

Board of Trustees Agenda Item

Board Meeting Date: May 2, 2011

Title of Item:

Independent Contractor Agt. for Catherine Ayers

Background and Analysis:

The State of California issued the Green Innovation Challenge in May 2010, with the intent to encourage business-led partnerships to develop creative methods of increasing employment within the green economy. NOVA Workforce Board was awarded \$4 million in June 2010 on behalf of a collaborative known as the SolarTech Workforce Innovation Collaborative (SWIC). The partners include NOVA, SolarTech, Foothill-De Anza Community College District, and others in the private, public, and nonprofit sectors. **The deliverables will have occurred over 24 months, completing by June 30, 2012.** The Grant awards \$1,258,917 to Foothill-De Anza Community College District to implement the training and education component of the program.

Catherine Ayers co-authored the Green Innovations Challenge proposal for funding from EDD, and is named in fiscal agent NOVA's contract to FHDA for the SolarTech Workforce Innovations Collaborative (SWIC) project. She has been the project director for the first project year and is currently working with faculty and other training partners to ensure that year two objectives will be met and deliverables generated in the final project year, 2011-2012. She has unique knowledge and expertise in managing energy-related workforce development projects, including contacts, compliance and reporting. Services include:

- Manage provide project management to SWIC in coordination with FHDA Professional & Workforce Development and the Center for Applied Competitive Technologies, including the implementation for the training and education component of SWIC. *See attached project activities (NOVA contract) and Ayers statement of work.*
- Ensure objectives are met and work plan is implemented on a timely basis.
- Communicate project information to FHDA, NOVA and industry stakeholders and provide direction to other community college and educational partners,
- Ensure compliance activities related to the grant are performed, including data collection and monthly reporting.
- Serve as the primary contact for NOVA, the fiscal agent for the SolarTech Workforce Innovations Collaborative.

Services, including expenses, will not exceed \$98,500 from July 1, 2011-June 30, 2012.

Recommendation: Catherine Ayers is uniquely qualified to fill this project management role. This project is funded by Green Innovation Challenge funds. I recommend approval.

Submitted by:	Rick Kuhn, Economic and Resource Development x7793
Additional contact names:	John Mummert x7070
Is backup provided?	Yes

Academic Year 2011-2012

Statement of Work

Catherine Ayers & Associates

Consulting services for Professional & Workforce Development and the Center for Applied Competitive Technologies, Foothill-De Anza Community College District.

Catherine Ayers will provide project management to the SolarTech Workforce Innovations Collaborative (SWIC) funded by the Green Innovations Challenge grant from the State of CA Labor & Workforce Development Agency to fiscal agent NOVA Workforce Board, and partners, SolarTech and FHDA. This second project year (2011-12) is the final year of a two-year grant.

Services include:

- Manage the day-to-day operation of SWIC within FHDA, including the planning and implementation for the training and education component of SWIC. Year two project activities include:
 - Installation of a PV Electric Vehicle charging station at De Anza AutoTech Department as part of a living lab. Delivery of training in Hybrid Electric Vehicles.
 - Delivery of training at Cabrillo College for Building Performance Institute certification and solar-energy efficiency sales.
 - Delivery of Solar Technical Sales and Proposal Development at community college locations as needed.
 - Identification of addition high demand training such as Manufacturing, Energy Finance and Energy Systems Management; overseeing curriculum development and delivery.
- Ensure objectives are met and work plan is implemented on a timely basis.
- Communicate project information to FHDA, NOVA and industry stakeholders, and direction to other community college and educational partners.
- Ensure compliance activities related to the grant are performed, including data collection and monthly reporting.
- Serve as the primary contact identified for correspondence sent from NOVA, the fiscal agent for the SolarTech Workforce Innovations Collaborative.

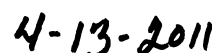
Consideration:

Second project year (July 1, 2011 – June 30, 2012): \$98,000 (1225 hours @ \$80/hour).

Plus expenses: not to exceed \$500 for travel and project related materials.

Payment is requested upon submission of invoices at monthly intervals.


Catherine Ayers


Date

Original to:

____ City Clerk
____ Contractor
____ Subcontractor

AGREEMENT

This Agreement is made on the 15th day of September 2010 between the City of Sunnyvale, a California municipal corporation (hereinafter referred to as "Contractor"), on behalf of the NOVA Workforce Board, and Foothill-De Anza Community College District (hereinafter referred to as "Subcontractor").

Whereas, the Contractor has applied for and been granted funds from the State of California for the Green Innovation Challenge initiative; and

Whereas, under this Agreement, Subcontractor participates in the implementation of the SolarTech Workforce Innovations Collaborative project; and

Whereas, Contractor and Subcontractor are required to execute an Agreement wherein they agree to adhere to and comply with the conditions and requirements established for use of the funds of this grant;

Now, therefore, it is agreed:

1. **Terms and Conditions:** Subcontractor agrees to provide employment and training services and to comply with other requirements in accordance with the following:

- (a) Program Design and Standards - Exhibit A;
- (b) Special Provisions - Exhibit B;
- (c) Assurances and Certifications - Exhibit C;
- (d) Budget - Exhibit D;
- (e) Method of Payment - Exhibit E;

- (f) Request for Payment - Exhibit F; and
- (g) State of California and Department of Labor guidelines, as they now exist are or hereinafter amended.

The above-referenced Attachments and Exhibits are incorporated by reference as though fully set forth herein.

- 2. Term of Agreement: June 30, 2010 through June 30, 2012
- 3. Funding Limit: Funding by Contractor not to exceed \$1,258,916
One million two hundred fifty-eight thousand nine
hundred sixteen dollars
- 4. Agreement Number: 001-208-11
- 5. State of California Registration No.: K079971

The parties, by and through their authorized representatives as indicated below, hereby acknowledge and agree to the terms and conditions of this Agreement.

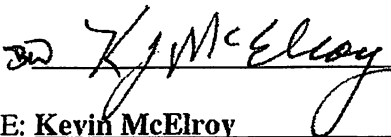
CITY OF SUNNYVALE

**FOOTHILL-DE ANZA
COMMUNITY COLLEGE
DISTRICT**

Contractor

Subcontractor

BY:  _____

BY:  _____

NAME: Gary M. Luebbers

NAME: Kevin McElroy

TITLE: City Manager

TITLE: Vice Chancellor of Business Serv.

PROGRAM DESIGN AND STANDARDS

I. PROGRAM DESIGN

- A. **PROJECT OVERVIEW:** The following is a programmatic description of what will be accomplished during the contract period.

The Green Innovation Challenge grant will target the industry workforce demand in renewable energy generation, specifically, solar. Because of the broad applications of renewable energy, it will also touch energy efficiency, energy storage, and alternative and renewable fuels and vehicles. To effectively reach industry, training, and talent, the SolarTech Workforce Innovations Collaborative or SWIC, will be a name-only collaborative partnership between SolarTech (industry organization), Foothill–De Anza Community College District (educational coordinator), and NOVA Workforce Board (workforce organization). The geographical area targeted by these funds for this grant will include the counties of San Francisco, San Mateo, Santa Clara, Alameda, Santa Cruz, and Monterey (San Francisco Bay Area, Silicon Valley, and Central Coast) and, by design, is applicable locally, regionally, statewide, and nationally.

Foothill–De Anza Community College District (Subcontractor) will be subcontracting a portion of the responsibilities under this agreement to Ohlone College, Cabrillo College, and the Solar Training Institute, all of which are hereby approved by Contractor.

B. PROJECT RESULTS:

Deliverables

1. Develop and deliver training curriculum in partnership with SolarTech industry input in the following:
 - a. Solar Sales
 - b. Solar Design Engineer
 - c. Solar Manufacturing Engineer and Manufacturing Technician
 - d. EV Living Lab for automotive and solar instruction with an emphasis on renewable energy charging solutions (such as solar EVs)
 - e. Solar Financial Analysis and Sustainability Management
2. Continued improvement to the above programs after receiving industry and workforce input
3. Aid in the development of screening criteria for trainees who will be attending the courses.
4. Provide feedback to industry on outline and goals of training to prepare for placement.
5. Provide feedback from trainers on trainees' selection (to workforce) and from trainers on success of training (to industry).
6. Coordinate curriculum development with Skyline College and/or Solar Training Institute.
7. Coordinate training with community college partners at Ohlone College and Cabrillo College.
8. Documentation of match expenditures as committed by Foothill–De Anza partners.

Project Goal

Subcontractor will work to the best of its ability to achieve the following project goal:

1. Number of individuals trained

230

Subcontractor shall endeavor to meet the timeline on the attached workplan (Attachment I) unless modified by mutual agreement.

II. PROGRAM REQUIREMENTS

A. RECRUITMENT

Contractor shall have primary responsibility for recruitment of program participants. Subcontractor may provide assistance as desired. Contractor shall have the responsibility for certifying the eligibility of potential participants.

B. PROGRAM COORDINATION

1. The Director of the Contractor's NOVA Workforce Services department, or her designee, shall be the Program Manager for Contractor and shall render overall supervision of the progress and performance of this Agreement by Contractor. All services to be performed by Contractor shall be under the overall direction of the Program Manager.
2. Subcontractor shall assign a Coordinator who shall have overall responsibility for the progress and execution of this Agreement. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Coordinator, Subcontractor shall notify Contractor immediately of such occurrence. Program Manager and Subcontractor staff will fully cooperate with Contractor relating to this Agreement.

C. NOTICES

All notices or correspondence required or contemplated by this Agreement shall be sent to the respective parties at the following addresses:

Contractor:

Laura Caccia
Project Manager, NOVA
505 West Olive Ave., Suite 550
Sunnyvale, CA 94086
Telephone: (408) 737-4925
Facsimile: (408) 730-7643
Email: lcaccia@novaworks.org

Subcontractor:

Catherine Ayers
De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014
Telephone: (650) 593-4701
Email: ayerscatherine@fhda.edu

Nothing contained herein shall be construed to prohibit the parties from communicating by the most expedient method available, whether by commercial courier, facsimile, or by electronic means. However, for purposes of providing official notification and/or documentation as required in this Agreement, the sending party assumes full responsibility and the burden of proof for the completed transmission if the documents or notification are sent by means other than certified, first class mail through the United States Postal Service.

Project Workplan: SolarTech Workforce Innovations Collaborative (SWIC)

Objectives/Activities	Estimated Dates
Start-up Activities	
Accept Allocation from State	07/01/2010
Set up weekly meeting schedule with partners	07/03/2010
Appoint Program Managers	07/16/2010
Attend State Training on GIC	07/27/2010
Rough out projects (anything requiring \$) from all 3 partners	07/31/2010
Meet with fiscals for partners	08/20/2010
Updated Workplan from partners	08/27/2010
ENGR 600 Curriculum Development (Foothill) Finalized	09/09/2010
Updated proposal packet submitted	09/15/2010
Solar Sales Curriculum Development (FDHA and Skyline)	11/01/2010
SolarTech web portal upgrade	11/24/2010
Start development of up to 5 energy program courses to follow ENGR 600	11/01/2010
PV Design Engineering and Manufacturing Engineering Curriculum Development (w/ STI)	03/15/2011
Purchase SunPods for EV Corridor and Living Lab	04/01/2011
SJSU Pilots Curriculum Development for Renewable Energy Studies	05/31/2011
EV Living Lab training developed (DeAnza & SunPods, Inc.)	06/30/2011
PV Finance and Sustainability Curriculum Development	09/15/2011
Finalize SJSU Pilots Curriculum (Renewable Energy Studies)	04/24/2012
Outreach/Recruitment	
ENGR 600 Info session at NOVA	09/13/2010
Participant screening criteria established for Solar Sales	10/15/2011
SJSU Draft Survey Report 1	11/01/2010
SolarTech Workforce Forum 1 (industry input)	11/11/2011
Participant screening criteria established for PV Design Eng., Manufacturing Eng.	11/15/2011
SolarTech Workforce Forum 2 (industry input)	12/24/2010
SJSU Draft Survey Report 2	01/04/2011
SolarTech Webinar 1	01/18/2011
SolarTech Workforce Forum 3 (industry input)	02/15/2011
SJSU Qualitative Research Report released (Report 1)	02/17/2011
SolarTech Workforce Symposium (Trend Analysis report)	03/22/2011
Establish curriculum and identify trainers with IBEW for SunPods installations	04/01/2011
Annual SolarTech Leadership Summit	04/13/2011
SolarTech Webinar 2	04/19/2011
Year 1 Trends/Report on Solar WAM Published	04/21/2011
SJSU Survey Report Final – Year 1	06/21/2011
SolarTech Industry Outreach Symposium	06/29/2011
SolarTech Webinar 3	07/21/2011
SolarTech Workforce Forum 4 (industry input)	08/29/2011
Participant screening criteria established for PV Finance/Sustainability	09/19/2011
SJSU Draft Survey Report 3	09/28/2011
SolarTech Workforce Forum 5 (industry input)	10/12/2011

SolarTech Webinar 4	11/04/2011
SolarTech Green Jobs Leadership Summit	11/30/2011
SJSU Qualitative Research Report Released (Report 2)	12/01/2011
SolarTech Workforce Symposium	01/06/2012
Report on Renewable Energy Studies Program at SJSU to Industry	01/31/2012
SJSU Draft Survey Report 4	02/12/2012
SolarTech Webinar 5	02/21/2012
Year 2 Trends/Report on Solar WAM Published	02/23/2012
Annual SolarTech Leadership Summit	04/18/2012
SJSU Draft Survey Report 1	04/30/2012
SolarTech Industry Outreach Symposium	05/22/2012
SJSU Survey Report Final – Year 2 – RECOMMENDATIONS	05/25/2012
NorCal Workshop	06/06/2012
SolarTech Webinar 6	06/14/2012
SoCal Workshop	06/27/2012
SJSU Final Report on Internship Program	06/30/2012
Assessment/Enrollment	
Screen for participants in ENGR 600 through NOVA (Foothill)	09/14/2010 – 09/20/2010
Screen for first 60 participants for Solar Sales (FHDA, Ohlone, Cabrillo)	11/01/2011 – 02/28/2011
Screen for first 20 PV Design Eng.	12/01/2011 – 01/03/2011
Screen for first 20 PV Manufacturing Eng.	12/01/2011 – 04/01/2011
Screen for first 20 PV Manufacturing Technician	12/01/2011 – 08/01/2011
Screen for first 30 PV Finance/Sustainability	06/30/2011 – 09/19/2011
Screen for Solar Sales Year 2	04/01/2011 – 06/30/2011
Evaluate Solar WAM data and methods (1)	06/01/2011
Evaluate Solar WAM data and methods (2)	10/14/2011
Training & Education	
Deliver ENGR 600 at Foothill (1 st cohort)	09/21/2010 – 12/14/2010
Deliver Solar Sales at FHDA (1 st cohort)	11/15/2010 – 02/28/2011
Administer NABCEP certification (if available, Certificate of Knowledge)	02/28/2011
Deliver PV Design Eng., 1 st cohort	01/03/2011 – 02/28/2011
Deliver Solar Sales at Ohlone and Cabrillo (2 nd , 3 rd cohorts)	03/01/2011 – 06/15/2011
Administer NABCEP certification (if available, Certificate of Knowledge)	05/31/2011
SJSU PV Finance Class Pilot	06/01/2011 – 09/06/2011
SJSU PV Technology Class Pilot	06/01/2011 – 09/06/2011
SJSU PV Policy Class Pilot	06/01/2011 – 09/06/2011
Deliver SunPods installation training (FHDA Living Lab installs and demo sites)	By 07/31/2011
Deliver PV Manufacturing Eng., Test Eng. QA 1 st cohort	04/01/2011 – 07/31/2011
Launch SJSU Internship Program Round 1	08/24/2011
Deliver Manufacturing Technician training 1 st cohort	08/01/2011 – 09/30/2011
Launch SJSU Internship Program Round 2	01/11/2012
Deliver EV Living Lab training for automotive (DeAnza)	09/01/2011 – 05/31/2012
Deliver PV Finance/Sustainability 1 st cohort	11/01/2011 – 03/31/2012
Deliver Solar Sales Year 2 (Foothill, Ohlone, Cabrillo)	08/15/2011 – 12/20/2011
Launch SJSU Renewable Energy Studies Program (for CSU adoption)	04/25/2012
Job Placement, Retention & Follow-up	
Placement match for first 20 Solar Sales participants	07/31/2011
Placement for 20 PV Design Eng.	07/31/2011

Placement for remaining 40 in Solar Sales	10/31/2011
Establish preferred contractor for SunPods installations through IBEW and SunPods	10/31/2011
Placement for 20 PV Manufacturing Eng.	12/31/2011
Placement for 20 PV Manufacturing/Equip Technicians	03/01/2012
Placement for 20 EV autotech workers	06/30/2012
Placement for 60 Year 2 PV Sales participants	06/30/2012
Other (Describe)	
Evaluate/ Adjust ENGR 600 Curriculum	01/31/2011
Evaluate/ Adjust Solar Sales Curriculum	03/15/2011
Evaluate/ Adjust Solar Sales Curriculum (offsite)	08/01/2011
Evaluate/ Adjust PV Design Eng. Curriculum	08/01/2011
Evaluate/ Adjust SJSU Pilots	09/01/2011
Evaluate/ Adjust PV Manufacturing Eng. Curriculum	10/01/2011
Evaluate/ Adjust EV Installation Training	07/01/2011
Evaluate/ Adjust EV Living Lab Training	07/31/2011
Evaluation SJSU Internship Round 1 Program	01/10/2012
Transition training into for-credit curriculum	06/30/2012