

STATE OF CALIFORNIA
CALIFORNIA CONSERVATION CORPS

December 2019



Energy Corps
Training and Workforce Development Program
Guidelines and Project Development Requirements
Fiscal Year 2019/2020

Funded by the
Greenhouse Gas Reduction Fund

Notes:

- See Appendix B for definitions of key words and terms.

Technical Assistance for GGRF Program

If Centers have additional questions after reading the guidelines, please contact Lunar Martin, District Director Sacramento Energy District, for technical assistance. He can be contacted via phone @ (916) 414-5017 or via email @ Lunar.Martin@ccc.ca.gov.

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I. Introduction

A. Greenhouse Gas Reduction Fund

The Greenhouse Gas Reduction Fund (GGRF) is used to further the objectives of Assembly Bill (AB) 32, the California Global Warming Solutions Act of 2006, and related statutes which require California to reduce its Greenhouse Gas (GHG) emissions to 1990 levels by 2020 and 40% below the 1990 level by 2030. AB 1550 requires that at least 25 percent of all GGRF funds benefit disadvantaged communities as identified by the California Environmental Protection Agency (CalEPA), with an additional 10 percent benefitting low-income households or communities. These communities and households are collectively referred to as “priority populations.”

The California Conservation Corps (CCC) – Energy Corps (Energy Corps) has been appropriated approximately \$6.2 million in GGRF funds in Fiscal Year (FY) 2019-2020 to conduct energy efficiency projects and activities that will decrease GHG emissions, provide co-benefits, and provide direct, meaningful, and assured benefits to priority populations. More information can be found on the California Climate Investments page: <http://www.caclimateinvestments.ca.gov/>.

To view an interactive map of priority populations, please visit:

www.arb.ca.gov/cc-communityinvestments
<https://calepa.ca.gov/EnvJustice/GHGInvest/>

B. CCC Energy Corps GGRF Training and Workforce Development Program

The Energy Corps intends to direct the majority of (non-administrative) funds toward corpsmember (CM) labor, training, and project-related operating expenditures. The Energy Corps will focus on training and the use of work/learn projects in energy and water efficiency/renewable technology. Energy Corps projects will facilitate GHG emission reductions and provide direct, meaningful, and assured benefits to priority populations by providing opportunities for CMs living within those populations, the work/learn component of our program. To accomplish this, the Energy Corps will use the CARB Priority Population Benefit Criteria Table for Job Training and Workforce Development which can be found at: www.arb.ca.gov/cc-resources to evaluate the benefits to priority populations.

The Energy Corps will strive to set goals that meet or exceed the statutory requirements for GGRF project investments, located at: www.arb.ca.gov/cc-communityinvestments. In conjunction with the Administration, the California Air Resources Board (CARB) will develop program-level targets to drive investments that achieve direct, meaningful, and assured benefits to priority populations. Targets for the Energy Corps are 30% of funding for investments in and benefitting disadvantaged communities and 30% of funding for investments in and benefitting low-income communities or benefitting low-income households statewide.

The Energy Corps will ensure that it is actively recruiting and attempting to enroll

individuals who live in priority populations. Not all Energy Corps CMs need to live in priority populations. The CCC will track the home addresses of CMs who join the program and report on total CMs that come to the program from priority populations. Projects can be assigned at will so long as the facilitation of GHG emission reductions and viable CM training and/or work-learn experiences are present.

II. Energy Corps Allocations, Qualifying Project Types, and Exclusions

A. Allocations Based on Project Hours and Training Hours

The Energy Corps will establish training and work hours assessed and managed at the program level. Up to seventy percent (70%) of the allocated hours are to be used on approved project work, a portion of which can be used for program support. The remaining thirty percent (30%) may be used for approved training. The percentages can vary based on the mandatory nature of technical training and the CM retention rate for the current fiscal year. Additionally, there may be opportunities to offer situational training and work/learn opportunities to other Centers in the CCC.

If you have any questions in regard to approved trainings or to enquire about possibly getting a training approved, please contact Lunar Martin, District Director, Sacramento Energy District.

B. Qualifying Project Types and Activities

Corpsmember technical and safety training is mandatory based on work type and must be relevant to the GGRF work-learn projects they will complete. The minimum trainings each CM will receive are listed below.

Corpsmember Training

- COMET: Mandatory for All Energy CMs. Corpsmember Orientation, Motivation and Education Training. A new CM's first week in the Energy Corps to prepare them for the rest of their year and go over program participation requirements.
- Cal-OSHA 10: Mandatory for All Energy CMs. A course that meets the requirement of California Code of Regulations, Title 8 with a sub-focus on electrical.
- Fall Arrest Certification: Mandatory for All Energy CMs Who Will Work Above 6 Feet from the Ground. A Cal-OSHA compliant course on fall arrest concepts and equipment.
- Lockout/Tagout Training: Mandatory for All Energy CMs Who Will Work On De-Energized Circuits. A Cal-OSHA compliant course on the safe de-energizing of electrical circuits to perform maintenance.
- Scaffold and Aerial Lift Certifications: Mandatory for All Energy CMs Who Operate/Assemble Scaffolds or Aerial Lifts. A Cal-OSHA compliant set of courses that certify CMs on the safe use, maintenance and storage of raised work platforms.

- Introduction to Energy Surveys: Mandatory for All Energy CMs Who Will Conduct Energy Survey Work. A course co-developed by the Energy Corps with UC Davis Energy Efficiency Center and Sierra College and now provided directly by community colleges. The course will introduce the concepts of energy efficiency, building science and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) compliant energy survey techniques.
- Introduction to Wiring and Lighting Retrofits: Mandatory for All Energy CMs Who Will Perform Energy Retrofits. A course co-developed by the Energy Corps with UC Davis and Sierra College and now provided directly by community colleges. The course introduces the concepts of electrical theory, practical electrical work and lighting retrofitting to achieve wattage savings.
- Development/attendance of other GGRF-related training and educational opportunities for CMs that are not already provided through Energy Corps core trainings.

Examples of qualifying projects and activity types include, but are not limited to, the following:

Energy Surveys (Priority approval preference given to project submissions that also use the CCC with installation work items)

- Whole building (includes site, building, space profiles and full fenestration data.)
- Targeted technology (Minimized data set meant to target only specific inventory, example lighting only.)
- Custom data set based on customer's needs.

Efficiency Projects

- Plug and play lighting retrofit solutions.
- Direct wire retrofits (replaces old technology with new drivers and lamps.)
- New efficient fixtures replacement (both interior and exterior.)
- Lighting Controls retrofits or replacement
- HVAC/controls efficiency work
- Smart power strips (Allows web-enabled communication, control and measurement.)

Water Surveys and Projects (These projects would require additional specific training and working under the sponsor or prime contractor with subject matter expertise.)

- Surveys of existing municipal water delivery systems such as, sinks, urinals, toilets, irrigation, etc.
- Projects that promote efficiency, such as low flow retrofits, smart water meter controls for irrigation, etc.
- Others as proposed that meet the merits and intent of GGRF (i.e., facilitate the reduction of GHG emissions and provide benefits to priority populations), CCC mandates and Energy Corps intent.

Renewable Projects (These projects would require additional specific training and working under the sponsor or prime contractor with subject matter expertise.)

- Solar – Photovoltaic Installation

- Energy Management Systems
- Others as proposed that meet the merits and intent of GGRF, CCC mandates and Energy Corps intent.

To use GGRF hours on any type of work or training outside of the uses listed above, contact Lunar Martin for more information and approval **prior** to developing the project or relationship.

Examples of non-qualifying projects and activities include, but are not limited to, the following:

- Projects that cannot be quantified using the CA Air Resources Board Benefits Calculator Tool for Energy Corps.
- Projects requiring construction permitting.
- Projects clearly requiring a high level of certification and skill, beyond the reasonable expectations of CMs to learn and perform.
- Projects involving the calculation and running of new electrical circuits independently.
- Projects with little to no training or experience value (e.g., de-lamping projects).
- Deferred maintenance.

C. Operating Costs

Centers are provided a budget to fund fully operational energy crews to perform work both locally and in remote locations (limited travel funding). This will include basic energy tools, vehicles and some aerial lift equipment.

Any project opportunity requiring equipment or locations that are not currently budgeted or on hand will be the responsibility of the project partner/sponsor to provide or reimburse the Energy Corps for.

- All project reimbursable contracts that will recover unbudgeted expenses will need to be routed to Regional and Administrative Officer for approval prior to project commencement.

III. Overview of Energy Corps Funding Requirements

A. Strict Accountability

GGRF funds are appropriated directly by the Legislature to the Energy Corps from Cap-and-Trade auction proceeds. The Energy Corps needs to be responsible stewards of the appropriated monies by ensuring that all projects meet the intent of the GGRF. The Energy Corps will provide project statistics to California Air Resources Board (CARB) for their annual report and, additionally to the CCC Executive Team. Energy Corps must review and **approve projects in advance**, conduct ongoing site visits, and follow final closeout procedures. Centers should plan time for GGRF project approvals. The CCC's C³ projects and time system will serve as this review and approval process.

B. Public Benefit

Work-learn projects must provide public benefit. Project work should take place primarily on public owned or non-profit buildings. However, if any of your planned project work will take place on private/for-profit owned buildings, it must be approved by the Region office prior to project start to ensure that it rises to the level of public benefit. In addition, no private entity will be allowed to profit from utilizing GGRF funded Energy Corps crews. Projects will also be reviewed to ensure substantial potential burdens to disadvantaged and low-income communities are avoided.

When developing or selecting projects, the CCC must ensure that the project sponsor has considered whether a given project type has the potential to result in substantial economic, environmental or public health burdens, and design projects in such a way as to avoid these potential burdens. The project sponsor will identify potential substantial burdens of proposed projects and will need to ensure, through possible work with community members and advocates, that they alleviate any substantial burdens.

C. Greenhouse Gas Emission Reduction

Projects work toward the facilitation of GHG emission reductions and further the purposes of AB 32.

D. Fiscal Year Limitation

Work and/or training conducted outside of the current fiscal year will **NOT** be eligible to be counted as GGRF hours. The Energy Corps will make **NO exceptions** to this rule.

E. CEQA Compliance

All projects that will disturb the ground/earth must comply with the California Environmental Quality Act (CEQA), California Public Resources Code, Division 13 (commencing with Section 21000). If National Environmental Protection Act (NEPA) compliance has been obtained for a project, by law, the CEQA requirement still applies.

A CEQA Compliance Certification form, along with a recorded copy of the CEQA notice and document (e.g. Notice of Exemption, Notice of Determination, Negative Declaration, etc.), must be submitted to the Special Projects Analyst (see Appendix A).

Documented CEQA compliance is required prior to commencing any ground disturbing activity.

For any energy efficiency and renewable projects that are subject to CEQA review, the project sponsor shall bear the burden of all filings, reviews, costs and approvals prior to scheduling and using the Energy Corps services.

F. Priority Projects

Work projects are considered high priority if they:

- Have a high potential for GHG emission reductions, as evaluated using the CARB quantification methodology and tool specific to that project type. When available, the methodology will be found here: www.arb.ca.gov/cci-resources
- Provide direct, meaningful, and assured benefits to priority populations and maximize benefits to disadvantaged communities. If a project address is located in a priority population it should take priority over a project that is not located in a priority population. To view an interactive map of priority populations, please visit: www.arb.ca.gov/cci-communityinvestments
- Incorporate CM education or training that supports long-term, stable employment and career development.
- Maximize economic, environmental, and public health co-benefits to the State. The Energy Corps is required to evaluate co-benefits from their programs using CARB co-benefit assessment methodologies. See <http://www.arb.ca.gov/cci-cobenefits> for co-benefit assessment methodologies.

G. C³ Resource Categories & Work Activities

To ensure consistent reporting for GGRF projects throughout the CCC, Centers should use GGRF Energy Specific Resource Categories, Work Activities and Units of Measurement identified in C³. All GGRF project work should be captured as a work accomplishment in C³. Further details on how to capture the work accomplishments are outlined below in [Section VII, GGRF Program Reporting Methodology and Sources](#).

H. CCC Internal Criteria

CCC projects must meet CCC mandates by:

- Conserving, improving, developing natural resources, and maintaining environmentally important lands or waters;
- Providing public benefit or public access; and
- Providing CMs with opportunities for training in employable skills.

I. Corpmember Development

GGRF projects must offer a high level of CM development. All projects must create an opportunity for a positive CM experience and provide CMs with opportunities for training in employable skills (e.g. skills, specific tools and use, current industry tactics and approaches). Corpmember development can come in any of the following categories:

- Work Ethic: e.g., work maturity skills, dependability, working with others, employability, workplace orientation and behavior.
- Work/Learn: i.e., Contextualized academic and hard skills incorporated into project work.
- Career Development: i.e., career guidance and development related to the project.
- Conservation Awareness: e.g., environmental awareness, water conservation, and conservation ethics and behaviors.

- Job-Specific Skills: e.g., Energy surveys, lighting and controls retrofits, solar, and other related technical skills.
- Other: i.e., Education and training activities that directly relate to the project and develop skills, knowledge, and abilities in young adult CMs.

Centers are strongly encouraged to develop partnerships with existing programs or institutions that provide training and skills to support long-term, stable employment and career development, and/or create other training and educational opportunities for CMs that are not already provided through Energy Corps' core training. Please work with Lunar Martin, District Director, Sacramento Energy District, when developing curriculum or partnerships for training related to GHG energy reduction activities outside the Energy Corps' primary offerings.

J. Sponsor Match

Projects are **not** required to have a match from a Project Sponsor. But partnerships that invest in long-term program viability and enhance the corpsmember experience are encouraged.

If the CCC elects to leverage funds from other GGRF sources, the CCC is required to identify the GGRF source(s) and report them.

IV. Project Submission Instructions

All GGRF projects, work and training, are B projects in C³. Each GGRF project needs to include a specific and unique statement of work, design, and address and shall be submitted in C3 under its own project number.

All projects must meet the specific naming convention as outlined below:

GGRF funded activity (Will be "B" codes in C³)

- EC – GRF – Training
- EC – GRF - Field Surveys - Location
- EC – GRF - Retro – Project Name (Each retrofit needs a unique project number)
- EC – GRF – Program Support
- EC – GRF – CMD

The project development consists of several required items as outlined below.

A. Work Projects - Procedures and Required Information

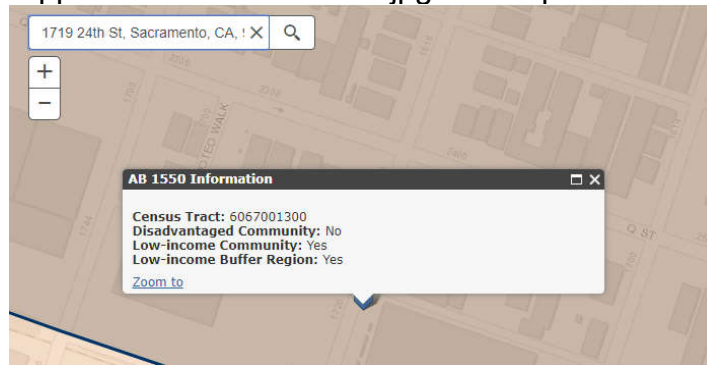
The following must be submitted in each work project in C3:

- Project Estimate

Signed for all energy projects that involve the installation or retrofitting of energy use equipment. The estimate must be detailed, thorough, and clear. For work projects, describe the scope of work in as much detail as possible including the nature of the work and the tools and equipment that will be used. It should also include what the sponsor is responsible for.

In order to provide accurate reporting, all applicable projects need to include the following:

- Project location
 - Building type (e.g., primary school, secondary school, relocatable classroom, university, public office building)
 - Types of fixtures to be installed and removed (e.g., specific types of lamps, ballasts and/or occupancy sensors, including wattage, interior/exterior location, and LED/CFL/other unit specifications)
 - Quantity of each type of unit to be installed and removed
- Project Map Snippet
 - To determine which, if any, priority population a project is located within, enter project address in the map located at: www.arb.ca.gov/cc-communityinvestments Take a screen shot or use MS Windows Snip & Sketch application and save as a jpg. Example below.



- CCC 58 Project Evaluation
Each Project Description should reference the uploaded Project Estimate as the agreed upon statement of work. Upload a signed copy of the CCC 58 to the C³ project.
- CCC 96 Sponsor Agreement
All project applications must include a signed CCC 96 Sponsor Agreement on file. The CCC 96 forms were revised in November 2016 and include two versions: one for private entities and one for local government agencies. The revised forms can be found on the CorpsNet under Forms and Templates; Forms; Legal. If no agreement is on file, please work with the Project Sponsor to sign the revised CCC 96 form and submit with your application.

If you do a CCC 96 for a private entity it is imperative that you ensure that the private entity is in no way profiting from GGRF funded CCC Energy Corps work. For

example, if you are working with a project management company who has been brought on board by a public entity you should attempt to have a CCC 96 done directly with the public entity. If this cannot be done and a CCC 96 for a private entity has to be completed, please get prior approval from the Energy Region prior to submitting the project.

- CCC 57 Sponsor Authorization - Private Property (if applicable)
If the project includes work on privately owned land, submit CCC Form 57 and a private property ownership list including Assessor's Parcel Numbers for all property on which work is to occur.

If the project will accomplish work on private property that is not owned by the Project Sponsor, the Sponsor must secure written permission to conduct work on that property. The land use agreements must be kept on file by the Sponsor and available for inspection by State personnel upon request.

- CEQA Compliance Certification Form
This form is ONLY required when a project will disturb the ground and it is then mandatory from the sponsor prior to project approval. This form must include an original signature from a representative of the CEQA lead agency responsible for performing the environmental review.

If CEQA has not yet been completed, indicate clearly on the Project Estimation form that it is required prior to approving the use of GGRF funded crews.

- CEQA Documentation
This form is ONLY required when a project will disturb the ground and it is then mandatory from the sponsor prior to project approval. A copy of the date stamped, filed Notice of Exemption or Notice of Determination and all associated documents, including environmental analyses and any mitigation/avoidance measures. The filed notice must be date stamped by either the county clerk/recorder's office or the State Clearinghouse (SCH).

V. Approval Process and Project Timeline

A. Application / Project Approval Process Overview

1. GGRF hours are allocated to Centers based on GGRF funded Full-Time Equivalent (FTEs) or budgeted CM positions assigned to the Center.
2. The District Director of the Sacramento Energy District will be responsible for tracking overall sponsor, project, training and project performance. Project partners/sponsors wishing to use our services can find further information, as well as the Energy Corps' Request for Services application, on the CCC's website located at: <https://ccc.ca.gov/what-we-do/conservation-programs/energy-corps/hiring-the-cccs-energy-corps-program-for-energy-surveys-or-retrofits/> or contact a CCC

Conservationist Supervisor directly.

There is no defined deadline for an application to be submitted, however all projects must be completed prior to June 30, 2020. It is important to determine completion date as early as possible based on the complexity and size of the project, available CMs, materials availability, and other factors. Once a Request for Services application has been received, the Conservationist Supervisor will reach out to the applicant within 5 business days to go over the factors above to ensure the project can be completed in the necessary timeframes.

3. After the initial conversation, the Conservationist Supervisor will coordinate with the Project Sponsor regarding project specifics, including requirements, scope, additional costs, timing, reporting requirements, long term tracking requirements, CM development considerations, etc., and complete an Energy Corps Estimate of Services. The estimate will serve as the statement of work by both parties, demonstration of true cost of project, and any discounted costs because of the GGRF funding. Once signed by the partner/sponsor, the estimate serves as a letter of intent and forms the basis of the project creation in C³ and must be uploaded into the C³ project attachments.
4. The Region Office will review all submitted projects to ensure that requirements within Energy Corps GGRF guidelines are met.

Examples of criteria that need to be considered prior to final approval are:

- Can the project be finalized and completed prior to June 30, 2020?
- Are CM and staff resources available during the time allotted for the work to be done?
- Is the project site located in a disadvantaged or low-income community or are the available CMs that will be working on the project living in a disadvantaged or low-income community?
- Are travel times to the project site reasonable? Daily travel costs to and from the center to the project site are covered (within 50 miles or one hour one way travel time) but any travel costs beyond that, e.g., hotels and meals, will need to be covered by the applicant. If the applicant cannot cover any additional travel expenses outside of the available GGRF funding, the project may not be feasible.

Once all documentation is complete, the Region Office will give final approval in C³. If the project cannot be approved as proposed, the Region Office will let the Conservation Supervisor know and he or she will notify the applicant.

5. Once the project is approved, the project status in C³ will reflect as “approved”.

B. Project Performance Period

Project work and training hours must be completed in the same fiscal year for which they are approved.

No projects can begin until:

- The State of California budget is enacted;
- CEQA compliance has been documented (if required), submitted, and the 35-day waiting period has expired;
- The Project has been approved in C³.

All GGRF work and training projects must be completed by June 30, 2020.

If proposals are received and approved, but because of scheduling or other factors, it is determined that the project cannot be completed prior to June 30, 2020, the Energy Corps will hold onto the proposal. The sponsor will be notified. Dependent upon funding availability, after June 30, 2020, the Energy Corps may work with the sponsor to complete the project in the next year.

VI. Maintaining Project Files

The CCC anticipates future audits on GGRF funded projects. It is critical that Centers keep thorough and adequate records of all funded projects. All GGRF related records need to be maintained indefinitely or until the Energy Corps Region Office instructs otherwise.

A. GGRF Energy Surveys

- All detail will be kept on the Energy Program tracking spreadsheet and Zoho audit tool software.
- Additional documentation may be required for other project types (e.g., renewable energy projects and water projects) and must be retained as described in Section VI.

B. GGRF Specific Statement of Work Project Files

- All project development notes and email communications
- Non-disclosure agreements
- Signed estimate
- CCC 58, 96 Project Forms (Signatures Required)
- Project photos if feasible
- Project location and qualifier snapshot image.
- Project Close-Out Letter (Signature Required)
- CEQA Documentation, if required (Signatures Required)

VII. GGRF Program Reporting Methodology and Sources

A. Program Level Accomplishments

1. The Sacramento Energy District will oversee tracking of the following Energy Corps program outcomes:
 - i. Sponsor and partner information.
 - ii. Projects: Qualifiers, locations, hours worked, accomplishments and outcome analysis to meet GGRF requirements.
 - iii. Training: Number of trained participants, types of training received, hours of training received.
 - iv. Project metrics required for reporting via the CARB California Climate Investments Reporting and Tracking System (CCIRTS). The CCIRTS reporting template for the Energy Corps is available at: www.arb.ca.gov/cci-resources. Project information to be reported biannually via CCIRTS includes data on project location (e.g., address, coordinates), project cost (e.g., total project cost, GGRF funding), project benefits (e.g., GHG emission reductions, number of lighting fixtures and control switches replaced, number and square footage of buildings surveyed, criteria and toxic air pollutant emission reductions, fossil fuel based energy use reductions), benefits to priority populations (e.g., community needs met, dollars benefiting priority populations), and employment (e.g., project work hours, job training credentials, and jobs

provided to priority populations).

B. Project Detail, Approval and Work Accomplishments

C³, the CCC's CM time and projects system, will serve as the source for project detail on project type, qualifier, hours worked, accomplishments and overall project approval from the Region Office.

Reporting Energy Savings & Work Accomplishments

For the CCC Energy Corps, CARB staff developed the Energy Corps Benefits Calculator Tool to estimate the GHG emission reductions. The Benefits Calculator Tool estimates GHG emission reductions and air pollutant emission co-benefits using methods in the supporting Energy Corps Quantification Methodologies. Each project must have a completed Benefits Calculator Tool completed and each center should ensure accurate reporting of data. To ensure accuracy, CCC Energy Corps locations shall:

1. Be familiar with what is required to populate the Benefits Calculator Tool.
2. Capture what was installed prior to work being done as well what was replaced. Utilize C³ work accomplishments to ensure that you are capturing data on work accomplished daily.
3. Report whether an occupancy sensor was installed in a room and whether controllers were installed or replaced. Utilize C³ work accomplishments to ensure that you are capturing data on work accomplished daily.

For detailed instructions and screenshots, please see Appendix D below.

C. Budget and Program Expenses

The GGRF appropriation is loaded into Fi\$Cal however the Energy Corps maintains an FRS (Fiscal Review Spreadsheet) to track expenses against budget and will serve as the source document and reporting document.

This data will be summarized and presented into the program level reporting.

APPENDIX A: California Environmental Quality Act (CEQA)

CEQA, the California Environmental Quality Act, is a statute that requires state, county, and local agencies to identify the significant environmental impacts of their proposed actions and to avoid or mitigate those impacts, if feasible. CEQA is triggered when a public agency directly undertakes or funds a “project” (as defined by CEQA guidelines) that will disturb the ground (earth). Most projects funded by this program will **not** trigger CEQA compliance requirements.

Lead Agency

All CEQA reports are to be completed by the lead state, county, or local agency (ultimate Project Sponsor, in most cases).

CEQA Process

Applicants should check with their local city or county planning agency for more information on how to complete CEQA.

Information on complying with CEQA can also be found on the Natural Resources Agency’s California Environmental Resources Evaluation System (CERES) website at <http://resources.ca.gov/ceqa/>

The Energy Corps requires CEQA compliance or the initiation of the CEQA process at the time of application. In either case, CEQA compliance is required prior to commencement of project work. Complete CEQA documentation must include **one** of the following:

- (a) A Notice of Exemption filed with, and stamped by, the county clerk/recorder’s office or State Clearinghouse (SCH);
- (b) An Initial Study with a Negative Declaration or Mitigated Negative Declaration, with the submittal confirmation response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder’s office or SCH or
- (c) An Initial Study and an Environmental Impact Report, with the submittal confirmation response from the SCH, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder’s office or SCH.

Categorical Exemptions

Many approved projects may qualify for categorical exemptions (designated classes of activities that generally do not result in significant impacts). In these cases, only a Notice of Exemption is needed to successfully comply with the CEQA requirement. A list of Categorical Exemptions to CEQA can be found at <http://resources.ca.gov/ceqa/guidelines/art19.html>

APPENDIX B:

Definitions

C³ – C³ is a statewide operations database used for all CCC Projects, Personnel, and Timekeeping functions. C³ is a cloud-based system allowing staff members to have individualized user profiles and access. Training and User Guides are provided to CCC staff members through the CorpsNet. For more information on C³, visit the C³ Portal on the CorpsNet.

California Conservation Corps (CCC) – A state agency modeled after the Civilian Conservation Corps (federal) of the 1930's. A program begun in 1976, based on the employment and development of California's young adults (ages 18 to 25, at enrollment) and the protection and enhancement of our state's natural resources.

California Environmental Quality Act (CEQA) – Adopted in 1970 and incorporated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations § et seq. Its basic purposes are to: 1) inform governmental decision makers and the public about the potential significant environmental impacts of proposed activities; 2) identify ways that environmental damage can be avoided or significantly reduced; 3) require changes in *projects* through the use of alternatives or mitigation measures when feasible; and 4) disclose to the public the reasons why a project was approved if significant environmental effects are involved. CEQA also fosters interagency coordination in the review of *projects* and enhances public participation in the planning process. CEQA applies to *projects* undertaken, funded, or requiring an issuance of a permit by a public agency. For more information refer to <http://resources.ca.gov/ceqa/>

Cap-and-Trade – California's Cap-and-Trade Program is a key strategy for reaching the State's GHG emission reduction goals. It creates a limit on the emissions from high-emitting sources of California's GHG emissions, establishes the price signal needed to drive long-term investment in cleaner fuels and more efficient use of energy, and gives sources of GHG emissions the flexibility to implement the lowest-cost options to reduce emissions. In the Cap-and-Trade Program, CARB places a limit, or cap, on GHG emissions by issuing a limited number of tradable permits, or allowances, equal to the cap. Over time, the cap steadily declines. For some allowances, the Cap-and-Trade Program includes a system where allowances can be purchased from the State at quarterly auctions.

Contract – An agreement between the Department and the Sponsor.

Corpsmember (CM) – An 18 to 25-year-old (29 for a military veteran) man or woman (at enrollment) who performs public service conservation work for the CCC and/or a Local Conservation Corps.

Disadvantaged Communities – Communities designated by CalEPA, pursuant to Senate Bill 535, using the California Communities Environmental Health Screening Tool Version 3.0 ("CalEnviroScreen"). CalEnviroScreen was developed by the Office of Environmental Health Hazard Assessment to identify communities in California most burdened by pollution from

multiple sources and most vulnerable to its effects, taking into account socioeconomic characteristics and underlying health status. Disadvantaged communities are identified by census tract and are those that scored at or above the 75th percentile. For additional information, please refer to: www.calepa.ca.gov/EnvJustice/GHGInvest.

Greenhouse Gas Reduction Fund (GGRF) – Established by SB 1018 to receive the State's portion of proceeds from the quarterly Cap-and-Trade auctions.

Fi\$Cal – The State's official budget and ledger accounting system, now used by most departments. <http://fiscal.ca.gov/>

Fiscal Year – Defined by the State as the period from July 1 to June 30.

Lead Agency – Public agency responsible for conducting the CEQA analysis and review and has final approval of the project. They are responsible for coordinating with the project applicant, public and associated agencies during the CEQA process.

Low-Income Communities – For the purposes of California Climate Investments, AB 1550 identifies low-income communities as census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to Section 50093. Information and maps of low-income communities are available at: www.arb.ca.gov/cccommunityinvestments.

Preservation – Rehabilitation, stabilization, restoration, and reconstruction, or any combination of those activities.

Priority Populations – Priority Populations include: disadvantaged communities, low-income communities, and low-income households.

Project(s) – A plan to accomplish energy efficiency or renewable work.

Public Owned Building – Generally refers to buildings paid for through tax dollars.

Public Benefit – Helpful or advantageous to the local community and/or the state.

Public Land – Refers to land owned or managed by a public entity. The general public may or may not have complete access to this land.

Sponsor – The Entity that defines and pays for the work to be done (unless it's free). They generally own the land that will be worked on or are legally empowered to have work done on the land.

APPENDIX C:

Greenhouse Gas Legislation

Assembly Bill No. 32

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200520060AB32

Assembly Bill No. 197

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB197

Assembly Bill No. 398

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB398

Assembly Bill No. 1532

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201120120AB1532

Assembly Bill No. 1550

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1550

Senate Bill No. 32

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB32

Senate Bill No. 535

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB535

Senate Bill No. 1018

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB1018

APPENDIX D:

Energy Corps Benefits Calculator Tool and Tracking Work Accomplishments in C³

The Calculator Tool

Pre-existing Measures					New Measures			
Building Type	Fixture Type	Fixture Specifications	Quantity	Control Type	Fixture Type	Fixture Specifications	Quantity	Control Type

In order to accurately track and report on GHG reduction, it is important to understand what the calculator tool is asking for. Ask yourself, “For each LED/Fixture that we install what did we replace, and what was that LED/Fixture controlled by?”

The following are some examples to assist you with filling in the Calculator Tool and ensuring accuracy:

Example 1

Pre-existing Measures					New Measures			
Building Type	Fixture Type	Fixture Specifications	Quantity	Control Type	Fixture Type	Fixture Specifications	Quantity	Control Type
School	Fluorescent T8	48" 3-lamp	10	Occupancy Sensor	LED	11 Watt	30	Occupancy Sensor

In the above example we have a school room that had 10 Fixtures with (3) 4 Foot T8 bulbs in it. We replaced each bulb with 11-watt LED bulbs. The entire room was controlled by an occupancy sensor that was already installed when we got there, and we did no adjustments to the control type. As you can see, on the “Pre-Existing” side of the tool, we count total fixtures, which were 10. Since the New measure side does not count by fixture, you need to put in total bulbs replaced on that side. In the example above, we replaced (10) 3-lamp fixtures by replacing each bulb within the 3-lamp fixture with a 11-watt LED bulb. 30 LED bulbs replaced (10) 3 lamp fixtures (10 fixtures x 3 lamp in each fixture = 30 T8s replaced with 30 LED bulbs).

You can capture the data by counting fixture to LED bulb or you can capture it on a 1:1 ratio as well. The image below shows the exact same information but instead of counting the pre-existing by fixture type we are simply counting total bulbs that were there.

Pre-existing Measures					New Measures			
Building Type	Fixture Type	Fixture Specifications	Quantity	Control Type	Fixture Type	Fixture Specifications	Quantity	Control Type
School	Fluorescent T8	48"	30	Occupancy Sensor	LED	11 Watt	30	Occupancy Sensor

As you can see under the Pre-existing fixture specification, we just list out (1) 48" T8 bulb. We then capture 30 of those bulbs against the 30 LEDs that we replaced, and we get the same data as the first example but just captured differently.

Example 2

Pre-existing Measures					New Measures			
Building Type	Fixture Type	Fixture Specifications	Quantity	Control Type	Fixture Type	Fixture Specifications	Quantity	Control Type
Office	Fluorescent T8	48" 3-lamp	200	Manual Bi-level Switch	LED	50 Watt	200	Occupancy Sensor

In the above example, we retrofitted an office building that had 20 rooms that each had (10) 3-lamp fixtures with 4-foot T8 bulbs in them. In each room, the manual control was replaced by an Occupancy Sensor. In Example 2 above, we replaced each 3-lamp fixture with an LED kit that was 50 total watts. This is a 1:1 tracking situation as we have the total fixture count in the pre-existing measures, and we have the total kit count that replaced each fixture on the new measure side of the tool.

Much like the example above, we could fill the tool out by counting each T8 lamp that we replaced. An example of how this would look in the tool is:

Pre-existing Measures					New Measures			
Building Type	Fixture Type	Fixture Specifications	Quantity	Control Type	Fixture Type	Fixture Specifications	Quantity	Control Type
Office	Fluorescent T8	48"	600	Manual Bi-level Switch	LED	50 Watt	200	Occupancy Sensor

As you can see, we are now counting total T8 bulbs that we replaced (200 fixtures x 3 lamps per fixture) and tracking that against the total LED kits that we replaced the bulbs with.

For this example, let's say that instead of replacing the manual switch in all 20 rooms we only replaced the switch in 15 rooms and left 5 rooms how they were. This would be captured in the tool like this:

Pre-existing Measures					New Measures			
Building Type	Fixture Type	Fixture Specifications	Quantity	Control Type	Fixture Type	Fixture Specifications	Quantity	Control Type
Office	Fluorescent T8	48" 3-lamp	150	Manual Bi-level Switch	LED	50 Watt	150	Occupancy Sensor
Office	Fluorescent T8	48" 3-lamp	50	Manual Bi-level Switch	LED	50 Watt	50	Manual Bi-level Switch

It is important that we are capturing installs at the switch level. You can roll up multiple rooms into one line as these examples show, but you must differentiate rooms if they have different types of controls. And you must differentiate fixtures within a room if they have different types of controls as well. For example, 2 fixtures in a room may be controlled by an emergency control and may always be on and the rest may be controlled by a manual switch.

Work Accomplishments

The Energy Corps needs to be responsible stewards of the appropriated monies by ensuring that all projects meet the intent of the GGRF funding. It is extremely important that we are gathering and tracking the work that we are doing as accurately as possible. In addition, it is important that we are gathering and tracking that data in a way that we will be able to transfer that data accurately into the Calculator Tool. For ease of reporting and to ensure consistency throughout the Energy Region, Work Accomplishment Reporting in C3 must be utilized.

As stated above we need to understand how the Calculator Tool works and what data we need to capture in order to ensure that the work accomplishment data that we enter is correct. Once you have a complete understanding of what data the tool needs it becomes easier to understand how to complete each day's work accomplishments.

Example 1

Work Accomplishment Edit

Information

<p>Project <input type="text" value="EC-GRF-Ethel Phillips Ele..."/></p> <p>From Date <input type="text" value="4/8/2019"/> <input type="text" value="9/24/2019"/></p> <p>To Date <input type="text" value="4/8/2019"/> <input type="text" value="9/24/2019"/></p> <p>Work Accomplishment Comments <input lamps:<br="" style="width: 100%; height: 40px;" t8="" type="text" value="LED Lamp = 14 Watts:
Replaced 50, 48"/>Manual Switch - Not Replaced"/></p>	<p>Work Activity <input type="text" value="Install LED Lamp"/></p> <p>Work Accomplishment Unit <input type="text" value="Count"/></p> <p>Quantity <input type="text" value="50"/></p>
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In this example we worked on Monday April 8, 2019 and we installed 50 LED Lamps. As we learned from the calculator tool just capturing total installs isn't enough.

We also need to know:

1. The wattage of what was installed;
2. The type of bulb replaced
3. The kind of control switch that was connected to each fixture or bulb replaced;
4. Whether the control switch was replaced

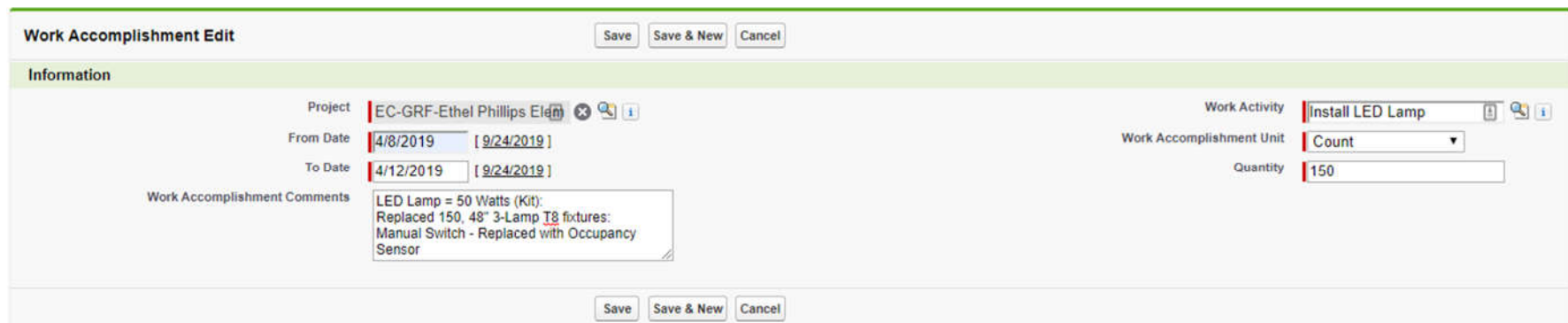
First, capture what we did or what the work activity was. As you can see in Example 1 above, this work activity was "Install LED Lamp". We then enter in the Unit type, which in Example 1 is "count" and then enter the "quantity" of the install. In Example 1, 50 was entered for total LED lamps we installed for the day. Now we need to utilize the Work Accomplishment Comments section to fill in the other necessary information to be able to complete the Calculator Tool.

In Example 1, "Work Accomplishment Comments", see the order shown for additional information needed for this comments box to complete the Calculator Tool.

1. Wattage of the new LED lamps followed by a ":";
2. Total count of the pre-existing lamps or fixtures and the type of fluorescent bulb that was replaced, followed by a ":"
3. Control type that was there and whether we replaced it.

By capturing the above information, we ensure that all the data is captured that we need to accurately populate the Calculator Tool.

Example 2



The screenshot shows the 'Work Accomplishment Edit' interface. At the top, there are buttons for 'Save', 'Save & New', and 'Cancel'. Below this is the 'Information' section. On the left, the 'Project' is 'EC-GRF-Ethel Phillips Eldm'. The 'From Date' is '4/8/2019' and the 'To Date' is '4/12/2019'. On the right, the 'Work Activity' is 'Install LED Lamp', the 'Work Accomplishment Unit' is 'Count', and the 'Quantity' is '150'. The 'Work Accomplishment Comments' field contains the following text: 'LED Lamp = 50 Watts (Kit): Replaced 150, 48" 3-Lamp T8 fixtures: Manual Switch - Replaced with Occupancy Sensor'. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel'.

This example ties to example 2 above in the Calculator Tool section. In this example, you have captured your daily work on a separate 123A and instead of entering daily work accomplishments, you are going to be entering in cumulative work at the end of the week. At

the end of the week, you have retrofitted 15 rooms with 10 LED kits at 50 watts each. In each room, you replaced the manual switch with an occupancy sensor. Since each room was the same and had the same thing done with the control type, you can roll them all up into one work accomplishment. As you can see, we have captured the weeks' worth of work by showing that we installed 150 LED kits at 50 watts each. We replaced 150 4-foot 3-lamp T8 fixtures and switched out all of the manual switches with occupancy sensors.

If you go back to Example 2 in the Calculator Tool section above, you can see how what we have captured in the work accomplishment here will directly give us the information we need to fill out our Calculator tool, completely and correctly.

If you have any additional questions on how to capture work accomplishments or need help with the calculator tool, please contact Lunar Martin, District Director, Sacramento Energy District.