



Proposal Approval Summary Form

This form must be completed, returned to the Grants Office, and reviewed by President’s Cabinet before submitting a grant proposal. If you have any questions regarding this form or the proposal development process, please contact the Grants Office at grants@mtsac.edu.

Principal Investigator/Project Director

Name	Shelly Laddusaw	Department	School of Continuing Education
Email	sladdusaw@mtsac.edu	Phone	909-274-5774

Other Project Collaborators

Name		Department	
Name		Department	
Name		Department	
Name		Department	

Funding Opportunity Details

Opportunity Name	California Apprenticeship Initiative (CAI) - Implementation Grant		
Sponsoring Agency	CCC Chancellor's Office, Workforce & Economic Development Division		
Pass-through Entity (if applicable)			
Sponsor Type	<input type="checkbox"/> Local	<input checked="" type="checkbox"/> State	<input type="checkbox"/> Federal <input type="checkbox"/> Private
Proposal Type	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Resubmission <input type="checkbox"/> Amendment
Submission Deadline	January 30, 2026, at 5:00 p.m.		

Funding Amount	\$1,500,000	Project Duration	3 years
Proposed Start Date	July 1, 2026	Proposed End Date	June 30, 2029

Does the opportunity require 501(c)(3) status?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, the project team must coordinate the submission with the Mt. SAC Foundation.
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Are indirect costs allowed? (check appropriate box)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Indirect Cost Rate (if applicable)	4% of direct costs
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Is match required? (check appropriate box)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount (if applicable)	
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If match is required, how do you intend to satisfy this requirement?			
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Project Summary

Use the following prompts to provide an overview of the proposed project. If desired, attach additional information to this form.

<p>Project Description</p> <p>What need will the project address? What activities will be implemented?</p>	<p>In LA County, the occupation of Certified Nursing Assistant (CNA) is projected to grow by 12.7% over the next five years, with an anticipated 6,310 job openings annually. Mt. SAC submitted standards to the Division of Apprenticeship Standards in September 2024 and is awaiting final approval. If awarded this grant funding would enable the College to launch that apprenticeship program, including employer engagement, externship development, curriculum updates and holistic support of apprentices through case management, support services academic support, and job development.</p>
<p>Expected Outcomes</p> <p>What are the project's expected benefits/ outcomes?</p>	<p>The CNA apprenticeship program aims to serve 120 apprentices over the three-year project period. Students will receive industry-recognized instruction, wraparound support, and on-the-job training to prepare them for careers as CNAs. Existing employer relationships will be strengthened and new partnerships developed to provide apprenticeship opportunities and eventual job placement for Mt. SAC program graduates.</p>
<p>Partners</p> <p>If applicable, list partners and their roles in the project. Will Mt. SAC issue sub-awards?</p>	<p>Mt. SAC will partner with local AJCCs and various employers. Specific employer partners will be solidified during the initial phase of the grant project and may include, but not be limited to, Emanate, Pomona Valley Hospital Medical Center, PIH Health, Pilgrim Place and Network Connection. They will collaborate with the College on apprenticeship placement, training, and tracking.</p>
<p>Budgetary Needs</p> <p>Describe the project's budgetary needs. For personnel, specify type(s). For faculty reassignment/overload requests, specify the names and planned allocation of time.</p>	<p>The project budget will include faculty (hourly), management (temporary), professional expert, and short-term hourly salaries, employee benefits, instructional and non-instructional supplies and materials, conference and travel, mileage, catering services, contracted services, equipment, apprenticeship fees, and indirect costs. Please refer to the attached draft budget spreadsheet for more detail.</p>
<p>Sustainability Plan</p> <p>What is the plan for continuing grant activities beyond the project period?</p>	<p>The CNA program will continue to offer cohorts regardless of grant funding; however, implementation of grant funding will enable the College to launch its apprenticeship program, enhance employer partnerships, and provide on-the-job training for students. As the initial three-year grant period concludes, Mt. SAC will plan to apply for an expansion grant for continued funding and will seek additional funding to support the enhanced services for CNA students.</p>

Assurances

- As the Project Lead, I acknowledge the responsibility associated with this role and will conduct the proposed project in accordance with the terms and conditions of the sponsoring agency and the policies of the College.
- If the proposal described herein is funded and accepted by the College, I will be responsible for meeting the requirements of the award, including, but not limited to, providing the proper stewardship of sponsored funds and submitting all required progress reports and deliverables on a timely basis.
- If sponsored funds are used for personnel, I understand that the College makes no ongoing commitment beyond the project period.
- Where funds are requested for lecture hour equivalents, I have reviewed this request with my Educational Administrator, and they support the reassignment/overload request.

Shelly Laddusaw <small>Digitally signed by Shelly Laddusaw Date: 2026.01.06 07:59:05 -08'00'</small> <hr/> <i>Signature of Project Lead</i>	1/6/2026 <hr/> <i>Date</i>	Special Project Mgr.-Apprenticeships <hr/> <i>Title</i>
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Approval

Approvals represent general approval of details outlined in the project summary, but they do not represent specific approval of personnel titles, classifications, salary rates, or other issues governed by College policy and collective bargaining agreements.

Laura I. Perez <small>Digitally signed by Laura I. Perez Date: 2026.01.06 11:10:10 -08'00'</small> <hr/> <i>Signature of Responsible Administrator</i>	1/6/2026 <hr/> <i>Date</i>	Dean Contin. Ed. Progs. & Services <hr/> <i>Title</i>
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Madelyn Arballo <small>Digitally signed by Madelyn Arballo Date: 2026.01.08 08:23:38 -08'00'</small> <hr/> <i>Signature of Responsible Vice President</i>	1/8/2026 <hr/> <i>Date</i>	VP, School of Cont. Education <hr/> <i>Title</i>
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Review by President's Cabinet

Date of Review	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied
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Comments	
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California Apprenticeship Initiative, Implementation Grant - Certified Nursing Assistant
DRAFT Budget Request

1000 - Instructional Salaries	2026-27	2027-28	2028-29	Cumulative
Faculty (hourly) to participate in professional development, hold community of practice meetings, update curriculum, and related grant activities: 8 positions x 60 hours/position x \$69.80/hour. Includes estimated 3% cost of living adjustment (COLA) annually.	\$ 33,504	\$ 34,510	\$ 35,546	\$ 103,560
Faculty (hourly) to coordinate employer engagement, develop externships, and coordinate curriculum enhancements during winter and summer intersessions: 12 weeks x 22 hours/week x \$91.02/hour. Includes estimated 3% COLA annually.	\$ 24,030	\$ 24,751	\$ 25,494	\$ 74,275
Total Instructional Salaries	\$ 57,534	\$ 59,261	\$ 61,040	\$ 177,835

2000 - Non-instructional Salaries	2026-27	2027-28	2028-29	Cumulative
Special Projects Manager (M9, Step 3) to provide oversight and implementation of all grant activities. Includes estimated 3% COLA annually.	\$ 126,876	\$ 130,683	\$ 134,603	\$ 392,162
Technical Experts, Level III (hourly) to provide case management, employer engagement, apprenticeship tracking, and job development: 52 weeks x 19 hours/week x \$45/hour	\$ 44,460	\$ 44,460	\$ 44,460	\$ 133,380
Instructional Support, Level IV (hourly) to provide academic and tutoring support for theory and clinical coursework: 5 positions x 52 weeks/year x 19 hours/week x \$21.50/hour	\$ 84,968	\$ 84,968	\$ 84,968	\$ 254,904
Total Non-instructional Salaries	\$ 256,304	\$ 260,111	\$ 264,031	\$ 780,446

3000 - Employee Benefits	2026-27	2027-28	2028-29	Cumulative
Faculty: 19.1% California State Teachers' Retirement System, 1.45% medicare, 0.05% SUI, 1.38% WC	\$ 12,646	\$ 13,026	\$ 13,417	\$ 39,089
Special Projects Manager: 26.81% California Public Employees' Retirement System, 6.2% Social Security (OASDI), 1.45% Medicare, 0.05% state unemployment insurance (SUI), 1.38% workers' compensation (WC), \$20,776.44 health & welfare.	\$ 66,312	\$ 67,679	\$ 69,086	\$ 203,077
Administrative Support: 3% alternative retirement plan (ARP), 1.45% Medicare, 0.05% SUI, 1.38% WC	\$ 2,614	\$ 2,614	\$ 2,614	\$ 7,842

Instructional Support: 3% ARP, 1.45% Medicare, 0.5% SUI, 1.48% WC	\$ 4,996	\$ 4,996	\$ 4,996	\$ 14,988
Total Employee Benefits	\$ 86,568	\$ 88,315	\$ 90,113	\$ 264,996

4000 - Supplies and Materials	2026-27	2027-28	2028-29	Cumulative
Instructional supplies	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Non-instructional supplies and outreach materials	\$ 4,170	\$ 4,170	\$ 4,170	\$ 12,510
Total Supplies and Materials	\$ 9,170	\$ 9,170	\$ 9,170	\$ 27,510

5000 - Other Operating Expenses and Services	2026-27	2027-28	2028-29	Cumulative
Conference and travel for Special Projects Manager and Faculty: 2 people x \$3,000/person	\$ 6,000	\$ 6,000	\$ 6,000	\$ 18,000
Mileage for Special Projects Manager: 1,200 miles x \$0.70/mile	\$ 840	\$ 840	\$ 840	\$ 2,520
Catering services for collaborative and advisory meetings	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
Contracted services for faculty professional development	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Contracted services for outreach, recruitment, advertising, and public relations related to the apprenticeship program	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Total Other Operating Expenses and Services	\$ 33,840	\$ 33,840	\$ 33,840	\$ 101,520

6000 - Capital Outlay	2026-27	2027-28	2028-29	Cumulative
Equipment for clinical enhancements	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
Total Capital Outlay	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000

7000 - Other Outgo	2026-27	2027-28	2028-29	Cumulative
Apprenticeship fees (e.g., testing, licensing, background checks): 120 apprentices x \$500/apprentice (40 students annually)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Total Other Outgo	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000

	2026-27	2027-28	2028-29	Cumulative
Total Direct Costs	\$ 473,416	\$ 480,697	\$ 488,194	\$ 1,442,307
Indirect Costs (4% of Total Direct Costs)	\$ 18,937	\$ 19,228	\$ 19,528	\$ 57,693
Total Costs	\$ 492,353	\$ 499,925	\$ 507,722	\$ 1,500,000

Maximum Request	\$ 1,500,000
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