



**TRAINING PLAN TABLE**

Job No.	Job Descriptionr	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Commercial Skills, Computer Skills, Continuous Imprv.	22	8-100	0	\$1,560	\$16.04
				Weighted Avg: 60			
2	Retrainee Job Creation Initiative Priority Rate SB <100	Business Skills, Commercial Skills, Computer Skills, Continuous Imprv.	2	8-100	0	\$1,560	\$16.00
				Weighted Avg: 60			

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Los Angeles
- Occupations to be Trained: Engineer, Administrative Support Staff, Supervisor, Manager, Owner
- Union Representation:  Yes  
 No
- Health Benefits: Job #1 only: \$2.04 per hour

**SUBCONTRACTORS**

- Development Services: Training Funding Source, Seal Beach, assisted with development for a flat fee of \$2,000.
- Administrative Services: Training Funding Source will also provide administrative services for an amount not to exceed 13% of funds earned.
- Training Vendors: To Be Determined

**OVERVIEW**

Founded in 1995 and headquartered in Monterey Park, Innovative Engineering Group, Inc. (IEG)([www.iegeng.com](http://www.iegeng.com)) is a privately-held, mechanical and electrical engineering consulting firm serving the building design and construction industries in Southern California. IEG specializes in heating, ventilation and air conditioning; and mechanical, electrical, and plumbing (MEP) design for new construction and existing structures. The Company works with clients to produce the most effective MEP solutions by providing consultative expertise in engineering design, feasibility studies, and construction support services to architects, building owners, state and local governments, and real estate developers throughout the nation. This will be IEG’s third ETP Agreement.

## Repeat Contract

ET06-0199 (12/28/05-12/27/07) trained in basic computer hardware and software skills (e.g. Microsoft Office, financials, CAD, Energy Pro, and other technical programs). Trainees learned architectural and engineering procedures to streamline business processes and maximize efficiency. Continuous Improvement techniques were also taught. ET12-0157 (11/09/11-11/08/13) trained new sustainable design technologies to conserve natural resources and decrease energy usage. Trainees also learned basic Revit and Trello software, and marketing skills. The new proposal will focus on continued Revit training, internal project management, LEED certification for Engineers, and ongoing continuous improvement efforts for incumbent and newly hired staff.

According to IEG, to successfully compete in today's marketplace and be a leader in the building engineering field, the Company must be innovative, technologically advanced, and service-oriented, emphasizing quality, productivity, and "green" (sustainable) building design. The Company is also preparing to meet the demand related to the 2020 State of California mandate requiring buildings to achieve "net-zero" energy use. The market is demanding faster project delivery with highly competitive fees, and clients want better communication, cooperation, and evaluation with construction teams and their internal staff. ETP funding will assist IEG to achieve these goals.

IEG staff must be well-educated in all facets of "green" building design, commissioning, new energy codes and standards, Building Information Modeling (BIM) 3-D design methods, and related software such as Revit. IEG has invested thousands of dollars for new hardware, software, and equipment to stay up-to-date and enhance design productivity and accuracy. The Company has also invested in new project management software to efficiently manage jobs and enhance collaborative efforts.

## Retrainee-Job Creation

IEG is growing and has hired five new employees in the past 12 months. It has recently been awarded several electrical engineering projects, but is understaffed to meet these new business opportunities. Therefore, the Company has committed to hiring two new Engineers as shown in Job Number 2. To be eligible for reimbursement, trainees must be hired during the three-month period prior to Panel approval, or during the contract term.

## Training Plan

**Business Skills** - Training will be offered to Supervisors, Managers, and the Owner to enhance leadership ability, improve internal and external communications, and enhance sales and marketing expertise to better manage and grow the business and interact with clients.

**Commercial Skills** - Training will be offered to Engineers, Supervisors, Managers and the Owner to make sure they are up-to-date in all engineering and building industry requirements, especially LEED requirements and "green" building skills.

**Computer Skills** - Training will be offered to all occupation in Revit, Trello, AutoCAD, Quickbooks, and MS Office software to reduce operating costs and increased productivity.

**Continuous Improvement** - Training will be offered to all occupations to promote teambuilding and process improvement.

**Training Infrastructure**

Training will begin after ETP approval, and will be delivered at the worksite by internal instructors and outside vendors. The Company’s CFO will oversee training and coordinate with a third party administrative vendor (see Administrative Service above).

**Training Hours Limitation**

Small Business retraining is normally capped at 60 hours per person. However, IEG is asking for a modification to the cap. Four to six incumbent employees will receive up to 100 hours of training to become Revit software specialists to train other staff. Additionally, training for newly hired staff members will exceed 60 hours to assure performance is at an acceptable skill level and complete familiarity with all aspects of IEG’s software, current building standards, and internal workflow.

IEG modified its previous ETP Agreement to a 100-hour maximum, and two trainees received over 70 hours of training. Therefore, staff recommends this modification.

**RECOMMENDATION**

Staff recommends approval of this proposal and the hours modification.

**PRIOR PROJECTS**

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET12-0157	Monterey Park	11/09/11 – 11/08/13	\$17,680	\$15,093 (85%)

**Exhibit B: Menu Curriculum**

**Class/Lab Hours**

8-100

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Communication
- Delegation
- Leadership
- Motivation
- Performance Management
- Sales and Marketing

**COMMERCIAL SKILLS**

- Building Standards
- Change Orders
- Construction Administration
- Engineering Procedures
- Electrical Design
- HVAC Design
- Leadership in Energy and Environmental Design (LEED)
- Plumbing Design

**COMPUTER SKILLS**

- AutoCAD
- Microsoft Office
- Project Management (Trello)
- Quickbooks
- Revit

**CONTINUOUS IMPROVEMENT**

- Process Improvement
- Team Building

Note: Reimbursement for retraining is capped at 100 total hours per trainee, regardless of method of delivery.