



## 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](mailto: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) - Expansion 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	\$1,000,000	Project Duration	2 years
Proposed Start Date	July 1, 2026	Proposed End Date	June 30, 2028

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><b>Project Description</b></p> <p>What need will the project address? What activities will be implemented?</p>	<p>In LA County, the occupation of Pharmacy Technician is projected to grow by 6.4% over the next five years, with an anticipated 1,180 job openings annually. Mt. SAC is currently implementing a CAI Implementation grant focused on an apprenticeship for its Pharmacy Technician program. The proposed project would expand upon these efforts, including employer engagement, externship development, updating curriculum, and supporting apprentices through case management, academic support, support services and job development.</p>
<p><b>Expected Outcomes</b></p> <p>What are the project's expected benefits/outcomes?</p>	<p>The Pharmacy Technician apprenticeship program will expand by an additional 20 apprentices annually, for a target of 50 apprentices per year. Students will receive industry-recognized instruction, wraparound support, and on-the-job training to prepare them for careers as pharmacy technicians. Employer relationships will be further strengthened and new partnerships developed, which will provide apprenticeship opportunities and eventual job placement for Mt. SAC program graduates.</p>
<p><b>Partners</b></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, including, but not limited to, Walgreens, Brite Care Pharmacy, Citrus Valley Pharmacy, El Monte Pharmacy, EZ Care Pharmacy, Merced Medical Pharmacy, Owl Western Pharmacy, Premier Pharmacy, Rite Care Pharmacy, Santa Maria Pharmacy, Skilled Nursing Pharmacy, Trinity Pharmacy, Valley Drugs Pharmacy, ABC Pharmacy, and Ontario Pharmacy. They will collaborate with the College on apprenticeship placement, training, and tracking.</p>
<p><b>Budgetary Needs</b></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><b>Sustainability Plan</b></p> <p>What is the plan for continuing grant activities beyond the project period?</p>	<p>The Pharmacy Technician program will continue to offer cohorts regardless of grant funding; however, the infusion of grant funding over the past three years to develop an apprenticeship program has enabled the program to enhance employer partnerships and on-the-job training for students. During the two-year expansion grant, the program will continue to strengthen these partnerships and seek additional funding to support the enhanced services for Pharmacy Technician 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.

<p>Shelly Laddusaw <small>Digitally signed by Shelly Laddusaw Date: 2026.01.06 07:49:38 -08'00'</small></p> <hr/> <p><i>Signature of Project Lead</i></p>	<p>1/6/2026</p> <hr/> <p><i>Date</i></p>	<p>Special Project Mgr.-Apprenticeships</p> <hr/> <p><i>Title</i></p>
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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.

<p>Laura I. Perez <small>Digitally signed by Laura I. Perez Date: 2026.01.06 11:10:49 -08'00'</small></p> <hr/> <p><i>Signature of Responsible Administrator</i></p>	<p>1/6/2026</p> <hr/> <p><i>Date</i></p>	<p>Dean Contin. Ed. Progs. &amp; Services</p> <hr/> <p><i>Title</i></p>
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<p>Madelyn Arballo <small>Digitally signed by Madelyn Arballo Date: 2026.01.08 08:22:00 -08'00'</small></p> <hr/> <p><i>Signature of Responsible Vice President</i></p>	<p>1/8/2026</p> <hr/> <p><i>Date</i></p>	<p>VP, School of Cont. Education</p> <hr/> <p><i>Title</i></p>
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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, Expansion Grant - Pharmacy Technician**  
**DRAFT Budget Request**

<b>1000 - Instructional Salaries</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
Faculty (hourly) to participate in professional development, hold community of practice meetings, update curriculum, and related grant activities: 2 positions x 60 hours/position x \$69.80/hour. Includes estimated 3% cost of living adjustment (COLA) annually.	8,376	8,376	16,752
Faculty (hourly) to coordinate employer engagement and develop externships: 200 hours x \$69.80/hour	13,960	13,960	27,920
<b>Total Instructional Salaries</b>	<b>22,336</b>	<b>22,336</b>	<b>44,672</b>

<b>2000 - Non-instructional Salaries</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
Special Projects Manager (M9, Step 3) to provide oversight and implementation of all grant activities. Includes estimated 3% COLA annually.	126,876	130,683	257,559
Technical Experts (PE, Level III) to provide case management, employer engagement, apprenticeship tracking, and job development: 52 weeks x 28 hours/week x \$45/hour	65,520	65,520	131,040
Instructional Support (ST, Level IV) 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	106,210	106,210	212,420
<b>Total Non-instructional Salaries</b>	<b>298,606</b>	<b>302,413</b>	<b>601,019</b>

<b>3000 - Employee Benefits</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
Faculty: 19.1% California State Teachers' Retirement System, 1.45% medicare, 0.05% SUI, 1.38% WC	4,910	4,910	9,820
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	66,313	67,679	133,992
Technical Experts: 3% alternative retirement plan (ARP), 1.45% Medicare, 0.05% SUI, 1.38% WC	3,853	3,853	7,706
Instructional Support: 3% ARP, 1.45% Medicare, 0.5% SUI, 1.48% WC	6,245	6,245	12,490
<b>Total Employee Benefits</b>	<b>81,321</b>	<b>82,687</b>	<b>164,008</b>

<b>4000 - Supplies and Materials</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
Instructional supplies	4,000	4,000	8,000
Non-instructional supplies and outreach materials	3,080	3,080	6,160
<b><i>Total Supplies and Materials</i></b>	<b>7,080</b>	<b>7,080</b>	<b>14,160</b>

<b>5000 - Other Operating Expenses and Services</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
Conference and travel for Special Projects Manager and Faculty: 2 people x \$3,000/person	6,000	6,000	12,000
Mileage for Special Projects Manager: 1,200 miles x \$0.70/mile	840	840	1,680
Catering services for collaborative and advisory meetings	3,000	3,000	6,000
Contracted services for faculty professional development	5,000	5,000	10,000
Contracted services for outreach, recruitment, advertising, and public relations related to the apprenticeship program	20,000	20,000	40,000
<b><i>Total Other Operating Expenses and Services</i></b>	<b>34,840</b>	<b>34,840</b>	<b>69,680</b>

<b>6000 - Capital Outlay</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
Equipment for clinical enhancements	9,000	9,000	18,000
<b><i>Total Capital Outlay</i></b>	<b>9,000</b>	<b>9,000</b>	<b>18,000</b>

<b>7000 - Other Outgo</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
Apprenticeship fees (e.g., testing, licensing, background checks): 100 apprentices x \$500/apprentice (50 students annually)	25,000	25,000	50,000
<b><i>Total Other Outgo</i></b>	<b>25,000</b>	<b>25,000</b>	<b>50,000</b>

	<b>2026-27</b>	<b>2027-28</b>	<b>Cumulative</b>
<b>Total Direct Costs</b>	<b>478,183</b>	<b>483,356</b>	<b>961,539</b>
<b>Indirect Costs (4% of Total Direct Costs)</b>	<b>19,127</b>	<b>19,334</b>	<b>38,461</b>
<b>Total Costs</b>	<b>497,310</b>	<b>502,690</b>	<b>1,000,000</b>

<b>Maximum Request</b>	<b>\$ 1,000,000</b>
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