



STATE OF CALIFORNIA

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement # ARV-21-068 (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	06	916-903-4295

<b>C) Recipient's Legal Name</b>	<b>Federal ID #</b>
Municipal Equipment Maintenance Association, Inc.	95-4848684

<b>D) Title of Project</b>
Building a ZEV Workforce for Fleets

**E) Term and Amount**

<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
06/8/2022	05/30/2025	\$500,000

**F) Business Meeting Information**

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

Proposed Business Meeting Date: 06/08/2022 ☐ Consent ☒ Discussion

Business Meeting Presenter: Larry Rillera Time Needed: 5 minutes

Please select one list serve. Altfuels (AB118 – ARFVTP)

**Agenda Item Subject and Description:**

**Municipal Equipment Maintenance Association, Inc.** Proposed resolution approving Agreement ARV-21-068 with the Municipal Equipment Maintenance Association, Inc. for a \$500,000 grant to develop curricula and conduct technician training on ZEV and charging infrastructure for public and private fleets in and near the City of Long Beach, 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 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

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consists of research, planning, outreach, training, and job placement in the ZEV 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 categorically exempt from the provisions of CEQA. This project consists of research, planning, and outreach to develop and promote participation in a training program. The project will not cause direct physical changes to the environment, and there will be no physical construction.

The project will not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; does not involve any cumulative impacts of successive projects of the same type in the same place that might be considered significant; does not involve unusual circumstances that might have a significant effect on the environment; will not result in damage to scenic resources within a highway officially designated as a state scenic highway; the project site is not included on any list compiled pursuant to Government Code section 65962.5; and the project will not cause a substantial adverse change in the significance of a historical resource. Therefore, none of the exceptions to categorical exemptions listed in CEQA Guidelines section 15300.2 apply to this project and this project will not have a significant effect on the environment.

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)

<b>Legal Company Name:</b>	<b>Budget</b>
Cerritos Community College	\$98,000
City of Long Beach	\$85,000
Orange County Sanitation	\$85,000
City of Lakewood	\$85,000
City of Ontario	\$76,200



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

<b>Legal Company Name:</b>
Long Beach Clean Cities
California Community Colleges

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	FY 18/19	601.118K	\$400.000
ARFVTP	FY 20/21	601.118M	\$100.000
Funding Source			\$
Funding Source			\$
Funding Source			\$

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

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

**K) Recipient's Contact Information****1. Recipient's Administrator/Officer**

Name: Dan Berlenbach

Address: 2600 Temple Ave

City, State, Zip: Long Beach, CA

90806

Phone: (562) 570-5401

E-Mail:

[Dan.Berlenbach@longbeach.gov](mailto:Dan.Berlenbach@longbeach.gov)**2. Recipient's Project Manager**

Name: Jannet Malig

Address: 11110 Alondra Blvd.

City, State, Zip: Norwalk, CA 90650

Phone: (562) 860-2451 x 2912

E-Mail: [jmalig@cerritos.edu](mailto:jmalig@cerritos.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"/>     | 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**



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**Office Manager**

**Date**

CALIFORNIA ENERGY COMMISSION

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**Deputy Director**

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**Date**

## Exhibit A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		ZEV Internship Program
3	X	Incumbent Fleet Technician ZEV Training and Upskilling
4		Program Replication
5		Job Placement
6		Data Collection and Analysis
7		Project Fact Sheet

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Jannet Malig		
2	Dean Tedtaoto	City of Ontario; Orange County Sanitation; City of Long Beach City of Long Beach	Long Beach Clean Cities (LBCC)
3	Eric Wintereset	City of Ontario; Orange County Sanitation; City of Long Beach	LBCC
4	Jannet Malig		California Community Colleges; LBCC
5	Jannet Malig		LBCC
6	Jannet Malig		LBCC
7	Jannet Malig		LBCC

### 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
FTD	Fuels and Transportation Division

ZEV	Zero-Emission Vehicle
Project	Building a ZEV Workforce for Fleets Project
MEMA	Municipal Equipment Maintenance Association
MHD	Medium- and Heavy-Duty Vehicles
Recipient	Municipal Equipment Maintenance Association, Inc
LBCC	Long Beach Clean Cities

## 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 #05 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's commitment to ZEVs presents a challenge to municipal and private fleet service technicians for myriad reasons. The majority of current fleet technicians, especially those who specialize in medium- and heavy-duty (MHD) vehicles and equipment—have been trained solely on diesel technology. With the elimination of diesel engines, the current workforce is at a

skills disadvantage for the new ZEV technology and is also aging out. These issues make it increasingly difficult for those in the industry to maintain skills proficiencies and job quantity at the pace of ZEV deployments.

### **Goals of the Agreement:**

The goal of this Agreement is to ensure that municipal and private fleets have the workforce capable of servicing and maintaining MHD ZEVs.

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

The objectives of this Agreement are to:

- Develop and implement the “Building a ZEV Workforce for Fleets” Project (Project).
- Reduce the ZEV skills gap of fleet maintenance technicians.
- Establish and implement the ZEV Internship Program.
- Conduct outreach and expand the Project.
- Facilitate job placement.
- Collect and analyze Project data.

## **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 INTERNSHIP PROGRAM**

The goal of this task is to establish a ZEV Internship Program (Program) under the Project for community college students to learn and train at participating fleet facilities.

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

- Develop a draft and final ZEV Internship Plan (Plan) for CAM review and approval that includes but is not limited to:
  - Curriculum.
  - Training activities.
  - Process for curriculum and training activities review and input by subject matter experts (SME), Project partners, and key stakeholders.
  - List of Project partners, employers, colleges, and key stakeholders.
  - Implementation schedule.
  - Intern eligibility, registration process, application, interview process, training schedule, and training locations.

- Duration and size of intern cohorts.
- Process to inform and secure community college faculty/instructors as Program trainers with student referrals to register and participate in the Program.
- Identifying skills criteria for job placement.
- Posting Project and Program information on the Recipient's and Long Beach Clean Cities (LBCC) websites and other applicable websites.
- Implement the ZEV Internship Plan, schedule approved Interns, and conduct training.
- Develop, administer, and collect pre- and post-internship surveys and analyze results in the Final Report. The Recipient shall review and modify curriculum and training activities that may improve the Program based on survey information, intern feedback, and SME input.
- Develop, track, and assess skills and training/curriculum comprehension, and completion rates.
- Assess competencies and skills gained by the Interns and assess the readiness for job placement.
- Secure CEC media office approval for the use of the CEC logo on all draft and final Project materials.
- Develop a draft and final certificate of completion for Interns that complete the Program and provide in Quarterly Progress Reports.

**Products:**

- Draft Plan
- Final Plan
- Final Report
- Quarterly Progress Reports

**TASK 3 INCUMBENT FLEET TECHNICIAN ZEV TRAINING AND UPSKILLING**

The goal of this task is to provide training and upskilling of incumbent municipal fleet technicians to ZEV MHD technologies.

**The Recipient shall:**

- Solicit input from SMEs, Project partners, and key industry stakeholders to conduct a skills gaps analysis/assessment of incumbent fleet technicians of Recipient and LBCC member organizations.
- Conduct outreach and engage with Recipient and LBCC member organizations to assess interest in participating in ZEV training and upskilling of their MHD fleet technicians. The Recipient shall prioritize technicians from fleets located in low-income and disadvantaged communities (LIC/DAC) and provide information in Quarterly Progress Reports.

- Use the results of the skills gaps analysis/assessment to prepare training strategies/activities which is limited to ZEV MHD technology only and provide to the CAM for review and approval.
- Develop and implement trainee eligibility, application, registration process, and notification of successful enrollment.
- Develop, administer, and collect pre- and post-training surveys, excluding collection of any personal information and analyze results in the Final Report.
- Facilitate Automotive Service Excellence (ASE) certification for ZEV MHD technologies only and document certifications achieved in Quarterly Progress Reports.
- Provide Project updates, results of the skills gaps analysis/assessment to Recipient and LBCC member organizations and solicit fleet technician participation in training and upskilling, and provide in Quarterly Progress Reports.
- Identify faculty/instructors, develop a region-based training schedule, and provide locations for trainees and provide information in Quarterly Progress Reports.

**Products:**

- Quarterly Progress Reports
- Skills Gaps Analysis/Assessment
- Final Report

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

**TASK 4 PROGRAM REPLICATION**

The goal of this task is to replicate the Project with other community colleges in the state.

**The Recipient shall:**

- Use information and results from Tasks 2 and 3 to develop strategies and recommendations with stakeholder input to replicate and sustain the Project with other municipal and private MHD fleets and provide information in Quarterly Progress Reports.
- Provide information on the Program and outcomes on the California community colleges' Advanced Transportation and Logistics website.
- Use Initial Project Fact Sheet developed in Task 7 for outreach and engagement.
- Conduct outreach and engagement with California community colleges with automotive and truck programs to solicit interest in replicating the Program with regional businesses and provide in Quarterly Progress Reports.
- Provide California community college faculty/instructors with information and results from Task 2 and 3 and solicit feedback on how to replicate the Project.
- Coordinate replication start-up activities with California community colleges and replicate training activities and processes used in Task 2.
- Conduct at least five site tours of California community colleges and business, solicit business participation, and execute training agreements.



**Products:**

- Quarterly Progress Reports

**TASK 5 JOB PLACEMENT**

The goal of this task is to facilitate job placement.

**The Recipient shall:**

- Prepare a list of municipal and private fleets, dealerships, and MHD service/maintenance businesses in the Project region that will employ Project and Program participants and provide the list in Quarterly Progress Reports.
- Conduct outreach to the entities on the employer list, facilitate job placement, and document the results in Quarterly Progress Reports.
- Establish job placement performance metrics, tracking data up to six (6) months following Program certification, and analyze results in the Final Report.

**Products:**

- 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 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 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 SMEs, industry partners, project partners, key stakeholders, and other project collaborators.
- 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
- 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: MUNICIPAL EQUIPMENT MAINTENANCE ASSOCIATION, 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-21-068 with the Municipal Equipment Maintenance Association, Inc. for a \$500,000 grant to develop curricula and conduct technician training on ZEV and charging infrastructure for public and private fleets in and near the City of Long Beach; 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 June 8, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Liza Lopez  
Secretariat