

Laney College

900 Fallon Street · Oakland, California 94607 · (510) 834-5740

November 28, 2016

Vicki Shipman
CTE Project Manager
Las Positas College
3000 Campus Hill Drive, Livermore, CA 94551
Email: vshipman@laspositascollege.edu

**RE: Proposition 39 Program Improvement Fund Invoicing
and Reporting Instructions for Year 3**

Dear Ms. Shipman:

Las Positas College has been awarded \$10,500 in Proposition 39 Year 3 Program Improvement Funding according to eligible degrees, certificates, and 3rd party credentials reported by the college. The Peralta Community College District was selected to be the fiscal agent for the allocation and distribution of this funding to participating energy related instructional programs at your college.

Your funding amount and work plan by TOP Code are included as Attachment 1. This form will also be used for the progress reporting and final reporting. The use of these funds is described in Attachment 2 which lists the Momentum Points, Leading Indicators, and eligible TOP Codes. The expenditure of these funds shall be in alignment with these documents, and with all relevant California Community College Chancellor's Office Economic and Workforce Development Division requirements.

Funding is provided on a cost reimbursement basis. Your expenditures should follow your work plans, and you will need to provide programmatic updates per the invoicing instructions below each time you invoice. The funding period will cover the period from July 1, 2016 to June 30, 2017.

Requirements for Invoicing

Invoices should be billed to "Peralta Community College District" on a time interval selected by you --this may be monthly, quarterly, or fiscal year--along with submittal of a Progress Report. This progress report will be your proposed workplan which will include a comments section on the status of each proposed task relating to the charges on the invoice. For timely payment, please submit invoices and reports by June 15, 2017.

Peralta Community College District

333 East Eighth Street · Oakland, California 94606 · (510) 466-7200

Each time an invoice is submitted, the invoice amount should be stated along with the total amount invoiced to date. The final cumulative amount invoiced should not exceed the allocated award amount for your College. The following information should be included in the invoice along with the reporting form.

Fiscal Agent:
Peralta Community College District
Laney College
333 East Eighth Street, Oakland, CA 96606

MAKE PAYABLE TO:
Name: college name and contact
Mail to: address
Tax I.D. #:

Current Invoice Amount: _____
Total Amount to date including current: _____


MAILING ADDRESS FOR INVOICE:
Peter Crabtree
Career and Technical Education Division
Laney College
900 Fallon Street
Oakland, CA 94607

Progress Reports

A Progress Report for each funded TOP Code must be attached to each invoice to show progress toward completion of activities identified in the work plans. The progress report form shall be used to summarize the status of each proposed activity.

For monthly and quarterly submitters, the report form will be cumulative for each invoice. The report submitted with the final invoice should be complete and include all total progress to date. Annual submitters will only submit one summative work plan report.

Sincerely,


Peter L. Crabtree
Dean of Academic and Student Affairs for CTE

Attachments

Additional Terms and Conditions

- Allocated program improvement funding must be fully expended by June 15, 2017, in support of participating programs for energy related supplies and equipment, faculty professional development activities, and/or curriculum or program development.
- It is allowable to move funds between TOP Codes to meet program objectives and fully expend the funds.
- Colleges that do not expend program improvement funding within the required time frame, or that do not spend the funding according to work plans, will be deemed ineligible for future Clean Energy Program Improvement Funding.
- Federal and state regulations require the maintenance and availability of project records for five (5) years, commencing on the date of the submission of the final or annual expenditure report or close of the fiscal year covered by the plan, the period during which the college is eligible for an audit. These records should include program completers, enrollment into Cal-Jobs, faculty development funds, travel expenditures, professional development opportunity expenses, equipment purchases and any expense related to the expenditure of the Program Improvement Funds.
- It is the intent of this funding to design and implement long-term effectiveness and sustainability strategies. Therefore any equipment acquired will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability. Records should be kept of equipment at the college, and purchases and use should be reported on the Project Reporting Forms.
- Overall program success will be measured by the increase of student participation in community college energy efficiency related instructional programs, and student completion of energy efficiency related programs.
- The expenditure of these funds shall be in alignment with these documents and with all California Community College Chancellor's Office Economic and Workforce Development Division requirements. Colleges should keep all receipts of purchases and expenses for their audit file.

Attachment 1
Proposed Workplan Year 3

Investment

College: Las Positas College
 District: Chabot-Las Positas CCD
 Region:
 Grant Budget Year: 2016/2017
 Responsible Party: Vicki Shipman
 Contact Info (email or phone): vshipman@laspositascollege.edu/925-424-1355

Primary TOP Code	Other Applicable TOP Code(s)	Investment Type	Acct Code	Amount	Investment Description	Justification
0956.40		Other Operating Expenses and Services	5000	\$10,500.00	Curriculum Development	To increase enrollment while creating energy savings opportunities, Las Positas College will develop its Occupational Health & Safety certificate and degree as a distance education (online) environment. The online environment alleviates students having to commute to the Las Positas College campus. Las Positas College is one of the only campuses offering this program in Northern California and the bay area which provides opportunity to increase enrollment. The program will be developed in partnership with the OSHA Training Center managed by the Chabot-Las Positas Community College District (http://osha4you.com/)

Attachment 2

List of Approved Objectives, Momentum Points, Leading Indicators,
Eligible Third Party Certificates and Eligible TOP Codes

List of Objectives

Objective (Type of Activity)	Description/Outcome
<p style="text-align: center;">Objective 1</p> <p>(focus groups, partnerships between colleges and programs, leadership teams)</p>	<p>Build and sustain regional networks of colleges to prepare workforce for the energy sector to improve energy efficiency and expand clean energy generation in the built environment.</p>
<p style="text-align: center;">Objective 2</p> <p>(shared equipment align curriculum, inventory maps of program contents,)</p>	<p>Leverage assets at multiple colleges across a region to align and regionalize energy efficiency related curriculum.</p>
<p style="text-align: center;">Objective 3</p> <p>(faculty development, training, software, leverage BEST Center)</p>	<p>Assure compliance to codes and standards by upgrading workforce capacity, knowledge and skills over the life of the Proposition 39 (SB 73) funding stream</p>
<p style="text-align: center;">Objective 4</p> <p>(private industry, PG&E, labor union for input and program development etc)</p>	<p>Develop sustainable partnerships and methods that link carbon reduction policy and economic development goals to industry needs and education and training programs.</p>
<p style="text-align: center;">Objective 5</p> <p>(survey input, program evaluations, meetings, curriculum development, online, training, equipment)</p>	<p>Elevate the quality of instruction at colleges that have made investments in education in the energy efficiency and renewable energy sector</p>
<p style="text-align: center;">Objective 6</p> <p>(energy forum meetings, marketing, curriculum development, online programs, release time, focus groups)</p>	<p>Incentivize (through instructor stipends, etc.) regional cooperation, including curriculum alignment, increased access to certificates, degrees and state-certified apprenticeship programs, increased access to employment, and faculty professional development.</p>
<p style="text-align: center;">Objective 7</p> <p>(stackable certs,. Foothill Apprenticeship program, partnerships with public and private sectors)</p>	<p>Build career pathways that assure student success by connecting student learning outcomes directly to employment opportunities</p>
<p style="text-align: center;">Objective 8</p> <p>(Launchboard and EDD's CalJOBS.)</p>	<p>Recommended to enroll all energy related pathway students in EDD's Cal Jobs system and collect outcome data via the Launchboard, but not required.</p>
<p style="text-align: center;">Objective 9</p> <p>(engage in BOMA, education, training, adopt energy efficient modules & curriculum)</p>	<p>Prepare the energy efficiency workforce to participate in the construction, repair and maintenance of commercial, industrial, and institutional buildings as required to meet AB 32 requirements (see below for more information on AB32 if you need to know what the bill is about)</p>
<p style="text-align: center;">Objective 10</p> <p>(working with Sector Deputy Navigator, curriculum forums, industry engagement through DSN)</p>	<p>Coordinate efforts with the community college Sector Navigator and Deputy Sector Navigators in the Energy Efficiency and Utilities Sector</p>

List of Momentum Points

Momentum Point	Description/Outcome
MP17	Completed a non-CCCCO-approved certificate – credit based (at least 6 units)
MP18	Completed a CCCCCO-Approved Certificate of Achievement
MP23	Completed an AA/AS Degree in a major aligned with student’s CTE pathway
MP28	Job placement or apprenticeship in the same or similar field of study as educational pathway (for students completing more than six units in a credit based program) Student registration in CalJOBS to assist access to employment.
MP29	Industry recognized 3rd party credential
MP30	Wage gain in a career the same or similar to CTE educational pathway
Leading Indicator	Description/Outcome
LI1	Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
LI2	Regionalization of stackable certificates aligned with a particular occupation ladder
LI3	Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification
LI3	Creation of a credit certificate from non-credit certificate
LI5	Curriculum articulation along a career or multi-career educational pathway
LI6	Updating the skills of faculty, teachers, counselors, and/or ‘supporting staff to students’ to reflect labor market needs

Prop 39 Third Party Certificates

- WECA ET modules
- Multi Craft Core Curriculum (MC3)
- NCCER (National Center for Construction Education and Research)
- USGBC/LEED Green Associate training/certification
- BPI training http://www.bpi.org/professionals_already.aspx - or recertification (if needed)
- HERS training/certification <https://www.calcerts.com/>
- ASHRAE certification - <https://www.ashrae.org/>
- OSHA: 30 or 510
- NABCEP
- Journeyman certificate (upon completion of a DAS registered Apprenticeship program)
- UA STAR Certification <http://www.uastar.info/>
- Nate Certification <http://www.natex.org>
- HVAC Excellence <http://www.hvacexcellence.org/Certifications.aspx>
- RSES Certification <http://www.rses.org/testing/cms.aspx>
- TABB Certification <http://www.tabbcertified.org>
- NEBB Certification <http://www.nebb.org/index.php>
- AABC Certification <http://www.aabc.com/certifications/>
- CALCTP Certification <https://www.calctp.org>

Prop 39 Eligible TOP Codes

0201.00 – Architecture and Architectural Technology

Planning, organization, and enclosure of space for functional and esthetic purposes, including the design of structures, testing of materials, estimating, environmental impact studies, and dealing with contracts and specifications.

0934.00 – Electronics and Electric Technology

Theory and application of electric and electronic systems and components, including circuits, electro-magnetic fields, energy sources, communications devices, radio, and television circuits, computers, and other electric and electronic components and devices.

0934.40 – Electrical Systems and Power Transmission

Installation, operation, maintenance, and repair of electrical systems and the power lines that distribute electricity. Includes assembly, installation, maintenance and repair of motors, generators, transformers, and related equipment.

0935.00 - Electro-Mechanical Technology

Engineering principles and technical skills for the manufacture of products and related industrial processes. Includes shaping and forming operations, materials handling, instrumentation and controls, and quality control. Includes Computer Aided Manufacturing and robotics. Also includes optimization theory, industrial and manufacturing planning, and related management skills.

0945.00 – Industrial Systems Technology and Maintenance

Design, construction, maintenance, and operation of mechanical, hydraulic, pneumatic, and electrical equipment and related systems, such as production machinery. Includes building and plant maintenance.

0946.00 – Environmental Control Technology (HVAC)

Assembly, installation, operation, maintenance, and repair of air conditioning, heating, and refrigeration systems.

0946.10– Energy Systems Technology

Theory and methods of energy conservation applied to heating, cooling, and related systems, including the measurement and assessment of energy consumption, diagnosis and prescription. Includes alternative energy systems.

0952.00 – Construction Crafts Technology

Lay out, fabrication, erection, installation, and repair of buildings, highways, airports, and other structures and fixtures, including framing, construction materials, estimating, blueprint reading, and use of tools.

0952.10 – Carpentry

Layout, fabrication, erection, and installation of structures using common systems of framing, construction materials, estimating, and blueprint reading.

0952.20 – Electrical

Installation, operation, maintenance and repair of electrical systems in buildings, including residential, commercial, and industrial electric power wiring and motors, controls, and electrical-distribution panels.

0952.30 – Plumbing, Pipefitting, and Steam fitting

Theories, principles, methods, technical skills and use of equipment in plumbing, pipefitting, and steam fitting.

0953.30 – Electrical, Electronic, and Electro-Mechanical Drafting

Development of working schematics and representations in support of electrical/electronic engineers, computer engineers, electro-mechanical engineers, and related professionals.

0953.40 – Mechanical Drafting

Development of working drawings and electronic simulations in support of mechanical and industrial engineers and related professionals.

0956.00 - Manufacturing and Industrial Technology

Engineering principles and technical skills for the manufacture of products and related industrial processes. Includes shaping and forming operations, materials handling, instrumentation and controls, and quality control. Includes Computer Aided Manufacturing and robotics. Also includes optimization theory, industrial and manufacturing planning, and related management skills.

0956.30 – Machining and Machine Tools

Fabrication, assembly, and repair of parts and components or systems on machines, such as lathes, grinders, drill presses, milling machines, and shaping machines. Includes Computer Numerical Control and tool design.

0956.40 – Sheet Metal and Structural Metal

Theories, principles, methods, technical skills, and equipment used in sheet metal occupations and ironworking occupations.

0956.50 – Welding Technology Welding techniques, processes, and equipment applied in accordance with diagrams, blueprints, or other specifications.

0956.70 – Industrial and Occupational Safety and Health

Safety engineering principles and practices, as well as related federal, state and local regulations concerned with workplace safety.

0957.00 – Civil and Construction Management Technology

Application of procedures and techniques related to civil and construction management, including estimating and bidding, scheduling and control, inspection, building systems, construction practices, quality control, labor and safety practices. Includes public works management.

0957.20 – Construction Inspection

Inspection of new or remodeled structures to determine their soundness and compliance to specifications, building codes and other regulations.

0958.00 – Water and Wastewater Technology

Principles, technical skills and equipment used to process, purify, store and distribute potable water, and dispose of waste water. Design, construction, operation, and maintenance of equipment for water or waste water treatment systems.

Apprenticeship Notes:

1. Also included are:

- Apprenticeship with Journeyman Certification (in energy related crafts including carpentry, electricians, plumbers, and sheet metal workers)
- Pre-Apprenticeship (requires partnership with energy related Apprenticeship program(s) approved by the Division of Apprenticeship Standards)
- Renewable Energy including Solar Technology

2. Only courses identified as “C” or “D” are eligible in TOP Codes with multiple occupations

3. Workshops and training by the IOUs’ Energy Training Centers are not eligible