Workforce Development Training Fund
Industry Sector Grant Application

## APPLICANT/GRANT RECIPIENT INFORMATION

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| *Business/Entity Legal Name* | College of Eastern Idaho |
| *"Doing business as" entity name* | |
| *Federal Tax ID Number* | |
| *Business street address* | 1600 S 25th E |
| *PO Box* | |
| *City, State, zip code* | Idaho Falls, ID 83404 |
| *Business website* | www.cei.edu |

## WHO TO CONTACT ABOUT THIS APPLICATION

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| *Name of contact person* | *Michelle M. Holt* |
| *Job Title* | Executive Director, Workforce Training & Community Education |
| *Mailing address if different than above* | |
| *Email Address* | michelle.holt@cei.edu |
| *Telephone number* | (208) 535-5381 |

## INDUSTRY CONSORTIUM

The applicant must be a business entity representing a consortium of at least three industry partners with a similar occupational training need; all three partners must meet current WDTF company requirements which can be viewed at - https://wdc.idaho.gov/employer-grant/

| ***Industry Partner Business Name*** | ***Physical location in Idaho (complete address)*** |
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| College of Eastern Idaho | 1600 S. 25th E, Idaho Falls, ID 83404 |
| *J. Foster & Associates, LLC* | 425 N. Capital Ave., Idaho Falls, ID 83402 |
| Battelle Energy Alliance, LLC | 2525 North Fremont Ave, Idaho Falls, ID 83415 |
| *Premier Technology* | *1858 W Bridge Rd, Blackfoot, ID 83221* |
| *Idaho State University* | *777 Memorial Dr., Pocatello, ID 83209* |
| *Fluor Idaho* | *1580 Sawtelle Street, Idaho Falls, ID 83402* |

## *PROJECT OVERVIEW*

*Describe the project.*

One June 6, 2018, Governor Otter issued Executive Order No. 2018-07 Establishing A Policy For Nuclear Energy Production and Manufacturing In Idaho, that included the mandate to "develop career-technical education programs and training opportunities in nuclear energy and advanced reactor manufacturing." The College of Eastern Idaho (CEI) has responded to the Governor's proclamation by reaching out to industry partners, such as Fluor Idaho, J. Foster & Associates, and the Idaho National Laboratory. CEI also partnered with Idaho State University (ISU) to ensure a strong educational strategy. As a result of our research and partnerships, the need for locally available NQA-1 training for employees within our region quickly rose to the top.

NQA-1 is the Quality Assurance Program for Nuclear Power Plants, utilizing standards set forth by the American National Standards Institute/American Society of Mechanical Engineers as mandated under the Nuclear Regulatory Commission. CFR.50 Appendix B *"establishes quality assurance requirements for the design, manufacture, construction, and operation of [nuclear reactors and power plants] structures, systems, and components. The pertinent requirements of this appendix apply to all activities affecting the safety-related functions of those structures, systems, and components; these activities include designing, purchasing, fabricating, handling, shipping, storing, cleaning, erecting, installing, inspecting, testing, operating, maintaining, repairing, refueling, and modifying." https://www.nrc.gov/reading-rm/doc-collections/cfr/part050/part050-appb.html*

What this means is on some level every employee who works in the design, purchasing, fabricating, handling, shipping, storing, cleaning, erecting, installing, inspecting, testing, operating, maintaining, refueling or modification related to the design, manufacture, construction or operation of nuclear structures systems or components are subject to quality assurance programs managed by their employer. Those quality assurance programs, and each employee's knowledge of those protocols must be documented and is subject to audit. Meeting this mandate is a struggle for many companies in the supply chain for the Idaho National Lab.

CEI, in partnership with ISU and NQA-1 subject matter experts from INL, are developing a course that will be made available to all Idaho colleges to help meet the broad need for NQA-1 training. This class will support the state's several hundred nuclear industry employers. CEI and ISU will provide NQA-1 training to industry partners, and students who want to work in the nuclear industry. This training will be a two-day course covering 16 hours of information and project education. At the end of the training, students will be required to pass a test to document knowledge gain. If the student passes the test, they will be issued an Idaho SkillStack badge called "Nuclear Quality Assurance Overview." Additionally, CEI will work towards having the NQA Overview badge be eligible for transcription for 1 college credit.

This two-day overview training is only one small part of a much larger response by Idaho CTE to the governor's proclamation, which will be addressed as part of the FY20 budget process. CEI, ISU, and the supporting industry partners believe that this broad-based training is a solid starting point in meeting the Governor's Executive Order.

*The industry consortium must provide a targeted occupation labor market analysis that identifies the current and future projected gaps in employment for the industry and select a training solution to alleviate identified skill gaps (may be selection of a public/private post-secondary training provider, development of work-based training components, or a combination of the two).*

*Describe current and projected skill gaps in employment for the industry and the research completed to identify training options. If training exists in the marketplace, describe why this project better meets industry needs.*

The College of Eastern Idaho and Idaho State University have met with several industry partners from regions 5 and 6 and presented the proposed the 16 hour, 2-day NQA-1 training course. As previously outlined, this training benefits all companies supporting the nuclear industry required to meet the NQA-1 standards. Because each individual company must have their own documented quality assurance policies in response to NQA-1, the fundamental understanding of what NQA-1 is and how it is driving those internal policies and procedures often gets lost. This NQA-1 training is vitally important and relevant to helping companies in the nuclear industry supply chain meet their mandated requirements while developing more safety/quality conscious employees. When discussing how this program addresses the knowledge gap around the importance of NQA, the industry partners are ecstatic.

*"This is critically important as I just saw the report out of questions from the statewide Idaho Commerce/INL webinar last week and the number one question was where to go for resources on nuclear related quality training. We didn't have a good answer other than join the Nuclear Infrastructure Council. We can do better and I'm very appreciative of your efforts at CEI to make this happen for Idaho."* Stephanie Cook, INL Technology Based Economic Development, said referencing the recent Idaho Manufacturing and Construction Opportunities, Advanced Nuclear Webinar discussing supply chain and construction.

It is difficult to conduct a true labor market analysis as this particular knowledge gap crosses multiple job classifications and industry groups.

## *TRAINING DETAILS*

*Training must provide the development of skills for specific economic opportunities and industrial expansion initiatives. Training may also be used to enhance the skills of incumbent workers leading to a wage gain or promotion as a direct result of the training.*

Training may include work-based learning opportunities or classroom training that addresses the skill gaps identified by the industry consortium

*Describe the training that will be provided with these grant resources.*

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| *What specific skills training will be provided? Include any planned enhancements that will be made to current training.* | Idaho colleges will offer a 2-day (16 hours) training providing an overview of the 18 NQA-1 standards to help employees across all job levels and industries receive a foundational, and documented knowledge gain regarding NQA-1 impacts to their work and product. The training will incorporate hands on projects to help tie concepts to practical implications. This project will provide an understanding of why the quality standards are so important.<br><br>The training will explain each standard, its history, and relevance to the hands-on project. This innovative combination of project and lecture will maximize educational retention.<br><br>At the end of the training, students will be required to take a test, which will be developed by a Nuclear Quality Assurance Auditor. If the student receives a 70% or higher on the test, they will be issued the Idaho SkillStack badge of "Nuclear Quality Assurance Overview".<br><br>This training is different from other NQA-1 trainings, because it is not focused on managers of facilities and does not assume that participants have a thorough knowledge of NQA-1. This training is focused is on those new to the industry, who may be unfamiliar with NQA-1. It can also serve as a valuable refresher for incumbent employees. Our research with industry partners indicates that this is a gap in their trainings and is greatly needed. |

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| *Who will provide the training?* | *(Identify the entity that will provide training, the qualifications of the trainer(s), and location of training site.)* |
| | Initially, the College of Eastern Idaho and Idaho State University will develop and teach the curriculum using qualified industry experts, such as former Nuclear Quality Assurance Auditors, and faculty in our Nuclear Engineering or Nuc Ops programs.<br><br>Following initial course delivery both schools will continue making curriculum refinements and then make the course available to all Idaho Colleges to help meet the statewide industry need for NQA-1 training. |

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| Where will the training be provided? | The training would be offered at CEI and ISU, as well as at industry partner worksites. The training curriculum will be developed to be transportable to other locations. Once completed, the curriculum will be made available to any Idaho workforce training center interested in providing the training.<br><br>Because the focus of this training is to support the nuclear industry and its supply chain, we expect much of the training will be consumed at or near Idaho Falls due to the proximity to the Idaho National Laboratory.<br><br>A portion of the requested funds is to increase awareness of the training to businesses that support the industry, and to college students looking to work in the nuclear field. We believe this training is unique enough that other businesses, supporting nuclear facilities outside of Idaho, may have interest in this training as well. |
| *How many training sessions will be held during the 24 months of the grant?* | The 2-day training course will be offered once before January of 2019. We expect 20 students per course. Once the course has been delivered and the demand increases from the marketing efforts, and word of mouth, we expect the course to be taught at least quarterly, but more often as demand warrants.<br><br>**Year 1**<br>December 2018 – 20 students<br>February 2019 – 20 students<br>May 2019 – 20 students<br>August 2019 – 20 students<br><br>**Year 2**<br>November 2019 – 20 students<br>February 2020 – 20 students<br>May 2020 – 20 students<br>August 2020 – 20 students<br><br>Total 160 students trained<br><br>It is important to note that we believe 160 student trainings will be offered, some students may run into conflicts during the training, and others may not pass the knowledge gain test, therefore we estimate 120 badges will be issued over the 2 years of this sector grant. |

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| | The funds for this training are designed to cover the cost of curriculum development and marketing the program to the businesses it is designed to support. The costs to pay instructor time and travel, facility space, and other costs will be recovered from the fees charged for the course. The goal is to have a self-sustaining program where fees from the course cover the ongoing costs. |

## *SELECTION*

*Who will receive training from this project, (examples – general public or current employees)?*

Discussions with the industry partners indicate that current employees of nuclear contractors, will be sent through this training for quality audit purposes, as well as help create a safe working environment. Initially, this will be the majority of the trainings. These partners are very anxious to see this training become available.

Employment for INL (operated by Battelle Energy Alliance) during FY2017 was nearly 4,300, making it Idaho's sixth largest private employer and ninth largest employer when compared to all public and private businesses. BEA subcontracted nearly $140 million to Idaho subcontractors in FY17, creating or sustaining an additional 3,322 jobs. This does not evaluate the economic impact on Idaho of DOE contractor Fluor Idaho (1,683 employees), DOE Idaho (215 employees), Naval Reactors Facility (1,245 employees) or their respective subcontractors.

This training is focused on safety in the nuclear industry. There are indicators that the lack of NQA-1 knowledge is starting to show in the industry, and it is causing a recommitment to a broad-based understanding of the standard. The understanding of the foundations and how it impacts procedures is different than something like OSHA safety protocol. This training allows individuals to apply the quality standards in diverse situations. For example, a change in a machine setting wouldn't cause an OSHA concern, but in the nuclear industry could cause the facility to be shut down while the proper documentation was found explaining the change and reasoning. Everything that machine was used on now must be tested and assured that its quality level will ensure the safety of the facility and people involved.

CEI reached out to Diversified Metals, Curtiss-Wright, and Intermech. These businesses are suppliers into the nuclear industry. These businesses train their employees on NQA-1 compliance. Because we do not have a training program developed, these businesses were willing to send a person to preview the training and see how it differs from their "in-house" training programs. Since this training is "above and beyond" what other companies do, we expect to see interest from these companies grow as they experience the training.

Other industry partners have indicated that seeing this training on the resume of a potential candidates would increase their likelihood of being chosen over other candidates. We believe as word of mouth spreads, those businesses in the supply chain of the nuclear industry will become interested in the training.

## *TRAINING SCHEDULE*

*Provide a quarterly training break-out for year one and a total for year two to show number of planned NEW participants entering training and number of individuals exiting training for each course of training, for each quarter, as shown in example below.*

| **Type of Training/Course Title** | **Year 1 QTR 1** | **Year 1 QTR 2** | **Year 1 QTR 3** | **Year 1 QTR 4** | **Year 1 QTR 1** | **Year 1 QTR 2** | **Year 1 QTR 3** | **Year 1 QTR 4** | **Total** |
|---|---|---|---|---|---|---|---|---|---|
| ***Please list the start and end dates of training*** | | | | | | | | | |
| *Trainings* | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 160 |
| Badges Issued | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 120 |

The funding requested in the grant is for the development of the 2-day training program. This program will continue to grow as the industry sees the value. Therefore, the costs could be amortized over a much longer time and over a greater number of trainings.

## *TOTAL PROJECT OUTCOMES*

*Grant objectives must have measurable results on an individual participant level. Employees or job candidates should learn new skills that were not previously available and gain enhanced skills that allow them to achieve to a higher earning level.*

*Enter total outcomes numbers anticipated during the 24-month length of the grant.*

***For current employees** (incumbent workers) of the project's business partners:*

| | |
|---|---|
| Number of incumbent workers who receive classroom training | *160* |
| Number of incumbent workers who complete classroom training | *140* |
| Number of incumbent workers who receive structured OJT | *0* |
| Number of incumbent workers who completed structured OJT | *0* |
| Average wage prior to training/average wage after training | ***$13.00/$13.00*** |
| Number attaining recognized credential/skill badge* | *120* |

***For other individuals (not currently employed by the consortium):***

| | |
|---|---|
| Number of individuals who receive training | ***0*** |
| Number of individuals entering training-related employment within 30 days of training completion | ***0*** |
| Number of individuals entering training-related employment with one of the project's business partners | ***0*** |
| Anticipated average hourly wage of new hires (minimum of $12/hour) | ***0*** |
| Number attaining recognized credential/skill badge* | ***0*** |

*Skill badging is a new state project to provide workers with a recognized badge for attainment of a specific job skill through structured classroom training or through on the job learning. These skill badges will eventually be recognized by employers and transferable between post-secondary training institutions to improve career ladders for workers.

*In order to complete the sector grant a wage increase must be demonstrated, however for this program and it's benefits we will use a very small wage increase for the following reasons:*

1. *This training will be used by management and introductory workers, the average wage increase is not an accurate assessment.*
2. *Taking this training will help with employee retention, because it's a requirement to be completed for the company to maintain it's NQA-1 compliance. Employees not taking the training would have to be fired, for the company to maintain its compliance.*
3. *This training will help prospective candidates stand out from other candidates in becoming employed in the nuclear industry. Therefore, the wage increase is very speculative.*

## *CONSORTIUM'S OUTCOMES*

*Each industry consortium partner is expected to value this training to meet their workforce needs. For each partner, provide the hiring/incumbent training/wage increase numbers anticipated at their worksite.*

***NAME OF INDUSTRY PARTNER: JFoster & Associates, LLC***

***For current employees** (incumbent workers) of the project's business partners:*

| | |
|---|---|
| Number of incumbent workers who receive classroom training | *5* |
| Number of incumbent workers who complete classroom training | *5* |
| Number of incumbent workers who receive structured OJT | *0* |
| Number of incumbent workers who completed structured OJT | *0* |
| Average wage prior to training/average wage after training | ***$13.00/$13.25*** |
| Number attaining recognized credential/skill badge* | *5* |

***NAME OF INDUSTRY PARTNER: Battelle Energy Alliance, LLC***
***For current employees*** *(incumbent workers) of the project's business partners:*

| | |
|---|---|
| Number of incumbent workers who receive classroom training | *150* |
| Number of incumbent workers who complete classroom training | *130* |
| Number of incumbent workers who receive structured OJT | *0* |
| Number of incumbent workers who completed structured OJT | *0* |
| Average wage prior to training/average wage after training | ***$13.00/$13.25*** |
| Number attaining recognized credential/skill badge* | *110* |

***NAME OF INDUSTRY PARTNER: Fluor***
***For current employees*** *(incumbent workers) of the project's business partners:*

| | |
|---|---|
| Number of incumbent workers who receive classroom training | *5* |
| Number of incumbent workers who complete classroom training | *5* |
| Number of incumbent workers who receive structured OJT | *0* |
| Number of incumbent workers who completed structured OJT | *0* |
| Average wage prior to training/average wage after training | ***$13.00/$13.25*** |
| Number attaining recognized credential/skill badge* | *5* |

***NAME OF INDUSTRY PARTNER: Premier Technology, Inc.***
***For current employees*** *(incumbent workers) of the project's business partners:*

| | |
|---|---|
| Number of incumbent workers who receive classroom training | *50* |
| Number of incumbent workers who complete classroom training | *40* |
| Number of incumbent workers who receive structured OJT | *0* |
| Number of incumbent workers who completed structured OJT | *0* |
| Average wage prior to training/average wage after training | ***$13.00/$13.25*** |

| | |
|---|---|
| Number attaining recognized credential/skill badge* | *30* |

## *BUDGET & REQUIRED MATCH*

***Complete the WDTF Sector/Micro Grant budget form at this link, which requires the following:***

1. The application must provide a detailed budget identifying the direct personnel costs, fringe benefits, equipment cost, facility costs and other identified costs to deliver this training. For each line item on the budget, provide the budget amount, a detailed narrative describing how the line item amount was determined, the necessity of the item to develop/deliver training, and whether the cost is supported by grant funds or partner match (cash or in-kind).

2. **Administrative costs** covered by the WDTF resources cannot exceed 5 percent of grant request. Administrative costs will calculate automatically. If requesting administrative costs as part of the grant, enter Y in the QTY column on the Administrative Costs line.

3. The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training at one of the following rates:
   - *25 percent cash match of the total grant request, or*
   - *100 percent in-kind match equal to the total grant request, or*
   - *A proportionate combination of cash and in-kind match.*

| | | | |
|---|---|---|---|
| | | **WDTF Cost per Participant** | $ 700.00 |
| **WDTF Grant Request** | | **$ 84,000.00** | $ 0.74 |
| **Personnel/Salary** | $ - | | 0.00% |
| **Fringe Benefits** | $ - | | 0.00% |
| **Travel** | $ - | | 0.00% |
| **Equipment** | $ - | | 0.00% |
| **Training Materials** | $ 50,000.00 | | 44.05% |
| **Contracted Services** | $ 30,000.00 | | 26.43% |
| **Other** | $ - | | 0.00% |
| **Admin Costs** | $ 4,000.00 | | 3.52% |
| **Partnership Cash** | | **$ 3,500.00** | **4.17%** |
| **Personnel/Salary** | $ - | | 0.00% |
| **Fringe Benefits** | $ - | | 0.00% |
| **Travel** | $ - | | 0.00% |
| **Equipment** | $ - | | 0.00% |
| **Training Materials** | $ - | | 0.00% |
| **Contracted Services** | $ - | | 0.00% |
| **Other** | $ 3,500.00 | | 3.08% |
| **Partnership In-Kind** | | **$ 26,000.00** | **30.95%** |
| **Personnel/Salary** | $ - | | 0.00% |
| **Fringe Benefits** | $ - | | 0.00% |
| **Travel** | $ - | | 0.00% |
| **Equipment** | $ - | | 0.00% |
| **Training Materials** | $ 26,000.00 | | 22.91% |
| **Contracted Services** | $ - | | 0.00% |
| **Other** | $ - | | 0.00% |
| **Total Project** | | **$ 113,500.00** | |

## *ASSURANCES*

***The following assurances will be incorporated as applicable into any award contract***

The applicant will comply with all employment-related federal and state laws, particularly child labor laws related to use of equipment and limitations within specific occupations/industries as they pertain to the training reflected in this application. The lead applicant will assist the Department of Labor in educating all project partners regarding pertinent employment-related laws. See Idaho labor laws at: http://labor.idaho.gov/dnn//idl/Businesses/IdahoLaborLaws.aspx

If training occurs at a worksite, an hourly wage rate and worker's compensation must be provided unless exemption is approved by the Department of Labor's Idaho's Wage and Hour Division.

The applicant recognizes that each training provider must submit documentation to the Idaho Workforce Development Council that provides proof of liability insurance or worker's compensation if training at the worksite, as required by law prior to finalizing a grant award contract.

To ensure fair and allowable expenditure of State funds, the awardee and/or the project's grant recipient must comply with its entity's established procurement policies and processes when contracting for private training providers or when purchasing equipment. All records will be maintained for a minimum of three (3) years.

The applicant will assure it will comply fully with applicable nondiscrimination and equal opportunity laws and statutes which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief.

The applicant will adhere to the financial tracking and reporting requirements of a cost-reimbursement grant with the State of Idaho. The applicant will be responsible for retention of all expenditure records as delineated in a written contract with the Idaho Workforce Development Council.

Industry Sector Grant applicants are required to complete the necessary reporting forms due on the 10th day at the end of each quarter. The applicants will submit the quarterly reimbursement request as delineated in a written agreement with Idaho Workforce Development Council. The applicant will be responsible for the retention of expenditure records as delineated in the contract in addition to completing all the following cost-reimbursement required reporting forms.

1. Industry Sector Quarterly Report
2. WDTF01-02 Request for Reimbursement Form
3. Industry Sector Grant Program Cost
4. Industry Sector Participant (Student) Data Form including entire 9-digit Social Security Number.
5. Industry Sector Training Timeline

Failure to provide all completed forms can result in delayed payment or no payment until all necessary information is provided.

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**Signature of Lead Applicant** **Date**