

DELEGATION ORDER



**Training Proposal for:
STK Architecture, Inc.**

Small Business

ET17-0199

Approval Date: August 12, 2016

ETP Regional Office: San Diego

Analyst: H. Bernard

CONTRACTOR

- Type of Industry: Services
Architecture
Priority Industry: Yes No
- Number of Full-Time Employees
California: 12
Worldwide: 12
Number to be trained: 12
Owner Yes No
- Out-of-State Competition: Customers Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 0%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$12,480
- In-Kind Contribution: \$16,488

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	Business Skills, Comm'l Skills Computer Skills Mgmt. Skills	12	8-60	0	\$1,040	\$20.50
				Weighted Avg: 40			

- Reimbursement Rate: \$26 SB Priority
- County(ies): Riverside
- Occupations to be Trained: Owners, Project Managers, Draftpersons, Administrative Staff
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: Propel Consulting Group in El Dorado Hills assisted with development services for a fee of \$900.
- Administrative Services: Propel ConsultingGroup will also assist with administration services for a fee not to exceed 7.5% of payment earned.
- Training Vendors: Blanding Consulting located in Murrietta will deliver Computer Skills training. Other training vendors to be determined.

OVERVIEW

Founded in 1969, STK Architecture, Inc. (STK) (<http://www.stkinc.com>) is a full-service architectural and interior design firm in Temecula. It serves public and private clients both within California and nationally. STK offers a full range of services include architectural design, interior design, master planning, sustainable design and energy efficiency assessments.

STK anticipates a revenue growth of 10-20% in the next year. Keeping in line with last year's growth it anticipates hiring new staff, but is not requesting Job Creation. STK specializes in designing and planning for fire stations and multiplex movie theaters, which requires training to ensure staff is up-to-date on the industry's latest changes. For example, more theater multiplexes are requiring different types of seating such as recliner and new features such as bar areas and cafes.

Additionally, energy efficiency building standards are constantly changing, requiring STK to stay abreast. The Company must continuously update its software for design and planning, specifically 3D drafting. STK also plans to provide training in leadership, team building and communication skills to work better together as a cohesive whole.

Training Plan

STK's training plan will provide classroom training focusing on: technology and software updates; changing building codes; and energy-efficient products. Training will be provided onsite at the location in Temecula. The Company will utilize outside training providers and in-house trainers.

Business Skills: Training will be offered to all occupations. This training will assist the staff to effectively manage projects from start to finish. Topics include proposal writing and project management, cost controlling, customer service, construction accounting/administration and IT management.

Commercial Skills: Training will be offered to Owners, Project Managers and Draftpersons. This training will focus on new energy efficiency and regulatory updates. This training will also include technical training on building codes.

Management Skills: Training will be offered to Owners and Project Managers. Topics include coaching, decision making and leadership.

Computer Skills: Training will be provided to all occupations. This training will focus primarily on the Company's design software, Revit 3D, and software updates. Training will include new accounting software, marketing software and intermediate Microsoft Office on a limited basis.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting Skills
- Marketing Techniques
- Customer Service
- Communication Skills
- Proposal Writing
- Construction Administration
- IT Management
- Client Development
- Project Management
- Business Performance
- Profit Management
- Time Management

COMMERCIAL SKILLS

- Machine Training
- Product Training
- LEED/Sustainable Building
- Code/Regulatory Building Compliance
- Technical Substance
- Technical Standards
- Construction Observation
- Spec Writing

COMPUTER SKILLS

- Revit 3D Software/Autodesk
- Adobe InDesign Marketing Software
- Deltek Ajera Accounting Software
- Intermediate/Advanced MS Office
- Intermediate/Advanced Adobe

MANAGEMENT SKILLS (Owners/Managers Only)

- Leadership Skills
- Team Building
- Problem Solving and Decision Making
- Client Communications

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.