |
| 3. CEC 105, Questionnaire for Identifying Conflicts | <input checked="" type="checkbox"/> | Attached |
| 4. Recipient Resolution | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEQA Documentation | <input checked="" type="checkbox"/> N/A | <input 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		Develop Curriculum and Certification
3	X	Training
4		Finalize and Distribute Curriculum
5		Trainers and Instructors
6		Data Collection and Analysis
7		Project Fact Sheet

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Jennifer Caron-Sale		
2		Cerritos Community College	
3	Laura Iannaccone, Joel Morgan,	Cerritos Community College	California Conservation Corps
4		Cerritos Community College	
5		Cerritos Community College	California Community Colleges
6	Jennifer Caron-Sale		
7	Jennifer Caron-Sale		

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 formerly known as Alternative and Renewable Fuel and Vehicle Technology Program
County	County of Los Angeles
CPR	Critical Project Review

FTD	Fuels and Transportation Division
EVSE	Electric Vehicle Supply Equipment
Recipient	County of Los Angeles
EV	Electric Vehicles
EVITP	Electric Vehicle Infrastructure Training Program
ZEV	Zero-Emission Vehicles

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 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 #17 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:

The County of Los Angeles (County) is struggling to provide enough publicly available electric vehicle (EV) chargers to meet the need. This is due in part to a lack of a qualified, trained, and Electric Vehicle Infrastructure Training Program (EVITP) certified workforce to install and

maintain electric vehicle supply equipment (EVSE). The County has the greatest number of EVs registered in the state, two times more than any other county, with purchases rapidly on the rise. Nearly 50,000 new EVs were registered in 2021, a 24% increase compared to 2020. The County has a goal to install 1,000 EV chargers on County property each year. However, in 2021, it was unable to meet this goal due to a lack of qualified contractors. Most projects bid out by the County received only one or two bids from regionally located contractors and projects were delayed because the contractors did not have a project manager with EVSE installation experience or certification. Meeting code requirements at some County facilities also proved problematic. Additionally, to maintain a network of 15,000 charging stations, the County will need local, informed, and qualified staff and contractors to troubleshoot, repair, and perform preventive maintenance.

The County recognized a need for specific and comprehensive training where workers can become proficient in EVSE design, installation, and maintenance.

Goals of the Agreement:

The goal of this Agreement is to establish the Los Angeles County Regional Electric Vehicle Supply Equipment Workforce Training Program (Program) and increase the number of workers trained on EVSE infrastructure.

Objectives of the Agreement:

The objectives of this Agreement are to:

- Develop Program curriculum and training activities for EVSE.
- Solicit and incorporate subject matter experts (SME) and industry stakeholders in the development of the Program.
- Enhance knowledge and technical skillsets of the workforce for EVSE infrastructure.
- Provide EVSE training to low-income and disadvantaged communities (LIC/DAC) and underrepresented populations with the California Conservation Corps and other project partners.
- Train California Community College faculty and instructors on the use of the Program curriculum and a training toolkit.
- Provide Program curriculum and training at participating California Community Colleges.

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 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 CEC 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 DEVELOP CURRICULUM AND CERTIFICATION

The goal of this task is to develop Program curriculum, training, and certification.

The Recipient shall:

- Solicit input from subject matter experts (SME), internal County stakeholders, industry, faculty, EVITP certified electricians, trainers/instructors, and project partners in the development of a curriculum name and for the draft and final curriculum.
- Develop a *Draft and Final Outline of Each Curriculum Module* incorporating feedback received from the stakeholders above and from the elements developed in EVSE curriculum and training developed for the California Conservation Corps (CCC) Transportation Electrification Training Project (TET Project) funded by the CEC and provide to the CAM for review and approval.
- Develop *Draft and Final Curriculum and Content* (with all modules included) incorporating feedback from stakeholders above that will be instructor/training ready for classroom and field training and provide to the CAM for review and approval.
- Establish a Program training facility at a CCC training location in the County with purchased equipment, tools, and materials.
- Identify and support County of Los Angeles electricians for Program participation and provide the *List of Participants* in Quarterly Progress Reports.
- Develop *Draft and Final Name and Certificates for Curriculum/Program*, including, but not limited to, the Program certificate, certificate template, secure County approval/acknowledgement for the certificate, and provide with Quarterly Progress Reports.
- Draft and develop a *Certificate of Completion* with Cerritos Community College in partnership with other California Community Colleges that will be acknowledged throughout the County and provide with Quarterly Progress Reports.
- Secure CEC approval for the use of the CEC logo on all draft and final Program materials.

Products:

- Draft Outline of Each Curriculum Module
- Final Outline of Each Curriculum Module
- Draft Curriculum and Content
- Final Curriculum and Content
- List of Participants (County of Los Angeles electricians participating in the Program)

- Draft Name and Certificates for Curriculum/Program
- Final Name and Certificates for Curriculum/Program
- Certificate of Completion (Draft and Final)
- Quarterly Progress Reports
- CEC Approval

TASK 3 TRAINING

The goal of this task is to conduct participant training using the Program information developed and equipment/tools acquired in Task 2.

The Recipient shall:

- Solicit participants and conduct training using the information developed in Task 2 for:
 - Six (6) cohorts of ten (10) County of LA employees.
 - Twenty (20) CCC members from the County of Los Angeles.
 - Five (5) cohorts from public, private, and non-profit entities in the County of Los Angeles.
- Develop *Program Participant Application*, administer the registration process, enroll Program participants, and provide a *List of Participants* in Quarterly Progress Reports.
- Ensure participants are provided with County or college certificates, as appropriate, if they complete the entire training course, and provide a *List of Certificate Awardees* in Quarterly Progress Reports.
- Develop, administer, and collect *Pre- and Post-training Surveys and Course Evaluation Forms*, and analyze the results of the responses thereto in the Final Report.

Products:

- Program Participant Application
- List of Participants
- List of Certificate Awardees
- Pre/Post Training Surveys / Course Evaluation Forms
- Quarterly Progress Reports
- Final Report

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

TASK 4 FINALIZE AND DISTRIBUTE CURRICULUM

The goal of this task is to finalize the Program curriculum and training distributed to community colleges.

The Recipient shall:

- Identify and compile *Lessons Learned, Survey Results, and Feedback* from the initial Program participants.
- Create a document that reflects *Proposed Modifications from the Pilot Curriculum and Training* to the proposed final curriculum and training.
- Notify Program participants and stakeholders and conduct at least two (2) meetings to discuss proposed changes and modifications.
- Ensure that modifications or changes to the Program curriculum and training are consistent with consultation with SMEs, industry stakeholders, County, Cerritos Community College, and project partners and feedback received at public meetings.
- Modify the Program curriculum and training, as necessary, to improve the materials, teaching experience, and address code, market trends, and changes to EVs and EVSE products.
- Provide all Program participants, project partners, and key stakeholders the *Final Program Curriculum and Training*.
- Ensure that Cerritos Community College posts announcements regarding the availability of the Program curriculum, information about the Program curriculum, and Program curriculum training online at all California community colleges, as well as the Advanced Transportation and Logistics website, or any successor website. posts
- Ensure that Cerritos Community College markets the availability of the Program curriculum to applicable college programs, faculty, and instructors and solicits participation in the train-the trainer program in Task 5.
- Provide status of each activity in Quarterly Progress Reports.

Products:

- Lessons Learned / Survey Results / Feedback
- Proposed Modifications from Pilot Curriculum and Training
- Final Curriculum and Training
- Quarterly Progress Reports

TASK 5 TRAINERS AND INSTRUCTORS

The goal of this task is to recruit trainers and instructors from community colleges in Los Angeles County and neighboring counties to participate in the Program.

The Recipient shall:

- Develop a *List of Potential Partners for Program Participation* (including, but not limited to, community colleges, programs, and faculty/instructors) as trainers and/or instructors and provide information in Quarterly Progress Reports.
- Develop *Fact Sheets* with Program and curriculum information, benefits of the Program, participant testimonial statements, and how the Program could benefit existing community college programs.

- Use the Initial Fact Sheets described in Task 7 to recruit and register trainer and/or instructors for training.
- Purchase equipment, tools, and materials required for training by participating community college trainers/instructors.
- Conduct instruction for trainers and/or instructors at a minimum of ten (10) community colleges.
- Develop, administer, and collect Pre- and Post-Training Surveys, and Course Evaluation Forms, and analyze results therefrom in the Final Report.
- Use outreach channels, including but not limited to, emails, phone calls, newsletters, bulletin boards, and meetings to distribute Program fact sheet and inform community colleges regarding Program participation as a trainer and/or instructor.
- Schedule trainings with community college trainers and/or instructors that includes both in-person and online training at the trainers' host community college and at the CCC training facility in Los Angeles County and provide in Quarterly Progress Reports.
- Develop and provide a *Tracking Template* so trainers and/or instructors can enter trainee registration and certificate of completion information.

Products:

- List of Potential Partners for Program Participation
- Fact Sheets
- Initial Fact Sheets (as described in Task 7)
- Pre- and Post- Training Surveys / Course Evaluation Forms
- Tracking Template
- Quarterly Progress Reports
- Final Report

TASK 6 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 Outlines.
 - 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 including but not limited to photographs, testimonials, videos, spreadsheets, data, and modeling.
- 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 Project Collaborators, including, but not limited, to, SME, industry partners, project partners, and key stakeholders.
- LIC/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
- List of Project Collaborators
- Final Report

TASK 7 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 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: COUNTY OF LOS ANGELES

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-21-058 with the County of Los Angeles for a \$499,530 grant to develop and conduct EV charging infrastructure training, Electric Vehicle Infrastructure Training Project (EVITP) training and certification ; 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 May 11, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat