



**Retrainee - Job Creation
Training Proposal for:
EIII California, Inc. dba E3 California**

Small Business ≤ \$50,000

ET16-0320

Approval Date: December 21, 2015

ETP Regional Office: Sacramento

Analyst: M. Mazzone

CONTRACTOR

- Type of Industry: Services
Green Technology
Priority Industry: Yes No
- Number of Full-Time Employees
California: 12
Worldwide: 12
Number to be trained: 15
Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 9%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$23,400
- In-Kind Contribution: \$25,000

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	Retrainee SB <100 Priority Rate	Business Skills, Computer Skills, Commercial Skills, Green Clean Skills, Management Skills, PL - Comm Skills	12	8-60	0-30	\$1,560	\$15.75
				Weighted Avg: 60			
2	Retrainee SB<100 Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Commercial Skills, Green Clean Skills, Management Skills, PL - Comm Skills	3	8-60	0-30	\$1,560	\$13.13
				Weighted Avg: 60			

- Reimbursement Rate: Job #'s 1 and 2: \$26 SB Priority
- County(ies): Los Angeles, Sacramento
- Occupations to be Trained: Accounting Staff, Administrative Specialty Staff, Administrative Support Staff, Field Technician, Project Manager, Manager, Owner
- Union Representation: Yes
 No
- Health Benefits: Job #1 only: \$0.97 per hour

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: To Be Determined

OVERVIEW

EIII California, Inc. dba E3 California (E3) was founded in Sacramento in 2007 and provides services in Green Building Technology, Energy Consulting, and Building Performance Testing. E3 delivers simulation energy modeling and analysis for compliance with the California Energy code. The Company acts as a third party testing a building’s energy efficiency and can certify clients for green building and energy efficiency programs. However, its expertise is in providing energy consulting and testing for multi-family housing structures. Contractors, architects, developers and property owners represent the majority of the Company’s customers. The Company has a location in Sacramento and Los Angeles; both will participate in this proposal.

PROJECT DETAILS

E3's industry consistently undergoes changes as the California Code of Regulations (CCR), Title 24, is consistently updated every 3 years. (The last update was made in 2013 and so a new edition will be released in 2016.) Included in the updates to the CCR are modifications to the California Energy Code and Green Building Program.

Project Managers and Field Technicians need to be knowledgeable on the CCR as well as California's Green Building Code as it pertains to residential and commercial buildings. Training for them will focus on the program knowledge and project management skills required to consult and develop solutions to meet customers' green technology and energy efficiency needs. They will also require software training as only the most current building simulation models and energy usage simulation software programs will be utilized to develop solutions.

E3 will also provide office staff with training as the Company's subcontracted services, accounting and financial management; marketing and financial strategies; and business planning and organization, will be transitioned to internal staff. For this, the Company will need to provide internal staff with business skills and computer skills.

Job Creation

The Panel is offering incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

E3 has committed to hiring three new employees (Job Number 2). E3 is currently in growth mode as their specialized services are in high demand in California. Requests for their services have increased approximately 25% since the last year and is expected to continue at a steady pace. Until April 2015, the Company only had one location (in Sacramento). The employees were stretched thin as they were required to travel statewide. To help meet customer demand and alleviate pressures on employees, the Company opened a new location in Los Angeles on April 30. The opening of the second location allows the Company to service customers in Southern California out of the Los Angeles office and Northern California through the Sacramento office.

The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

E3 will utilize a combination of Classroom/Laboratory, E-Learning, Productive Lab, and Computer-based training (CBT) delivery methods.

Business Skills – Training will be offered to Managers, Project Managers, Owners, Administrative Support Staff, Administrative Specialty Staff, and Accounting Staff. Training will focus on industry knowledge and soft skills to improve communication, accounting, planning, and time management.

Commercial Skills – Training will be offered to Managers, Project Managers, Owners, Administrative Specialty Staff, and Field Technicians. This training makes up the bulk of the curriculum. Training will include an emphasis in the latest Green Building programs and Title 24. Staff members require industry specific training to properly advise, test and rate buildings.

Green Clean Skills – Training will be offered to Project Managers, Field Technicians, Managers, and Owners. A large portion of E3's business comes from the Green building consulting and testing. Training will include an emphasis in the latest "Green" Building programs and how they relate to Title 24.

Management Skills – Training will be offered to Owners and Managers. Training will promote a higher level of business management.

Computer Skills – Training will be offered to all occupations as all staff members utilize software in their day-to-day duties. Training will focus on user consistencies and efficiencies while utilizing necessary software. E3 is currently considering multiple Sales Forecasting software options; however, a final decision has not yet been made.

Productive Lab

Productive Laboratory (PL) trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training, and the trainer-to-trainee ratio will not exceed 1:1.

E3 will train six Field Technicians and Project Managers using the PL training delivery method to supplement lessons taught in Class/Lab and E-Learning training. Trainees who are new to the industry or who are receiving cross-training will accompany a seasoned journey-level staff member to the job site. Trainees will learn how to build blower door fans following program guidelines; conduct testing on the building's energy efficiencies and interpret the results; and survey based on CalGreen code compliance and Build-It-Green code compliance. PL training will not exceed 24 hours per trainee.

Production is expected to decrease during PL training as the subject matter expert will walk staff through the testing and compliance phases of their job duties. Trainers will observe, coach and mentor the trainee on all steps of the process. The trainer will sign off once the trainee has demonstrated the knowledge and skills necessary to complete these tasks on their own.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by E3 under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0249	Sacramento	12/19/2012 – 12/18/2013	\$7,920	\$7,748 (98%)

Exhibit B: Menu Curriculum**Class/Lab and E-Learning Hours**

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Project Management Skills
- ✚ Time Management Skills
- ✚ Business/Technical Writing Skills
- ✚ Accounting & Financial Management Skills
- ✚ Credit & Collections Accounting
- ✚ Marketing & Financial Strategies
- ✚ County & State Contracting
- ✚ Government Marketplace for Small Business
- ✚ E-Procurement
- ✚ Business Planning & Organization

COMPUTER SKILLS

- ✚ Intermediate & Advanced Microsoft Office
- ✚ RESNET Software
- ✚ Energy Pro Software
- ✚ E-Qwest Software
- ✚ Sales Forecasting Software (Yet to be Purchased)
- ✚ QuickBooks
- ✚ Social Media Site Management for Marketing
- ✚ Linked In Small Business
- ✚ Computerized Accounting for Windows
- ✚ Integrated System/Software (Job Costing & Project Management)

COMMERCIAL SKILLS

- ✚ Building Enclosure Commissioning Training
- ✚ Building Operator Training
- ✚ Building Performance Institute - Building Analyst
- ✚ Building Performance Institute – Multifamily Building Operator
- ✚ CalCerts - Energy Star – Version 3
- ✚ CalCerts - Special Energy Programs
- ✚ CalCerts - Rater Training
- ✚ CalCerts - Photovoltaic
- ✚ CalGreen Training – Energy Code for Residential and Non-Residential Buildings
- ✚ CxA Training Diagnostic Testing for Commercial Buildings
- ✚ Mechanical Systems for Mid-rise and High-rise Buildings
- ✚ Multi Fan Blower Door Training
- ✚ SWPPS (Storm Water Pollution Protection) Training
- ✚ Title 24 - 2013 Standards Course (Code Changes) for Residential and Non-Residential Buildings
- ✚ Testing and Air Balance Lite
- ✚ Thermographer Level I, II and III
- ✚ The California Advanced Lighting Controls Training Program

- ✚ Designing & Costing Retrofit Scenarios with ROI
- ✚ Return on Investment (ROI) Calculations
- ✚ Blue Print Reading & Schematics
- ✚ Project Management

GREEN CLEAN SKILLS

- ✚ Build it Green – Certified Green Building Professional
- ✚ Build it Green – Existing Home Multifamily Rater
- ✚ Build it Green – Existing Home Single Family Rater
- ✚ Build it Green – New Home Single Family & Multifamily Rater
- ✚ Energy Management for Commercial and Residential Buildings
- ✚ Energy Retrofits for Commercial and Residential Buildings
- ✚ LEED AP Operations & Maintenance
- ✚ LEED AP Home Credential
- ✚ LEED Building & Maintenance
- ✚ LEED for Home Specialty
- ✚ LEED for Homes Green Rater
- ✚ LEED Green Associate Credential
- ✚ Passive House Rater Training and Certification (PHIUS)

MANAGEMENT SKILLS

- ✚ Supervisory Skills
- ✚ Leadership
- ✚ Team Building
- ✚ Decision Making
- ✚ Conflict Resolution
- ✚ Business Planning & Organizing

PL Hours

0-24

COMMERCIAL SKILLS (1:1 trainer-to-trainee ratio)

- ✚ Multi-Fan Blower Door Testing
- ✚ CalGreen Training
- ✚ Build-It-Green Training
- ✚ Building Enclosure Commissioning Training
- ✚ Building Operator Training
- ✚ CxA Training Diagnostic Testing for Commercial Buildings
- ✚ Mechanical Systems for Mid-rise and High-rise Building
- ✚ Testing and AirBalance Lite
- ✚ Blueprint Reading and Schematics
- ✚ Field Tech Building Spec Data Consolidation

Computer-based Training (CBT)

0-30

BUSINESS SKILLS

- ✚ Project Management (12 hours)
- ✚ Time Management (4 hours)

- ✚ Business/Technical Writing Skills (12 hours)
- ✚ Accounting & Financial Management Skills (12 hours)
- ✚ County and State Contracting (4 hours)
- ✚ Government Marketplace for Small Business (4 hours)
- ✚ E-Procurement (4 hours)

COMPUTER SKILLS

- ✚ Intermediate and Advanced Microsoft Office (12 hours)
- ✚ RESNET Software (12 hours)
- ✚ Energy Pro Software (12 hours)
- ✚ E-Qwest Software (12 hours)
- ✚ Sales Forecasting Software (12 hours)
- ✚ QuickBooks (8 hours)
- ✚ Social Media Site Management (4 hours)

COMMERCIAL SKILLS

- ✚ Multi-Fan Blower Door Testing (12 hours)
- ✚ CalGreen Training – Energy Code for Residential and Non-Residential Buildings (8 hours)
- ✚ Building Enclosure Commissioning Training (16 hours)
- ✚ Building Operator Training (16 hours)
- ✚ CxA Training Diagnostic Testing for Commercial Buildings (16 hours)
- ✚ Mechanical Systems for Mid-rise and High-rise Buildings (16 hours)
- ✚ Storm Water Pollution Protection (SWPPS) (8 hours)
- ✚ Title 24 – 2013 Standards Course (Code Changes) for Residential and Non-Residential Buildings (16 hours)
- ✚ Title 24 – 2016 Standards Course (Code Changes) for Residential and Non-Residential Buildings (16 hours)
- ✚ Designing and Costing retrofit Scenarios with Return on Investment (ROI) (8 hours)
- ✚ ROI Calculations (8 hours)
- ✚ Blueprint Reading and Schematics (12 hours)
- ✚ Project Management (12 hours)

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery. PL is capped at 24 hours per-trainee. CBT may not exceed 50% of a trainee's total training hours.