

EXHIBIT A: COYA SCOPE OF WORK

[Project Name]
[Grant Type – PI, AI]

A. GRANT PROVISIONS

This grant seeks to improve access to training and employment opportunities for opportunity youth throughout the state by supporting continuation of apprenticeship and pre-apprenticeship programs that have demonstrated performance under prior California Opportunity Youth Apprenticeship (COYA) funding:

1. Pre-Apprenticeship Implementation (COYA-PI): The Pre-Apprenticeship Implementation Grant supports effective pre-apprenticeship programs that are registered with the Division of Apprenticeship Standards (DAS) and maintain strong linkages to DAS Registered Apprenticeship Programs (RAPs). Programs must continue to prioritize recruitment and service delivery for opportunity youth and provide supportive services and training designed to prepare participants for successful entry into apprenticeship.
2. Apprenticeship Implementation (COYA-AI): The Apprenticeship Implementation Grant supports DAS Registered Apprenticeship Programs and their partners in continuing to serve opportunity youth through apprenticeship pathways. Programs must provide supportive services, training, and employment opportunities that promote successful entry, retention, and completion in apprenticeship programs.

The COYA) Grant was established in Senate Bill 191 to expand access to earn-and-learn opportunities for opportunity youth who are disconnected or at risk of disconnection from education, employment, housing, and other stabilizing systems.

B. GRANT SUMMARY

Fiscal Agent: San Diego College of Continuing Education (SDCCE) Foundation

Authorized Official: Dr. Tami Foy

Grant Title: San Diego College of Continuing Education Foundation (SDCCEF)

Total Grant Amount (Not to Exceed): **\$600,000.00**

- Pre-apprenticeship Implementation:

C. GRANT PARTIES

Correspondence regarding this project shall be directed to:

DAS Grant Manager: DeAnn Harrison

Title: Manager I

Address: 1750 Howe Ave, Suite 350, Sacramento, CA 95825

Email: DASgrantunit@dir.ca.gov

All official correspondence, including questions, requests, and submissions related to this grant shall be directed to the DAS Grant Manager. Grant party information may be updated by written email and does not require a formal contract amendment, but DIR requires that grant party information be kept fully up to date.

D. PERFORMANCE PERIOD

The performance period for the COYA Round 3 Continuation Grant begins on the effective start date as defined below and ends on March 31, 2028.

Grantees may not begin Round 3 activities or incur any associated costs until all applicable Round 1 and/or Round 2 requirements have been fully satisfied. This includes complete expenditure of awarded funds, fulfillment of all deliverables, and submission of all required final reports. Round 3 activities may proceed only after the closeout process for Round 1 and Round 2 has been completed and the grantee has received formal written confirmation, in the form of a closeout letter, indicating that all grant requirements have been successfully fulfilled.

The effective start date for allowable activities and costs shall be the latest of the following:

1. The start date on the cover sheet of the contract
2. The date the Round 3 contract is fully executed by both parties
3. The date when the "Authorization to Incur Expense Letter" is issued for this Round 3 grant.

The "Authorization to Incur Expense Letter" will be issued by the DAS Grant Team when all required final reporting for the Round 1/Round 2 COYA grant has been received and approved, and all closeout requirements have been completed.

Any activities conducted or costs incurred prior to the effective start date will not be allowable. No obligations or expenditures are permitted before the effective start date or after the end of the grant period.

Any funds not expended during the grant period must be returned to DAS in accordance with grant closeout requirements.

1. Quarterly Performance Periods

The first quarter shall begin on the effective start date, defined above, and will conclude on September 30, 2026.

All subsequent quarters will align with calendar quarters as follows:

Q1: Effective Start Date through September 30, 2026
Q2: October 1, 2026 through December 31, 2026
Q3: January 1, 2027 through March 31, 2027
Q4: April 1, 2027 through June 30, 2027
Q5: July 1, 2027 through September 30, 2027
Q6: October 1, 2027 through December 31, 2027
Q7: January 1, 2028 through March 31, 2028

2. The final quarter of performance will conclude March 31, 2028.

Performance of work or other expenses billable to the Department of Industrial Relations (DIR) and DAS under this grant may commence only after the effective start date, as defined in this section.

DIR may terminate this Grant Agreement by written notice at any time prior to completion of projects funded by this Grant Agreement.

E. PURPOSE

The purpose of the COYA Round 3 Continuation Grants is to continue funding programs that meet eligibility requirements based on their performance in COYA Round 1 and 2. The intent of the continuation funding is to sustain and expand programs that are already demonstrating impact, strengthening earn and learn pathways for opportunity youth, and contributing to statewide goals for apprenticeship expansion. There are two categories of Continuation Grants; Pre-Apprenticeship Implementation Grants (COYA-PI) and Apprenticeship Implementation Grants (COYA-AI).

Career Apprenticeship Bridge (CAB) Program is a new program idea included in COYA Round 3. The CA Youth Apprenticeship Committee report proposes initiating a youth apprenticeship journey starting in high school and would integrate Career Technical Education (CTE) into the apprenticeship system. CAB Programs would be offered by a RAP sponsors and would articulate an initial phase of the apprenticeship that includes a minimum of 300 hours paid OJT hours through a Work Experience Education program or equivalent, along with at least 144 hours of occupation-specific apprenticeship related and supplemental instruction (RSI) as part of a CTE pathway or equivalent. When possible, a CAB could offer a minimum of one college enrollment course (or equivalent) so students can earn early college credits. DAS is interested in learning from pilots of this CAB program idea, but a CAB program is just a concept at this point and has not been statutorily established. Only an established Registered Apprenticeship Program could pilot this concept, since any CAB participant would be a registered apprentice with the full ability to continue in the apprenticeship after high school graduation.

1. Pre-Apprenticeship Implementation Grant (COYA-PI)

The Pre-Apprenticeship Implementation Grant funding will go to support effective pre-apprenticeship programs that have strong linkages to a RAP. These RAP Programs should prioritize recruiting and serving opportunity youth and providing them with supportive services and strategic training that prepare them as quickly as possible to enter and succeed in an apprenticeship. These RAP programs can offer paid training and can utilize this funding to cover the cost of an educational stipend for pre-apprentices.

2. Apprenticeship Implementation Grant (COYA-AI)

The Apprenticeship Implementation Grant funding will go to programs that are effectively serving opportunity youth to enter and be successful in apprenticeship programs. The intent of this category of funding is to both support effective RAP programs and allow Community-Based Organizations (CBO) or workforce/educational partners to create a formal partnership with RAPs to recruit participants and offer supportive services to apprentices to increase the likelihood of completion and success. Therefore, applicants to this funding must already be a DAS RAP or be a CBO or workforce/educational partner that has a formal MOU with a RAP.

F. DELIVERABLES

The grantee will be required to fulfill and report progress towards the deliverables outlined in the Project Narrative in Exhibit A1, Outcomes table(s) in Exhibit A2, and the Participant Plan (as applicable) in Exhibit A3.

The grantee must meet all reporting requirements and deadlines as outlined below and further detailed in Section H – Reporting.

1. Quarterly Reporting

- a. The Grantee shall submit comprehensive quarterly reports to DIR at the specified intervals outlined. DIR quarterly reports shall be completed using California Outreach Rapid Deployment (CORD) and any quarterly report template provided by DIR.
- b. Each quarterly report shall include:
 - I. A detailed description of the project activities completed during the reporting period.
 - II. An update of progress made towards achieving the contracted outcomes.
 - III. Data and analysis supporting the measurement of outcomes, including any challenges encountered and steps taken to address them.

- IV. Recommendations and action steps for any necessary adjustments to the project plan or strategies for achieving the expected outcomes.
 - V. Cumulative data collection from the beginning of the project period
- c. The grantee shall submit a Final Report to DIR, which shall be comprehensive of the entire grant period, and shall include:
- I. A detailed description of the project activities completed during the entire grant period.
 - II. Cumulative Data collection from the beginning of the project period
 - III. A summary of challenges encountered in implementing services during the grant
 - IV. A summary of successful strategies and procedures utilized by the Grantee in implementing services; and
 - V. A quantitative and qualitative final analysis of the project.

At the grant midpoint, one year into the grant performance period, the Pre-Apprenticeship Implementation grantee should demonstrate at least one or both of the following:

- a. That the guaranteed number of spots indicated within the RAP's MOU were fulfilled
- b. That sixty percent (60%) pre-apprentices have been placed in a DAS RAP

If the grantee fails to meet one or both of the above conditions, the second half of the grant award may be withheld.

G. BUDGET

1. The performance period for grantees funded under the COYA Grant will commence on the effective start date defined in the section **D. Performance Period** and continue until March 31, 2028. No obligation or commitment of funds will be allowed beyond the grant period of performance.
2. The maximum amount of this Grant is listed on the Grant Agreement Coversheet.
3. The budget narrative and the budget summary for the grantee are listed in Exhibit B and Exhibit B1 of this grant agreement. Grant disbursement requests for funds shall not exceed the grant amount.
4. 25% of the total grant amount will be paid upon receipt and approval of the first month's narrative progress report, which will be due one month after the contracted start date of the grant.
5. There will be quarterly reimbursement thereafter contingent upon approval of quarterly progress reports and the reimbursement of actual costs, which cannot

commence until the contracted effective start date. The final 25% of expenses must be reported but will not be reimbursed since 25% of the grant was paid after the first month's approved report.

6. All payments are subject to the DAS's determination that the grantee's performance conforms with the grantee's project and may be terminated by the DAS.
7. Proposed funding is based on the anticipated availability of relevant funds. Should there be any developments that impact the availability of funding, DIR reserves the right to make adjustments based on the level of funding. DIR will be performing quarterly assessments based on reporting to ensure that grant recipients are meeting performance metrics and reserves the right to modify grant recipient awards based on those assessments.

8. Payment Schedule:

Pursuant to AB3017, enacted on September 27, 2024, advance payments may be made for state-funded grants to eligible entities under the following conditions:

9. Eligible Organizations:

Advance payments are available to the following types of organizations:

- a. Nonprofit Organizations: The grantee must be a 501(c)(3) nonprofit organization serving disadvantaged, low-income, and under-resourced communities. To qualify for advance payment, the organization must:
 - b. Submit an itemized budget;
 - c. Provide documentation demonstrating the necessity for advance payment; and
 - d. Verify its current status as a tax-exempt organization in good standing under federal law.
- e. Federally Recognized Indian Tribes: Tribes with territorial boundaries wholly or partially within the State of California, including tribal agencies, entities, or arms (either individually or collectively), are also eligible. These entities are exempt from the requirement to demonstrate good standing as a federally tax-exempt organization.

10. Payment Terms

For eligible organizations, payment shall be made as follows:

- a. An advance payment of 25% of the total grant amount may be invoiced and disbursed upon or after the date of full execution of the grant agreement.

- b. The remaining funds will be disbursed on a quarterly reimbursement basis, contingent upon:
 - i. Submission and approval of progress reports.
 - ii. Reimbursement requests supported by documentation of actual costs incurred.

11. Payment process:

Requirements to receive the first 25% payment:

- a. Signed and countersigned grant agreement
- b. “Closeout letter” received from the DAS Grants team – In order to receive a “Closeout letter”, the grantee must both submit all final reporting for their corresponding COYA Round 1 or Round 2 grant, AND that reporting must have been reviewed and accepted by the DAS Grants team. In the closeout process, the DAS Grants team may have important questions or corrections from the grantee that must be addressed before closeout. Only once the reporting has been fully reviewed and accepted will the DAS Grants team send the “Closeout letter” (Note that the “Closeout letter” is different than the “Authorization to Incur Expense Letter” defined in D. Performance Period).
- c. Receipt and approval of the first month’s narrative progress report will be submitted via California Outreach Rapid Deployment (CORD) platform, which will be due approximately one month (30 days) after the effective start date of the grant defined in D. Performance Period.

All 3 above elements must be complete and the reporting must be received and approved by the DAS Grants team. Once approved, CORD will generate an invoice for the first 25% payment.

Requirement to receive all other reimbursements throughout the grant cycle: All grantees will need to provide quarterly reporting – see details outlined in Section H. Reports, and those reports must be received and approved by the DAS Grants team. After they have been approved, the grantee will be able to generate quarterly invoices for reimbursement by generating an invoice through CORD.

The final 25% of expenses must be reported but will not be reimbursed since 25% of the grant was paid after the first month’s approved report.

12. Allowable Expenses:

- a. Allowable expenses for **Pre-apprenticeship Implementation Grants** include:

The award amount is up to \$12,000 per DAS registered pre-apprentice participant served. This funding breaks down into two parts:

- i. Educational Stipend: Up to \$6,000 of the per participant funding can be used as an educational stipend to pre-apprentices. Applicants must articulate their plan with the educational stipend, which can be up to \$6,000 per pre-apprentice; however, 100% of this funding must go to the pre-apprentices. The pre-apprenticeship program must articulate how the stipend will be fairly distributed over the duration of pre-apprenticeship program and align with completion.
- ii. Program Costs: The program can only apply for \$6,000 of per participant funding to cover program costs. Allowable program costs include:
 - Marketing program to employers
 - Recruitment of opportunity youth
 - Employer mentor training
 - Staffing for administering the program
 - Data and reporting costs, both staffing and software
 - Supportive Services:
 - Transportation
 - Equipment and tools including laptops, tablets and software along with other industry connected tools
 - Internet connection services
 - Emergency housing
 - Mental Health Services
 - Mentoring
 - Coaching including life coaching, interview coaching
 - Work clothing
 - Legal support for participants
 - Staffing for case management
 - Instructional costs
 - Curriculum development
 - Certification costs
 - Instructor's salaries
 - Instructor training
 - Learning materials
 - Administrative overhead costs are limited to 10% of the grant award - this includes costs such as administration and executive team salaries

Under no circumstances shall these funds be utilized for:

- Food and Beverage costs
 - Lobbying costs
 - Pre-Apprentice or Apprentice Wages: Since the Pre-Apprenticeship program cannot have any paid OJT as part of their program, the stipend cannot be used as wages but is instead an educational stipend during training.
- b. Allowable expenses for **Apprenticeship Implementation Grants** include
- Supportive Services:

- Transportation
- Equipment and tools including laptops, tablets and software along with other industry connected tools
- Internet connection services
- Emergency housing
- Mental Health Services
- Mentoring
- Coaching including life coaching, interview coaching
- Work clothing
- Legal support for participants
- Staffing for case management
- Instructional costs
 - Curriculum development
 - Certification costs
 - Instructor's salaries
 - Instructor training
 - Learning materials
- Marketing program to employers
- Recruitment of opportunity youth
- Employer mentor training
- Employer incentives to cover employer's costs related to the apprenticeship program such as equipment, mentor training and workers' compensation insurance premiums but NOT including apprentice wages
- Staffing for administering the program
- Data and reporting costs, both staffing and software
- Administrative overhead costs are limited to 10% of the grant award - this includes costs such as administration and executive team salaries

Under no circumstances shall these funds be utilized for:

- Food and Beverage costs
- Lobbying costs
- Pre-Apprentice or Apprentice Wages

13. General principles regarding costs and expenses for all categories of funding:

- a. Costs must meet the following general criteria to be allowable:
 - I. Must be necessary and reasonable for the performance of the grant award, and allocable the grant award
 - II. Must be accorded consistent treatment. A cost may not be assigned as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost
 - III. Must be adequately documented
 - IV. Must be allowable under, or otherwise comply with, grant requirements and grant award terms and conditions
 - V. Must be in compliance with applicable state laws and requirements

- b. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration will be given to:
 - I. Whether the cost is generally recognized as ordinary and necessary for the proper and efficient performance of the grant award
 - II. The requirements of the grant and the terms and conditions of the grant award (See Appendix 1 for Sample Agreement Terms and Conditions)
 - III. Market prices for comparable goods or services for the geographic area
 - IV. Whether the recipient deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the award's cost.
- c. A cost is allocable to the grant award if the cost is incurred specifically for the award. If the cost benefits both award and non-award activities, the proportion that may be approximated using reasonable and properly documented methods may be charged to the grant award if approved by DIR.

H. REPORTING

The grantee must use the required state online reporting system, California Apprenticeship System (CAS) Web Registration known as DIR DAS SimpliGov to register their apprentices and pre-apprentices. The grantees will be expected to provide a report on progress towards agreed upon and contracted outcomes quarterly through CORD, which will include uploading participant reports generated from SimpliGov.

The first reporting phase will be one month (30 days) after the effective start date defined in Section **D. Performance Period**, at which time grantees must provide a narrative progress report towards contracted deliverables.

DIR and the CA Labor & Workforce Development Agency shall have the right to utilize all content (including print materials, social media posts and videos) generated by the grantee as part of this grant. The grantee shall share with DIR all content created during the previous quarter when completing quarterly reports.

At least one representative shall attend quarterly meetings with DIR for the entire length of the meeting. When the meeting is remote, grantees shall fully participate including having cameras on during the meeting.

The COYA grant has an explicit focus on equity and aims to ensure that race, income, geography, gender, citizenship status, ability, and other demographics and student characteristics no longer predict the outcomes of California's youth. To

measure success towards that goal, the grantee's program will require the following reporting.

All grantees will, **at a minimum**, need to report quarterly via CORD on the following:

1. Deliverable Report regarding the contracted Outcomes
 - a. Specific updates on all Outcomes in Exhibit A2. Wherever possible, please be numeric and data based in your reporting.
 - b. List any partner organizations and the grantee's relationship with them and report on all activities, costs and progress made with those partners.
2. Fiscal Report must demonstrate actual use of funds for that reporting period.
3. Participant Reports which are downloaded from SimpliGov and uploaded into CORD.

All participants served must be age 16-24 at the start of the pre-apprenticeship or apprenticeship. The participants served cannot start before the beginning of the performance period of the grant.

Grantees must obtain proof that a participant meets one of the following criteria:

1. Current or former foster youth
2. Currently or formerly Pell-eligible
3. Currently or formerly WIOA Youth or Adult eligible
4. Currently or formerly enrolled in a Title 1 school
5. Residing in a high poverty census tract
6. Formerly incarcerated
7. Youth parent
8. Person with disability

Detailed report of eligible participants served to be validated as registered with DAS through SimpliGov, the DAS web registration database. Grantees will be required to work with programs to provide all needed information through SimpliGov and then download the COYA Participant Report to be then uploaded to CORD. Through Simpligov. The following information must be provided for every participant served:

- 1 Participant Name
- 2 Last 4 digits of Social Security Number
- 3 Program Name
- 4 DAS File Number
- 5 Program Type
- 6 Occupation
- 7 Date of Birth
- 8 Gender
- 9 Gender Identity (optional)
- 10 Sexual Orientation (optional)
- 11 Highest Year of Education Completed

- 12 Ethnicity
- 13 Veteran (optional)
- 14 Disability (optional)
- 15 Start Date
- 16 Expected Completion Date
- 17 Completion Date (if applicable)
- 18 Cancel/Removal date (if applicable)
- 19 Pre-Apprentice or Apprentice
- 20 Stipend Received (if applicable)

Grants awarded under this Agreement require accurate, routine, and timely reporting. This reporting ensures that DAS can measure how grant funds are used, hold grantees accountable for performance, and assess compliance with statutory grant fund expenditure requirements. Accurate reporting also helps measure successful outcomes for grantees and participants and helps the State determine the extent to which expended public funds conferred a benefit to the public. Failure to submit accurate reports, as well as failure to meet performance milestones, is material noncompliance with the terms of the grant and is grounds for suspension of grant payments and termination of the Agreement, as provided for in paragraphs 7 and 8 of the Grant Terms and Conditions, Exhibit C.

After reporting has been approved and validated, CORD will generate an invoice.

Quarterly Reporting will be due to the DAS through CORD no later than twenty (20) days after the end of the performance period.

All invoicing and reporting will align with the following quarterly performance periods:

- Q1: Effective Start Date through September 30, 2026
- Q2: October 1, 2026 – December 31, 2026
- Q3: January 1, 2027 – March 31, 2027
- Q4: April 1, 2027 – June 30, 2027
- Q5: July 1, 2027 – September 30, 2027
- Q6: October 1, 2027 – December 31, 2027
- Q7: January 1, 2028 – March 31, 2028

All project reports for each performance period are **due twenty (20) days after the close of the performance period**. Therefore, the following are the reporting due dates:

- Q1: October 20, 2026
- Q2: January 20, 2027
- Q3: April 20, 2027
- Q4: July 20, 2027
- Q5: October 20, 2027

Q6: January 20, 2028
Q7: April 20, 2028

All reporting requirements must be submitted through the CORD platform by the due dates outlined in order to stay in compliance with the grant. To submit required reports:

1. Log into CORD at www.cordhub.org
2. Go to Reports from the main menu
3. Select the report you want to work on
4. Complete all required fields
5. Review and submit by the due date

Final Report

Upon completion of the grant period, the grantee shall submit a final comprehensive report that includes a final wrap up full report of everything outlined above for each category of the grant. In addition, the final report must include a final fiscal reporting demonstrating actual use of funds to date and full utilization of all grant funds for all grant categories. This final report should also include reflections on the overall grant and what went well, what lessons were learned and how the grantee thinks that the grant could be more effective towards its outcomes in the future. All services and activities funded by this grant must be completed by the grant expiration date. The final report is due on the grant expiration date. However, a grace period of thirty (30) calendar days is allowed for its submission.

I. MONITORING AND AUDITS

DIR may conduct an evaluation of the COYA grants' effectiveness in meeting the stated objectives of the program. If DIR elects to conduct an evaluation, the grantee agrees to participate in the evaluation of the project's activities and outcomes. This evaluation may involve collecting data related to the program's stated objectives in the grant application or grant agreement, analyzing information, and reporting on the project's impact. In addition, if requested by DIR, the grantee shall attend evaluation trainings and shall meet with and provide information to assigned project evaluators.

During the performance period, the Grantee agrees that DIR, the Department of General Services, Department of Finance, the Bureau of State Audits, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant and all State funds received.

Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after the term of this Grant is completed. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

J. PROJECT RECORD RETENTION

Grantee shall preserve all financial records, supporting documents, statistical records, and other records associated with this Agreement and the Project for a minimum of **three (3) years** after the term of this grant is completed.

1. Records and Record Keeping

- a. The Grantee shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the grant.
- b. DIR and its authorized representatives have the right to access any documents, papers, or other records of the Grantee that are pertinent to the grant, for the purpose of performing audits, examinations, excerpts, and transcripts. The right to access records also includes timely and reasonable access to the Grantee's personnel for the purpose of interviewing and discussion matters related to the requested documents.
- c. The right to access records is not limited to the required retention period (three years) but lasts as long as the records are retained by the Grantee.

2. Grantee Non-Compliance

- a. If the Grantee fails to comply with State or Federal statutes, regulations, or the terms and conditions of the grant, DIR may impose additional conditions, including:
 - I. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given performance period;
 - II. Requiring additional or more detailed financial reports;
 - III. Requiring technical or management assistance; and/or
 - IV. Establishing additional prior approvals.
- b. If DIR determines that the Grantee's noncompliance cannot be remedied by imposing additional conditions, DIR may take one or more of the following actions:
 - I. Temporarily withhold further payments pending correction of the deficiency by the Grantee.
 - II. Disallow all or part of the cost of the activity or action not in compliance.
 - III. Wholly or partly suspend the award activities or terminate the Grantee's award.
 - IV. Withhold further awards.
 - V. Take other remedies that may be legally available.

Exhibit A, Attachment 1 – Project Narrative

Organization Name: San Diego College of Continuing Education Foundation (SDCCEF)

Proposal Title: Healthcare Pre-Apprenticeship Pathway for Opportunity Youth

Grant Type: Pre-Apprenticeship Implementation Grant (COYA-PI)

1. Proposal Overview

The San Diego College of Continuing Education Foundation (SDCCEF) seeks Continuation Grant funding to implement a Healthcare Pre-Apprenticeship Program that expands equitable access to high-wage healthcare careers for opportunity youth ages 18–24. This proposal builds directly on the work completed during our COYA Planning Grant and reflects a strategic shift informed by labor market data, student needs, and partner input.

During the planning phase, SDCCEF initially focused on developing an EMT Pre-Apprenticeship. However, our analysis revealed that while EMT roles remain important, the wage ceiling for EMTs does not provide a sustainable living wage in San Diego County or California. At the same time, our students expressed interest in broader healthcare careers such as nursing, physician assistant, medical assistant, and other allied health roles.

Expanding the program to a Healthcare Pre-Apprenticeship model provides multiple pathways that align with existing SDCCE programs and offer significantly higher earning potential.

This shift also strengthens our equity mission. SDCCE serves some of the lowest-income communities in the county, with major campuses in Southeast San Diego at the Educational Cultural Complex, in Barrio Logan at the Cesar Chavez campus, and in Mid-City near Fairmont Avenue — an area with a high concentration of immigrant and refugee students. These communities have historically lacked access to high-quality apprenticeship programs and high-wage career pathways. This program directly addresses that gap.

We have already established a linkage agreement with Cal-JAC and are expanding partnerships to include the San Diego County EMS Office, Division of San Diego County Fire, Public Works Alliance, and Southwestern College’s EMT program. These partners operate a highly successful Emergency Medical Services model that aligns with our goals and demonstrates strong student outcomes. This continuation grant will serve as the bridge that allows SDCCEF to strengthen partnerships, finalize curriculum and fine-tune the program so that our student participants receive the highest level of training that prepares them for the workforce.

2. Program Target Population

The Healthcare Pre-Apprenticeship Program is designed for opportunity youth ages 18–24 who reside in Southeast San Diego and other under-resourced communities served by SDCCE, including neighborhoods within the federally designated San Diego Promise Zone. These young adults often face systemic barriers to education and employment, including limited access to career pathways, financial instability, housing insecurity, and lack of exposure to high-growth industries such as healthcare.

Our target population includes youth who are disconnected from school or work, first-generation college students, and individuals impacted by foster care, the justice system, or immigration challenges. Many of our students at the Educational Cultural Complex, Cesar Chavez campus, Mid-City campus, as well as our other four campuses come from low-income households and communities with limited access to high-quality training programs.

Youth focus groups conducted during the planning phase revealed a strong interest in healthcare careers but also a need for flexible, supportive pathways that allow them to explore multiple roles before committing to a specific track. By offering a broad healthcare model rather than a single EMT pathway, we can better meet the diverse needs, interests, and life circumstances of the youth we serve.

3. Program /Partnership Implementation

SDCCEF's approach centers on implementing a comprehensive Healthcare Pre-Apprenticeship that prepares opportunity youth for multiple healthcare career pathways while maintaining a strong connection to the fire service pipeline. The program is designed to be responsive to employer needs, aligned with apprenticeship standards, and grounded in the realities of the youth we serve.

During the planning phase, SDCCEF determined that expanding beyond an EMT-only focus was essential. Employment data shows that EMT wages do not meet the cost of living in San Diego County, while broader healthcare pathways — including nursing, medical assistant, behavioral health, and physician assistant tracks — offer significantly higher earning potential and long-term mobility. This shift also complements SDCCE's current healthcare offerings, providing students with diverse routes into high-wage professions.

We have strengthened and expanded partnerships with:

- San Diego County EMS Office, Division of San Diego County Fire – providing training, expertise, and alignment with county workforce needs.
- **Public Works Alliance** – supporting outreach, youth engagement, and community-based recruitment.
- **Southwestern College EMT Program** – offering a proven EMS model with strong outcomes and alignment with our goals.
- **Cal-JAC** – ensuring continued alignment with fire service apprenticeship standards.

These partners already collaborate on a successful EMS program that eliminates barriers, provides high-quality training, and prepares apprentices to be employment-ready. Their involvement significantly enhances our program's quality and reach.

Key Program Design Elements

- Foundational emergency medical services coursework
- Hands-on skills training
- Career exploration across multiple healthcare roles
- Work readiness and professional skills
- Paid educational stipends
- Wraparound supports including case management, transportation, and referrals
- Transition pathways into apprenticeship, employment, or postsecondary training

Implementation Plan

A. Recruitment & Outreach

- Community-based recruitment through Public Works Alliance, local high schools, youth-serving organizations, and SDCCE campuses. The SDCCE Outreach Department will also play a key role with outreach to our opportunity youth.
- Targeted outreach in Southeast San Diego, Barrio Logan, and Mid-City as well as our other areas throughout our service areas.

B. Onboarding & Assessment

- Intake, career interest assessments, and individualized success plans

C. Training Delivery

- Sixteen weeks of instruction, labs, simulations, and employer engagement

D. Transition Pathways

- Direct referral to apprenticeship programs (including EMT/Fire pathways)

- Enrollment in Southwestern College EMT program
- Placement into entry-level healthcare employment based on the youth's interest

E. Long-Term Coaching and Job Placement Support

- 12 months of coaching and job placement assistance. Offer a full year of continued coaching and job placement services to help participants secure employment, maintain stability, and progress along their chosen healthcare career pathway.

F. Equitable Wraparound Student Support Services

- Deliver essential wraparound supports (transportation, food, housing, test fees, and related needs) to remove barriers and promote equitable student participation.

Marketing to Opportunity Youth

We will leverage trusted community partners, youth ambassadors, social media, and neighborhood-based outreach to ensure the program reaches young adults who are often overlooked by traditional workforce systems.

4. Program Structure and Duration

The Healthcare Pre-Apprenticeship is a 16-week cohort-based program that blends classroom instruction, hands-on training, career exploration, and wraparound supports. The structure is intentionally designed to be accessible, supportive, and aligned with the needs of opportunity youth.

Program Components

A. EMS Curriculum Components

- **Healthcare Foundations:** Basic anatomy, physiology, medical terminology, and infection control.
- **EMS Essentials:** EMS roles, safety, communication, and legal/ethical responsibilities.
- **Patient Assessment:** Primary/secondary assessment, vital signs, and ABCs.
- **Basic Life Support:** CPR/AED certification and airway management.
- **Trauma Response:** Bleeding control, splinting, and shock management.
- **Medical Emergencies:** Cardiac, respiratory, diabetic, allergic, and behavioral emergencies.
- **Equipment & Operations:** EMS tools, oxygen equipment, and communication systems.
- **Skills Labs:** Scenario-based practice, simulations, and hands-on drills.
- **Physical Readiness:** Safe lifting, patient movement, body mechanics, and foundational strength/stamina training.
- **Physical Agility Preparation:** Orientation to EMS physical agility expectations and guided practice to build the strength, endurance, and mobility required to pass

- a physical agility test.
- **Work-Based Exposure:** Observations, facility tours, and guest speakers.

B. Career Exploration/Preparation/Program Readiness

- Exposure to multiple healthcare roles
- Employer panels, site visits, and guest speakers
- Individualized career planning
- Professional skills, EMS career pathways, and EMT program readiness.

C. Work Readiness Training

- Professional communication
- Resume development
- Interview preparation

D. Supportive Services

- Case management
- Mental health and wellness support
- Transportation assistance
- Access to food, housing, and childcare resources
- Financial coaching

E. Coaching & Long-Term Support

- One-on-one coaching throughout the program
- 12 months of follow-up support
- Job placement assistance
- Transition to apprenticeship or postsecondary training

Duration

- Sixteen weeks of training
- Twenty-four hours per week
- Six months of post-completion support

How the Structure Improves Employment Outcomes

The model removes barriers, builds confidence, and equips youth with the skills and credentials needed to enter high-demand healthcare roles. By offering multiple pathways — including EMT/paramedic, nursing, and physician assistant — the program increases the likelihood that each participant finds a career path that fits their interests and strengths.

5. Compensation Model

Participants will receive compensation to reduce financial barriers and support full engagement. SDCCEF will provide a paid educational stipend during the 16-week training period. The stipend will be structured as a weekly payment tied to attendance and participation. Stipends will be administered directly by SDCCEF through a secure payment system.

Providing stipends is a critical equity strategy for Opportunity Youth. Research consistently shows that young adults disconnected from school and work often face significant financial barriers — including transportation, food insecurity, unstable housing, and caregiving responsibilities — that prevent them from participating in unpaid or low-paid training programs. National studies of pre-apprenticeship and apprenticeship models demonstrate that paid training increases enrollment, improves retention, and leads to higher completion rates for Opportunity Youth.

Compensation allows participants to remain engaged in training without sacrificing basic needs or income required to support themselves or their families. By offering weekly educational stipends, the program ensures that Opportunity Youth can fully participate, persist through the 16-week training period, and successfully transition into high-wage healthcare and emergency response pathways.

The anticipated stipend is equivalent to \$18–\$20 per hour for program hours, distributed as a weekly educational stipend rather than hourly wages. Stipends will be administered directly by SDCCEF through a secure payment system. SDCCEF has extensive experience managing participant stipends through its Apprenticeship Readiness Program and other workforce initiatives, where students receive weekly payments tied to training participation. This established infrastructure ensures accurate, timely, and compliant stipend distribution. This model ensures equitable access for opportunity youth who may otherwise be unable to participate due to financial constraints.

6. Employers Connected to the Program

SDCCEF and the San Diego College of Continuing Education (SDCCE) maintain strong relationships with healthcare employers across the region through existing workforce programs,

advisory boards, and clinical partnerships. While the primary linkage for this Pre-Apprenticeship is to future Registered Apprenticeship Programs, employer engagement remains central to curriculum alignment, work-based learning, and job placement.

SDCCEF is currently confirming employer partners for this Healthcare Pre-Apprenticeship and is building on SDCCE's established network, which includes major health systems (Sharp HealthCare, Scripps Health, UC San Diego Health, Kaiser Permanente), community clinics (Family Health Centers of San Diego, San Ysidro Health, La Maestra), and long-term care and rehabilitation facilities. **Our partners already have MOUs with our local EMS providers (e.g. AMR**

and Falck). These employers have historically supported SDCCE programs through advisory participation, guest instruction, site tours, and hiring pipelines.

As partners are finalized SDCCEF will create a Healthcare Advisory Board where employers will contribute to curriculum review, provide work-based learning opportunities, and identify entry-level roles suitable for Opportunity Youth. This engagement strategy ensures the program is aligned with real workforce needs and creates clear pathways into high-demand healthcare and emergency response careers.

7. Partner Organizations

Key employer partners include:

- **County of San Diego Emergency Preparedness Program** – providing training opportunities, guest instruction, and alignment with county workforce needs.
- **Cal-JAC** – supporting the fire service pathway and ensuring alignment with EMT and firefighter apprenticeship standards.
- **Southwestern College EMT Program** – offering a proven EMS model with strong outcomes and employer connections.
- **Regional healthcare employers** – hospitals, clinics, and community health organizations providing site visits, guest speakers, and potential employment opportunities.

Employers contribute to curriculum development, provide real-world exposure, and support job placement. Letters of support will be included.

8. Grant Implementation Team and Background

The Healthcare Pre-Apprenticeship Program will be implemented by a multidisciplinary team with deep experience in workforce development, student services, emergency response, and apprenticeship programming. Together, this team brings the operational capacity, subject-matter expertise, and institutional partnerships necessary to deliver a high-quality program for Opportunity Youth.

To be hired, Program Manager, SDCCE Foundation: Oversees day-to-day operations of the COYA initiative and brings direct experience managing the COYA Planning Grant. Noah coordinates partner engagement, participant services, and program compliance.

To be hired, Program Assistant, SDCCE Foundation: Supports recruitment, enrollment, stipend processing, data tracking, and participant communication. Natalia also assists with the Apprenticeship Readiness Program, bringing experience with youth-focused workforce initiatives.

Dr. Tami Foy, CEO & Executive Director, SDCCE Foundation: Provides

overall leadership, strategic direction, and oversight of grant implementation. Dr. Foy has extensive experience managing large-scale workforce initiatives and building employer and community partnerships.

Mariya Anton, Fiscal/Contracts Manager, SDCCE Foundation: Manages grant budgeting, contracting, fiscal reporting, and compliance. Mariya oversees stipend administration and ensures accurate, timely financial processes.

Dr. Franklin Garrett, Dean of Student Support Services, SDCCE: Leads student support integration, ensuring participants receive counseling, case management, and wraparound services. Dr. Garrett oversees multiple student-facing departments that directly support program retention and completion.

Dr. Shakerra Carter, Vice President of Student Services, SDCCE: Ensures institutional alignment and integration of student services, outreach, and counseling resources. Dr. Carter provides executive-level support for program implementation and student success strategies.

SDCCE Outreach Team: Leads recruitment efforts, community engagement, and targeted outreach to Opportunity Youth across San Diego County.

SDCCE Counseling Team Provides academic counseling, education planning, and transition support into postsecondary training, employment, or Registered Apprenticeship Programs.

This experienced team ensures strong program coordination, high-quality instruction, and comprehensive support for Opportunity Youth entering healthcare and emergency response pathways.

County of San Diego, Office of Emergency Services – Program Manager: Serves as the County’s lead liaison, supporting EMS curriculum alignment, emergency response content, and coordination with regional EMS partners.

Public Works Alliance (PWA): Provides technical assistance on pre-apprenticeship design, labor standards, and alignment with Registered Apprenticeship Programs.

Southwestern College EMS Program: Advises on EMS curriculum, training standards, and alignment with EMT and healthcare pathways, drawing on Southwestern College’s established EMS programs.

9. Progress with grant COYA Round 1 or Round 2

All core performance deliverables have been successfully achieved. First, SDCCEF executed a formal MOU with Cal-JAC, a Registered Apprenticeship Program sponsor, during Period 3, establishing a foundational partnership for apprenticeship alignment. Second, SDCCEF completed registration as a pre-apprenticeship program with the Division of Apprenticeship Standards (DAS), also in Period 3, ensuring the program meets state standards and is positioned for future expansion.

The Program Coordinator position was filled in Period 1 with the hiring of Christopher “Noah” Howard, who has overseen all planning activities, partner coordination, and compliance requirements. SDCCEF has also met regularly with partners throughout the planning period, initially focused on the EMT pathway and later expanding to a broader healthcare framework in response to regional workforce needs and partner input.

Additionally, SDCCEF completed a comprehensive implementation strategy in Period 4 to ensure Opportunity Youth have clear access to EMT and healthcare career pathways. This includes a sustainability plan, as well as a marketing and recruitment strategy designed to support strong enrollment and equitable access.

All remaining activities will be completed, and all funds will be fully expended by the end of the current grant term. SDCCEF is well-positioned to transition into the COYA Continuation phase with a solid foundation, strong partnerships, and a clear implementation roadmap.

Exhibit A, Attachment 2 – Outcomes

Organization Name: San Diego College of Continuing Education Foundation

Proposal Title: Healthcare Pre-Apprenticeship Pathway for Opportunity

Grant Type: Pre-Apprenticeship Implementation Grant (COYA-PI)

Project Outcomes and Deliverables (quantitative and/or qualitative)	Description
<p>1. Strengthened Program Model & Finalized Healthcare Pre-Apprenticeship Curriculum</p> <p>SDCCEF will complete development of a comprehensive Healthcare Pre-Apprenticeship curriculum that includes EMS foundations, healthcare exploration, skills labs, work readiness training, and preparation for EMT and healthcare career pathways. Curriculum will be informed by partners including the County of San Diego Emergency Services, Public Works Alliance, and Southwestern College.</p>	<p>Measurement / Evidence of Completion:</p> <ul style="list-style-type: none"> Completed curriculum modules (EMS foundations, healthcare pathways, skills labs, work-readiness, supportive services integration) Partner-reviewed curriculum (County OES, Southwestern College, PWA) Curriculum packaged for Implementation Grant submission <p>Timeline:</p> <ul style="list-style-type: none"> Achieved by Period 2 <p>How We Will Know It Is Successful:</p> <ul style="list-style-type: none"> Curriculum is fully developed, partner-validated, and ready for delivery in a 24-week model
<p>2. Formalized Partnerships to Support EMS Corps & Healthcare Pathways</p> <p>SDCCEF will finalize new and expanded partnership agreements — including an MOU with the County of San Diego — to support programmatic oversight of the EMS Corps model, work-based learning opportunities, and alignment with regional healthcare workforce needs.</p>	<p>Measurement / Evidence of Completion:</p> <ul style="list-style-type: none"> Signed MOU between SDCCEF and the County of San Diego Updated partnership agreements with Public Works Alliance and Southwestern College Documented partner roles for healthcare and EMS Corps implementation <p>Timeline:</p> <ul style="list-style-type: none"> Achieved by Period 2 <p>How We Will Know It Is Successful:</p>

	<ul style="list-style-type: none"> All partners have confirmed roles and responsibilities aligned with program delivery and Implementation Grant readiness
<p>3. Established Student Support Infrastructure for Opportunity Youth</p> <p>SDCCEF will implement a full supportive-services framework including transportation assistance, food and housing supports, test fee coverage, case management, and paid educational stipends to reduce barriers to enrollment and retention.</p>	<p>Measurement / Evidence of Completion:</p> <ul style="list-style-type: none"> Stipend payment workflows finalized Supportive services plan completed (transportation, food, housing, test fee support) Case management workflow and tracking tools established <p>Timeline:</p> <ul style="list-style-type: none"> Achieved by Period 1–2 <p>How We Will Know It Is Successful:</p> <ul style="list-style-type: none"> SDCCEF has functional administrative systems to deliver weekly stipends and wraparound supports
<p>4. Recruitment & Engagement Strategy Designed for Opportunity Youth</p> <p>SDCCEF will execute a targeted outreach and recruitment plan in Southeast San Diego, Barrio Logan, Mid-City, and other under-resourced communities, leveraging the SDCCE Outreach Department, Public Works Alliance, community partners, and youth-focused organizations.</p>	<p>Measurement / Evidence of Completion:</p> <ul style="list-style-type: none"> Completed recruitment strategy targeting Southeast San Diego, Barrio Logan, Mid-City, and Promise Zone neighborhoods Outreach calendar and community partner list finalized Youth-focused materials developed with SDCCE Outreach team <p>Timeline:</p> <ul style="list-style-type: none"> Achieved by Period 2 <p>How We Will Know It Is Successful:</p> <ul style="list-style-type: none"> Clear, data-driven outreach strategy prepared for Implementation Grant enrollment
<p>5. Implementation of a 24-Week Pre-Apprenticeship Training Model</p> <p>SDCCEF will prepare to launch a 24-week Healthcare Pre-Apprenticeship Program providing:</p> <ul style="list-style-type: none"> 12–16 weeks of healthcare and EMS foundations hands-on labs and simulations professional and work-readiness training healthcare career exploration and EMS Corps exposure supportive services and stipends 	<p>Measurement / Evidence of Completion:</p> <ul style="list-style-type: none"> Program schedule finalized (curriculum, labs, guest speakers, career exploration, EMS Corps elements) Physical readiness and simulation components completed Training materials, orientation, and onboarding processes documented <p>Timeline:</p> <ul style="list-style-type: none"> Achieved by Period 3 <p>How We Will Know It Is Successful:</p>

<p>6. Long-Term Coaching and Placement Support Framework</p> <p>SDCCEF will formalize a structure for providing 12 months of post-completion coaching, career navigation, and job placement assistance to ensure Opportunity Youth successfully transition into EMT programs, healthcare training, or entry-level employment.</p>	<p>Measurement / Evidence of Completion:</p> <ul style="list-style-type: none"> • Coaching expectations, caseload guidelines, and workflows completed • Job placement assistance protocols developed • 12-month post-completion engagement model finalized <p>Timeline:</p> <ul style="list-style-type: none"> • Achieved by Period 3 <p>How We Will Know It Is Successful:</p>
<p>7. Employer Engagement & Work-Based Learning Structure</p> <p>SDCCEF will develop an employer engagement plan with regional healthcare, EMS, and community clinic partners to support:</p> <ul style="list-style-type: none"> • site visits and job shadowing • guest instruction • exposure to healthcare and emergency response roles • future entry-level hiring pathways 	<p>Measurement / Evidence of Completion:</p> <ul style="list-style-type: none"> • Employer engagement strategy completed • Work-based learning menu (site visits, panels, shadowing) finalized • Employer participation commitments documented <p>Timeline:</p> <ul style="list-style-type: none"> • Achieved by Period 3–4 <p>How We Will Know It Is Successful:</p> <ul style="list-style-type: none"> • Employers are formally tied into curriculum review, exposure activities, and hiring pathways

Exhibit A, Attachment 3 – Participant Plan

Organization Name: San Diego College of Continuing Education Foundation

Proposal Title: Healthcare Pre-Apprenticeship Pathway for Opportunity Youth

Grant Type: Pre-Apprenticeship Implementation Grant (COYA-PI)

Grant Period	Number of Participants
Quarter 1	0
Quarter 2	0
Quarter 3	25
Quarter 4	0
Quarter 5	0
Quarter 6	25
Quarter 7	0
Total Participants	50

Exhibit B – Budget Summary

Organization Name: San Diego College of Continuing Education Foundation						
Proposal Title: Healthcare Pre-Apprenticeship Pathway for Opportunity Youth						
Grant Type: Pre-Apprenticeship Implementation Grant (COYA-PI)						
Line Item	Expense Item	COYA Grant Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
A.	Staff Salaries	78,833.37	32,325	\$111,158	SDCCEF Exec Director 10% and Admin Support 25%	<input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Cash
B.	Staff Benefit Cost	23,463.63	4,118	\$27,581.63	Admin Support 25%	<input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Cash
C.	Staff Travel	5,000	0	\$5,000		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
D.	Operating Expenses	0	0	0		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
E.	Furniture and Equipment					
1.	Small Purchase (unit cost of under \$5,000)	0	0	\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
2.	Large Purchase (unit cost of over \$5,000)	0	0	\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
3.	Equipment Lease	0	0	\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
F.	Educational stipends	300,000	0	\$300,000		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
G.	Employer Incentives	0	0	\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
H.	Instructional Costs	25,000	0	\$25,000		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
I.	Participant Support Services	0	0	\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
J.	Contractual Services	107,703	0	\$107,703		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash

Line Item	Expense Item	COYA Grant Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
K.	Administrative *	\$60,000	0	\$60,000		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
L.	Other (describe):	0	0	\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
M.	TOTAL FUNDING	\$600,000	\$46,325	\$636,442.63		
					Total Award	\$600,000.00

* A maximum of 10% of the total project budget will be allowed for administrative costs.



COYA Grant
PY 2026-2028

Exhibit B, Attachment 1 – Budget Narrative

Organization Name: San Diego College of Continuing Education Foundation
Proposal Title: Healthcare Pre-Apprenticeship Pathway for Opportunity Youth
Grant Type: Pre-Apprenticeship Implementation Grant (COYA-PI)

A. (A-B) Staff Salaries: Total Salaries Paid + Benefits (WIOA 15%) **\$102,297**

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Program Manager	0.50 x \$7,166.67x 22 months= \$78,833.37	\$23,463.63	\$102,297

Provide a brief description of each position's role in implementing the grant

Benefits Rate: 30%

C. Staff Travel \$5,000

Travel funds will support local and regional travel required for program coordination, student support, and partnership engagement. This includes approximately **\$1,500** for local mileage reimbursement, parking, and tolls associated with site visits and outreach to partnering organizations. An additional **\$2,000** is allocated for regional professional development and training opportunities to enhance program quality and staff capacity, including registration fees, mileage, lodging, and per diem. Approximately **\$1,000** will support travel for intercampus and partner meetings relevant to program delivery, internship coordination, and stakeholder collaboration. The remaining **\$500** will be used for staff travel associated with student support, such as attending placement meetings, orientations, and community engagement activities. All travel expenditures will adhere to institutional and federal travel policies.

D. Operating Expenses \$0

The following are some of the major line items included:

Expense	Cost
Rent*	\$0
Insurance	\$0
Accounting (payroll services) and Audits	\$0
Consumable office supplies*	\$0
Printing	\$0
Communications (phones, web services, etc.)*	\$0
Mailing and Delivery	\$0
Dues and Memberships*	\$0
Outreach	\$0

*(based on FTE for program staff)

E. Furniture and Equipment* \$0

1. Small Amount of Equipment and Furniture \$0

Pooled items less than \$5,000 per unit, lease or purchase, include a cost allocation - List name of item, cost, and quantity.

2. Large Amount of Equipment and Furniture \$0

Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required

3. Equipment Lease \$0

Describe the calculation.

F. Educational Stipends \$300,000

The program will provide **educational stipends of up to \$6,000 per participant** to support engagement, retention, and successful completion of the pre-apprenticeship training. With **50 total participants** across two cohorts (Spring 2027 and Fall 2027), the total stipend request is **\$300,000**.

Educational stipends will be distributed based on **attendance, participation, and completion of key program milestones**. This performance-based structure ensures that stipends reinforce positive engagement and help participants overcome financial barriers that may otherwise limit their ability to fully participate in training.

Stipend funds may be used by participants to offset costs such as transportation, childcare, technological needs, work-related clothing, or other expenses that directly impact their ability to attend and complete the program. Providing stipends is essential for supporting equitable access, particularly for participants who may be balancing employment, caregiving responsibilities, or financial hardship.

All stipend disbursements will follow grant guidelines and internal accountability procedures to ensure funds are used appropriately and only for eligible participants.

G. Employer Incentives \$0

H. Instructional Costs \$25,000

The instructional cost allocation of **\$25,000** will be used primarily to support the delivery of high-quality instruction for the two planned pre-apprenticeship cohorts (Spring 2027 and Fall 2027). Most of these funds will be used to compensate qualified instructors who will deliver the core curriculum, hands-on training, and industry-aligned skill development required for participants to successfully complete the program.

Instructional cost expenditures will include:

- **Instructor compensation** for planning, delivering, and assessing instruction across both cohorts
- **Curriculum preparation time**, including updating lesson plans, coordinating with industry partners, and aligning content with apprenticeship entry requirements
- **Instructional support activities**, such as tutoring, skills reinforcement, and participant progress monitoring
- **Classroom delivery needs**, such as instructional materials, supplies, and minor equipment directly tied to teaching and learning

These instructional costs are essential to ensuring that participants receive consistent, high-quality training that prepares them for entry into registered apprenticeship pathways. All expenditures will directly support instruction and will be used solely for allowable, grant-aligned purposes.

I. Participant supportive services \$0

J. Contractual services \$107,703

To ensure high-quality program delivery and strong alignment with regional

workforce needs, we plan to contract with three key partners: the County of San Diego's Emergency Services Department, the Public Works Alliance, and Southwestern College. Each partner will receive \$35,901 for a total of \$107,703 in contracted services.

These partners bring specialized expertise, established training infrastructure, and proven program models that directly support participant success. Their contributions will include:

- Technical instruction and subject-matter expertise aligned with public works, emergency services, and related apprenticeship pathways **Access to training facilities, equipment, and hands-on learning environments** that meet industry standards
- **Curriculum delivery and assessment** using their existing, turn-key instructional models
- **Built-in supportive services**, such as academic advising, tutoring, career navigation, and resource referrals, which are already embedded in their program structures and will be leveraged to support participant retention and completion
- **Industry connections and employer engagement**, helping participants transition into apprenticeship and employment opportunities

Contracting with these partners ensures that participants receive high-quality, industry-validated training while allowing the program to scale efficiently without duplicating existing resources.

Their established supportive services infrastructure strengthens the overall participant experience and reduces the need for additional administrative overhead.

K. Administrative \$60,000

Administrative costs in the amount of \$60,000 are necessary to support the effective oversight, coordination, and compliance of the COYA Continuation Grant. These funds will cover essential administrative functions, including fiscal management, reporting, program supervision, and operational support to ensure the successful and accountable implementation of grant-funded activities.

Other \$0

EXHIBIT C
GRANT TERMS AND CONDITIONS

1. **APPROVAL**: This Grant Agreement is of no force or effect until signed by both parties. The Grantee may not invoice for activities performed prior to the commencement date or completed after the termination date of this Grant Agreement.
2. **AMENDMENT**: No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.
3. **ASSIGNMENT**: This Grant Agreement is not assignable by the Grantee, either in whole or in part, without the consent of the Department of Industrial Relations (DIR) Director, Division of Apprenticeship Standards (DAS) Chief, or authorized designee in the form of a formal written amendment.
4. **AUDIT**: The Grantee agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code, § 8546.7, Pub. Contract Code, § 10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION**: The Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement.
6. **DISPUTES**: The Grantee must continue with the responsibilities under this Grant Agreement during any dispute. In the event of a dispute, the Grantee must file a "Notice of Dispute" with the DAS Chief, DAS Liaison, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the DAS Chief, DAS Liaison, or designee must meet with the Grantee for the purpose of resolving the dispute.
7. **SUSPENSION OF PAYMENTS**: Grant fund payments under this Grant Agreement may be suspended or terminated if DIR/DAS determines that the Grantee has not complied with the terms of the Grant Agreement.

8. TERMINATION FOR CAUSE: DIR/DAS may terminate this Grant Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. The Grantee will have ten (10) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within ten (10) calendar days of receipt of notice, DAS shall reimburse the Grantee for all documented costs incurred up to the date of termination.
 - i. DIR/DAS may take any termination for cause into consideration during evaluation of any grant proposal submitted by the Grantee in the future. Furthermore, any termination for cause may be considered a basis for imposing additional conditions on a grant awarded by DIR/DAS in the future.
 - ii. In the event the Grantee commits fraud or makes any misrepresentation during the performance of the grant, DIR/DAS reserves the right to terminate the grant accordingly, including the right to recapture all funds disbursed to the Grantee. DIR/DAS may also take other action as authorized by law, including but not limited to action under Labor Code sections 3073.1 and 3084.5.
9. INDEPENDENT CONTRACTOR: The Grantee, and the agents and employees of the Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of DIR/DAS. The Grantee's obligation to pay its Contractors/Consultants is an independent obligation from DIR/DAS's obligation to make payments to the Grantee. All of the Grantee's Contractors/Consultants shall have the proper licenses/certificates required in their respective disciplines. The Contractors/Consultants shall not affect the Grantee's overall responsibility for the management of the project, and the Grantee shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Grant Agreement.
10. GRANTEE'S RESPONSIBILITY FOR WORK: The Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Grantee shall be responsible for any and all disputes arising out of its contract for work on the project, including but not limited to payment disputes with contractors, consultants, subcontractors, and providers of services. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work.
11. NO THIRD PARTY RIGHTS: The parties to this Grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Grant Agreement, or of any duty, covenant, obligation or undertaking establish herein.
12. COMPLIANCE WITH LAWS AND REGULATIONS: The Grantee agrees that it will, at all times, comply with and require its Contractors/Consultants to comply with all applicable federal, State, and local laws, rules, guidelines, regulations, and requirements during the term of this Grant Agreement. It is the responsibility of the Grantee to know and understand which state, federal, and local laws regulations, and ordinances are applicable to this Grant Agreement and the project. Grantee shall be responsible for observing and complying with all applicable state and federal laws and regulations, and failure to comply may constitute a material breach.

13. CONFLICT OF INTEREST: Grantee certifies that it is in compliance with applicable State and/or federal conflict of interest laws.

14. NON-DISCRIMINATION CLAUSE: During the performance of this Grant Agreement, the Grantee and its subgrantees shall not deny the Grant Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

- i. The Grantee must ensure sure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The Grantee and subgrantees shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.
- ii. The Grantee must permit access by representatives of the Civil Rights Department and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.
- iii. The Grantee and its subgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)
- iv. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Grant Agreement.

15. PUBLICITY AND ACKNOWLEDGMENT: The Grantee agrees that it will acknowledge DIR/DAS's support whenever projects funded, in whole or in part, by this Grant Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material.

- i. The Grantee agrees to notify DIR's External Affairs Office in writing at least two (2) business days before any news releases or public conferences are initiated by the Grantee or its Contractors/Consultants regarding the project described in the Grant Agreement Scope of Work, Budget, or other exhibits. The Grantee further agrees it will collaborate with DIR's External Affairs Office with respect to publicity in any news media. Use of DIR's or DAS's logo must be approved by DIR/DAS and comply with DIR's Branding Guide, a copy of which is available upon request from DIR's External Affairs Office.

16. REPORTING REQUIREMENTS: The Grantee agrees to comply with all reporting requirements specified in Scope of Work or other exhibits, if applicable.
17. FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS: The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracking of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable law or this Grant Agreement. Unless otherwise prohibited by federal, State, or local law, the Grantee further agrees that it will maintain separate project accounts in accordance with generally accepted accounting principles.
18. OWNERSHIP: All information or data received or generated by the Grantee under this Grant Agreement shall become the property of DIR. No information or data received or generated under this Grant Agreement shall be released without DIR approval.
19. PERSONALLY IDENTIFIABLE INFORMATION: Personally Identifiable Information: Information or data that personally identifies an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee shall safeguard all such information or data which comes into their possession under this Grant Agreement in perpetuity and shall not release or publish any such information or data.
20. CONFIDENTIALITY: No record which has been designated as confidential by DIR, shall be disclosed by the Grantee. If confidential information is shared by DIR, the Grantee shall be required to execute an agreement that complies with State law or policy, including State Administrative Manual section 5305.8.
21. TIMELINESS: Time is of the essence in this Grant Agreement. The Grantee shall proceed with and complete the project in an expeditious manner.
22. AVAILABILITY OF FUNDS: DIR's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other additional consideration under this Grant Agreement.
23. CLOSEOUT: The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.
24. EVALUATION: The Grantee agrees to participate in an evaluation, if undertaken by the State. If a statewide evaluation takes place, the Grantee will be required to participate in that evaluation by providing requested data and information. For the evaluation, the Grantee must document lessons learned and effective practices ascertained through this project. The Grantee agrees, as a part of the evaluation, to make records available, provide access to program operating personnel and participants, follow evaluation procedures detailed by the State, and comply with any other reasonable requests to effectuate the purposes of the evaluation.

25. GOVERNING LAW: This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. DIR and the Grantee hereby agree that any action arising out of this Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.
26. UNENFORCEABLE PROVISION: In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement have force and effect and shall not be affected thereby.
27. WAIVER OF RIGHTS: Any waiver of rights with respect to a default or other matter arising under the Grant Agreement at any time by either party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of the State provided for in this Grant Agreement are in addition to any other rights and remedies provided by law.
28. INTEGRATION: The Grant Agreement, including all its exhibits and any other attachments incorporated into the Grant Agreement by reference, is complete and is the final Agreement between the parties.
29. ORDER OF PRECEDENCE: In the event of any inconsistency between the articles, attachments, specifications, or provisions which constitute this grant agreement, the following order of precedence shall apply:
- Grant Agreement Cover Sheet
 - Grant Terms and Conditions
 - Statement of Work
 - All other attachments incorporated into the Grant Agreement or as otherwise listed on the Grant Agreement cover sheet
30. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS: The Contractor shall comply with Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.
31. GENERATIVE AI DISCLOSURE OBLIGATIONS

- a. The following terms are in addition to the defined terms and shall apply to the Contract:
 - 1) "Generative AI (GenAI)" means an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data. (Gov. Code § 11549.64.)
- b. Contractor shall immediately notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.
- c. Notification shall be provided to the State designee identified in this Contract.
- d. At the direction of the State, Contractor shall discontinue the provision to the State of any previously unreported GenAI that results in a material impact to the functionality of the System, risk to the State, or Contract performance, as determined by the State.
- e. If the use of previously undisclosed GenAI is approved by the State, then Contractor will update the Deliverable description, and the Parties will amend the Contract accordingly, which may include incorporating the GenAI Special Provisions into the Contract, at no additional cost to the State.
- f. The State, at its sole discretion, may consider Contractor's failure to disclose or discontinue the provision or use of GenAI as described above, to constitute a material breach of Contract when such failure results in a material impact to the functionality of the System, risk to the State, or Contract performance. The State is entitled to seek any and all remedies available to it under law as a result of such breach, including but not limited to termination of the contract.