



**Training Proposal for:
Asian Neighborhood Design, Inc.**

Agreement Number: ET16-0238

Panel Meeting of: November 5, 2015

ETP Regional Office: San Francisco Bay Area

Analyst: A. Nastari

PROJECT PROFILE

Contract Attributes:	SET Multiple Barriers New Hire Priority Rate	Industry Sector(s):	Construction Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
\$182,000		\$11,620 8%		\$193,620

In-Kind Contribution:	50% of Total ETP Funding Required	N/A
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	New Hire SET Multiple Barriers Priority Rate	Business Skills, Commercial Skills	35	8-260	0	\$5,532	\$13.70
				Weighted Avg: 260			

Minimum Wage by County: \$13.70 per hour for San Francisco County

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Green Construction Workers		25
Environmental Services Staff		5
Solar Construction Workers		5

INTRODUCTION

Asian Neighborhood Design, Inc. (AND) (www.andnet.org), founded in San Francisco in 1973, is a non-profit architecture, community planning, employment training and support services organization. AND is dedicated to helping disadvantaged adults, young adults, and low-income residents with multiple barriers to employment (such as formerly homeless, formerly addicted, and veterans) become self-sufficient.

AND's training program consists of Green Construction, Solar PV installation, Environmental Services and Business Skills required for long-term employment. AND also regularly provides one-on-one intensive case management, General Equivalency Degree preparation, on-going support and up to one year job referral, job placement and post-graduation retention aid. AND's training and services are provided at its facility in San Francisco.

Employer Demand

AND helps people with little or no work experience, who lack literacy and vocational skills with job placement in the City and County of San Francisco and greater Bay Area. AND reports an increase in building projects throughout this area. Construction contractors are experiencing high demand for employees with job-ready skills in basic electrical, carpentry, framing, dry-wall installation, siding, stairs, painting, ironwork, cement masonry, and roofing skills. Workers must

be aware of construction site safety, be able to read blueprints, and have basic understanding of building codes. Basic math and measuring skills are essential during constructing and for installing solar panels and wiring electrical components.

Also, the City of San Francisco has local hire requirements for publicly funded projects. Large scale projects include California Pacific Medical Center \$2.1 billion; Transbay Transit Center \$1.6 Billion; Doyle Drive Replacement \$1.4 billion; SF Muni Light Rail \$840 million; UCSF Medical Center \$765 million; SF General Hospital \$700 million; California Pacific Medical Center St. Luke's Campus \$600 million; 181 Fremont St. \$530 million; Salesforce Tower \$450 million, and Lumina \$351 million.

Staff at AND's Employment Training Center and its Executive Director are in constant communication with local building trades employers to identify changes in the industry. This feedback is used to upgrade training needs and assess whether AND's students are graduating with the necessary skills for immediate job placement.

PROJECT DETAILS

Training Plan

Business Skills (30%) – All occupations will be provided in Job Readiness skills such as basic computer, career planning and assessment, presentation and interviewing skills, along with working with others in a team environment.

Commercial Skills (70%) – All occupations will be provided in Construction including vocational math, Building Performance, Clean Energy consisting of green building practices, weatherization, roofing, and sustainability. It will also incorporate environmental literacy in solar, energy-efficiency and zero waste concepts. Training will also include carpentry and solar PV installation (e.g., framing, drywall installation, siding, stair building and painting).

SET/Multiple Barriers

The Special Employment Training (SET) funding category is used when an employer does not face out-of state competition or when the trainees do not have a history of Unemployment Insurance payments. The trainees in this proposal are hard-to-serve who lack work experience, job-readiness, basic literacy and vocational skills. They may also have a range of personal issues (legal, substance abuse, housing) which makes it difficult for them to transition and succeed in the workforce. In order to qualify, trainees must have at least two identified barriers to full-time employment. These trainees may receive the ETP Minimum Wage post-retention.

Retention Modification

The normally retention is 90 consecutive days of full-time employment of at least 35 hours a week. However, for occupations in which it is not customary to work 90 consecutive days, retention may also be satisfied by employment of at least 500 hours within 272 days with one or more employers. AND is requesting the modified retention for the construction industry. Incidental placement with public and non-profit entities is permissible, not to exceed 20% of the total number of trainees retained in employment.

Marketing and Support Costs

AND works with the CityBuild program operated by the City and County of San Francisco's Office of Economic and Workforce Development to recruit employers. CityBuild is San Francisco's primary placement agency for the local hire ordinance for major construction

projects. AND also recruits employers directly through direct outreach and participation in community events.

AND is requesting 8% in support costs which are needed to cover the expense of recruitment and assessment of trainees from the severely disadvantaged populations targeted by this project. In addition, this population frequently requires counseling and assistance in staying in a job, which also increases expenses. Staff recommends the 8% support costs.

Impact/Outcome

The training program provides a full array of services to specifically develop construction and solar industry skills and environmental services skills. Trainees gain industry experience in a lab environment and graduate with certifications giving them a better chance to secure jobs.

Commitment to Training

ETP administration will be subcontracted to Steve Duscha. Internal staff will gather rosters and demographic information. Two people will work part time on administration.

Training takes place in 14-week cycles that will begin upon approval of this proposal. AND plans to deliver 4-5 cycles, leaving the remainder of the contract period for retention.

Training Coordinator

Training will be conducted by AND employees who have experience in construction, curriculum development and counseling.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the Bureau of Private Postsecondary Education, created in statute effective January 1, 2010.

Tuition Reimbursement

Section 4412.1, AND represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

Other Resources

AND receives \$50,000 from the San Francisco Workforce Innovation and Opportunity Act program and the remainder of its costs are covered by donations. The funds are used for salaries and benefits, client assistance, office supplies, rent, utilities, equipment rental/maintenance, insurance, staff expenses, business fees/licenses/tax and other indirect expenses. ETP funds will provide the assistance needed to continue AND's mission of serving San Francisco's hard to serve population. ETP funds will not duplicate or displace other funds.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by AND under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET14-0374	\$248,940	4/26/2014 – 4/25/2016	45	10	10

Based on ETP Online Systems, 9,392 reimbursable hours have been tracked sufficient to support earnings of \$187,840 (75% of approved amount). Although the Contractor projects 100% final earnings based on training scheduled through April 25, 2016, the proposal has been right-sized to \$171,492 consistent with earnings of 75% on the active contract.

DEVELOPMENT SERVICES

Steve Dusha Advisories in Sacramento assisted with development for a flat fee of \$5,000.

ADMINISTRATIVE SERVICES

Steve Dusha Advisories will also perform administrative services for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab Hours**

8 – 260

Trainees may receive any of the following:

COMMERICAL SKILLS

- + Building Performance
- + Clean Energy
- + Construction Concepts
- + Construction Math
- + Deconstruction
- + Drywall and Trim Installation
- + Efficient Use of Natural Resources
- + Energy Efficiency
- + Green Collar Careers
- + Hanging Doors and Windows
- + Layout, Cutting Bending and Tying Rebar
- + Light Electrical Wiring
- + Overview of OSHA Safety Practices
- + Painting
- + PV Panel Installation.
- + Reading Plans
- + Recycling
- + Renewable Resources and Non-Toxic Materials
- + Roof and Stair Framing
- + Roofing
- + Shear Wall Sheathing
- + Sustainability
- + Theory, Design and Operation of Photovoltaic Systems
- + Traditional and Advanced Platform Framing
- + Weatherization
- + Weatherization Concepts

BUSINESS SKILLS

Job Readiness:

- + Basic Computer Literacy
- + Career Planning & Assessment
- + Handling difficult situations
- + Personal Financial Records & Planning
- + Presentation/Appearance
- + Resume Building
- + Winning a Job Offer
- + Working with Others

Note: Reimbursement for retraining is capped at 260 total training hours for new hire training per trainee, regardless of the method of delivery.