

CONTRACT REQUEST FORM (CRF)



A) New Agreement 600-18-006 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Tami Haas	6	916-651-2938

C) Contractor's Legal Name	Federal ID Number
Cerritos Community College District	95-6005521

D) Title of Project
Electric School Bus Training

E) Term and Amount	Start Date	End Date	Amount
	06/12/ 2019	04 / 30 / 2023	\$ 1,004,393

F) Business Meeting Information

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

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

Proposed Business Meeting Date	06/12 / 2019	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Tami Haas	Time Needed:	5 minutes

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

Agenda Item Subject and Description

CERRITOS COMMUNITY COLLEGE DISTRICT. Proposed resolution approving Agreement 600-18-006 with Cerritos Community College District for \$1,004,393 to develop and deliver electric school bus training for school district maintenance technicians and drivers related to the Senate Bill 110 School Bus Retrofit and Replacement Program. (ARFVTP Funding) Contact: Tami Haas. (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":
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because - see attached CEQA explanation.

2. If Agreement is considered a "Project" under CEQA:
 a) Agreement **IS** exempt. (Attach draft NOE)
 Statutory Exemption. List PRC and/or CCR section number:
 Categorical Exemption. List CCR 14 C.C.R. sects.15301,15322
 section number:
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why Agreement is exempt under the above section:
See Attached Explanation

b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)
 Check all that apply
 Initial Study Environmental Impact Report
 Negative Declaration Statement of Overriding Considerations
 Mitigated Negative Declaration

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

Legal Company Name:	Budget	SB	MB	DVBE
Integrative Impact, LLC	\$50,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillips Design & Marketing, Inc.	\$50,700	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Southern California Regional Transit Training Consortium	\$50,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
See Attached				

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

Legal Company Name:

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 10/2015)

CALIFORNIA ENERGY COMMISSION



J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTP	17/18	601.118J	\$1,004,393
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$ 1,004,393
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Enrique Miranda			Name:	Jannet Malig		
Address:	Vice President, Academic Affairs 11110 Alondra Blvd			Address:	ATL Statewide Director 11110 Alondra Blvd		
City, State, Zip:	Norwalk, CA 90650			City, State, Zip:	Norwalk, CA 90650		
Phone:	562-860-2451	Ext. 2912	- -	Phone:	562-860-2451	Ext. 2912	- -
E-Mail:	emiranda@cerritos.edu			E-Mail:	jmalig@cerritos.edu		

L) Selection Process Used (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)							
<input type="checkbox"/>	Solicitation	Select Type	Solicitation #:	- -	# of Bids:	Low Bid?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/>	Non Competitive Bid (Attach CEC 96)						
<input checked="" type="checkbox"/>	Exempt Other Governmental Entity						

M) Contractor Entity Type	
<input type="checkbox"/>	Private Company (including non-profits)
<input type="checkbox"/>	CA State Agency (including UC and CSU)
<input checked="" type="checkbox"/>	Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

N) Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, check appropriate box:		<input type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE

O) Civil Service Considerations	
<input type="checkbox"/>	Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)
<input type="checkbox"/>	Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
<input checked="" type="checkbox"/>	The Services Contracted: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> are not available within civil service <input type="checkbox"/> cannot be performed satisfactorily by civil service employees <input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
<input type="checkbox"/>	The Services are of such an: <ul style="list-style-type: none"> <input type="checkbox"/> urgent <input type="checkbox"/> temporary, or <input type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose.
Justification:	
Other governmental entity. Cerritos Community College District (through assistance by Advanced Transportation and Logistics, and initiative of the CA. Community College Chancellor's Office) and the community colleges are set up to provide training for school district maintenance facilities and personnel and training for school bus drivers across the state. No state agency can, with efficiency or practicality, carry out such training.	

P) Payment Method	
<input checked="" type="checkbox"/>	A. Reimbursement in arrears based on: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input type="checkbox"/> One-time
<input type="checkbox"/>	B. Advanced Payment
<input type="checkbox"/>	C. Other, explain:



Q) Retention

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

R) Justification of Rates

The rates are in line with multiple Inter-Agency agreements with Employment Training Panel, CA Community Colleges Chancellor's Office, and San Diego Community College District, which are all workforce training and development contracts.

S) Disabled Veteran Business Enterprise Program (DVBE)

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

T) Miscellaneous Agreement Information

1. Will there be Work Authorizations? No Yes
 2. Is the Contractor providing confidential information? No Yes
 3. Is the contractor going to purchase equipment? No Yes
 4. Check frequency of progress reports
 Monthly Quarterly Other... _____
 5. Will a final report be required? No Yes
 6. Is the Agreement, with amendments, longer than a year? If yes, why? No Yes
 Please see attached Multiyear Justification memo.

U) The following items should be attached to this CRF (as applicable)

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

 Agreement Manager Date Office Manager Date Deputy Director Date

Attachment to CEC-94 (Section H) – Additional Subcontractors

Community College 1, TBD* - \$200,000

Community College 2, TBD* - \$200,000

Community College 3, TBD* - \$30,000

Community College 4, TBD* - \$30,000

Community College 5, TBD* - \$30,000

Community College 6, TBD* - \$30,000

Community College 7, TBD* - \$30,000

Community College 8, TBD* - \$30,000

Community College 9, TBD* - \$30,000

*Nine community colleges will be selected as subcontractors to participate in the training under this agreement. The community colleges will be identified as part of the Electric School Bus Training Program developed under Task 2.1.

**Exhibit A
SCOPE OF WORK**

TASK LIST

Task #	Task Name
1	Agreement Management
2	Funding Plan
3	Implementation of Funding Plan
4	Program Reporting

ACRONYMS/GLOSSARY

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

Acronym	Definition
AB 8	Assembly Bill 8
AB109	Assembly Bill 109
AB 118	Assembly Bill 118
ARFVTP	Alternative Renewable Fuel and Vehicle Technology Program
ATL	Advanced Transportation & Logistics
CAM	Commission Agreement Manager
Contractor	Cerritos Community College District
Energy Commission	The California Energy Commission
SCR TTC	Southern California Regional Transit Training Consortium

BACKGROUND/PROBLEM STATEMENT

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) as codified in Health and Safety Code section 44270, et seq. This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008) and later by Assembly Bill 8 (Perea, Chapter 401, Statutes of 2013), authorizes the California Energy Commission (Energy Commission) to fund workforce training programs related to the development and deployment of alternative and renewable fuel and vehicle technologies. Specifically, Health and Safety Code section 44272 (e)(10) provides that the following training shall be eligible for program funding: “Workforce training programs related to the development and deployment of technologies that transform California’s fuel and vehicle types and assist the state in implementing its climate change policies, including, but not limited to, alternative and renewable fuel feedstock production and extraction; renewable fuel production, distribution, transport, and storage; high-performance and low-emission vehicle technology and high tower electronics; automotive computer systems; mass transit fleet conversion, servicing, and maintenance; and other sectors or occupations related to the purposes of this chapter, including training programs to transition dislocated workers affected by the state’s greenhouse gas emission policies, including those from fossil fuel sector, or training programs for low-skilled workers to enter or continue in a career pathway that leads to middle skill, industry recognized credentials or state-approved apprenticeships opportunities in occupations related to the purposes of this chapter.” Assembly Bill 8 extends funding for ARFVTP until January 1, 2024.

There is strong growth in the use of alternative fueled vehicles in California. The increase in usage spans across multiple user types, including personal/private use, business, and government fleets. As the market continues to grow, there is a greater need for technicians to service these specialized vehicles. Specialized training in alternative fuel and advanced vehicle technology is still significantly limited to proprietary training by manufacturers. School districts are recognizing the importance of zero emission technology for communities and students they serve.

Through Senate Bill 110 (Chapter 55, Statutes of 2017), the legislature charged the Energy Commission with retrofitting or replacing old diesel school buses in disadvantaged and low income communities around the state. The Energy Commission is implementing this charge through its School Bus Replacement Program. With the appropriation of \$75 million, the School Bus Replacement Program identified approximately 200 buses for electric replacements. The transition from diesel to electric bus technology calls for bus operators and maintenance staff in awarded school districts, county offices of education, and joint power authorities (school districts) to receive additional training in operating and maintaining zero-emission buses.

THE ADVANCED TRANSPORTATION AND LOGISTICS INITIATIVE

The Advanced Transportation and Logistics (ATL) Initiative at Cerritos Community College District is an initiative funded by the California Community College's Chancellor's Office under the Doing What Matters for Jobs and the Economy framework. Cerritos Community College District is the contractor for this agreement. The Contractor provides technical assistance to community colleges throughout California to grow and strengthen clean fuel transportation programs that prepare new workers for careers in this field and train incumbents on electric vehicle technologies.

GOAL OF THE AGREEMENT

The goal of this agreement is to increase the number of individuals qualified to maintain and operate electric school buses in California.

OBJECTIVE OF THE AGREEMENT

The objective of this professional development project is to provide needed skill sets for both incumbent technicians and future students in the maintenance and repair of electric school buses. The Contractor will provide Electric School Bus Technician Training to community college faculty in order to facilitate the training of fleet technicians employed by school districts. This will be undertaken through the development and delivery of seven courses as follows:

- Electric Vehicle (EV) School Bus Familiarization
- Circuit Diagnostic with Digital Volt Ohm Meter (DVOM)
- Computerized Engine Management Systems
- Complexity of the Harness and Computer Functions in the Modern Chassis
- Programmable Logic Controller Input/Output (PLC/IO) Systems Diagnostics
- Network Systems Electronics Diagnosis and Repair
- EV Bus Driver Training Familiarization

Over the course of the contract period, the Contractor will develop six (6) two-day, 16-hour instructor led training courses, and 6 two-hour courses for EV bus driver training. Contractor will deliver training to approximately 20-30 community college faculty from up to nine colleges across the state previously funded for alternative fuels and advanced vehicle technology

workforce training. Contractor will assist the trained community college faculty in the delivery of electric school bus training for employees of school districts recently awarded new electric school buses by the Energy Commission.

The timeline to complete this work is from June 12, 2019 –April 30, 2023 with a budget of \$1,004,393.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

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

http://www.energy.ca.gov/contracts/consultant_reports/index.html

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

Electronic File Format

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

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

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

Software Application Development

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

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

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

ADMINISTRATIVE TASKS

TASK 1 AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

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

The Contractor shall:

- Attend a “kick-off” meeting with the CAM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA or virtually, and the CAM will designate the specific location. The Contractor shall include their ATL Project Manager and necessary staff, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

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

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

Task 1.2 Invoices

The Contractor shall:

Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted as the Contractor deems necessary. Invoices must be submitted to the Energy Commission’s Accounting Office.

Deliverables:

- Invoices

Task 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CAM who will follow the Energy Commission’s process for adding or replacing subcontractors.

Task 1.4 Progress Reports

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

The Contractor shall:

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

Deliverables:

- Quarterly Progress Reports

Task 1.5 Final Report

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background. The Final Report must include details regarding the number of trainees, courses completed, jobs data, and other pertinent details to demonstrate the success of the agreement.

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

The Final Report shall include a compilation of data from biannual reports and encompass all training activities and equipment purchased with funding from this Agreement. Data shall be provided on the number of trainees enrolled, training completion, types of training provided, participating community colleges, instructor training, and other information related to this Agreement.

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

The Contractor shall:

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

Deliverables:

- Draft Final Report
- Final Report

Task 1.6 Final Meeting

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

The Contractor shall:

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

Deliverables:

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

TECHNICAL TASKS

Task 2 Electric School Bus Training Plan

The goal of this task is to identify training partners, develop and submit a training plan, work with training partners to develop budgets and plans, and to develop training curricula.

Task 2.1 Identification of Training Partners and Development of Training Plan

The goal of this task is to identify up to nine Community Colleges to be awarded subcontractor funding for the electric school bus training project, and to develop and submit a plan for how the Contractor will subcontract for electric school bus training with the California Community Colleges' automotive programs. Two of the selected community colleges will be tasked with the development of training curricula, and all of the nine selected community colleges will be tasked with the delivery of training to the school districts. The plan is subject to the review and approval of the Commission Agreement Manager.

The Contractor shall:

- Prepare and submit a plan to be used for developing and delivering electric school bus training. The plan shall include (as applicable):
 - Identification of the community colleges selected to participate in the training
 - How funding opportunities will be made available throughout the California Community College system
 - The requirements and qualifications to receive potential subcontractor funding
 - The estimated time frame for completing the subcontractor agreements
 - Recommended subcontractor funding amounts for:
 - Curriculum Development
 - Equipment Purchases
 - Train the Trainer Training
 - The steps Contractor will take to ensure that the training plan is implemented by the colleges and funds expended in a timely manner
 - How equipment purchases will be tracked, how equipment will be used in

accordance with the goals of this agreement, and how the purchases will comply with the California Community Colleges current procedures for equipment purchases and use

- Submit Draft Training Plan to CAM for review
- Submit Final Training Plan to CAM for written approval

Deliverables:

- Draft Training Plan
- Final Training Plan

[NOTE: NO WORK MAY PROCEED ON TASKS 2.2 THROUGH 4.2 WITHOUT WRITTEN APPROVAL OF THE CAM]

Task 2.2 Development of Budgets for Training Partners

The goal of this task is for the Contractor to work with community colleges to prepare budgets and training plans for the implementation of training programs for the school districts.

The Contractor shall:

- Assist and ensure community colleges develop training plans and budgets for implementation of electric school bus training programs.

Deliverables:

- Project plans and budgets from Community Colleges participating in the training of school district staff for electric school bus training programs.

Task 2.3 Curriculum Development

The goal of this task is to develop curricula for community college faculty training, the school district maintenance staff, and bus operators. Curricula and training will be tested by one or more beta teams, and will be revised and finalized as needed.

The Contractor shall:

- Oversee the development and testing of curricula to be provided to school district staff responsible for maintenance and operation of electric school buses.

Deliverables:

- Copy of draft curricula
- Copy of final curricula

Task 3 Implementation of Training Plan

The goal of this task is to implement the approved Training Plan.

The Contractor shall:

- Implement the project in accordance with the approved Training Plan.
- Provide training for trainers as approved in the Training Plan.
- Work with subcontractors in the purchase of equipment and materials
- Provide information on the development and publication of curricula as approved in the Training Plan
- Provide information in the quarterly reports on the operation and oversight of the approved Training Plan, including:
 - Activities related to monitoring the program
 - Challenges in implementing the program

- Proposed solutions to challenges faced in implementing the program
- Information the Contractor deems essential to the success of the program

Deliverables:

- None

Task 4 Data Collection and Reporting

Task 4.1 Training Plan Reporting – Biannual Reports

The goal of this task is to provide data specific to trainee enrollees on a biannual basis. If the data that the Contractor collects from enrollees includes personal data as defined by the Information Practices Act (Cal. Civ. Code § 1798.3(a)), Contractor shall comply with the Information Practices Act (Cal. Civ. Code §§ 1798 *et seq.*). Compliance includes, but is not limited to, working with the Energy Commission to develop appropriate notice pursuant to Cal. Civ. Code § 1798.17. Reporting data and dates may be adjusted by approval of the CAM.

The Contractor shall:

- Work with the CAM to develop acceptable criteria for reporting specific data to further inform the public on the progress and benefits for participants from funded training activities that complies with regulatory restrictions and California Community College policy.
- Prepare and submit a biannual report of specific data that includes, but may not be limited to:
 - Which colleges and programs received subcontractor funding.
 - Type of training.
 - Number of trainees enrolled.
 - Number of trainees that complete training courses where funding was provided from this Agreement (as applicable.)
 - Types of equipment purchased.

Deliverables:

- Training Report (Biannually)

Task 4.2 Development of Contract Information System Database

The goal of this task is to purchase and customize a database to track all school districts and community colleges that participate in the training under this Agreement in order to leverage training and education in Clean Transportation. Contractor will recreate a history of previously Energy Commission-funded projects to identify gaps for future funding, leverage equipment purchased other resources. Contractor will track all equipment purchased, courses developed, and school district personnel trained under this Agreement. This will enable the Contractor to identify immediate skills gaps that need to be addressed and technology required to improve Clean Transportation training across the state. The database developed by the Contractor shall have cloud-based storage and access functionality so Energy Commission staff can access the database remotely.

The Contractor Shall:

- Purchase and customize a database system to track all equipment purchased, courses developed, and school district personnel trained under this Agreement, as well as contacts at each community college and school district that participates in the training under this Agreement.
- Ensure that software selected conforms with software application development requirements within this scope of work.
- Provide the CAM with access rights to the database system via cloud-based storage and access functionality. (Customer Relationship Management) software.

Deliverables:

- Information to allow for CAM access to database.

Attachment: Explanation of Categorical Exemption

This proposed project consists of providing, at community colleges, training in electric school bus technologies; curriculum development; and training for trainers. Some of this project's work will consist of traditional classroom-based instruction which will have no impact on the environment. The remaining work will consist of hands-on training in approximately nine community colleges' existing automotive training centers or facilities, which are similar to a typical mechanic's garage. Specialized equipment will be purchased by community colleges to assist with advanced technology training. The equipment purchased may include electric school bus components such as battery packs, high voltage meters, advanced electrical boards, etc., and will sit on tables or roller carts within the colleges' existing automotive training centers or facilities. The project will not include any physical alterations to the colleges' existing automotive training centers or facilities.

Title 14 of the California Code of Regulations, section 15301 ("Existing Facilities") 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 existing or former use, are categorically exempt from the provisions of the California Environmental Quality Act.

Under the proposed project, training will take place in approximately nine existing California community college classrooms and other community college training areas such as automotive shops. Training will also be conducted in school district fleet shops. Equipment purchased and used in existing training areas may include electric school bus components such as battery packs, high voltage meters, advanced electrical boards. Such equipment will sit on tables or roller carts, and is typical of equipment used in training already conducted in community college training areas, such as vehicles to practice repairs on and model engines and engine components. Therefore, the proposed project will not include alterations to existing facilities nor expansion of use beyond that existing at the time of the lead agency's determination, is categorically exempt under section 15301, and will not have a significant effect on the environment.

Title 14 of the California Code of Regulations, section 15322 ("Educational or Training Programs Involving No Physical Changes") provides that the adoption, alteration, or termination of educational or training programs which involve no physical alteration in the area affected or which involve physical changes only in the interior of existing school or training structures are categorically exempt from the provisions of the California Environmental Quality Act. Examples include but are not limited to: (a) development of or changes in curriculum or training methods; (b) changes in the grade structure in a school which do not result in changes in student transportation.

This project involves training and curriculum development activities. Training will take place at community colleges, in existing automotive program facilities, or at the school district maintenance facilities. This is the type of project reflected in example "(a)" of section 15322 and will not have a significant effect on the environment.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CERRITOS COMMUNITY COLLEGE DISTRICT

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

RESOLVED, that the Energy Commission approves Agreement 600-18-006 with Cerritos Community College District for \$1,004,393 to develop and deliver electric school bus training for school district maintenance technicians and drivers related to the Senate Bill 110 School Bus Retrofit and Replacement Program; and

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

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on June 12, 2019.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat