STATE OF CALIFORNIA
California Department of Industrial Relations

GRANT AGREEMENT COVER SHEET

	GRANT NUMBER 25COYAAI-82-A1
NAME OF GRANT PROGRAM Elevate & Empower: Advancing Opportunities for Youth through Apprenticeship	
GRANTEE NAME Hawkeye Properties and Workforce Innovation, Inc.	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 27-2491195	TOTAL GRANT AMOUNT NOT TO EXCEED $600,000.00
START DATE: 6/23/2025	END DATE: 6/30/2027

This legally binding Grant Agreement, including this cover sheet and Exhibits attached hereto and incorporated by reference herein, is made and executed between the State of California, Department of Industrial Relations (DIR) and Hawkeye Properties and Workforce Innovation, Inc. (the "Grantee"). Amendments are shown as deletions in ~~strikethrough~~ text and additions as **<u>bold and underscore</u>** text.

Exhibit A - Scope of Work
Exhibit B - Project Narrative
Exhibit C - Outcomes and Deliverables
Exhibit D - Participant Plan
Exhibit E - Budget Summary
Exhibit F - Budget Narrative
Exhibit G - Grant Terms and Conditions

The purpose of Amendment 1 is to make changes in Exhibit B, Project Narrative, Exhibit E, Budget Summary and Exhibit F, Budget Narrative. This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from DIR.

STATE AGENCY NAME Department of Industrial Relations		GRANTEE'S NAME (PRINT OR TYPE) Hawkeye Properties and Workforce Innovation, Inc.	
SIGNATURE OF DIR'S AUTHORIZED SIGNATORY:		SIGNATURE OF GRANTEE	
TITLE	DATE	TITLE	DATE
STATE AGENCY ADDRESS 1416 9th Street, Floor 13th Floor Sacramento, CA 95814		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) 320 N. Halstead Street, Suite 210, Pasadena, CA 91107	
AMOUNT ENCUMBERED FOR THIS AGREEMENT $ 0.00			
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT $600,000.00			
TOTAL AMOUNT ENCUMBERED TO DATE $600,000.00			

CERTIFICATION OF FUNDING

Project	%	Amount	Program	Fund #	Chapter	Statute	Appr Ref	Account	Reporting Structure	Serv. Loc.	SL Description	ENY
N/A	100	$600,000	6110	0001	22	2024	001	5432000	73506000	61006	General Fund	2024

EXHIBIT A
COVA SCOPE OF WORK

A. GRANT PROVISIONS

This grant seeks to improve access to training and employment opportunities for opportunity youth throughout the state by providing 3 categories of funding:

1. Apprenticeship Planning: Create new apprenticeship programs and help organizations that already have experience working with opportunity youth
2. Pre-apprenticeship Implementation: The Pre-Apprenticeship Implementation Grant funding will go to support effective pre-apprenticeship programs that have strong linkages to Division of Apprenticeship Standards (DAS) Registered Apprenticeship Program (RAP)s
3. Apprenticeship Implementation: The Apprenticeship Implementation Grant funds programs that effectively serve opportunity youth to enter and be successful in apprenticeship programs

The California Opportunity Youth Apprenticeship (COYA) Grant was established in Senate Bill 191 for the purposes of providing funding for existing apprenticeship and pre-apprenticeship programs or to develop new apprenticeship and pre-apprenticeship programs to serve opportunity youth who are disconnected or are at risk of disconnection from systems such as education, employment, housing and more.

B. GRANT SUMMARY

Fiscal Agent: Hawkeye Properties and Workforce Innovation, Inc.
Grant Title: Elevate & Empower: Advancing Opportunities for Youth through Apprenticeship
Total Grant Amount: **$600,000.00**

- Apprenticeship Implementation: $600,000.00

C. GRANT PARTIES

Correspondence regarding this project shall be directed to:

DAS Grant Manager: Ana Radu
Title: Staff Service Manager I
Address: 1515 Clay Street, Suite 1902, Oakland, CA 94612
Phone: 510-318-4526
Email: DASgrantunit@dir.ca.gov

Grantee Liaison: LaVita Golden
Address: 320 N. Halstead Street, Suite 210, Pasadena, CA 91107
Phone: 626-773-0899

Direct all questions to the DAS Grant Manager. Grant parties may be changed without amendment upon written notification to the other party.

D. PERFORMANCE PERIOD

The performance period for grantees funded under the COYA Grant will commence with a fully executed grant agreement or on the start date on the Cover Sheet, whichever is later, and continue until June 30, 2027. No obligation or commitment of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to DAS no later than December 31, 2027. No extensions will be granted for this funding.

The first quarter of the grant performance will be defined as the period of time from the date of a fully executed grant agreement or the start date on the Cover Sheet, whichever is later, and continue until September 30, 2025. Beyond that date, the quarterly performance period will align to the calendar quarters:
October 1 - December 31
January 1 - March 31
April 1 - June 30
July 1 - September 30
The final quarter of performance on this grant will conclude June 30, 2027.

Performance of work or other expenses billable to the Department of Industrial Relations (DIR) and DAS under this grant may commence only after the signing of the grant agreement by both parties.

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

E. PURPOSE

1. Apprenticeship Planning Grant (COYA-AP)

Planning grants are intended to help create new apprenticeship programs and help those mission-driven organizations that already have experience working with opportunity youth to bridge their training and employment programs into the registered apprenticeship system. The objective is to connect opportunity youth into earn and learn opportunities as quickly as possible.

The intent is for the Apprentice Planning Grantees to complete their deliverables within **one year;** however, to allow for flexibility in the case of unforeseen challenges, the term for contracting and performance on planning grants is **2 years**.

The Apprenticeship Planning Grant must be used either to develop a new RAP serving opportunity youth **OR** to create a formal memorandum of understanding (MOU) with an existing DAS RAP that formalizes the relationship between the eligible entity and the RAP, which must include at least the recruitment of opportunity youth into the apprenticeship and also offers supportive services for opportunity youth during the apprenticeship.

2. Program Implementation Grants

The GOYA Program Implementation Grants are all **2 years in duration** and only applicants with an already DAS registered program may apply for these Implementation Grants. The intent of the Implementation Grants is to provide funding to support more opportunity youth - both to be able to access apprenticeship through supported pre-apprenticeships and then to be successful in apprenticeships.

a. Pre-Apprenticeship Implementation Grant (COVA-PI)

The Pre-Apprenticeship Implementation Grant funding will go to support effective pre-apprenticeship programs that have strong linkages to RAP. These RAP Programs should prioritize recruiting and serving opportunity youth and providing them with supportive services and strategic training that prepares 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.

b. Apprenticeship Implementation Grant (COVA-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 B, Outcomes in Exhibit C.
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 Rapids 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.

Apprenticeship Planning Grant

If the intent of the apprenticeship planning grant is to develop a new RAP serving opportunity youth, then the final deliverable is the registration of the program with DAS. Ideally, the new program's design should integrate related and supplemental instruction with a linkage to higher education system such that apprentices can build their education portfolio while going through an apprenticeship.

If the intent of the apprenticeship planning grant is a partnership with an existing RAP for sourcing and supportive services of/for opportunity youth, then the final deliverable is the formal MOU which specifies exactly how the eligible entity is helping to recruit opportunity youth and providing supportive services to opportunity youth apprentices during their apprenticeship.
In all cases, the final deliverable should also include a program implementation and funding sustainability plan.

Pre-apprenticeship Implementation Grant

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

- That the certain number of guaranteed spots indicated within the RAP's MOU were fulfilled
- 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 awarded may be withheld.

G. BUDGET

1. The performance period for grantees funded under the GOYA Grant will commence with a fully executed grant agreement or on the start date on the Cover Sheet, whichever is later, and continue until June 30, 2027. 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 Grant Agreement Coversheet.

3. The budget narrative and the budget summary for the grantee are listed in Exhibit E and Exhibit F 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 there after contingent upon approval of quarterly progress report and the reimbursement of actual costs, which cannot commence until the contracted 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:

   a. **Eligible Organizations:**

      Advance payments are available to the following types of organizations:

      i. 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:
         1. Submit an itemized budget;
         2. Provide documentation demonstrating the necessity for advance payment; and
         3. Verify its current status as a tax-exempt organization in good standing under federal law.

      ii. 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.

   b. **Payment Terms**
      For eligible organizations, payment shall be made as follows:

      i. 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.
      ii. The remaining funds will be disbursed on a quarterly reimbursement basis, contingent upon:

         1. Submission and approval of progress reports;
         2. Reimbursement requests supported by documentation of actual

costs incurred.

9. Payment process:

Requirement to receive the first 25% payment:
i. Signed and countersigned grant agreement
ii. The STD 204 form
iii. 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

The above reporting must be received and approved by the DAS Grants team BEFORE the grantee can send an invoice.

Requirement to receive all other reimbursements throughout the grant cycle: All grantees will need to provide a quarterly report - see details outlined in Section H. Reports, and those reports must be received and approved by the DAS Grants team BEFORE the grantee can submit an invoice.

Invoices will not be accepted along with reports. Only after reporting has been reviewed, approved and validated will an invoice be accepted and paid.

a. Allowable expenses for **Program Planning Grants** include:

- Staffing and administration for program planning or implementation
- In-state travel for meetings
- Curriculum development
- Instructor training
- Staff development
- Mentor/manager training
- 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
- 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
- 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

b. 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.

c. 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

d. Under no circumstances shall these funds be utilized for:
- Food and Beverage costs
- Lobbying costs
- Pre-Apprentice or Apprentice Wages

10. 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 the California Apprenticeship System (GAS) Web Registration, 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 platform.

The first reporting phase will be one (1) month into the grant agreement 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 GOYA 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 on:

1) Narrative progress report towards contracted Outcomes

   a. Specific updates on all Outcomes in Exhibit C. 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 reporting demonstrating actual use of funds to date. Fiscal reporting must utilize the template provided by DIR, through the use of the CORD Platform.

3) Participant Reports (For Pre-apprenticeship Implementation and Apprenticeship Implementation Grants **Only** or if the Apprenticeship Planning Grant has Participants; for an Apprenticeship Planning Grant that does not yet have participants, this report is not required)

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:

- Current or former foster youth
- Currently or formerly Pell-eligible
- Currently or formerly WIOA Youth or Adult eligible
- Currently or formerly enrolled in a Title 1 school
- Residing in a high poverty census tract
- Formerly incarcerated
- Youth parent
- Person with disability

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

1. Participant Name
2. Last 4 digits of Social Security Number
3. Program Name (if an apprentice or pre-apprentice)
4. DAS File Number (if an apprentice or pre-apprentice)
5. Program Type (apprentice or pre-apprentice)
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. The report must include the type of support provided, which might include:
16. Mental health support services
17. Training
18. Mentorship
19. Start Date
20. Expected Completion Date
21. Completion Date (if applicable)
22. Cancel/Removal date (if applicable)

23 Demographic information
24 Family Status
25 Pre-Apprentice or Apprentice
26 Direct stipend received (if applicable)
27 Participant progress through the program including completion or exit and reason

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 B.

Invoices will not be accepted along with reports. Only after reporting has been approved and validated will an invoice be accepted and paid.

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

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

1. Date listed as the start of the grant agreement or upon DIR approval, whichever is later- September 30, 2025
2. October 1, 2025 - December 31, 2025
3. January 1, 2026 - March 31, 2026
4. April 1, 2026 - June 30, 2026
5. July 1, 2026 - September 30, 2026
6. October 1, 2026 - December 31, 2026
7. January 1, 2027 - March 31, 2027
8. April 1,2027 - June 30, 2027

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:

1. October 20, 2025
2. January 20, 2026
3. April 20, 2026
4. July 20, 2026

5. October 20, 2026
6. January 20, 2027
7. April 20, 2027
8. July 30, 2027*

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 in 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 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 will be conducting an evaluation of the GOYA grants' effectiveness in meeting the stated objectives of the program. Therefore, the grantee agrees to participate in the evaluation of the project's activities and outcomes. This evaluation might involve collecting data related to the program's stated objectives in the grant application or this grant, analyzing information, and reporting on the project's impact. In addition, the grantee agrees to attend an evaluation training during the summer of 2025 as well as meet with and provide information to 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 representative 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, or any of its authorized representatives, have the right to access any documents, papers, or other records of the Grantee which 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 interview and discussion 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 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 cash 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 B– PROJECT NARRATIVE

Project Name: N/A

Grant Type: Apprenticeship Implementation

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1. Proposal overview

Hawkeye Properties and Workforce Innovation, Inc. is applying for the COYA Apprenticeship Implementation Grant to expand its current apprenticeship success model for opportunity youth ages 16–24. ~~Building on an existing partnership with the LAUNCH Apprenticeship Network and a successful pilot program, Hawkeye seeks to serve 60 youth over a two-year period through wraparound case management, registered apprenticeship placement, and supportive services across four key industry sectors: healthcare, information technology, early childhood education, and automotive technology~~**. Building on its established partnership with LAUNCH Apprenticeship Network, the success of its pilot program, and ongoing outreach to Registered Apprenticeship Programs throughout Southern California, Hawkeye proposes to serve 60 opportunity youth over a two-year period. Participants will receive comprehensive wraparound case management, supportive services, and assistance with Registered Apprenticeship placement across five high-demand industry sectors: healthcare (including pharmacy technician), information technology, early childhood education, automotive technology, and barbering and cosmetology.**

As part of its healthcare sector strategy, Hawkeye also proposes to serve eligible opportunity youth enrolled in American Medical Response's (AMR) Paramedic Registered Apprenticeship Program. Through this partnership, Hawkeye would provide eligible participants with wraparound case management and supportive services to support their successful participation and completion of the apprenticeship. No grant funds or financial support will be provided directly to American Medical Response; all supportive services funded through the grant will be provided exclusively to eligible participants.

The program is designed to meet youth where they are—emotionally, developmentally, and professionally—through heart-centered case management, personalized development planning, and robust community collaboration. Each youth is paired with a dedicated Apprenticeship Success Coach who provides consistent coaching, navigation, and support. Participants are placed into Registered Apprenticeship Programs (RAPs) and are offered individualized wraparound services including transportation assistance, housing referrals, mental health resources, legal aid resources, digital skills development, digital access, and employment readiness training. ~~Hawkeye's model integrates co-enrollment with WIOA youth services to provide short-term paid work experiences ($16.50/hour for up to 200 hours),~~ bridging the gap to long-term apprenticeship success. The program also emphasizes equity, inclusion, and trauma-informed practices, engaging youth through culturally relevant outreach and partnerships with community-based organizations. Key goals include achieving an 80% RAP completion rate and

85% post-program employment rate. Progress will be tracked via CAS and internal evaluations, with ongoing participant feedback and post-completion follow-up to ensure lasting outcomes. With COYA funding, Hawkeye will scale its proven pilot model, deepen its community partnerships, and provide high-quality earn-and-learn opportunities that improve long-term employment outcomes and economic mobility for disconnected youth throughout San Bernardino County.

2. Program Target Population

~~Hawkeye's program specifically targets WIOA Youth-eligible individuals, with a focus on opportunity youth ages 16–24 who face systemic barriers to education and employment. Since 2022, Hawkeye has operated a WIOA Youth Program in San Bernardino County, serving participants in the cities of Ontario, Rancho Cucamonga, Upland, Montclair, Chino, and Chino Hills. Through this program, we engage young people who are out-of-school, low-income, and often disconnected from stable employment pathways. In addition to our WIOA program, Hawkeye also operates a CalWORKs Youth Employment Program that serves CalWORKs-connected youth ages 16–24 across the broader San Bernardino County region. These individuals often face compounding challenges such as housing instability, limited work experience, and limited access to supportive adult mentorship. We further extend our reach through the LAUNCH Apprenticeship Success Program, which focuses outreach efforts specifically on opportunity youth who are disconnected from both school and work. This multi-channel, place-based approach ensures we are reaching the most vulnerable and underserved youth within our region. By leveraging these existing programs and partnerships, Hawkeye is well-positioned to serve youth who are most in need of intervention, support, and access to earn-and-learn pathways that can lead to long-term economic self-sufficiency and upward mobility.~~

Hawkeye's programs focus on serving opportunity youth ages 16–24 who are disconnected from education and employment and face barriers to achieving economic mobility. Through our WIOA Youth Programs serving San Bernardino County and Southeast Los Angeles County (SELACO), our CalWORKs Youth Employment Program, and the LAUNCH Apprenticeship Success Program, Hawkeye has established strong outreach and engagement strategies to connect with disconnected youth throughout Southern California, including San Bernardino, Riverside, and Los Angeles Counties.

Building on these existing programs and partnerships, Hawkeye seeks to expand access to Registered Apprenticeship opportunities for eligible opportunity youth across Southern California in five high-demand industry sectors: healthcare (including pharmacy technician), information technology, early childhood education, automotive technology, and barbering and cosmetology. Through this initiative, Hawkeye will provide individualized case management, supportive services, and ongoing guidance to help opportunity youth overcome barriers, successfully enter Registered Apprenticeship Programs, and access pathways to long-term career and economic success.

3. Demographic Breakdown of Outcomes

Since 2018 Hawkeye has served 1,202 youth providing job readiness workshops, referrals to community resources, placement into work experience, and entry into occupational skills training. Since 2022, Hawkeye has operated a WIOA Youth Program that emphasizes both occupational skills training and paid work experience in addition to all other elements of the Workforce Innovation and Opportunity Act Youth Program activities to prepare youth for employment in high-growth sectors. Youth served through our program have received industry-specific training in healthcare roles such as Certified Nursing Assistant (CNA), Emergency Medical Technician (EMT), Clinical Medical Assistant, Medical Billing and Coding, and Phlebotomy. Additional career pathways include welding and security services. We have worked collaboratively with LAUNCH Apprenticeship Network since 2022 referring program participants for enrolment into Registered Apprenticeship Programs and in 2024 began a pilot Apprenticeship Success Program in partnership with LAUNCH Apprenticeship Network supporting participants with case management and wraparound services for successful completion of Registered Apprenticeship Programs. We are currently serving 81 youth and adults disconnected from education and the workforce in our Apprenticeship Success Program. Hawkeye partners with a wide network of local employers who host youth for up to 200 hours of paid work experience. These placements provide real-world exposure and allow participants to build rapport with employers. Many youth are offered permanent employment at their host sites, leading to long-term career growth in supportive environments. As of 2024, more than 70% of enrolled youth have completed a work-based learning opportunity, and approximately 65% have transitioned into unsubsidized employment post-program. Demographically, 85% of Hawkeye's youth participants identify as youth of color. Over 54% identify as female, and approximately 39% are system-impacted or have experience in foster care. These figures demonstrate our reach and effectiveness in serving historically underserved populations through programs that center equity, opportunity, and upward mobility.

4. Organization's Experience

Hawkeye Properties and Workforce Innovation, Inc. (Hawkeye) is a 501(c)(3) nonprofit dedicated to providing comprehensive workforce and career development services throughout San Bernardino County. Originally serving the Los Angeles County area, Hawkeye began its work with Options for Youth and Opportunities for Learning Charter Schools, supporting career technical education, job readiness training, and worksite development. In January 2021, Hawkeye began operating the CalWORKs Subsidized Employment Program (CSEP) in partnership with the San Bernardino County Workforce Development Department. The program provides individualized support to CalWORKs participants through intake, job readiness workshops, and placement into transitional employment that leads to unsubsidized positions. Participants receive training in workplace professionalism, financial literacy, time management, and entrepreneurship, often enhanced by guest speakers from the community. In 2022, Hawkeye was awarded both the WIOA Youth Program and CalWORKs Youth Workforce Program grants, enabling a deeper focus on opportunity youth—those disconnected from education and employment in partnership with San Bernardino Workforce Development Department. Hawkeye's approach centers on re-engagement through education, skill-building, and strategic employment pathways. The organization works closely with local schools, community-based organizations, employers that act as host worksites and workforce partners to deliver wraparound case management and holistic support. Operating with a place-based and equity-centered philosophy, Hawkeye is deeply embedded in communities such as Ontario, Rancho Cucamonga, Upland, Montclair, Chino, and Chino Hills. Monthly "Open Chat Forum" sessions engage local employers and supervisors to strengthen collaboration and support youth success in the workplace. Co-enrollment with partner programs ensures youth have streamlined access to additional services without duplication. Hawkeye's reputation is rooted in trust, collaboration, and outcomes. The organization remains committed to being a dependable resource for youth across San Bernardino County—empowering them with the tools, relationships, and opportunities needed to achieve lasting career and life success.

5. Organization's Approach to Serving Opportunity Youth

At Hawkeye Properties and Workforce Innovation, Inc., our approach to serving opportunity youth is built on compassion, trust, and individualized care. We meet each participant where they are—emotionally, socially, and professionally—and work collaboratively to build a personalized plan that reflects their goals and life circumstances. Our model fosters meaningful connection and ensures youth feel seen, heard, and supported. Central to our method is heart-centered case management, a trauma-informed, strengths-based approach that emphasizes wraparound support. We address barriers to employment through services such as referrals to mental health supports, housing referrals, transportation assistance, and more. Youth are paired with dedicated Success Coaches who conduct regular check-ins and provide mentorship throughout their apprenticeship journey. Our impact is amplified by community collaboration. We partner with schools, resource-based community-based organizations, faith-based organizations, local businesses, and social service organizations to create a network of support that surrounds each youth. This coordinated care model increases access to resources and improves retention and engagement. Historically we evaluate effectiveness by education and employment rate 2nd and 4th quarter after exit from the WIOA Youth Program, median earnings, credential attainment, and measurable skill gains while in program. We plan to evaluate effectiveness through metrics such as RAP completion rates (target: 80%), post-program employment (target: 85% within three months), and participant satisfaction. When opportunity youth are connected to supportive adults, holistic services, and meaningful exposure to high-growth career pathways, they are empowered to overcome barriers and pursue stable, fulfilling careers. By centering equity, care, and opportunity, we enable youth to transform their lives and achieve long-term economic mobility. When youth are given the chance to explore the labor market and envision themselves within a clear career pathway, they gain a stronger sense of purpose and motivation to pursue and achieve their goals.

6. Program Implementation

Hawkeye Properties and Workforce Innovation, Inc. brings a strong foundation and deep-rooted community presence to the implementation of the proposed Elevate & Empower: Advancing Opportunities for Youth through Apprenticeship Program. We have established a successful partnership with the LAUNCH Apprenticeship Network, through which we operate a pilot Apprenticeship Success Program. This pilot has already demonstrated success in delivering holistic, heart-centered case management in support of opportunity youth entering Registered Apprenticeship Programs (RAPs). ~~The proposed COYA-funded program would build upon and expand this framework, enhancing our reach, resources, and impact. Hawkeye will serve as a liaison between opportunity youth with multiple barriers, education providers and businesses/employers.~~ **The proposed COYA-funded program will build upon and expand Hawkeye's existing partnership with LAUNCH Apprenticeship Network while establishing connections with multiple Registered Apprenticeship Programs offering career pathways across five high-demand industry sectors: healthcare (including pharmacy technician), information technology, early childhood education, automotive technology, and barbering and cosmetology.**

Through this expanded approach, Hawkeye will increase access to apprenticeship opportunities for opportunity youth throughout Southern California by serving as a

<u>liaison between youth facing multiple barriers, Registered Apprenticeship Programs, education providers, and employers. Hawkeye will provide the case management, supportive services, and individualized guidance needed to support successful apprenticeship participation and career advancement.</u>

Hawkeye's network provides education, training, work experience and job placement services. Hawkeye's proposed youth program will further empower youth participants to be engaged, contributing members of the workforce and community. In turn, attracting employers looking to seize the opportunities presented by San Bernardino's unique advantages and capitalize on this countywide prosperity. The proposed project will further this vision by helping opportunity youth develop employment skills and/or engage in education that will aid them in pursuing career goals that would otherwise be unattainable. Examples of how Hawkeye currently does this is by providing ample resources in apprenticeships, workshops, leadership development opportunities via work based learning, and responsive alignment with community partners. Hawkeye proposes to work in collaboration with other providers and stakeholders to build a stronger, more cohesive system that is responsive to and accommodates youths' various unique needs. One of Hawkeye's many goals is to serve as a convener that brings stakeholders together to openly discuss challenges, share solutions, and put forth collaborative strategies that impact opportunity youth. Hawkeye believes the purposeful connection of education, opportunity, and high growth jobs offering sustainable wages changes lives. ~~Hawkeye is eager to aid youth in San Bernardino County~~ Hawkeye is eager to aid youth through Southern California working toward the aforementioned by developing programs and services that reduce barriers, engage new potential employees, and develop the talents and success of said youth. Our implementation plan begins with leveraging existing partnerships. Through our involvement with an active and robust Equity & Access Community Collaborative—which includes LAUNCH and multiple community-based organizations serving both youth and adults disconnected from the workforce—we have access to a trusted network of collaborators. These relationships will be instrumental in both scaling service delivery and improving referrals, co-enrollment, and wraparound support. ~~The program will be implemented through our existing case management infrastructure and in collaboration with LAUNCH, allowing for seamless expansion.~~ **<u>The program will be implemented through our existing case management infrastructure and in collaboration with Registered Apprenticeship Programs included LAUNCH, allowing for seamless expansion. We will assign Success Coaches to each apprentice, maintain shared case tracking with</u>** partners, and report regularly via CAS. To reach opportunity youth, our outreach strategy will include targeted community engagement, social media campaigns, peer ambassador recruitment, and referrals from youth-serving partners. We will utilize trusted messengers from local schools, faith-based organizations, resource-based community partners and community groups to build awareness and trust among populations that are often underserved or disconnected from traditional services. COYA funding will enhance our ability to provide targeted, personalized support to RAP participants while leveraging the strength of our current partnerships.

7. Program Structure

The program begins with robust pre-enrollment engagement. Apprenticeship Success Coaches lead ongoing community outreach efforts, host youth-focused career exploration workshops, and conduct regular orientations both in-person and virtually to share eligibility and enrollment information. By providing information about available non-traditional apprenticeships and the available support to access enrollment interested youth have clear expectations. This early engagement ensures each participant enters the program with clarity and intention. Upon enrollment, participants undergo a comprehensive intake process that includes the creation of a personalized service strategy. Each youth is paired with a dedicated Success Coach who provides consistent, one-on-one support throughout the apprenticeship journey. Success Coaches help youth identify and overcome barriers such as transportation, housing instability, digital literacy and access, as well as emotional support needs. Participants are placed in DAS-registered RAPs in one of the four targeted sectors. Employer partners are actively involved in preparing apprentices for real-world, sector-specific demands. Throughout the apprenticeship, participants receive bi-weekly coaching sessions, mentorship, and access to wraparound services such as job readiness workshops, supportive service assistance including technology tools, digital skill development support and financial literacy workshops. Participant data is logged and reviewed quarterly through the California Apprenticeship System (CAS) and internal tracking tools developed with our current Apprenticeship Success Program pilot. This structure allows for early intervention when challenges arise and ensures apprentices remain on a clear path toward completion. After program completion, program participants enter a quarterly follow-up period which allows for ongoing support and intervention to ensure success by providing connection, encouragement and access to community resources. This includes career coaching, resume building, interview preparation, and support with issues that may arise on the job to help youth transition into or retain full-time, unsubsidized employment. This post-program follow-up is critical to maintaining long-term employment outcomes and preventing re-engagement with systems of poverty or justice involvement. The program is set up to directly address the unique challenges faced by opportunity youth. By offering individualized guidance, employer engagement, and integrated support services, it promotes not just access to apprenticeship—but true retention and advancement within high-demand industries. The program's flexible, human-centered design ensures youth are seen, supported, and empowered to thrive in careers that offer stability, growth, and purpose.

8. **Compensation Model**

Participants in the apprenticeship program are not directly compensated through COYA funds. However, every effort is made to co-enroll participants into our Workforce Innovation and Opportunity Act (WIOA) Youth Program. Through this co-enrollment, we can leverage available work experience funding to create short-term, paid work opportunities for participants prior to or in tandem with their RAP placement. ~~Eligible youth may earn $16.50 per hour for up to 200 hours, offering them valuable work-based learning experience, supplemental income, and exposure to career readiness practices.~~ This model enhances the youth's overall engagement, builds confidence, and helps bridge them into long-term apprenticeship placements aligned with their interests and career goals.

9. **Grant Implementation Team**

Hawkeye's Elevate & Empower: Advancing Opportunities for Youth through Apprenticeship Program will be implemented by a skilled and mission-driven team with both lived experience and professional expertise in workforce development and youth empowerment. The front-line delivery staff are two Apprenticeship Success Coaches, both of whom are former registered apprentices. One coach completed her apprenticeship in her native Switzerland, bringing international perspective and insight into the model's impact. Both coaches provide individualized case management, community outreach, and consistent mentorship to support opportunity youth through the full duration of their Registered Apprenticeship Programs. Their guidance is informed by direct experience and tailored to address the personal and professional challenges youth may face while navigating education and employment pathways. These coaches are responsible for building trusted relationships, assisting with placement and progress tracking, and ensuring youth access supportive services that foster success. The

Success Coaches are supervised by Hawkeye's Associate Director of Workforce and Career Development, who brings over six years of experience in WIOA program administration and case management. This role provides daily operational oversight, ensures service quality, and coordinates with resource-based community partners, as well as employer and education partners to align supports. The full workforce and career development department is led by the Director of Workforce and Career Development, who brings more than 17 years of leadership experience in the field operating youth and adult focused workforce programs beginning with work under the Workforce Investment Act (WIA) of 1998 which was the predecessor to the Workforce Innovation and Opportunity Act (WIOA) enacted in 2014. This historical knowledge of workforce programming and the improvements made to meet the needs of both job seekers and employers allows leadership to bring a big-picture approach to the opportunities available to imbed lived experience, innovation and creativity to service delivery. The Director oversees strategic program design, data reporting, compliance, staff development, and partnership development. Many of the staff that support the Apprenticeship Program directly or indirectly have a lived experience or former workforce program connection which informs our ability to be responsive to the needs of the participants we serve. Together, this highly capable team is prepared to execute a dynamic, equity-centered program. Their combination of expertise and empathy creates a strong foundation for delivering high-quality services, maintaining performance outcomes, and transforming the lives of opportunity youth through sustainable employment.

10. Employers Connected to the Program

Hawkeye works with a diverse network of employers throughout San Bernardino County, many of whom serve as host worksites for youth completing paid work experience. These partnerships provide valuable exposure to workplace environments and frequently result in permanent job placements. Employers play a critical role in mentoring youth and offering hands on job training that aligns with their career interests and apprenticeship paths. Through a formal MOU with the LAUNCH Apprenticeship Network, Hawkeye is also connected to a broader network of regional employers committed to Registered Apprenticeship Programs. LAUNCH maintains strong ties with employers who actively participate in quarterly regional apprenticeship committee meetings in the Inland Empire. These meetings offer insight into workforce needs and ensure that training programs remain responsive to industry standards. Additionally, Hawkeye has received letters of support from employers including Target, CVS, and B. Braun, demonstrating their endorsement of our model and commitment to supporting youth apprenticeships. We've also received a letter from the Industrial Technology & Manufacturing Regional Committee, which includes several manufacturing and distribution employers advocating for new apprenticeship opportunities. These partnerships are key to the success of the program, ensuring apprentices are placed in high-quality, growth-oriented work environments that lead to long-term employment outcomes.

11. Partner Organizations

~~The Elevate & Empower: Advancing Opportunities for Youth through Apprenticeship Program is grounded in strong, collaborative partnerships that enhance every phase of service delivery and ensure success for opportunity youth across San Bernardino County. Our primary partner is the LAUNCH Apprenticeship Network, with whom Hawkeye maintains an active MOU. LAUNCH has been instrumental in developing the Apprenticeship Success Program model and provides ongoing access to a robust employer network.~~ The Elevate & Empower: Advancing Opportunities for Youth through Apprenticeship Program is grounded in strong, collaborative partnerships designed to expand access to Registered Apprenticeship opportunities and support the success of opportunity youth throughout Southern California, with a focus on San Bernardino, Riverside, and Los Angeles Counties. Hawkeye's primary partner is the LAUNCH Apprenticeship Network, with whom Hawkeye maintains an active MOU. LAUNCH has been instrumental in the development of the Apprenticeship Success Program model and continues to provide valuable apprenticeship connections and employer engagement support.

In addition to our partnership with LAUNCH, Hawkeye will collaborate with multiple Registered Apprenticeship Programs offering career pathways in five identified high-demand industry sectors: healthcare (including pharmacy technician), information technology, early childhood education, automotive technology, and barbering and cosmetology. These partnerships will expand opportunities for eligible opportunity youth by connecting them to diverse apprenticeship pathways while providing the case management, supportive services, and individualized support needed for successful participation and completion.

~~Their regional apprenticeship committee meetings gather essential employer input, ensuring that programming stays aligned with industry standards and workforce demands.~~ To bolster wraparound service delivery and youth support, Hawkeye collaborates with WIOA Youth program providers: Operation New Hope and Desert Mountain SELPA – CAHELP. These organizations support co-enrollment, case management, and access to WIOA-funded services, including paid work experience and training. Our proposal is also endorsed by the San Bernardino County Workforce Development Department, which oversees WIOA funding for the region. Their support confirms alignment with county-wide strategies to scale workforce pathways for disconnected and underrepresented youth. Recognizing that education is key to apprenticeship eligibility, Hawkeye partners with Options for Youth Charter School to support youth in reengaging with high school credit recovery. Their services help to bridge the gap for those seeking to meet eligibility requirements for Registered Apprenticeship Programs (RAPs). Educational institutions are also vital allies. We have letters of support from Riverside City College, Chaffey College, and Victor Valley College, each offering classroom instruction, career pathways, and institutional support for apprentices. These colleges work alongside Hawkeye to ensure students succeed both in and out of the classroom. Community-based support is provided through Pathways from Boys to Men, a nonprofit delivering essential services such as mentoring, housing navigation, job readiness training, and financial literacy. Their offerings complement Hawkeye's trauma-informed case management model. Finally, the Chino Valley Chamber of Commerce serves as a key employer outreach partner, connecting Hawkeye to local businesses interested in engaging with apprenticeship programming. Together, these partners form an integrated ecosystem of workforce, education, and community supports that empower youth to succeed in apprenticeship and beyond.

EXHIBIT C - OUTCOMES AND DELIVERABLES

Project Outcomes and Deliverables (quantitative and/or qualitative)	**Description**
Participant Enrollment - Enroll 60 eligible opportunity youth into Registered pprenticeship Programs in healthcare, IT, automotive and early childhood education over 24 months.	racked via enrollment documentation and CAS system; 8 enrollments per quarter by Period 8. Documentation and case notes detailing outreach, recruitment, intake, development of individual service strategy and enrollment.
Registered Apprenticeship Placement - At least 50 youth placed into registered apprenticeship programs.	Documented by apprenticeship agreements, placement verification and ongoing case management documentation including program case notes.
Program Completion - At least 80% (48 youth) complete the full apprenticeship program.	Documented by attendance records, training logs, completion certificates and drafting of participant success stories.
Employment Outcomes - 85% (51 youth) employed within 3 months post-completion	Documented by employment verification form and employer confirmation
ccess to Supportive Services - 100% (60 youth) of participants received individualized supportive service based on needs assessment	Documented by completed needs assessment, case notes and case file documentation of issued supportive services
IOA Co-Enrollment - 75% (45 youth) will be co-enrolled into a WIOA Youth Program	Documented by case notes including WIOA pplication Number and assigned WIOA Career Coach
WIOA Co-Enrollment Work-Based Learning Experience - 70% (42 youth) co-enrolled in a WIOA Youth Program will receive a work-based learning activity funded by WIOA to support youth while in registered apprenticeship program	Documented by case notes, worksite agreements, timesheets and pay stubs showing up to 200 hours of paid work experience at 16.50 hourly

Exhibit D - Participant Plan

Grant Period	Number of Participants
Quarter 1	5
Quarter 2	7
Quarter 3	8
Quarter 4	8
Quarter 5	8
Quarter 6	8
Quarter 7	8
Quarter 8	8
Total Participants	60

Exhibit E – Budget Summary

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	~~120,000~~ **$103,999.92**	230,000	~~$350,000~~ **$333,999.92**	WIOA, CalWORKs Programs and Apprenticeship Success Program	☒In-Kind ☐Cash
B.	Number of full-time equivalents	~~(2) staff 0.625 FTE (25 hours/week)~~				
C.	Staff Benefit Cost	~~18,000~~ **$34,000.08**		~~$18,000~~ **$34,000.08**		☐In-Kind ☐Cash
D.	Staff Benefit Rate (percent)	~~15%~~		15%		
E.	Staff Travel	3,600		$3,600		☐In-Kind ☐Cash
F.	Operating Expenses			$0.00		☐In-Kind ☐Cash
G.	Furniture and Equipment					
1.	Small Purchase (unit cost of under $5,000)			$0.00		☐In-Kind ☐Cash
2.	Large Purchase (unit cost of over $5,000)			$0.00		☐In-Kind ☐Cash
3.	Equipment Lease			$0.00		☐In-Kind ☐Cash
H.	Educational stipends			$0.00		☐In-Kind ☐Cash

Line Item	Expense Item	COYA Grant Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
I.	Employer Incentives	$27,000		$27,000		☐In-Kind ☐Cash
J.	Instructional Costs	$55,000		$55,000		☐In-Kind ☐Cash
K.	Participant Support Services	$316,400		$316,400		☐In-Kind ☐Cash
L.	Contractual Services			$0.00		☐In-Kind ☐Cash
M.	Administrative *	60,000		$60,000		☐In-Kind ☐Cash
N.	Other (describe):			$0.00		☐In-Kind ☐Cash
O.	**TOTAL FUNDING**	$600,000	$230,000	$830,000		
					Total Award	**$600,000.00**

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

Note: Leveraged salaries include $120,000 for the Director of Workforce and Career Development, $80,000 for the Associate Director of Career Development, and $30,000 for remaining salary coverage for the Apprenticeship Success Coaches funded through the Apprenticeship Success Program.

Exhibit F – Budget Narrative

A. (A-D) Staff Salaries: Total Salaries Paid + Benefits (WIOA 15%) $**138,000**

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Apprenticeship Success Coach **(2)**	~~0.625 FTE x $25/hour x 25 hrs./week~~ **2.0 FTE × $4,333.33 x 12 months = 103,999.92**	~~15%~~ **$34,000.08**	~~(0.625 FTE x $25/hour x 25 hrs./week x 245 months) 120,000 + 18,000 (15%) = 138,000~~ **$138,000**

Apprenticeship Success Coaches are the primary support and direct service delivery providers for apprenticeship program services.

E. Staff Travel $3,600

Allocated at $150 per month over 24 months, this budget supports mileage reimbursement for staff conducting community outreach, site visits, and local partner engagement. Travel will enable Apprenticeship Success Coaches to conduct in-person support and ensure youth remain connected to services and apprenticeship opportunities throughout the region.

F. Operating Expenses $

The following are some of the major line items included:

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

*(based on FTE for program staff)

G. Furniture and Equipment* $

1. Small Amount of Equipment and Furniture $

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 $

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

3. Equipment Lease $

Describe the calculation.

H. Educational Stipends $

Explain planned amount and distribution of stipends.

I. Employer Incentives $27,000

Over the two-year grant period, employer incentives will be used to support the successful onboarding and retention of apprentices. Funds will cover: Mentorship Training, Tools and Supplies, Worksite Setup Cost and Insurance and Liability Support. These incentives are designed to reduce financial and operational barriers for employers, enhance workplace mentorship quality, and support apprentice retention and productivity. No portion will be used to pay apprentice wages.

J. Instructional Costs $55,000

~~*Includes curriculum development, instructor compensation, digital learning licenses, and professional certification costs across all four sectors.*~~

Includes curriculum development, instructor compensation, digital learning licenses, and professional certification (e.g. certified nursing assistant certification, IT certifications etc.) costs across all industry sectors.

K. Participant supportive services $316,400

Funding will be used for direct participant needs including: transportation, work clothing/tools/supplies, limited housing assistance, mental health counseling, laptops, software. Supports will be coordinated through individual case management and needs assessments.

L. Contractual services $

Describe all services that you might contract out

M. Administrative $60,000

Allocated at 10% of total budget. Covers fiscal management, indirect staffing and general operations not tied to direct service.

N. Other $

Clearly explain these costs, which do not fit into the specific categories above.

Note: Leveraged salaries include $120,000 for the Director of Workforce and Career Development, $80,000 for the Associate Director of Career Development, and $30,000 for remaining salary coverage for the Apprenticeship Success Coaches funded through the Apprenticeship Success Program.

EXHIBIT G
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. EXCUTIVE ORDER N-6-22 - RUSSIA SANCTIONS: On March 4, 2022, Governor Gavin Newsom issued 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. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. 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 rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

31. GENERATIVE AI DISCLOSURE OBLIGATIONS

a. The following terms are in addition to the defined terms and shall apply to the Contract:

   i. "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.