California Energy Commission
July 08, 2026 Business Meeting
Backup Materials for Los Angeles Trade-Technical College

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Grant Request Form
3. Scope of Work

CALIFORNIA ENERGY COMMISSION

PROPOSED RESOLUTION: Los Angeles Trade-Technical College

RESOLUTION NO: 26-0708-XX

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 FED-26-002 with Los Angeles Trade-Technical College for a $1,500,000 grant. The project will implement a Workforce Enablement Program that provides pathway navigation, barrier-removal services, and career-readiness support for students enrolled in residential clean-energy and energy-efficiency training programs within the Construction, Maintenance, and Utilities Pathway. Services will improve persistence, completion, and employment transitions for students in communities in South and Central Los Angeles; and

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

APPROVED AND ADOPTED this 08 day of July 2026, by the following vote:

AYE:
NAY:
ABSENT:
ABSTAIN:

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 approved and adopted by affirmative vote of the CEC at a meeting held on July 08, 2026.

Kim Todd
Secretariat

STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

CEC-270 (Revised 01/2026)

GRANT REQUEST FORM (GRF)

A. New Agreement Number

IMPORTANT: New Agreement # to be completed by Contracts, Grants, and Loans Office.

New Agreement Number: FED-26-002

B. Division Information

1. Division Name: Reliability, Renewable Energy, and Decarbonization Incentives (RREDI) Division
2. Agreement Manager: Amber Beck
3. MS: Not applicable
4. Phone Number: 279-226-1038

C. Recipient's Information

1. Recipient's Legal Name: Los Angeles Trade-Technical College

D. Title of Project

Title of project: Group 2: Workforce Enablement

E. Term and Amount

1. Start Date: July 8, 2026
2. End Date: July 31, 2028
3. Amount: $1,500,000

F. Business Meeting Information

1. Are the ARFVTP agreements $75K and under delegated to Executive Director? Not applicable
2. The Proposed Business Meeting Date: July 8, 2026
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Amber Beck
5. Time Needed for Business Meeting: 5 minutes.
6. The email subscription topic is: Decarbonization Topics, Federal IRA Residential Incentives, Efficiency Topics

Project Description:

G. Proposed resolution approving agreement FED-26-002 with Los Angeles Trade-Technical College for a $1,500,000 grant. The project will implement a Workforce Enablement Program that provides pathway navigation, barrier-removal services, and career-readiness support for students enrolled in residential clean-energy and energy-efficiency training programs within the Construction, Maintenance, and Utilities Pathway. Services will improve persistence, completion, and employment transitions for students in communities in South and Central Los Angeles.

H. California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?

No

If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and 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 funds will be used to deliver stipends for enrolled students in residential clean-energy and energy-efficiency training programs within the Construction, Maintenance, and Utilities Pathway.

2. **If Agreement is considered a “Project” under CEQA answer the following questions.**

a) Agreement **IS** exempt?

N/A

Statutory Exemption?

N/A

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

PRC section number: N/A

CCR section number: N/A

Categorical Exemption?

N/A

If yes, list CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

CCR section number: N/A

Common Sense Exemption? 14 CCR 15061 (b) (3)

N/A

If yes, explain reason why Agreement is exempt under the above section. If no, enter “Not applicable” and go to the next section.

N/A

b) Agreement **IS NOT** exempt.
IMPORTANT: consult with the legal office to determine next steps.

N/A

If yes, answer yes or no to all that applies. If no, list all as “no” and “None” as “yes”.

Additional Documents	Applies
Initial Study	N/A
Negative Declaration	N/A
Mitigated Negative Declaration	N/A
Environmental Impact Report	N/A
Statement of Overriding Considerations	N/A
None	N/A

I. Is this project considered “Infrastructure”?

No

J. Subcontractors

List all Subcontractors listed in the Budget (s) (major and minor). Insert additional rows if needed. If no subcontractors to report, enter “No subcontractors to report” and “0” to funds. **Delete** any unused rows from the table

Subcontractor Legal Company Name	CEC Funds	Match Funds
Coalition for Responsible Community Development	$46,000	$0
Pacific Asian Consortium in Employment	$20,000	$0
TBD based on procurement process	$5,000	$0

K. Vendors and Sellers for Equipment and Materials/Miscellaneous

List all Vendors and Sellers listed in Budget(s) for Equipment and Materials/Miscellaneous. Insert additional rows if needed. If no vendors or sellers to report, enter “No vendors or sellers to report” and “0” to funds. **Delete** any unused rows from the table.

Vendor/Seller Legal Company Name	CEC Funds	Match Funds
No vendors or sellers to report	$0	$0

L. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter “No key partners to report.” **Delete** any unused rows from the table.

Key Partner Legal Company Name
Vernon-Central/LATTC WorkSource Center

M. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter “N/A” for “Not Applicable” and “0” to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
Federal Funding	2024	501.105 IRA_TREC_LA 2024	$9,289,757

TOTAL Amount: $9,289,757

R&D Program Area: None

Explanation for “Other” selection not applicable

Reimbursement Contract #: not applicable

Federal Agreement #: SE0000756

N. Recipient's Contact Information

1. Recipient's Administrator/Officer

Name: Abigail Patton

Address: 400 W Washington Blvd

City, State, Zip: Los Angeles, CA 90015

Phone: (213) 763-7036

E-Mail: pattonag@lattc.edu

2. Recipient's Project Manager

Name: Marcia Wilson

Address: 400 W Washington Blvd

City, State, Zip: Los Angeles, CA 90015

Phone: (213) 763-7385

E-Mail: wilsonmr@lattc.edu

O. Selection Process Used

There are three types of selection process. List the one used for this GRF.

Selection Process	Additional Information
Competitive Solicitation #	GFO-25-901
First Come First Served Solicitation #	Not applicable
Other	Not applicable

P. Attached Items

1. List all items that should be attached to this GRF by entering "Yes" or "No".

Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	CEC 105, Questionnaire for Identifying Conflicts	Yes
4	Recipient Resolution	No
5	Awardee CEQA Documentation	Yes

Approved By

Individuals who approve this form must enter their full name and approval date in the MS Word version.

Agreement Manager: Amber P. Beck

Approval Date: 4/30/2026

Office Manager: Savi Ellis-Pachori

Approval Date: 05/20/2026

Deputy Director: Deana Carrillo

Approval Date: 05/29/2026

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	Task Name
1	Agreement Administration
2	Project Tracking, Data Collection, and Reporting
3	Workforce Enablement Program Implementation

B. Acronym/Term List

Acronym/Term	Meaning
CA-TREC	California-TREC Contractor Training Grants Program
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CMU	Construction, Maintenance, and Utilities Pathway
CPR	Critical Project Review
CRCD	Coalition for Responsible Community Development
DOE	U.S. Department of Energy
ECSP	Employment and Career Success Pathway Center
LATTC	Los Angeles Trade-Technical College
M&V	Measurement and Verification
PACE	Pacific Asian Consortium in Employment
WIOA	Workforce Innovation and Opportunity Act

II. PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES

A. Purpose of Agreement

Los Angeles Trade-Technical College (LATTC) will deliver California Training for Residential Energy Contractors (CA-TREC) Group 2 Workforce Enablement grants to implement the Building Efficiency, Building Opportunity Project. It is designed to strengthen the systems, supports, and coordination necessary for students to successfully access residential energy-efficiency training and transition into employment. LATTC's Workforce Enablement Program for Residential Clean Energy model focuses on removing barriers to completion, strengthening career readiness, and supporting transitions into residential energy-efficiency occupations. LATTC uses this model to provide enrolled students hands-on training in the Construction, Maintenance, and Utilities (CMU) Pathway.

B. PROBLEM/SOLUTION STATEMENT

Problem
The Los Angeles Trade-Technical College (LATTC) serves communities with high energy burden, aging housing stock, and limited access to energy career pathways. Students face financial, transportation, and employment-transition barriers that reduce persistence and completion. This project integrates workforce enablement services directly into CMU technical programs to address those barriers.

Solution
LATTC will implement a Building Efficiency, Building Opportunity: LATTC's Workforce Enablement Program for Residential Clean Energy model that is embedded in the CMU Pathway to strengthen student persistence, completion, and transitions into residential energy efficiency and energy careers. The model is coordinated by the Pathway Innovation Office in close partnership with CMU faculty leadership, Pathway Counselors and Navigators, and the Employment and Career Success Pathway (ECSP) Center. Students will receive structured pathway navigation, individualized career counseling, and coordinated access to job readiness and employment transition services aligned with energy labor market demand.

To address barriers that commonly interrupt participation in technical workforce programs, the project will provide targeted, need-based supports and referrals. Enablement services will include barrier-removal strategies such as transportation assistance, childcare-related support, required tools and personal protective equipment, and support for industry certification and licensing preparation. Community engagement and outreach will be culturally appropriate and accessible, including multilingual dissemination through trusted community venues and partner networks.

C. Goals and Objectives of the Agreement

Agreement Goals
The goals of this Agreement are to:
- Strengthen the CMU energy talent pipeline by integrating workforce enablement supports that improve student persistence and completion in residential energy efficiency-related programs.
- Reduce financial and logistical barriers to training participation for students through targeted supportive services and community-appropriate engagement.
- Improve job readiness and transitions to employment by expanding employer engagement, work-based learning exposure, and placement support aligned with residential energy efficiency.

Agreement Objectives
The objectives of this Agreement are to:

- Provide workforce enablement services (career counseling, job readiness, and employment transition support) to at least 250 CMU students during the agreement term.
- Provide individualized career counseling and an individualized career and employment plan to each served participant, with referrals to the ECSP Center and Vernon-Central/LATTC WorkSource Center as appropriate.
- Facilitate ongoing employer engagement and work-based learning exposure activities (e.g., employer information sessions, hiring events, guest speakers, site visits, job shadowing), and document participation and employer involvement.
- Support participants in job search, placement, and early retention through coordinated services with LATTC student support programs, Pacific Asian Consortium in Employment (PACE), and the WorkSource Center, and track placement and retention outcomes consistent with Attachment 9 metrics and reporting requirements.
- Prepare and submit the Preliminary Evaluation Report required for second-tranche access, incorporating participant feedback and performance data to refine implementation.

III. AGREEMENT ADMINISTRATION

TASK 1: AGREEMENT ADMINISTRATION

Subtask 1.1 Products (Tranches 1 and 2)

The goal of this subtask is to establish the requirements for submitting project products (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Recipient must deliver products as required below by the dates listed in Attachment 4 **Project Schedule.**

All products submitted which will be viewed by the public, must comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations.

All technical tasks should include product(s). Products that require a draft version are indicated by marking **"(draft and final)"** after the product name in the "Products" section of the task/subtask. If "(draft and final)" does not appear after the product name, only a final version of the product is required. With respect to due dates within this Scope of Work, **"days"** means working days.

The Recipient shall:

For products that require a draft version, including the Final Report Outline and Final Report

- Submit all draft products electronically to the CAM for review and comment in accordance with the dates listed in Attachment 4 Project Schedule. The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.
- Consider incorporating all CAM comments into the final product. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final product.
- Submit the revised product and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.

For products that require a final version only

- Submit the product to the CAM for approval. The CAM may request minor revisions or explanations prior to acceptance.

For all products

- Submit all data and documents required as products in accordance with the following:

Instructions for Submitting Electronic Files and Developing Software:

- **Electronic File Format**
    - Submit all data and documents required as products under this Agreement in an electronic file format that is fully editable and compatible with the California Energy Commission's (CEC) software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as via shared drives or secure file transfer.

    The following describes the accepted formats for electronic data and documents provided to the CEC as products under this Agreement, and establishes the software versions that will be required to review and approve all software products:

    - Data sets will be in MS Access or MS Excel file format, or any other format approved by the CAM
    - Text documents will be in MS Word file format, (.doc or .docx)
    - Presentations and related talking points will be in MS PowerPoint file format
    - Project management documents will be in a file format specified by the CAM.

- **Software Application Development**
  Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open-source programs:
  - 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 Electronic File Format requirements above must be approved in writing by the CAM. The CAM will consult with the CEC's Information Technology Services Branch to determine whether the exceptions are allowable.

Subtask 1.2 Project Kick-off (Tranche 1)

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

The Recipient shall:

- Attend a "Kick-off" meeting with the CAM, and other CEC staff relevant to the Agreement. The Recipient's Project Manager and any other individuals deemed necessary by the CAM or the Project Manager shall participate in this meeting. The administrative and technical aspects of the Agreement will be discussed at the meeting. Prior to the meeting, the CAM will provide an agenda to all potential meeting participants. The meeting may take place in person or by electronic conferencing (e.g., Teams, Zoom), with approval of the CAM.

  The Kick-off meeting will include discussion of the following:
  - The CAM's expectations for accomplishing tasks described in the Scope of Work;
  - An updated Project Schedule;
  - Terms and conditions of the Agreement;
  - Invoicing and auditing procedures;
  - Travel;
  - Equipment purchases;
  - Administrative and Technical products (subtask 1.1);

- CPR meetings (subtask 1.3);
- Monthly Calls (subtask 1.5)
- Progress reports and Invoices (subtask 1.6)
- Final Report (subtask 1.7)
- Match funds (subtask 1.8);
- Permit documentation (if required, subtask 1.9);
- Subawards (subtask 1.10);
- Agreement changes;
- Performance Evaluations; and
- Any other relevant topics.

- Provide *Kick-off Meeting Presentation* to include but not limited to:
  - Project overview (i.e. project description, goals and objectives, work and technical tasks, maps, expected benefits and goals, etc.)
  - Project schedule that identifies milestones
  - List of potential risk factors and hurdles, and mitigation strategy

- Provide an *Updated Project Schedule, Match Funds Status Letter,* and *Permit Status Letter*, as needed to reflect any changes in the documents.

The CAM shall:
- Designate the date and location of the meeting.
- Send the Recipient a *Kick-off Meeting Agenda*.

Recipient Products:
- Kick-off Meeting Presentation
- Updated Project Schedule *(if applicable)*
- Match Funds Status Letter (subtask 1.8) *(if applicable)*
- Permit Status Letter (subtask 1.9) *(if applicable)*

CAM Product:
- Kick-off Meeting Agenda

Subtask 1.3 Critical Project Review (CPR) Meetings (Tranches 1 and 2)
The goal of this subtask is to determine if the project should continue to receive CEC funding, and if so whether any modifications must be made to the tasks, products, schedule, or budget. CPR meetings provide the opportunity for frank discussions between the CEC and the Recipient. As determined by the CAM, discussions may include project status, challenges, successes, advisory group findings and recommendations, and final report preparation. Participants will include the CAM and the Recipient and may include the CAO and any other individuals selected by the CAM to provide support to the CEC.

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget may be reallocated to cover the additional costs borne by the Recipient, but the overall Agreement amount will not increase. CPR meetings generally take place at the CEC, but they may take place at another location, or may be conducted via electronic conferencing (e.g., Microsoft Teams) as determined by the CAM.

The Recipient shall:

- Prepare and submit a *CPR Report* for each CPR meeting that: (1) discusses the progress of the Agreement toward achieving its goals and objectives; and (2) includes recommendations and conclusions regarding continued work on the project.
- Attend the CPR meeting.
- Present the CPR Report and any other required information at each CPR meeting.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient's input.
- Send the Recipient a *CPR Agenda* with a list of expected CPR participants in advance of the CPR meeting. If applicable, the agenda may include a discussion of match funding and permits.
- Conduct and make a record of each CPR meeting. Provide the Recipient with a schedule for providing a Progress Determination on continuation of the project.
- Determine whether to continue the project, and if so whether modifications are needed to the tasks, schedule, products, or budget for the remainder of the Agreement. A determination of unsatisfactory progress This may result in project delays, including a potential Stop Work Order, while the CEC determines whether the project should continue.
- Provide the Recipient with a *Progress Determination* on continuation of the project, in accordance with the schedule. The Progress Determination may include a requirement that the Recipient revise one or more products.

Recipient Products:

- CPR Report(s)

CAM Products:

- CPR Agenda(s)
- Progress Determination

Subtask 1.4 Final Meeting (Tranche 2)

The goal of this subtask is to complete the closeout of this Agreement.

The Recipient shall:

- Meet with CEC staff to present project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by the Recipient and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., Microsoft Teams), with approval of the CAM.

  The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.
    - The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
    - The administrative portion of the meeting will involve a discussion with the CAM of the following Agreement closeout items:
        - Disposition of any procured equipment.
        - The CEC's request for specific "generated" data (not already provided in Agreement products).
        - Need to document the Recipient's disclosure of "subject inventions" developed under the Agreement.
        - "Surviving" Agreement provisions such as repayment provisions and confidential products.
        - Final invoicing and release of retention.
- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.
- Provide copies of *All Final Products* organized by the tasks in the Agreement.

Recipient Products:
- Final Meeting Agreement Summary *(if applicable)*
- Schedule for Completing Agreement Closeout Activities
- All Final Products

Subtask 1.5 Monthly Calls (Tranches 1 and 2)
The goal of this task is to have calls at least monthly between the 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 future reporting period, to seek approval from CAM to proceed as appropriate, 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, discuss any modifications to program as defined by the U.S. Department of Energy, 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.
- Provide written responses or documentation to the CAM as requested.

Recipient Products:

- As requested, submit written responses electronically to CAM along with call summary notes.

Subtask 1.6 Progress Reports and Invoices (Tranches 1 and 2)

The goals of this subtask are to: (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement; and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

The Recipient shall:

- Submit a monthly Invoice on the template(s) provided by the CAM. Invoices are due to the CAM 10 days after the first of each month.
- Submit a quarterly Progress Report on the template(s) provided by the CAM. The report should summarize progress made on all Agreement activities as specified in the scope of work for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and the successes and challenges of the project. Quarterly progress reports should be submitted no later than 10 calendar days after each quarter, unless otherwise specified by the CAM. Progress Reports are due to the CAM 10 days after the first of each month.

Recipient Products:

- Quarterly Progress Reports

- Monthly Invoices
- Provide written responses or support documentation to the CAM for invoices

CAM Product:
- Invoice template
- Progress Report template

Subtask 1.7 Final Report (Tranche 2)

Subtask 1.7.1 Final Report Outline

The Recipient shall:
- Prepare a *Final Report Outline* in accordance with the *Energy Commission Style Manual* provided by the CAM.

Recipient Products:
- Final Report Outline (draft and final)

CAM Products:
- Energy Commission Style Manual
- Comments on Draft Final Report Outline
- Acceptance of Final Report Outline

Subtask 1.7.2 Final Report

The Recipient shall:
- Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the CAM with the following considerations:
  - Ensure that the report includes the following items, in the following order:
    - Cover page (**required**)
    - Credits page on the reverse side of cover with legal disclaimer (**required**)
    - Acknowledgements page (optional)
    - Preface (**required**)
    - Abstract, keywords, and citation page (**required**)
    - Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
    - Executive summary (**required**)
    - Body of the report (**required**)
    - References (if applicable)
    - Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)

    - Bibliography (if applicable)
    - Appendices (if applicable) (Create a separate volume if very large.)
    - Attachments (if applicable)
  - Submit a draft of the report to the CAM for review and comment. The CAM will provide written comments to the Recipient on the draft product within 15 business days of receipt.
  - Incorporate all CAM comments into the *Final Report*. If the Recipient disagrees with any comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final product.
- Submit the revised *Final Report* electronically with any Written Responses to Comments within 10 days of receipt of CAM's Written Comments on the Draft Final Report, unless the CAM specifies a longer time period or approves a request for additional time.

Recipient Products:
- Draft Final Report
- Written Responses to Comments *(if applicable)*
- Final Report

CAM Product:
- Written comments on the Draft Final Report
- Acceptance of Final Report

Subtask 1.8 Match Funds (Tranches 1 and 2)

The goal of this subtask is to ensure that the Recipient obtains any match funds planned for this Agreement and applies them to the Agreement during the Agreement term.

While the costs to obtain and document match funds are not reimbursable under this Agreement, the Recipient may spend match funds for this task. Match funds must be identified in writing, and the Recipient must obtain any associated commitments before incurring any costs for which the Recipient will request reimbursement.

The Recipient shall:
- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement.

  If match funds were a part of the application that led to the CEC awarding this Agreement, then provide in the letter:
  - A list of the match funds that identifies:
    - The amount of cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.

  - The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the 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 must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
  - If different from the solicitation application, provide a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide a *Supplemental Match Funds Notification Letter* to the CAM of additional match funds.
- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

Recipient Products:
- Match Funds Status Letter
- Supplemental Match Funds Notification Letter *(if applicable)*
- Match Funds Reduction Notification Letter *(if applicable)*

Subtask 1.9 Permits (Tranches 1 and 2)

The goal of this subtask 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. Permits must be identified and obtained before the Recipient may incur any costs related to the use of the permit(s) for which the Recipient will request reimbursement.

The Recipient shall:
- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:
  - A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
  - The schedule the Recipient will follow in applying for and obtaining the permits.

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project 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 progress reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
- Send the CAM a *Copy of Each Approved Permit*.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Recipient Products:
- Permit Status Letter
- Updated List of Permits *(if applicable)*
- Updated Schedule for Acquiring Permits *(if applicable)*
- Copy of Each Approved Permit *(if applicable)*

Subtask 1.10 Subawards (Tranches 1 and 2)

The goals of this subtask are to: (1) procure subawards required to carry out the tasks under this Agreement; and (2) ensure that the subawards are consistent with the terms and conditions of this Agreement.

The Recipient shall:
- Manage and coordinate subrecipients activities in accordance with the requirements of this Agreement.
- Incorporate this Agreement by reference into each subaward.
- Include any required Energy Commission flow-down provisions in each subaward, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subaward terms.
- If requested by the CAM, submit a draft of each *Subaward* required to conduct the work under this Agreement.
- If requested by the CAM, submit a final copy of each executed subaward.
- Notify and receive written approval from the CAM prior to adding any new subrecipient (see the terms regarding of subrecipient additions in the terms and conditions).

Recipient Products:
- Subawards

IV. TECHNICAL TASKS

TASK 2 PROJECT TRACKING, DATA COLLECTION, AND REPORTING (TRANCHES 1 AND 2)

The goal of this task is to submit key performance targets for the project using the metrics listed in the Solicitation Manual, Attachment 9 Project Performance Metrics and Measurement and Verification Requirements, which may be modified and must be approved by the CAM. These metrics will ensure accuracy and accountability as the project moves forward.

The Recipient shall:

- Incorporate a draft version of a *Measurement & Verification Plan* in their Project Narrative that aligns with the performance metrics listed in Attachment 9 Project Performance Metrics and M&V Requirements Instructions.
- Incorporate all CAM comments into the Final Measurement and Verification Plan.
- Submit the revised Final Measurement and Verification Plan electronically to the CAM.
- Collect data from program activities as specified by the Final Measurement and Verification Plan.
- Submit metrics electronically to the CAM in accordance with the dates listed in Attachment 4 Project Schedule.

Recipient Products:

- Measurement and Verification Plan (draft and final)
- Metrics reports

TASK 3: WORKFORCE ENABLEMENT PROGRAM IMPLEMENTATION

Los Angeles Trade-Technical College (LATTC) will implement a comprehensive Workforce Enablement model designed to support students enrolled in the CMU Pathway as they progress from training entry through completion and transition into residential energy efficiency and energy employment. Workforce Enablement services will be delivered through LATTC's ECSP Center and integrated pathway navigation and case-management functions coordinated through the Pathway Innovation Office.

No CA-TREC funds will be used for instructional delivery or curriculum development. Workforce Enablement activities under this task are non-instructional and are focused on removing barriers to participation, improving persistence and completion, strengthening career readiness, and supporting seamless transitions into employment. Services will be delivered in alignment with CA-TREC Group 2 requirements and the project's approved Measurement and Verification (M&V) Plan.

The goals of this task are to:

- Reduce non-academic barriers that impede participation and completion in CMU energy programs;

- Strengthen career navigation, job readiness, and employer connections; and
- Improve employment placement and early retention outcomes for students preparing for residential energy efficiency and energy occupations.

Subtask 3.1 Workforce Enablement Start-Up and Integration (TRANCHE 1)

The goal of this subtask is to establish the operational foundation, partnerships, workflows, and documentation systems required to deliver Workforce Enablement services at scale and in compliance with CA-TREC requirements. Initial Workforce Enablement service delivery will begin following completion of start-up activities, including staffing, procurement, and system setup, anticipated in Fall 2026.

The Recipient shall:

- Confirm project staffing assignments, roles, and responsibilities across the Pathway Innovation Office, CMU faculty leadership, Pathway Counselors and Navigators, the ECSP Center, the Business Office, and the Office of Institutional Effectiveness to ensure coordinated service delivery and reporting.
- Develop and operationalize a Workforce Enablement service workflow that includes participant intake, eligibility verification, needs assessment, individualized career and employment planning, referrals, service delivery, and documentation consistent with the M&V Plan.
- Establish standardized intake and needs-assessment tools to identify barriers such as transportation, childcare, financial hardship, access to tools or equipment, certification costs, and competing work or caregiving obligations.
- Formalize coordination protocols and referral pathways with PACE and the Vernon-Central/LATTC WorkSource Center (operated in partnership with the Coalition for Responsible Community Development (CRCD)), including roles, service boundaries, and data-sharing procedures that complement—rather than duplicate—instructional activities.
- Develop culturally appropriate and accessible outreach and recruitment materials, including multilingual materials as appropriate, and establish a schedule of information sessions and engagement activities targeting CMU students.

Recipient Products:

- Workforce Enablement Program Implementation Plan (final)
- Outreach and Recruitment Materials (final)

Subtask 3.2 Workforce Enablement Service Delivery – Phase 1 (TRANCHE 1)

The goal of this subtask is to deliver Workforce Enablement services and barrier-removal supports during the first tranche period while establishing employer engagement and employment transition activities.

The Recipient shall:

- Provide individualized career counseling and structured pathway navigation for CMU students, including career exploration, labor-market information, credential mapping, and development of an Individual Career and Employment Plan for each participant.
- Deliver job-readiness workshops and individualized coaching addressing resume development, interview preparation, job search strategies, workplace expectations, and employability skills relevant to residential energy efficiency and energy occupations.
- Coordinate and distribute needs-based barrier-removal supports—such as transportation assistance, childcare-related supports, required tools and personal protective equipment (PPE), and industry certification preparation—based on documented eligibility and need.
- Coordinate with the ECSP Center, PACE, and the Vernon-Central/LATTC WorkSource Center to support job search activities, employer referrals, placement coordination, and transition to employment.
- Convene employer engagement and work-based learning exposure activities, including employer information sessions, hiring events, guest speakers, job shadowing, and site visits, prioritizing employers engaged in residential energy efficiency, HVAC, weatherization, and building performance.
- Maintain detailed service documentation, supportive service logs, and activity records, and prepare de-identified, aggregate summaries to support quarterly progress reports and M&V metric submissions.

Recipient Products:

- Individual Career and Employment Plan Template and Aggregate Summary (de-identified)
- Workforce Enablement Activity Summary – Phase 1 (aggregate; de-identified)
- Employer Engagement and Work-Based Learning Activity Log – Phase 1 (aggregate; de-identified)
- Supportive Services Distribution Summary – Phase 1 (aggregate; de-identified)

Subtask 3.3 Preliminary Evaluation Report (TRANCHE 1)

The goal of this subtask is to prepare the Preliminary Evaluation Report. The draft products may be adjusted based on feedback from the CAM and the final products must be approved by the CAM. This is required by the Department of Energy (DOE) prior to approval to access second-tranche funding.

The Report shall include, at minimum:

- Progress toward goals, activities, and performance metrics;
- Participant feedback and engagement data;
- Assessment of service delivery effectiveness;
- Process and program design improvements to strengthen outcomes;
- Preliminary analysis of program impacts; and
- Recommendations for improvement and implementation refinement.

The Recipient shall:
- Submit the Preliminary Evaluation Report electronically to the CAM in accordance with the schedule in Attachment 4.

Recipient Products:
- Draft and Final Preliminary Evaluation Report

CAM Products
- Report template

Subtask 3.4 Workforce Enablement Service Delivery – Phase 2 (TRANCHE 2)

The goal of this subtask is to continue and expand Workforce Enablement services during the second tranche period, incorporating continuous improvement strategies and strengthening placement and early retention outcomes.

The Recipient shall:
- If required by the DOE, make any necessary modifications or incorporate feedback to the above tasks.
- Continue delivery of individualized career counseling, pathway navigation, job-readiness services, barrier-removal supports, and employment transition assistance using established workflows.
- Implement service delivery and process improvements informed by performance monitoring, participant feedback, and findings from the Preliminary Evaluation Report.
- Continue employer engagement, hiring-pipeline coordination, and work-based learning exposure activities to support job placement for program completers.
- Maintain service documentation and prepare de-identified, aggregate summaries to support ongoing progress reporting and M&V metric submissions.

Recipient Products:
- Workforce Enablement Activity Summary – Phase 2 (aggregate; de-identified)
- Employer Engagement and Work-Based Learning Activity Log – Phase 2 (aggregate; de-identified)
- Supportive Services Distribution Summary – Phase 2 (aggregate; de-identified)

V. PROJECT SCHEDULE

Please see the attached Excel spreadsheet labeled Attachment 4 Project Schedule.