



STATE OF CALIFORNIA

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement # ARV-21-061 (to be completed by CGL office)**

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

<b>C) Recipient's Legal Name</b>	<b>Federal ID #</b>
Los Angeles Pierce College	98-2587353

<b>D) Title of Project</b>
ZEV Technology Training Project

**E) Term and Amount**

<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
05/11/2022	05/30/2025	\$500,000

**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:**

LOS ANGELES PIERCE COLLEGE. Proposed resolution approving Agreement ARV-21-061 with Los Angeles Pierce College for a \$500,000 grant to develop a Zero-Emission Vehicle (ZEV) Technology Training Program with curriculum and instruction for students, 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**

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":

2. If Agreement is considered a "Project" under CEQA:

a) ☐ Agreement **IS** exempt.

☐ Statutory Exemption. List PRC and/or CCR section number:

☒ Categorical Exemption. List CCR section number: 14 CCR section 15301 – Existing Facilities, 14 CCR section 15303 Small Structures, and 14 CCR section 15304 Minor Alterations to Land

This proposed project will fund curriculum development and instruction on zero-emission vehicle and charging infrastructure repair and maintenance, at Los Angeles Pierce College. As part of that work, 2 Level 2 electric vehicle chargers will be installed (surface-mounted) at an existing parking lot in the automotive program. Several electric vehicles will also be purchased for demonstration purposes and driven on existing roadways.

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Cal. Code Regs., tit. 14, sec. 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of use beyond that existing at the time of the lead agency's determination, are categorically exempt from the provisions of the California Environmental Quality Act. This project involves installation of two level 2 electric vehicle chargers at an existing automotive training building located on Los Angeles Pierce College's campus. At the existing site, the electric vehicle charging stations will be installed on walls and connect to existing electrical infrastructure. Therefore, the project falls within section 15301 and will not have a significant effect on the environment.

Cal. Code Regs., tit. 14, sec. 15303 provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of CEQA. This project consists of installation of new small equipment to an existing site. Specifically, two level two chargers, each approximately the size of a parking meter, will be installed. All the equipment will be installed in existing hardscapes. Therefore, the project falls within section 15303 and will not have a significant effect on the environment.

Cal. Code Regs., tit. 14, sect. 15304 provides that projects which consist of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes are categorically exempt from the provisions of CEQA. In this project, minor trenching may be necessary to lay conduit from existing electrical infrastructure to new charging equipment located on an existing building wall. The trenching may take place on currently paved ground, will not involve the removal of any trees, and surface will be restored. Therefore, the project falls within section 15304 and will not have a significant effect on the environment.

For these reasons, work under the proposed project will have no significant impact on the environment and falls under sections 15301, 15303, and 15304.

- ☐ 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



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- ☐ Environmental Impact Report
- ☐ Statement of Overriding Considerations

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

<b>Legal Company Name:</b>	<b>Budget</b>
Ford Dealer (TBD)	\$108,000
Chevrolet Dealer (TBD)	\$55,000
Nissan Dealer (TBD)	\$44,000
Kia Dealer (TBD)	\$46,000
EV Charger (TBD)	\$65,000

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

<b>Legal Company Name:</b>
Porsche Woodland Hills
Tesla Motors
Northridge Toyota
Keyes Motors
Los Angeles Economic and Workforce Development Department's WorkSource Centers
Suviya LLC
RISE Research Institute of Sweden
Equus Workforce Solutions

**J) Budget Information**

<b>Funding Source</b>	<b>Funding Year of Appropriation</b>	<b>Budget List Number</b>	<b>Amount</b>
ARFVTP	FY 18/19	601.118K	\$300.000
ARFVTP	FY 19/20	601.118L	\$100.000
ARFVTP	FY 20/21	601.118M	\$100.000
Funding Source			\$
Funding Source			\$

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

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

**K) Recipient's Contact Information****Recipient's Administrator/Officer**

E-Mail: [villand@piercecollege.edu](mailto:villand@piercecollege.edu)

Name: Donna-Mae Villanueva

Address: LA Pierce College  
6201 Winnetka Avenue  
City, State, Zip: Woodland Hills, CA  
91371  
Phone: (818) 710-4407

**1. Recipient's Project Manager**

Name: Tom Fortune and Faye Nima  
Address: LA Pierce College, 6201 Winnetka Ave.

City, State, Zip: Woodland Hills, CA  
91371



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CALIFORNIA ENERGY COMMISSION

Phone: (818) 710-2266 and (818) 710-2224

and [nimafe@piercecollege.edu](mailto:nimafe@piercecollege.edu)

E-Mail: [fortunta@piercecollege.edu](mailto:fortunta@piercecollege.edu)

**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 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		ZEV Curriculum
3		Procurement
4		Community Outreach and Engagement
5	X	Instruction and Training
6		Job Placement
7		Data Collection and Analysis
8		Project Fact Sheet

**KEY NAME LIST**

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Tom Fortune; Faye Nima		
2	Tom Fortune; Faye Nima		Porsche Woodland Hills; Tesla Motors; Northridge Toyota; Keyes Motors; Suviya LLC RISE Research Institute of Sweden; Equus Workforce Solutions
3	Tom Fortune; Faye Nima	TBD	Porsche Woodland Hills; Tesla Motors; Northridge Toyota; Keyes Motors; Suviya LLC RISE Research Institute of Sweden; Equus Workforce Solutions
4	Tom Fortune; Faye Nima		
5	Tom Fortune; Faye Nima		Porsche Woodland Hills; Tesla Motors; Northridge Toyota; Keyes Motors; Suviya LLC RISE Research Institute of Sweden; Equus Workforce Solutions

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
6	Tom Fortune; Faye Nima		Los Angeles Economic and Workforce Development Department's WorkSource Centers
7	Tom Fortune; Faye Nima		
8	Tom Fortune; Faye Nima		

## 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
Program	ZEV Technology Training Program
Recipient	Los Angeles Pierce College
EVITP	Electric Vehicle Infrastructure Training Program
ZEV	Zero-Emission Vehicle

## 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 zero-emission vehicle (ZEV) industries and in priority communities. In response to GFO-21-602, the Recipient submitted application #11 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:**

California has identified targets for ZEVs and electric vehicle charging infrastructure (EVCI). Manufacturers are beginning to develop and bring to market these products. Car dealerships, commercial and municipal fleet managers, the EVCI industry, and independent car repair facilities do not have the numbers of trained ZEV technicians that will be required to meet the need once ZEVs are more broadly deployed. Additionally, low-income and disadvantaged communities (LIC/DAC), communities of color, and other marginalized individuals are the last to learn about and have access to training and job placement in ZEV industries.

#### **Goal of the Agreement:**

The goal of this Agreement is to develop the workforce needed to support ZEVs and EVCI especially in priority communities.

#### **Objectives of the Agreement:**

The objectives of this Agreement are to:

- Establish the ZEV Technology Training Program (Program).
- Create new cross-disciplinary courses and certificates in automotive, environmental sciences, and electronics programs.
- Conduct community outreach especially in LIC/DACs to build awareness regarding ZEVs and EVCI.
- Recruit Program participants.

### **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 10<sup>th</sup> 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. ZEV CURRICULUM**

The goal of this task is to develop ZEV curriculum for the Program.

#### **The Recipient shall:**

- Solicit input from subject matter experts (SME), Program partners, industry, advisory committees, and other key stakeholders on the draft and final outlines, curriculum, course content, and training. The Recipient shall form or leverage existing advisory committees and provide meeting agenda, meeting notes, and decisions on outlines, curriculum, and training in Quarterly Progress Reports.
- Develop draft and final outlines of curriculum for new ZEV and EVCI courses in ZEV Automotive Technology, Environmental Science Energy and Power Electronics programs and provide to the CAM for review and approval.
- Develop draft and final Program curriculum with input from advisory committee and provide to the CAM for review and approval.
- Develop draft and final Program training/laboratory activities with input from the advisory committee and provide to the CAM for review and approval.
- Develop and secure approval for course names and nomenclature.
- Obtain curriculum and training approval(s) from appropriate approval authorities and provide approvals.
- Prepare lectures, in-class demonstrations, and lab exercises using the approved course outlines, curriculum, and training and provide with Quarterly Progress Reports.
- Secure approval for cross-disciplinary certificates of completion from appropriate approval authorities and provide approvals.
- Develop course schedules and implementation cycles for three years.
- Secure CEC approval, including from CEC Media and Public Communications Office, for the use of the CEC logo on all Project materials.

#### **Products:**

- Quarterly Progress Reports
- Draft Course Outlines
- Final Course Outlines
- Draft Curriculum
- Final Curriculum
- Draft Training/Lab
- Final Training/Lab

- Curriculum and Training Approvals
- Certification Approval
- Course Schedules/Implementation

### **TASK 3 PROCUREMENT**

The goal of this task is to procure all items noted in the Agreement Budget for Equipment and Materials/Miscellaneous.

#### **The Recipient shall:**

- Provide a list with estimated costs and product descriptions for each line item in the Equipment and Materials/Miscellaneous budgets.
- 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, if there are supply chain issues, or if installation will take longer than planned or scheduled. Failure to immediately notify CAM of issues may risk attainment of Program goals, objectives, and outcomes.
- Prepare and issue bid/specification(s) documents, select vendors, procure the items noted above in the final list, provide a list of all bid responses, and provide in Quarterly Progress Reports. The Recipient shall ensure compliance with procurement requirements in the Terms and Conditions.
- Upon receipt of all Equipment and Materials/Miscellaneous items, provide photographs with captions that indicate the item(s) and provide in Quarterly Progress Reports.
- Install all procured EVCI units and comply with Electric Vehicle Infrastructure Training Program (EVITP) requirements. The Recipient shall:
  - Submit an 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 EVCI or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.

#### **Products:**

- Equipment and Materials/Miscellaneous List
- Quarterly Progress Reports
- CAM Notification
- AB 841 Certification Signed by Recipient's Authorized Representative
- EVITP Certification Numbers of each EVITP Certified Electrician

### **TASK 4 COMMUNITY OUTREACH AND ENGAGEMENT**



The goal of this task is to develop and execute a plan to engage and conduct community outreach to priority communities, ZEV employers, and other key stakeholders.

**The Recipient shall:**

- Develop a draft and final Community Outreach and Engagement Plan that provides Program information, recruits students, establishes performance metrics, increases awareness of the ZEV sector and jobs, and provide to the CAM for review and approval.
- Conduct community outreach that includes, but is not limited to LIC/DACs, employers, employment/job centers, and other applicable stakeholders.
- Publicize and conduct outreach meetings, document participation and discussion, and provide results in Quarterly Progress Reports.
- Attend high school and college career and job events to advocate for the Program across automotive, computer technology, environmental, and/or electronic program areas.
- Meet with community leaders, businesses, and local government officials to publicize and advocate the Program, sponsor events, solicit support and assistance in referring potential participants, arrange Program staff and students to participate in community events, seek Program funding, advocate for the build out of EVCI to support wide adoption of ZEVs, and provide results in Quarterly Progress Reports.
- Meet with staff of local Los Angeles Economic and Workforce Development Department's WorkSource Centers (WorkSource Center) and community-based organizations to build Program awareness, seek support in referring potential participants, to provide supportive services assistance for eligible participants from LIC/DAC or with financial need, job placement assistance, and provide results in Quarterly Progress Reports.
- Coordinate with WorkSource Center staff and develop an Intrastate Training Resource and Information Network (I-TRAIN) application to allow eligible Program students to receive public workforce agency financial assistance and provide I-TRAIN application to the CAM.
- Meet with key offices at Los Angeles Pierce College to explain the Program, provide Program information, increase Program visibility, refer potential Program applicants, and make off-campus presentations and provides results in Quarterly Progress Reports.

**Products:**

- Draft Community Outreach and Engagement Plan
- Final Community Outreach and Engagement Plan
- Quarterly Progress Reports
- I-TRAIN Application

**TASK 5 INSTRUCTION AND TRAINING**

The goal of this task is to provide instruction and training for the approved courses and curriculum developed in Task 2.

**The Recipient shall:**

- Provide classroom and lab instruction by faculty, instructors, and/or trainers.
- Schedule Program course offerings through a normal college semester scheduling cycle starting in the second year of the Program and provide in Quarterly Progress Reports.
- Use approved lectures, in-class demonstrations, and lab exercises for students developed in Task 2.
- Monitor and assess student lecture comprehension, hands-on lab performance, make adjustments to ensure student learning and completion of lab assignments, and list any course/lab adjustments made in Quarterly Progress Reports.
- Conduct testing and student skills mastery demonstrations and provide quizzes and tests in Quarterly Progress Reports.
- Monitor end-of-course completion rates and grades and discuss results in the Final Report.
- Conduct end-of-course surveys, evaluations, and other college required student surveys and analyze results in the Final Report.
- Work with the Recipient's non-credit office to develop and enroll students in support courses including, but not limited to, English and math for the ZEV Technician, workplace readiness, job search skills, and discuss results in the Final Report.

**Products:**

- Quarterly Progress Reports
- Final Report

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

**TASK 6 JOB PLACEMENT**

The goal of this task is to ensure that at least 150 Program certificate holders are placed in ZEV jobs.

**The Recipient shall:**

- Work with advisory committee members, Program partners, and other key ZEV and EVCI employers to conduct on-campus job fairs, leverage guest speakers during class time, to create new jobs, and facilitate job placement of Program certificate holders.
- Identify career and job pathways that will lead to employment in the ZEV industry.
- Work with public agencies, private fleets, car dealerships, CBOs, and others to provide job placement and job vacancy assistance for Program graduates and provide information in Quarterly Progress Reports.

**Products:**

- Quarterly Progress Reports

**TASK 7 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 SME, 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
- Final Report

**TASK 8 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: LOS ANGELES PIERCE COLLEGE

**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-21-061 with Los Angeles Pierce College for a \$500,000 grant to develop a ZEV Technology Training Program with curriculum and instruction for students; 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:

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Liza Lopez  
Secretariat