

# PANEL PACKET

January 2026



Employment Training Panel





## PANEL NOTICE/AGENDA

### MEETING TIME/PLACE

Friday, January 23, 2026 at 9:30 a.m.  
CalEPA Coastal Room  
1001 I Street  
Sacramento, CA 95814  
Phone: (916) 737-4200

**This is a public meeting and the public may attend in person or virtually.**

To view or provide public comment via webinar, use the [link and passcode](#) below and use the raise-hand feature during public comment to be called on.

#### **Join Zoom Webinar:**

<https://us06web.zoom.us/j/82158126932>

**Passcode:** 896434

**Webinar ID:** 821 5812 6932

**One tap mobile:** 855-758-1310 US Toll-free

(For assistance, login and raise hand or contact [ETP-BSU@etp.ca.gov](mailto:ETP-BSU@etp.ca.gov))

Call to Order by Chair

Rebecca Bettencourt

- Roll Call
- Action to Approve January Panel Meeting Agenda
- Action to Approve December Panel Meeting Minutes

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Executive Report

- Legislative/Budget/Other

Jessica Grimes  
Tara Armstrong  
Kumani Armstrong/  
Michael Cable  
Laura Campbell

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Policy Committee: Review and Action on PE Demand

Alayna Mollick/Jana  
Lazarewicz

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Panel Date: January 23, 2026

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Memo and Action Item: Approve Revised CNA to  
LVN Guidelines

Lis Testa

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Review, \*Public Comment and Action on Proposals

Heather Miguel/  
Jana Lazarewicz

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Presentation: Temporary Pause on Application Submittals

Jana Lazarewicz

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Opportunity for Panel Members to Request Agenda Items  
for Future Panel Meetings

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\*Public Comment on Matters Not on the Agenda

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Public Meeting Adjourns

\*Public comment can be done in person or virtual

Under Government Code section 11123(a), all meetings of a state body are open and public, and all persons are permitted to attend any meeting of a state body, except as otherwise provided in that article. ETP may take action on any item listed in this Notice/Agenda. You can obtain further information about this Notice/Agenda by contacting Michael A. Cable, Staff Attorney, at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending a written request to Michael A. Cable, Staff Attorney, at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814. Written comments on agenda items should be submitted no later than 12:00 p.m. the business day before the meeting in order to afford adequate time to consider your comments.

This Notice/Agenda of Panel Meeting and related documents are available on the ETP website at [www.etp.ca.gov](http://www.etp.ca.gov). The dollar amounts shown in this Notice/Agenda are estimates only, subject to change up to and including the date of the Panel Meeting. Please continue to access the ETP website for current and updated information. In the event the Panel does not have a quorum at the Panel Meeting noticed herein, then those Panel Members in attendance will meet as a committee at the same time and place identified herein, and said Panel Members in attendance will meet as a committee in order to hear the items identified in this Notice/Agenda, but will not vote or take action. While ETP intends to webcast its meetings, it may not be possible to webcast the entire open meeting due to limitations on resources.

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting, including without limitation auxiliary aids or services, may make a request by contacting Michael A. Cable, Staff Attorney, at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending a written request to Michael A. Cable, Staff Attorney, at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814. Providing your request so that it is received at least five (5) business days before the meeting will help ensure availability of the requested accommodation.

## REVIEW AND ACTION ON PROPOSALS

These funding proposals are listed in alphabetical order and do not reflect the actual order of presentation. They will be considered by the Panel in accordance with a Table of Contents to be published on the ETP website no later than Monday, January 19, 2026, although the Panel may still change the order at the meeting. In regards to those items indicated below as an Amendment, please note that the dollar amount only reflects the proposed amendment amount, and not the total funding amount for the contract. Funding proposals are reviewed by the Panel on a case-by-case basis, and any action on a funding proposal shall not be binding on any other funding proposal.

Advanced Integrated Pest Management (Amendment) -----	\$0
Bellows Plumbing, Heating & Air, Inc.-----	\$315,840
CALSPEC Enterprises, Inc. dba California Bath Restoration -----	\$137,760
Cover Technologies, Inc.(RESPOND) -----	\$392,000
First Software USA dba Oxford Institute of Technology -----	\$633,480
Holder's Air Conditioning & Heating, Inc. dba Holders Air Conditioning & Heating, Frontier Plumbing -----	\$273,000
HP Hood LLC-----	\$495,040
Mariani Nut Company -----	\$297,920
MBKT Corp. dba Pacific Coast Home Services -----	\$73,920
Professionals in Human Resources Association -----	\$849,928
REACH Air Medical Services, LLC-----	\$598,780
South County Economic Development Council-----	\$180,930
Taylor-Listug, Inc. dba Taylor Guitars-----	\$414,540
Vann Brothers -----	\$166,600
Wilbur Curtis Co., Inc. -----	\$124,320

**PROPOSALS APPROVED**  
**BY DELEGATION ORDER FOR 12/02/25 – 01/12/26**

<b>≤ \$75,000</b>	<b>Approved Date</b>	<b>Approved Amount</b>
Altus Health, Inc. dba Bright Star Care of Roseville	12/09/25	\$28,000
Building Block Resolutions, Inc	12/17/25	\$74,200
Clima-Tech LLC	12/08/25	\$28,000
Dent Electric, Inc. dba Point Loma Electric, Plumbing, Heating & Air	12/09/25	\$70,000
E2E Mfg, LLC	12/17/25	\$35,728
Haaker Equipment Company	12/04/25	\$74,880
Innovative Project Solutions Inc. dba Innovative Project Solutions	12/17/25	\$67,340
KC Partners Corp. dba B & T Service Station Contractors	12/17/25	\$73,920
Lili Mirtorabi, D.D.S., A Professional Corporation	12/31/25	\$55,440
New Beginnings Child, Adolescent and Family Counseling Inc.	12/17/25	\$21,600
Pacific Paper Tube, LLC dba Pacific Paper Tube	12/04/25	\$48,944
Vista Group (US), Inc.	12/09/25	\$74,620



State of California—Labor and Workforce Development Agency

# Employment Training Panel

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Memo: Temporary Pause on Application Submittals

Memo and Action item to Approve Revised CNA to LVN Guidelines

### REVIEW AND ACTION ON PROPOSALS

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## **SUMMARY OF DELEGATION ORDERS**

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E2E Mfg, LLC  
Haaker Equipment Company  
Innovative Project Solutions Inc. dba Innovative Project Solutions  
KC Partners Corp. dba B & T Service Station Contractors  
Lili Mirtorabi, D.D.S., A Professional Corporation  
New Beginnings Child, Adolescent and Family Counseling Inc.  
Pacific Paper Tube, LLC dba Pacific Paper Tube  
Vista Group (US), Inc.



# M e m o r a n d u m

To: Panel Members

From: Jessica Grimes  
Executive Director

Subject: **Directions to Meeting Sites**

Date January 23, 2026

The Employment Training Panel will meet on **Friday, January 23, 2026 at 9:30 a.m.**

**In-Person**  
**California Environmental Protection Agency (Cal/EPA)**  
**Sacramento, CA 95814**  
**Coastal Room, 2nd Floor**  
**1001 I Street, Sacramento, CA 95814**

Telephone (916) 737-4200 (ETP Central Office)

## **Directions to the California Environmental Protection Agency - Coastal Room**

### **From Sacramento International Airport:**

- Take **Hwy 5** South
- Exit on **“J” Street** to **11<sup>th</sup> St.**
- Turn Left on **11<sup>th</sup> Street**
- Turn Left on **I Street**
- **1001 I Street**

### **From San Francisco**

- Take **I-80 E**
- Merge onto **I-5 N**
- Exit on **“J” Street** to **11th St.**
- Turn Left on **11th Street**
- Turn Left on **I Street**
- **1001 I Street**



# M e m o r a n d u m

To: Panel Members

From: Jessica Grimes  
Executive Director

Date: January 23, 2026

Subject: **Future Meeting Sites**

<b><i>January Panel January 23<sup>rd</sup>, 2026</i></b>	<b><i>CalEPA – Coastal Hearing Room 1001 I Street Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM</i></b>
<b><i>February Panel February 27<sup>th</sup>, 2026</i></b>	<b><i>CalEPA – Coastal Hearing Room 1001 I Street Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM</i></b>
<b><i>March Panel March 27<sup>th</sup>, 2026</i></b>	<b><i>CalEPA – Coastal Hearing Room 1001 I Street Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM</i></b>
<b><i>April Panel April 24<sup>th</sup>, 2026</i></b>	<b><i>CalEPA – Coastal Hearing Room 1001 I Street Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM</i></b>
<b><i>May Panel May 29<sup>th</sup>, 2026</i></b>	<b><i>CalEPA – Coastal Hearing Room 1001 I Street Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM</i></b>
<b><i>July Panel July 17<sup>th</sup>, 2026</i></b>	<b><i>CalEPA – Coastal Hearing Room 1001 I Street Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM</i></b>



**STATE OF CALIFORNIA  
EMPLOYMENT TRAINING PANEL**

**Friday, December 12, 2025**

**Panel Members**

Rebecca Bettencourt  
Chair

Dee Dee Myers  
*Ex-Officio* Member

Rick Smiles  
Member

Gretchen Newsom  
Member

Doug Tracy  
Member

Michael Hill  
Member

Jennifer Fothergill  
Member

Mike Greenlee  
Member

**Executive Staff**

Jessica Grimes  
Executive Director

Kumani Armstrong  
Assistant Director/Chief Counsel

Peter Cooper  
Assistant Director/Senior Advisor

Laura Campbell  
Chief Deputy Director

Tara Armstrong  
Deputy Director of Technical Branch

**STATE OF CALIFORNIA  
EMPLOYMENT TRAINING PANEL  
May Lee State Office Complex Auditorium  
651 Bannon Street  
Sacramento, California 95811  
Friday, December 12, 2025**

**CALL TO ORDER BY CHAIR BETTENCOURT**

Chair Bettencourt called the meeting to order at 9:32 a.m.

**ROLL CALL**

Present:

Rebecca Bettencourt  
Rick Smiles  
Gretchen Newsom  
Michael Hill  
Jennifer Fothergill

Not Present:

Douglas Tracy  
Derek Kirk  
Mike Greenlee

Executive Staff Present:

Jessica Grimes, Executive Director  
Kumani Armstrong, Assistant Director/Chief Counsel  
Peter Cooper, Assistant Director/Senior Advisor  
Tara Armstrong, Deputy Director of Technical Branch  
Jana Lazarewicz, Chief of Program Operations

**ACTION TO APPROVE DECEMBER PANEL MEETING AGENDA**

The December Panel Meeting Agenda was reviewed.

**ACTION:** Member Newsom moved to approve of the December Panel Meeting Agenda. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

## **ACTION TO APPROVE OCTOBER 2025 PANEL MEETING MINUTES**

The October 2025 Panel Meeting Minutes included in the Panel Packet were reviewed.

Panel made a correction on page 22 in the final action item for SOMA that the final sentence should read “Panel members voted in the affirmative for approval as moved.”

**ACTION:** Member Newsom moved to approve of the October 2025 Panel Meeting Minutes with the correction of page 22. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

## **EXECUTIVE REPORT**

Good morning, and happy Friday to everyone! I hope all of you are staying healthy and warm in this blistering, cold weather.

Today is our fifth panel meeting of the 2025–26 fiscal year, and we have 53 proposals, which is very exciting. Given the longer agenda, I would like to request that we lean into that holiday spirit of kindness, and whenever possible, that we practice smart brevity. Conciseness does not obstruct our ability to pursue our collective, noble purpose: to advance workforce training across California.

As mentioned in previous panel meetings, the \$7.5 million in funding for SEED 3 (Social Entrepreneurs for Economic Development) is on track to launch in early 2026. The first rounds of SEED funding were successful, and we hope to continue building on that success. Stay tuned for more updates.

### **Proposal Highlights**

Now, for this panel, we have 2 amendments and 53 proposals submitted for review. If approved, ETP will disburse approximately \$15.8 million dollars:

- 32% are from new contractors;
- 68% are from repeat contractors;
- 43% fall within the priority industry sector of manufacturing;
- 30% represent small businesses; and
- 19% originate from High Unemployment Areas.

The proposals will be presented for review and action by Jana Lazarewicz, Heather Miguel and Willie Atkinson.

## INFORMATION TECHNOLOGY UPDATE

### Auto Save

- We are now automatically saving Panel Proposals in our CalEForce System which marks the final step in our efficiency improvements for this particular document.
  - The system now generates the export proposal document and automatically saves it for our customers to access directly, which saves time and confusion on having to send the document back and forth.
  - In 2026, we will extend this functionality to all other documents, such as monitoring reports, revisions, etc.

### Reminder/Update

- We have added new language to our Terms and Conditions in CalEForce regarding current-year and next-year applications. Specifically, applications will **not** roll over into the next fiscal year. Applicants must reapply under the newly adopted Funding Strategies.
- Additionally, any application that remains “In Draft” for 90 days will be inactivated.
- These updates ensure that we do not hold applications indefinitely, give applicants a fresh opportunity to update their information based on the priorities of the upcoming year, and keep us aligned with our records retention policies.

## REPORT OF THE CHIEF DEPUTY DIRECTOR

Jana Lazarewicz, Chief of Program Operations, presented the report of the Chief Deputy Director.

### Regarding Funding

- Today’s Panel Meeting is for approximately \$15.8 million dollars.
  - That includes 8 approved delegation orders for a total of \$474,460.
- Delegation Orders are Proposals capped at \$75,000 and approved under delegated authority by the Director on a continuous flow basis.
- 32% of the proposals come from contractors that are new to ETP.
- If all the proposals scheduled for today's Panel meeting are approved, the Panel will fund 53 projects for a total of \$15,852,708.

### Regarding Demand

We have 220 applications in demand:

- 106 applications are currently in development.
- 21 applications are in eligibility review.
- 93 submitted applications are pending review.



## **Regarding Allocations**

Including today's proposals, we will have approved 199 contracts for a total of \$60.2 million, which is 59% of the total allocation for 2025-26 fiscal year. Together, these proposals are projected to train 54,541 workers in various industries across California.

## **POLICY COMMITTEE REPORT**

There were two quick Policy Manager updates. First on the ongoing revisions to the MEC application, and second on the next phase of our review for program guidelines, followed by a discussion on the Medical Skills guidelines.

Committee proposed some edits to these guidelines which will return to the next Policy Committee meeting for finalization.

There was also a discussion topic on ETP's delivery method names and if they should be revised.

Committee took no action and recommended no action in changing the names at this point.

There were also two action items. First, to approve moving recent edits to the CNA to LVN guidelines to full Panel approval, and second to approve some changes to the participating employer demand list Form 100B.

## **ACTION ON PROPOSALS**

### **Single Employer Contracts**

#### **Tab No. 1: 10X Genomics, Inc.**

Panel commented on their 14% turnover rate and asked whether it was normal within their industry or whether there were changes that happened that caused the turnover rate.

Contractor explained that their turnover rate was caused by changes in administration with a lack of funding to a lot of academic institutions that rely on their products, which resulted in them having to reduce their headcount.

Contractor also stated that the implementation of tariffs caused issues as they have an operations building in Singapore where a lot of their product was shipped to.

Panel acknowledged that a lot of things happened within their business during Contractor's last contract and asked how they will set themselves up to be successful this time around.

Contractor shared that during their last contract, they had a team of two including their LND Manager and LND Specialist, and now, they have a team of four, which includes their VP of HR to help them plan the trainings throughout the 2026 year. There is also a team of three that will be managing the ETP site, such as inputting hours and potentially reusing Excel and Docusign.

Panel inquired whether Docusign would be their alternate recordkeeping method.

Heather Miguel stated alternate recordkeeping methods were not necessarily learning management systems; typically it is a hybrid, and each instance is looked at individually by the Company and should be vetted from staff.

Panel instructed Contractor to make sure if there were any changes with their alternate recordkeeping methods, to inform staff.

**ACTION:** Member Smiles moved to approve 10X Genomics, Inc. in the amount of \$97,440. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 2: Alliance Environmental Holdings, LLC**

Panel had a question regarding Contractor's subcontractor, Training Funding Source, and the percentage of the earned amount they'd earn under Administrative.

Contractor said 13%.

Panel had concerns over previous audit findings.

Contractor explained they have a team of individuals that will help with the recordkeeping and monitoring of training, and it all goes through her. She also shared they just had a 99% success rate, which showed it worked.

**ACTION:** Member Newsom moved to approve Alliance Environmental Holdings, LLC in the amount of \$432,600. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 3: Alpha Mechanical, LLC**

Panel asked whether they are utilizing apprentices.

Jordyn Eidsmoe said they are using some.

**ACTION:** Member Smiles moved to approve Alpha Mechanical, LLC in the amount of \$157,724. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 4: Aspen Neuroscience, Inc.**

Panel inquired about Contractor's training vendor, Hands On LLC, and how their training would be specific to their needs.

Contractor shared that it is so much easier with a vendor that understood their industry, and that Hands On have proven themselves in their field.

**ACTION:** Member Smiles moved to approve Aspen Neuroscience, Inc. in the amount of \$190,400. Member Newsom Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 5: Bandy Manufacturing, LLC**

**ACTION:** Member Smiles moved to approve Bandy Manufacturing, LLC in the amount of \$106,400. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 6: CHLB, LLC dba College Medical Center**

Panel appreciated their high wages.

**ACTION:** Member Newsom moved to approve CHLB, LLC dba College Medical Center in the amount of \$596,136. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 7: Cicon Engineering, Inc.**

Panel appreciated that under Wage Progression, Contractor had included the notion that all of their supervisors and managers first started off as technicians and asked specifically for the Production Technician occupation, how and when they would move from the second column of \$20.01-\$25.00 beyond \$25.00.

Dara Kolahi shared that since their last application, they revamped their performance evaluation process which is a clearer pay-for-skills system. Their evaluation has 80 different metrics. Dara also stated that the average raise given this year was 5.5%. Lastly, Dara shared that their turnover fell to 11% from 16%.

Panel had questions about how the proposal would help with retention.

Dara Kolahi believed that the more confidence their trainees have in their skills, the higher they'll go, and explained that aside from technical training, trainees would also be trained on how to work with a team, how to become self-efficient, etc.

Panel questioned the sizable jump of requested funding and asked what the driver was.

Dara Kolahi shared that last time was their first contract, and they had a hard time filling out the paperwork, in fact, a lot of stuff wasn't even recorded, about 20%. They also have a new ERP system and million dollar machinery they need to get trained on, in addition to AS9100.

**ACTION:** Member Smiles moved to approve Cicon Engineering, Inc. in the amount of \$478,800. Member Newsom Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 8: Clarke & Rush Mechanical, Inc. dba Clarke & Rush Plumbing Heating and Air Conditioning**

Panel brought up the fact that they were coming in at \$280,000 and last time hit \$216,000 and asked how they'll be successful with that extra funding.

Nawid Popal shared they have trained two additional trainers as well as gotten a new scheduling software. Additionally, they have loaded their training for the offseason.

**ACTION:** Member Newsom moved to approve Clarke & Rush Mechanical, Inc. dba Clarke & Rush Plumbing Heating and Air Conditioning in the amount of \$280,000. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 9: Commercial Casework Incorporated**

**ACTION:** Member Newsom moved to approve Commercial Casework Incorporated in the amount of \$274,820. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 10: Decore-ative Specialties**

Panel noticed Contractor has had multiple ETP Contracts but hasn't been back in over five years, so was curious why.

Marcos Arroyo shared that in the last five years, there have been major changes in the Company such as the purchase of 20 different pieces of new equipment which requires a

new skillset.

**ACTION:** Member Smiles moved to approve Decore-ative Specialties in the amount of \$130,200. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 11: El Clasificado dba El Clasificado / EC Hispanic Media**

Panel questioned their prior performance and the fact that the proposal had been rightsized and wanted more elaboration on the reason.

Rosa Chang shared that their performance was impacted, especially by the Altadena fire, as they had some employees that either had to evacuate, lost their properties, or had to take care of loved ones. She also explained that their main competitor, El Aviso, went out of business, so they had to shift resources from training to marketing and sales.

Panel asked whether their turnover was affected by the fires.

Rosa Chang stated they had to be flexible, such as people not being able to come into work.

With the impact from the fires and Contractor's performance being affected from something out of their control, as well as previous performances being at 100%, Panel proposed giving them the funding they came in for, which was \$133,000.

**ACTION:** Member Newsom moved to approve El Clasificado dba El Clasificado / EC Hispanic Media in the revised amount of up to \$133,000. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 12: Engeo Incorporated**

**ACTION:** Member Newsom moved to approve Engeo Incorporated in the amount of \$198,940. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 13: Four Seasons Healthcare & Wellness Center, LP dba Four Seasons Healthcare**

**ACTION:** Member Smiles moved to approve Four Seasons Healthcare & Wellness Center, LP dba Four Seasons Healthcare in the amount of \$592,620. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 14: Hanalei Holdings LLC dba Bridgeview Post Acute**

Panel questioned the multiple wage reduction requests and asked for elaboration on the eight employees and when they would anticipate receiving the training and having their wages progress upward.

Samantha Carson shared the training would start immediately, and that they do progressive evaluations to see about increasing the wages at the facility.

**ACTION:** Member Smiles moved to approve Hanalei Holdings LLC dba Bridgeview Post Acute in the amount of \$177,800. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 15: Homebridge, Inc.**

**ACTION:** Member Smiles moved to approve Homebridge, Inc. in the amount of \$268,800. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 16: HUB International Insurance Services Inc.**

**ACTION:** Member Newsom moved to approve HUB International Insurance Services Inc. in the amount of \$449,280. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 17: James Caccia Plumbing, Inc. dba Caccia Home Services**

**ACTION:** Member Smiles moved to approve James Caccia Plumbing, Inc. dba Caccia Home Services in the amount of \$182,000. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 18: JBR, Inc. dba San Francisco Bay Coffee**

**ACTION:** Member Newsom moved to approve JBR, Inc. dba San Francisco Bay Coffee in the amount of \$351,288. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.



Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 19: Joseph Gallo Cheese Company LP dba Joseph Gallo Farms**

Panel had concerns over a significant number of employees being listed in the column of being compensated less than \$20.00 and wanted elaboration on the hopes they have in progressing those wages.

Jennifer Cargill explained that \$18.50 was their starting rate for a variety of different positions and as people start, finish 90 days, and get various position specific training and/or certifications, they would progress within those wages relatively quickly.

Panel pointed out the 12% turnover rate and inquired about how the proposed training plan would help reduce that and contribute to retention.

Jennifer Cargill shared that their average retention was about 12 years of service. She also stated that their turnover rate being at 12% was significantly less than the national average for manufacturing and 24/7 manufacturing in particular. She explained that most of their turnover was due to being a 24/7 facility and not offering Monday through Friday day shifts, so some employees had a hard time adjusting to the schedule associated with manufacturing. She believed having better onboarding programs and recruiting/training programs would help reduce the turnover.

Panel brought up their use of an out-of-state vendor and asked for elaboration on their relationship with them.

Jennifer Cargill explained that they've had a business relationship with them ever since they started at ETP as well as at her previous job, and the vendor had recently relocated out-of-state.

**ACTION:** Member Smiles moved to approve Joseph Gallo Cheese Company LP dba Joseph Gallo Farms in the amount of \$512,960. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 20: Kratos Unmanned Aerial Systems, Inc.**

**ACTION:** Member Newsom moved to approve Kratos Unmanned Aerial Systems, Inc. in the amount of \$350,700. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 21: Kyverna Therapeutics, Inc.**

Panel asked for elaboration regarding Hands On LLC and how they're being very specific with the type of training they're providing the Company.

Cara Bauer explained that Hands On has a lot of experience in biotech, and some of the skills Kyverna need to bring to their organization are quite niche as they move from a development stage to a commercial stage. She also shared that several employees have worked with them in the past and recommended Hands On.

**ACTION:** Member Smiles moved to approve Kyverna Therapeutics, Inc. in the amount of \$154,000. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 22: Lawrence Equipment, Inc.**

**ACTION:** Member Newsom moved to approve Lawrence Equipment, Inc. in the amount of \$477,988. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 23: Monogram Aerospace Fasteners, Inc.**

**ACTION:** Member Smiles moved to approve Monogram Aerospace Fasteners, Inc. in the amount of \$426,384. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 24: Movement For Life, Inc.**

Panel was concerned how Contractor previously requested approximately \$200,000 and had an 84% performance rate which was low and asked how they'll reach 100%.

Anny Henry shared that last time, they had a smaller workforce that was eligible for training, and this time, they are eligible for more employees. They also hired a person dedicated solely to the training to help them track and make sure the training takes place and is being recorded.

Panel had questions regarding them bringing in 100 employees, and asked for the percentage of the 319 trainees that was going to be the 100 being brought in.

Anny Henry stated that 50-70 would be new employees versus current employees.

Panel felt more comfortable approving the proposal at 84% of what they came in requesting versus the full 100%.

**ACTION:** Member Newsom moved to approve Movement For Life, Inc. in the right sized amount of up to \$315,000. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

## **Tab No. 25: On-Time Air Conditioning & Heating, LLC**

Panel questioned Contractor requesting to compensate some of their workers up to \$7.11 per hour in order to meet the post retention wage, based off of a bonus or commission structure.

Kevin Albright explained that for their training program, they take people that have no experience at all, and then when they graduate, they are able to hit the field, and any revenue that comes in from their calls, they would get a percentage.

Panel asked whether Technicians and Installers are responsible for sales.

Kevin Albright stated that they are not, but if they were on a call that led to a sale, they would get commission.

Michelle Rickner shared that as they move through the training, the trainees do get actual base wage increases in addition to the bonuses and commission. Their request for the bonus/commission structure was for a very small amount that may come in close to the end of the contract and wouldn't have gotten the adequate training they need for the next bump.

Panel asked how many trainees specifically would need the bonus/commission bump.

Michelle Rickner stated less than 5%.

Panel inquired whether the trainees would be trained on upskilling, so they can get those bonuses.

Kevin Albright shared that they do work on communication training.

Panel brought up Contractor's turnover rate and asked what processes they have in place that would help with retention and hopefully reduce their turnover rate.

Kevin Albright explained that they recently implemented a new safety training program as some of their turnover had been due to safety challenges including driving.

**ACTION:** Member Hill moved to approve On-Time Air Conditioning & Heating, LLC in the amount of \$487,200. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 26: R. Torre & Company, Inc. dba Torani**

Panel asked for clarification on the 5-9% of the team member's salary that Torani distributes annually in shares and whether it was needed to meet the post-retention wage.

Becca Russell said it was not and that it was just extra.

**ACTION:** Member Smiles moved to approve R. Torre & Company, Inc. dba Torani in the amount of \$469,700. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 27: RO Health, LLC dba RO Health, Inc**

Panel commented on Contractor's turnover rate.

Josh McIntosh explained that there has been a 14% increase in autism diagnosis in the last two years alone, and turnover rate industry-wide has been between 80-100% for most companies, and the Company benchmarks themselves at that and are excited they're four to five times better than that. They are also going to start offering continuing education units next year.

Panel asked how they're setting themselves up for success.

Josh McIntosh shared they right-sized what they were asking for. He also shared that during their first proposal, they had a brand new program and their original vision was to do it year-round, but that came with challenges, so now they're doing a summer and winter-based cohort program.

Josh McIntosh also stated that retention wise, the main issues in their industry were burnout, being overworked, having high caseloads, and lack of training and support. They have found that having their cohort model with 15-20 therapists that go through training together and building a community and support system has helped.

**ACTION:** Member Smiles moved to approve RO Health, LLC dba RO Health, Inc in the amount of \$109,620. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 28: S. Martinelli & Company**

**ACTION:** Member Newsom moved to approve S. Martinelli & Company in the amount of \$295,680. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 29: Taylor Farms Pacific, Inc.**

Withdrawn

**Tab No. 30: Tiger Lines, LLC**

Panel questioned the seasonal aspect of the contract and whether there were repeat seasonal employees or hopefully conversion to year-round.

Danielle Bakey stated they have a 50% return rate for their seasonal positions.

Panel inquired about the conversion from seasonal to year-round.

Danielle Bakey shared that it depended on the opening, but they guaranteed at least 10-15 people would get hired.

**ACTION:** Member Newsom moved to approve Tiger Lines, LLC in the amount of \$226,800. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 31: Tri-Square Construction Company, Inc.**

**ACTION:** Member Newsom moved to approve Tri-Square Construction Company, Inc. in the amount of \$112,000. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 32: W C Heating & Air Conditioning, Inc. dba We Care**

**ACTION:** Member Smiles moved to approve W C Heating & Air Conditioning, Inc. dba We Care in the amount of \$65,604. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Multiple Employer Contracts**

**Tab No. 33: Calaveras County Chamber of Commerce**

Panel inquired about the number of employees that the 189 members employ in Calaveras County.

Rachel Sparks stated that it was hard to tell without looking at the spreadsheets, but some were very small businesses that were just 1 person, and some would go up to 20-30 people.

Panel questioned how they were approaching the training of the employees and whether they were asking the employer to train them.

Rachel Sparks shared that there was a lot of in-house training that happens with these businesses, but the Chamber also offers a lot of workshops and training opportunities.

Panel asked whether a lot of employees moved from company to company or if they tended to stay in one place.

Rachel Sparks explained that she hasn't seen a lot of movement between companies personally.

**ACTION:** Member Newsom moved to approve Calaveras County Chamber of Commerce in the amount of \$339,444. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye

Gretchen Newsom – aye

Mike Hill – aye

Jennifer Fothergill – aye

**Tab No. 34: Chaffey Community College District, Chaffey College**

Jana Lazarewicz brought to Panel's attention a discrepancy in the Active Projects table and the narrative section. She stated that the potential earning amounts were correct, however, there was a discrepancy in the content of the narrative.

Panel questioned the request for increasing their funding amount from the previous \$525,000 to \$805,000, and asked for elaboration on how they would be successful and why it was necessary.

Preethi Talwar shared that they have streamlined some of their core programs by about 20%. She also stated they reorganized their department staff and created what they call an employer engagement hub, which helps with outreach and customizing the training programs.

Panel asked about their Literacy contract and whether they were feeling confident on it.

Preethi Talwar was very confident and added they've also been taking part in the round table conferences that ETP has held and learning a lot of best practices.

Panel inquired whether they were providing certifications to employers as part of their training or whether it was more focused on skills.

Preethi Talwar stated that it's a balance, and they do have certain certifications they do give.

**ACTION:** Member Newsom moved to approve Chaffey Community College District, Chaffey College in the amount of \$805,860. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye



Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 35: College of the Sequoias**

Panel loved that the Company listed their certifications on the 130 and had a question about the SACA certification and whether that was being given by employers or sold out to the employers.

Jorge Zegarra stated that the employees were involved. They are starting a new program in January in which a local employer is going to be sending about 20 employees for Electrical SACA 201 for their certification, so it's a combination of employer input but also investments they've made in equipment.

Panel had concerns over the wages being on the lower end for post-retention, but understands it's more on the employers.

**ACTION:** Member Smiles moved to approve College of the Sequoias in the amount of \$849,410. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 36: El Camino Community College District**

Heather Miguel pointed out a discrepancy regarding prior performance and stated the Active Projects table that had a higher threshold of performance was accurate.

Contractor shared that workplace literacy was dear to his heart and believes their past low performance was due to a timing issue and the pandemic.

He explained that he's seen a turnaround from his employers going from 39% to 62%, and has six companies lined up starting January, that if they all come through, it'll bring the performance up to 99%.

**ACTION:** Member Smiles moved to approve El Camino Community College District in the amount of \$849,156. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 37: Employed Security Service Center, Inc.**

Panel questioned their prior performance being at 49% and payment earned being \$131,000, but they were now requesting \$254,000, and asked how they would be successful this time around.

Musheer Rasheed shared that their last contract was unfortunately during COVID with a tremendous number of restrictions, so they couldn't get their first Veteran until six months later.

He stated that they have now implemented a pre-enrollment plan that asks many questions because of their industry that requires state certifications, and many of the Veterans they had trained had records they weren't aware of.

Judith Gilliland also shared that they had communication issues with a consultant that helped the Company and the consultant not understanding the training Employed Security Service Center, Inc. was providing, so not everything was reported correctly.

**ACTION:** Member Newsom moved to approve Employed Security Service Center, Inc. in the amount of \$254,080. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 38: Friends of the Port dba Working Waterfront Coalition**

Jana Lazarewicz brought to Panel's attention that the proposal still showed the terms "at-risk youth" and ex offender" as staff was still internally implementing the changes, so in the future, you would see "opportunity youth" and "justice involved."

**ACTION:** Member Smiles moved to approve Friends of the Port dba Working Waterfront Coalition in the amount of \$251,838. Member Newsom Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 39: San Bernardino Community College District**

Panel acknowledged the listed vendors and asked whether they would be utilizing other community colleges and other regions to train to help expand their funds.

John Fox said that there were colleges close to theirs, but their ETP projects were not quite at a point that it made sense to come and get their own funding.

**ACTION:** Member Smiles moved to approve San Bernardino Community College District in the amount of \$849,736. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 40: San Joaquin Partnership, Inc.**

**ACTION:** Member Smiles moved to approve San Joaquin Partnership, Inc. in the amount of \$389,350. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 41: The Corporation for Manufacturing Excellence (MANEX)**

**ACTION:** Member Newsom moved to approve The Corporation for Manufacturing Excellence (MANEX) in the amount of \$838,600. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 42: Valley Contractors Exchange**

Panel asked for elaboration on the type of construction workers they were training as Panel was used to seeing different classifications such as Electrician, Plumber, Bricklayer, etc.

Amy Rohrer shared that it was all of the above. Their main target audience for trainees would be entry-level frontline construction workers, laborers, and field workers, so they can upskill them to hopefully get into more public works type work.

**ACTION:** Member Smiles moved to approve Valley Contractors Exchange in the amount of \$107,820. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Apprenticeships**

**Tab No. 43: California State Society for Opticians**

**ACTION:** Member Newsom moved to approve California State Society for Opticians in the amount of \$19,760. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 44: Got Power, Inc.**

**ACTION:** Member Smiles moved to approve Got Power, Inc. in the amount of \$49,664. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 45: Strive Community Health Institute**

Willie Atkinson brought to Panel's attention that for development fees, it would only be 10% of the awarded amount.

Panel wanted clarification that the trainees they would be training under this contract would not be charged tuition.

Erica McDaniel confirmed and shared that all students that came through the program would be afforded stipends or grants to offset any costs.

**ACTION:** Member Smiles moved to approve Strive Community Health Institute in the amount of \$49,990. Member Hill Seconded. All Panel Members present voted in the affirmative for approval as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Amendments**

**Tab No. 46: Fullerton Chamber of Commerce dba North Orange County Chamber**

Panel wanted clarification that they were looking to move workers from a lower wage to a higher wage.

Contractor confirmed that was correct.

**ACTION:** Member Newsom moved to approve the request for an amendment by Fullerton Chamber of Commerce dba North Orange County Chamber as presented. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval of the amendment as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye

Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**Tab No. 47: The Chamber of the Chino Valley**

**ACTION:** Member Newsom moved to approve the request for an amendment by The Chamber of the Chino Valley as presented. Member Smiles Seconded. All Panel Members present voted in the affirmative for approval of the amendment as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

**OPPORTUNITY FOR PANEL MEMBERS TO REQUEST AGENDA ITEMS FOR FUTURE PANEL MEETING**

No comments.

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

No comments.

**MEETING ADJOURNMENT**

Chair Bettencourt asked for motion to adjourn the Panel meeting.

**ACTION:** Member Smiles moved to adjourn the Panel meeting. Member Newsom Seconded. All Panel Members present voted in the affirmative to adjourn the Panel meeting as moved.

Motion carried by roll call vote, 5 to 0.

Rebecca Bettencourt – aye  
Rick Smiles – aye  
Gretchen Newsom – aye  
Mike Hill – aye  
Jennifer Fothergill – aye

Chair Bettencourt Adjourned the meeting at 12:35 p.m.

## Single Employer Contractor

A single employer, ranging from a small business to a large publicly-traded corporation, may contract directly with the Panel. Usually, these are retraining projects for current employees.

- Unless funded under Special Employment Training (SET), a single employer must face out-of-state competition.
- A single employer must be subject to the Employment Training Tax.
- The employer must also make an “in kind” contribution toward the cost of training, as follows: 1) 100 or fewer employees, at least 50% of the ETP-funded amount; 2) more than 100 employees, at least 100% of the ETP-funded amount.
- The employer must provide union letters of support for employees who are represented. The employer should also be able to show how the training will enhance job security and improve opportunities for advancement.
- A single employer must establish the need for the particular training curriculum proposed.
- The employer must establish its ongoing commitment to training and represent that ETP funds will not displace existing resources.
- All single employer contracts are capped at \$600,000.

These features apply to core program funding.

## Multiple Employer Contractor

A Multiple Employer Contractor (MEC) may be a group of employers or a training agency, or a Workforce Investment Board.

- Up to 8% of program costs may be approved as additional funding for recruitment, placement and assessment activities. For New Hire training, the MEC may receive up to another 4% (total 12%). These costs must be justified.
- The project may be retraining or new hire training, or a combination of both. Training may take place at the worksite or a training center, or both.
- All MECs are capped at \$850,000 and are limited to one contract per Fiscal Year.

### *Retraining*

- Training hours for retrainees are capped at 200. The Panel may modify this cap for good cause on a case-by-case basis.
- The MEC must provide union letters of support for represented employees.
- The MEC must make an “in kind” contribution toward the cost of training, of at least 50% of the ETP-funded amount. These contributions may consist of:
  - 1) wages/benefits paid during training by participating employers;
  - 2) development, recruitment, placement, and assessment costs; and,
  - 3) facility and material expenses.
- The MEC must provide a list of participating employers to demonstrate actual employer demand for the occupational skills in the curriculum.
- The MEC must have a core group of participating employers for at least 80% of the training plan.
- Participating employers must be subject to the Employment Training Tax.
- Participating employers must demonstrate an ongoing commitment to training, and represent that ETP funds will not displace existing resources.

### *New Hire Training*

- Training hours are capped at 260. The Panel may modify this cap for good cause on a case-by-case basis.
- The MEC must have a plan for recruiting trainees and participating employers. As part of this plan, the MEC must have an advisory board of participating employers qualified to provide guidance on needed occupational skills.
- Training must be for job-related skills that apply to specific occupations in a given industry or to specialized occupations across an industry spectrum.
- For all occupations, the MEC should be able to show a statewide or local shortage of skilled workers.

These features apply to core program funding.



## Delegation Order Process

- The Panel has delegated authority to the Executive Director, without consultation with the Panel Chair, to approve (1) small business (100 or fewer employees) for \$75,000 or less, and (2) single and multiple employer proposals for \$75,000 or less.
- This procedure allows projects to be approved on a flow basis. This process recognizes the need for just-in-time training, and reduces or eliminates the need for a Consent Calendar.
- An ETP130 and Curriculum is prepared for each proposal. They are reviewed and approved after the Executive Director signs off. The effective date will be the date specified by the Field Analyst and if no date is specified, the earliest effective date of contract is the day after the project is approved by the Executive Director.
- A copy of approved Delegation Orders is included in each month's Panel Packet, for projects approved prior to the Panel meeting, as an informational item.



Employment Training Panel

# MEMORANDUM

To: Panel Members January 9, 2026

cc: Jessica Grimes, Executive Director  
Peter Cooper, Assistant Director/Senior Advisor  
Kumani Armstrong, Assistant Director/Chief Counsel  
Laura Campbell, Chief Deputy Director  
Tara Armstrong, Deputy Director of Technical Branch

From: Michael A. Cable, Staff Attorney

Subject: Pending Legislation; California Legislature; 2025-2026 Regular Session

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## **I. CHAPTERED/VETOED BILLS FROM YEAR ONE OF 2025-2026 REGULAR SESSEION**

- [\(CHAPTER 430\) AB-42 CalWORKs: CalFresh: eligibility: income and resource exclusions.](#)  
Summary: This bill would exempt any grant, award, scholarship, loan, or fellowship benefit that is provided to any assistance unit member for educational purposes and that is not administered by the United States Department of Education from consideration as income for purposes of determining CalWORKs and CalFresh eligibility or grant amounts, and would also exempt those funds as resources for purposes of determining CalWORKs eligibility or grant amounts. The bill would also require, to the extent permitted by federal law, regulation, or guidance, or a waiver thereof, the State Department of Social Services to exercise a federal option to exclude, for purposes of calculating a household's income under CalFresh, any type of income that the department excludes when determining eligibility or benefits for CalWORKs. This bill would require the department to implement these provisions through an all-county letter or similar instruction until regulations are adopted. By expanding the scope of eligibility for CalWORKs and CalFresh, the bill would impose a state-mandated local program.  
Status: On 10/07/2025: Chaptered by Secretary of State - Chapter 430, Statutes of 2025.
- [\(CHAPTER 255\) AB-323 Strong Workforce Program: work-based learning opportunities.](#)  
Summary: Existing law establishes the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in this state. Existing law establishes the Strong Workforce Program to provide funding to career technical education regional consortia made up of community college districts and local educational agencies, as specified. Existing law requires the office of the Chancellor of the California Community Colleges to, no later than June 30, 2017, bring before the board of governors any policies, regulations, and guidance necessary to accomplish, among other things, providing work-based learning opportunities for students that increase their employability and earning potential, as provided. Existing law requires a percentage of the funds apportioned for

community colleges under the program to be apportioned directly to community college districts in the consortia to fund, among other things, student grants to cover fees for third-party certification and licensing. This bill would require the chancellor's office to revise, no later than June 30, 2026, the above-described policies, regulations, and guidance necessary to provide students, employers, or both, with paid work-based learning opportunities, as provided. The bill would authorize a community college district to also use those funds apportioned directly to community college districts to provide direct support to students, employers, or both, for paid work-based learning to increase employability and employment, as provided.

Status: On 10/03/2025: Chaptered by Secretary of State - Chapter 255, Statutes of 2025.

- [\(VETOED\) AB-1136 Employment: immigration and work authorization.](#)

Summary: This bill would require each employee, upon request, to be released by their employer for up to 5 unpaid working days in order to attend appointments, interviews, adjudications, legal proceedings, detainment, or any other meeting at which the employee's presence is required concerning the employee's immigration status, work authorization, visa status, or any other immigration-related matter. The bill would also require a post-introductory employee, as defined, whose employment has been terminated due to an inability to provide documentation of proper work authorization to be immediately reinstated to their former classification without loss in seniority, subject to producing proper work authorization, as prescribed. The bill would also require an employer, if the employee needs additional time, to rehire the employee into the next available opening in the employee's former classification, as a new hire without retaining seniority, subject to meeting certain conditions. The bill would apply these requirements to a public or private employer, but would exempt a public or private employer with 25 or fewer employees. The bill would prohibit each public or private employer from disciplining, discharging, or discriminating against an employee because of national origin or immigration status, or because the employee is subject to immigration or deportation proceedings, except as required to comply with the law. The bill would prohibit an employee subject to immigration or deportation proceedings from being discharged solely because of those proceedings, so long as the employee is authorized to work in the United States. If the employer is notified that an employee has been detained or incarcerated as a result of pending immigration or deportation proceedings, the bill would require the employer to place the employee on an unpaid leave of absence for a period of 12 months. If the employee is released and provides appropriate work authorization documentation within the 12-month period, the bill would require the employee to be returned to work without loss of seniority to their former job classification, as prescribed. The bill would require the Labor Commissioner to enforce these provisions, and would make other related and conforming changes.

Status: On 10/13/2025: Vetoes by Governor.

- [\(VETOED\) SB-275 Eligible training provider list.](#)

Summary: This bill would prohibit an approved training provider from being removed from the eligible training provider list if the provider has submitted verification of completion of continued eligibility requirements through a local workforce development board, except as provided. The bill would require continued eligibility review to be conducted once every two fiscal years, and would require local workforce development boards to submit continued eligibility reviews to the Employment Development Department, in the form and manner prescribed by the department, no later than September 30 of each even numbered year for the prior two fiscal years, as provided.

Status: On 10/01/2025: Vetoes by the Governor.

- [\(CHAPTER 222\) SB-470 Bagley-Keene Open Meeting Act: teleconferencing.](#)

Summary: This bill would extend the provisions regarding teleconferencing from January 1, 2026, to January 1, 2030.

Status: On 10/01/2025: Chaptered by Secretary of State. Chapter 222, Statutes of 2025.

- [\(CHAPTER 457\) SB-638 California Education and Workforce Development Coordinating Entity: Career Technical Education and Career Pathways Grant Program.](#)

Summary: Existing law establishes the California Career Technical Education Incentive Grant Program, administered by the State Department of Education, with the purpose of encouraging, maintaining, and strengthening the delivery of high-quality career technical education programs. Among other things, this bill, subject to an appropriation by the Legislature for this purpose, would establish the Career Technical Education and Career Pathways Grant Program, to be administered by the department, for purposes of providing programs and services related to career technical education and career pathways, as provided. The bill would establish the Career Technical Education and Career Pathways Grant Program Fund in the State Treasury, and would require moneys in the fund to be available, upon appropriation by the Legislature.

Status: On 10/07/2025: Chaptered by Secretary of State. Chapter 457, Statutes of 2025.

## II. **ASSEMBLY BILLS**

- [AB-1534 Student financial aid: federal Workforce Pell Grant program.](#)

Summary: Beginning on July 1, 2026, for the financial aid award year of 2026–27 and each award year thereafter, existing federal law establishes the federal Workforce Pell Grant program to award grants to eligible students who are enrolled, or accepted for enrollment, in a short-term educational program that, among other things, provides an education aligned with the requirements of high-skill, high-wage, or in-demand industry sectors or occupations, as provided. This bill, beginning on July 1, 2026, would prohibit a campus of the University of California, the California State University, or the California Community Colleges, a private postsecondary educational institution, or an independent institution of higher education that receives state financial assistance from disbursing federal Workforce Pell Grant program funds to students enrolled in the institution's short-term programs, and advertising, marketing, or informing students about the availability of those funds unless the institution has (1) obtained authorization from an unspecified state entity that the institution meets the requirements of the federal Workforce Pell Grant program, and (2) obtained approvals and met all requirements set forth by the United States Department of Education. The bill would require a participating institution seeking a determination that one or more of its short-term programs meets the requirements of the federal Workforce Pell Grant program to provide to the unspecified state entity, among other things, certification under penalty of perjury with any applicable verification required by the unspecified state entity that is sufficient to demonstrate that for each federal aid award year, the short-term program meets specified criteria related to its short-term program, as provided. This bill would prohibit the unspecified state entity from authorizing a participating institution to receive federal Workforce Pell Grant program funds for a short-term program unless, among other things, the unspecified state entity determines that the short-term program meets the requirements of the above-described federal provisions and the unspecified state entity consults with an advisory board, which the bill would establish. The bill would require a participating institution to ensure that any confidential student information collected for purposes of the bill is only disclosed to the unspecified state entity.

Status: On 01/06/2026: From printer. May be heard in committee February 5.

- [AB-1542 Sensitive personal information.](#)

Summary: The California Consumer Privacy Act of 2018 (CCPA) grants a consumer various rights with respect to personal information, as defined, that is collected or sold by a business, as defined, including the right to direct a business that collects sensitive personal information, as defined, about the consumer to limit its use, as prescribed. The California Privacy Rights Act of 2020, approved by the voters as Proposition 24 at the November 3, 2020, statewide general election, amended, added to, and reenacted the CCPA. This bill would, under the CCPA, prohibit a business, service provider, or contractor from selling or sharing sensitive personal information to a third party.

Status: On 01/06/2026: From printer. May be heard in committee February 5.

### III. ASSEMBLY BILLS

- [AB-1563 Budget Act of 2026.](#)

Summary: This bill would make appropriations for the support of state government for the 2026–27 fiscal year. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: On 01/09/2026: Read first time. To print.

- [SB-879 Budget Act of 2026.](#)

Summary: This bill would make appropriations for the support of state government for the 2026–27 fiscal year. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: On 01/09/2026: Introduced. Referred to Com. on B. & F. R.



# Memorandum

To: Panel Members

Date: January 23, 2026

From: Application/Proposal Workgroup and Policy Committee

Subject: **MEC Participating Employer (PE) Demand List**

## I. **Background:**

The ETP Policy Committee has been working on updating the MEC applications to ensure all necessary information is included for the Panel's review. At the August 21, 2025, Policy Committee Meeting, the committee discussed new indicators for the Participating Employer Demand List to address gaps. The committee members examined additional details that could be collected from employers applying for MEC Contracts to better evaluate ETP funding proposals. This topic was not voted on during the meeting but was referred to the Application Proposal Workgroup for further review and reorganization before being brought back for a vote.

The Participating Employer (PE) Demand List, completed and submitted by Multiple Employer Contractor (MEC) Applicants (excluding New Hire Applications), provides information on employers intending to participate in the MEC's Contract, if approved, and is included with the Panel Proposal/Panel Packet.

The Application and Proposal workgroup reviewed the requests for new indicators on the PE Demand List and presented a prototype at the December 2025 Policy Committee meeting for a vote.

## II. **Policy Committee Recommendation**

At the December 2025 Policy Committee Meeting, the Policy Committee recommended revisions to the PE Demand List prototype and recommended the addition of two items:

- **Notification of inclusion** statement (see below)
  - *This information notifies the Panel that the listed employers have been notified of their inclusion to the Proposal/Contract.*
- **Industry** (with a drop-down list) (see below)
  - *This information shows the Panel the employers industry. This data field is a drop-down list that is that same list as on the Application.*

## PROTOTYPE

### Participating Employers in Retrainee Multiple Employer Contracts

#### *Self-reported listing of potential employers participating in the contract*

*To the best of my knowledge, I hereby certify that all information provided, are true and accurate representations, and that all Participating Employers included on this document have been notified of their inclusion. By acknowledging below, I warrant, represent, and certify under penalty of perjury under the laws of the State of California, that I am competent and authorized to provide this Participating Employer Demand.*

Contractor's Name:	CCG No.:
Reference No:	Page 1 of 1

Company:

Address:

City, State, Zip:

Employers Industry: (Select One)	Priority Industry? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Estimated # of employees to be retrained under this Contract:

Total # of full-time employees:	Worldwide:	California:	Estimated # of Trainees:
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Collective Bargaining Agreement(s):

### III. Action Item

Panel Vote to Approve the Policy Committee Recommendation regarding the Participating Employer Demand List to add a statement of Notification of Inclusion and Industry.



# Memorandum

To: Panel Members

From: Jana Lazarewicz, Chief of Program Operations

Subject: Temporary Pause on Application Submittals

Date: January 23, 2026

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I. Statement:

The Employment Training Panel (ETP) will temporarily pause the Cal-E-Force (CEF) system from accepting new funding applications on April 23, 2026 until May 1, 2026.

II. Additional Information:

The temporary pause of the CEF system from accepting new ETP funding applications will begin at **5:00PM PST on April 23, 2026**. The CEF system will reopen to accept new ETP funding applications at **8:00AM PST on May 1, 2026**.

This will allow ETP to implement any Fiscal Year 2026-27 changes related to funding allocations and/or priority industries and initiatives. The proposed Fiscal Year 2026-27 changes will be presented to, and voted on by, the Panel at the April 24, 2026 Panel Meeting.

Applications that are in “**Submitted**” status as of April 23, 2026, will be returned to “**In Draft**” status. These applications may be revised and resubmitted once the application window reopens, in accordance with the new fiscal year funding allocations and priorities.

Applications that are in “**In Eligibility**” or “**In RO Development**” status as of April 23, 2026, will continue to move forward in the process. These applications will be developed and considered based on eligibility, priority industries and initiatives, and funding availability in effect for the fiscal year which they are presented to the Panel.

III. Action:

This item is for informational purposes only and no action is required.





Employment Training Panel

## M e m o r a n d u m

To: Panel Members

Date: January 23, 2026

From: Lis Testa, Policy Manager

File:

Subject: Action Item to Approve Revised CNA to LVN Guidelines

### I. Brief Issue Statement:

ETP is engaged in a comprehensive review of all of our Pilots and Guidelines per the legislation requirement in 10205(i). At the December 2025 Policy Committee meeting, Committee reviewed the CNA to LVN Guidelines, which provide information for supporting and including this population in ETP contracts.

Policy Committee approved moving the revised Guidelines to Panel for full approval. Below is a short explanation of the edits included in the revised version of the Guidelines.

### II. Background Information:

The revisions to the CNA to LVN Guidelines are as follows:

- 1) Performing a general clean-up for grammar/formatting/etc;
- 2) Remove the incomplete reference to Productive Lab – which seems to have been included in error;
- 3) Simplify the reimbursement requirements to standard ETP reimbursement.

A draft version of the CNA to LVN Guidelines, with the above changes incorporated, are included in your meeting materials for today.

### III. Recommendation

Staff is requesting an action item to approve the revised draft of the CNA to LVN Guidelines.



## Guidelines: CNA to LVN

**Pilot Effective:** January 1, 2006

**Guidelines Effective:** August 31, 2009

Revision History: **02/22/2019** Summary: Revise guidelines to remove PL limitation on training hours. **03/02/2016** Summary: Clarifies the minimum and maximum number of training hours is between 8 and 750. Retraitees may exceed the 750-hour cap with an approved justification for this and other programs. Also noted, for the Productive Laboratory delivery method the maximum training hours are capped at 60 (24 for Small Business). **08/10/2015** Summary: Governor Brown signed AB1270 changing the name of the California Workforce Investment Board (CWIB) to California Workforce Development Board (CWDB). All CWIB citations have been updated to reflect this name change. Revision History: **09/01/2009** Summary: Moved from Pilot to Guidelines, and revised the *Background* section accordingly. **01/15/2009** Summary: Standardized Pilot templates with standardized main headings, added new logo, removed standard ETP criteria, and added note that AB2570 eliminated cap on 5 programs.

These are guidelines only. If a proposal raises the need for further modifications, that will be accomplished on a case-by-case basis with direction from Executive Staff. **Unless modified by these guidelines, all other program criteria apply**

**CNA = Certified Nurse Assistant**

**LVN = Licensed Vocational Nurse**

### **BACKGROUND**

On January 1, 2006, ETP launched a pilot program aimed at addressing California's critical nursing shortage. The intent of the program was to encourage growth in the nursing sector by increasing advancement opportunities and job security through training provided to employed CNAs and caregivers. Initially, the Panel was authorized to fund up to five licensed nurse training programs for individuals who were actively working as certified nurse assistants (CNA) or caregivers in a for-profit, health facility, and who were concurrently enrolled in accredited nurse training programs to become Licensed Vocational Nurses (LVN).

Effective January 1, 2009, Assembly Bill 2570 (AB 2570) eliminated the cap on five programs. Since trainees upgrade from the occupation of CNA or caregiver to LVN, the projects are classified as *job creation*, and are funded under the Panel's *Economic Development* funding category (project code 687).

## **ELIGIBILITY**

Various contracting scenarios are possible. For example:

- A single employer (i.e. a hospital) might be the contractor, provide the training directly, and employ trainees during and after training/retention, or,
- An eligible contracting entity (i.e. a California Workforce Development Board (CWDB) might be the contractor, subcontract training to a qualified provider (i.e. a community college); and, participating employers (i.e. hospitals) employ trainees during and after training/retention.
- **Training Provider:** Nurse training programs are typically provided by community colleges, adult education, private schools, and hospitals. The California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) oversees the accreditation of vocational nurse and psychiatric technician schools, including approval of faculty and facilities statewide. The BVNPT assigns “accredited” status to a nurse program meeting all regulatory requirements. (An accredited nurse training program may temporarily be assigned “provisional” status denoting test scores below the state average for program graduates. A program is then removed from provisional status after test scores are raised.) To qualify for ETP funding, a nurse training program must be accredited (or have provisional status). See BVNPT website [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) , “California Accredited Schools” for a list of all accredited nurse training programs in the state.
- **Participating Employers:**
  - Must be subject to the Employment Training Tax, per UI Code, Section 10201(b).
  - Must meet the definition of a health facility as defined in the Health and Safety Code, Section 1250. In summary, a health facility is a facility that operates for the diagnosis, care, prevention, and treatment of human illness (physical or mental), including convalescence, and rehabilitation - to 1 or more persons who are admitted for a 24-hour stay or longer.
  - Are not required to meet the Panel’s out-of-state competition eligibility requirements set forth in UI Code, Section 10200(1).

However, all participating employers must complete an on-line certification statement form designed specifically for these nurse training projects, named the 100G. The ETP100G form captures minimal eligibility information (i.e. company name, address, CEAN, union information).

- **Trainee:**
  - Must be employed at the start of ETP-funded training by a for-profit hospital.
  - Must be employed as a CNA or caregiver. (CNA are certified positions. Caregivers are not certified positions. For ETP purposes, both certified and non-certified classifications are acceptable for individuals participating in ETP-funded nurse training.)
  - Must be enrolled in an accredited licensed nurse training program with an eligible employer, and have completed the first 800 hours of the training program prior to participating in ETP-funded training.

## Training Hours

After trainee completes 800 hours of a nurse training program, the Panel may fund a minimum of 8 hours to a maximum of 750 hours of the remaining program. (The minimum hour requirement for LVN training is 1,530 hours, thus, the Panel may essentially fund the last half of the training program.) An approved justification is required to exceed the maximum training hours.

## Training Delivery

- **Trainer-to-Trainee Ratio:** Clinical nurse training must be provided at the trainer-to-trainee ratio authorized by the BVNPT, which is 1:15. There is no specific ratio for classroom training. (Note: It is customary to provide nurse training in a class setting at a rate of 1: 30-40.)

## Curriculum

Per the BVNPT, an LVN provides basic bedside nursing care to clients under the direction of a physician or registered nurse. The LVN utilizes scientific and technical expertise and manual skills.

Duties within the scope of practice of an LVN typically include, but are not limited to:

- provision of basic hygienic and nursing care;
- measurement of vital signs;
- basic client assessment;
- documentation;
- performance of prescribed medical treatments;
- administration of prescribed medications; and
- performance of non-medicated intravenous therapy and blood withdrawal.

The LVN is commonly employed at acute medical/surgical hospitals; convalescent hospitals (long term care, skilled nursing); outpatient clinics; doctor's offices; and psychiatric hospitals.

All accredited licensed vocational nurse training programs consist of at least 1,530 training hours: 576 hours theory (including 54 hours of Pharmacology) and 954 clinical hours. At a minimum, all programs must include the following courses:

- Anatomy & Physiology
- Nursing Process
- Nutrition
- Maternity Nursing
- Medical/Surgical Nursing
- Leadership
- Psychology
- Communication
- Normal Growth and Development
- Nursing Fundamentals
- Gerontological Nursing
- Communicable Disease including Human Immunodeficiency Virus
- Pharmacology

- Patient Education
- Rehabilitation Nursing
- Pediatric Nursing
- Supervision

## Retention Requirements

After a trainee graduates from a nurse training program, the process for obtaining a vocational nurse license can take up to 20 weeks as follows:

1. Applicant applies to take a vocational nurse licensure examination (NCLEX) administered by the National Council for State Boards of Nursing, Inc.
2. Applicant receives approval to take the NCLEX exam.
3. Applicant takes the NCLEX exam.
4. Applicant is notified of exam results via mail.
5. If applicant fails exam, they may retake the test as many times as necessary to pass. If applicant passes the NCLEX, they forward exam results with an application for a license to the BVNPT.
6. Once the BVNPT receives and accepts the application for a license, the applicant name is posted on a web-site listing, authorizing applicant to begin working as an LVN while a license is being processed.
7. License is mailed to applicant.

An applicant is authorized to begin working as an LVN as soon as the BVNPT accepts and begins processing the person's application for a vocational nurse license. Therefore, for ETP purposes, retention may begin as soon as the ETP trainee is authorized to work as an LVN. (It's not necessary for the license to have been issued by BVNPT)

Due to the nature of the LVN licensing process, it is understood that there will be a gap between the time that a trainee completes ETP training and begins the ETP retention period.

For retention, trainee must be employed at least 35 hours per week with a single employer for a period of at least 90 consecutive days, or 500 hours within 150 calendar days with multiple employers.

## Wage

- **Trainee:** The LVN minimum wage requirement is the prevailing entry-level LVN wage customary for the employer; but, in no case shall it be less than the ETP Minimum Wage for new hires (exclusive of health benefits).

The Panel shall waive this requirement, if the following conditions are met:

1. Trainee earns at least 120% of the State minimum wage for at least the first 20 hours of work per week, during each week the trainee is enrolled in training; and,
2. Training results in full-time employment customary for LVNs, with trainee earning at least the prevailing entry-level LVN wage customary for the employer and commensurate with wages in the area.

## **Reimbursement**

Nurse training will be reimbursed per ETP's standard fixed-fee rate for retraining, as applicable for single or multiple employers.

**Support Costs:** do not generally apply for MEC nurse training projects. Given that trainees must be enrolled in a nurse program and employed prior to the start of ETP training, participating employers will be identified during project development, thus eliminating the need for recruitment activities and support costs. However, should a circumstance arise where a contractor will engage in recruitment activities and can justify the need, support costs may be negotiated during project development.

- Employers may not charge trainees to participate in any portion of ETP-funded training.



**Training Proposal for:**  
**Bellows Plumbing, Heating & Air, Inc.**

**Contract Number: ET26-0236**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SET	Industry Sector(s):	Construction	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Marin, Santa Clara, Santa Cruz	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 155	U.S.: 155	Worldwide: 155	
<u>Turnover Rate:</u>	6%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

In-Kind Contribution
\$556,425

Total ETP Funding
\$315,840

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SET Retrainee	141	8-200	0-0	80	\$2,240	\$33.64

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$33.64 per hour SET Modified Wage

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** Bellows offers Health, Dental and Vision Insurance to employees and their dependents. The Company pays 70% of the health premium cost for employees and 50% of the health premium cost for their dependents. The Company also offers dental and vision coverage for employees and their dependents at 50% cost to the employee. Additionally, employees can contribute towards a 401K retirement plan. The 401K contribution is matched up to four percent. Employees also earn one week of Paid Time Off after one year, two weeks after two years, and three weeks after five years with the Company. The total cost of fringe benefits for Bellows is \$6.64 per hour, per employee.

**Wage Progression:** Bellows utilizes a hybrid time and competency-based model for wage progression. Employees are assessed based on skill competency and experience at the time of hire and set at a baseline skill level. At 90 days and every 180 days thereafter, the employee is reassessed on the required skills and competencies using a rubric along with input from supervisors and mentors. Employees who meet the requirements are eligible for wage increases of five percent, that can increase to seven percent depending on performance ratings. Once employees reach the top scale, reviews are done annually, and employees receive increases for performance and longevity. The Company always prefers to promote from within and provides upward career ladder opportunities for all occupations.

**Wage Range by Occupation**

Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Support staff	\$31.14 - \$45.00	18	0	0	18
Technicians	\$31.14 - \$52.00	95	0	0	95
Comfort Advisors	\$31.14 - \$52.00	16	0	0	16
Team Leads	\$32.50 - \$55.00	12	0	0	12



## Introduction

Founded in 1984 and headquartered in Soquel, Bellows Plumbing, Heating & Air, Inc. (Bellows) ([www.bellowsservice.com](http://www.bellowsservice.com)) provides residential plumbing; heating, ventilation, and air conditioning (HVAC); including installation of new equipment, diagnosis, and repair of existing equipment. Bellows serves residential customers in Marin, Santa Clara, and Santa Cruz counties. Training will be delivered at the Company's three locations in Campbell, Novato, and Soquel. This will be Bellows' third ETP Contract, and it's third in the last five years.

## ETP Priority 10200(b)

Bellows training program aligns with Unemployment Insurance Code (UIC) section 10200(b) by advancing employees' technical skills and providing opportunities for growth, higher wages, and long-term employment within California. The Company prioritizes recruitment of displaced workers and those laid off due to climate-related economic disruption, and other issues facing construction and the fossil fuel industry. The Company contributes to California's growth by expanding operations throughout California to meet the rising demand for energy efficiency and water conservation services. The Company also indirectly supports the state's manufacturing sector by training technicians to install and maintain advanced systems produced by California-based manufacturers such as HVAC systems, water-saving devices, and diagnostic tools, helping to increase demand for locally made, energy-efficient technologies.

## Veterans Program

Bellows employs Veterans and values the skills and knowledge Veterans bring to the organization. The Company actively recruits Veterans for various employment opportunities and utilizes Troops to Trades and Skill Bridge, which are organizations aimed at attracting Veterans as they transition to civilian life. The Company also goes to local bases, the Veterans Administration, and other local resources to aid in recruitment.

## Project Details

Bellows previous project focused on training Bay Area employees, new hires, and building baseline skills overall. This project will focus on new technologies and advanced technologies, the Title 24 Building Energy Efficiency mandates, and brand specific diagnostics, installation, and repairs. The proposed training is essential to help equip Bellows' employees with the skills required to meet the demands of California's rapidly changing energy and water efficiency landscape.

As California continues to face severe wildfires and intensifying climate challenges, both state and federal legislation have accelerated the push toward reducing carbon emissions and increasing energy and water efficiency. The need for employees who can install, retrofit, and maintain high-efficiency, low-emission technologies has surged, especially in underserved and wildfire-affected communities. This has led to the rapid rollout of new programs focused on replacing inefficient, fossil fuel-based systems with cleaner, high-efficiency technologies. To meet this need, the Company must train employees in new program guidelines, advanced equipment, and specialized tooling. In addition, the switch to a lessor flammable freon, Refrigerant Systems, requires substantial training due to material handling requirements and updated equipment installation, diagnostics, and servicing procedures.

Employees will receive hands-on and technical instruction in emerging technologies such as Hybrid Heat Pump Systems, High Flow Wi-Fi Water Metering Systems, Refrigerant Systems,

Trenchless Systems and Tooling, and Wi-Fi Enabled Smart Water Meters. This instruction requires specialized certifications that involve over 100 hours of instruction, in addition to 160 hours of installation and retrofit training.

Bellows also anticipates hiring an additional 30 full-time employees over the next 18 months to meet the demand they are facing in the Santa Cruz and North Bay markets. The newly hired trainees will be included the training plan in order to provide critical job skills.

## Training Plan

Training will be delivered via Class/Lab, E-Learning, and Productive Lab (PL) in the following:

**Business Skills:** Training will be offered to all occupations and will provide the skills necessary to improve customer service and communications skills. Training will include Active Listening Skills, Conflict Resolution, and Understanding and Managing Expectations.

**Commercial Skills:** Training will be offered to Comfort Advisors, Team Leads, and Technicians and will cover industry-specific technical skills, new technologies, and products. Training will include Air Quality Diagnostics and Methodologies, High Flow Wi-Fi Water Metering Systems, and Refrigerant Systems.

**Computer Skills:** Training will be offered to all occupations and will focus on digital technologies, software, and equipment that support business operations. Training will include The Reliable Tech System (HVAC Management Software) Skills and Water Leak Video Inspection Tools.

## Certified Safety Training

1. OSHA 10. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers. The coursework is geared to construction work and manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

## Productive Laboratory

The homes, equipment, and technologies that the Technicians are working on age, or have semi retrofitted equipment that impact diagnostics, installations and repairs, and make it impossible to replicate in a classroom. PL will be used to train employees in HVAC and Plumbing processes, equipment, and new technologies. Trainees may produce goods or services for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

PL training will utilize an experienced trainer to specify the scope of work, explain the process and needed equipment, and verify that the trainee understands standards and specifications. The trainer will observe the PL trainees perform the task, provide feedback, and ensure that the task has been performed correctly to ensure that the employee understands the process and reaches competency. This training is highly technical, and many updates occur due to changing original manufacturers’ specifications on a variety of repair procedures for various products.

Bellows will provide 40 hours of PL training, with a trainer-to-trainee ratio of 1:1, for 70 Technicians. Topics will include Air Conditioning and Air Movement Systems Diagnosis, Heat

Pump/Hybrid Heat Pump Systems Install, Refrigerant Retrofit Planning, Mini Split Systems Diagnosis and Installation, and Wi-Fi Enabled Water Metering Systems. Trainers will be Master Trained Technicians who are subject matter experts.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### **➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$44.85 to \$33.64). The Company requests this modification.

### **Green/Clean Operations**

Bellows is involved in green and clean technology; servicing and installing new energy-efficient equipment to upgrade poor efficiency, or fossil fuel appliances, and replacing low efficiency large carbon footprint products with energy efficient and zero carbon emission products. Green technology within the plumbing industry addresses drought conditions in California to help improve water use related to water-supply heating, which reduces fuel/electric usage and helps reduce carbon-based emissions and toxic waste.

### **Impact/Outcome**

ETP-funded training will support the Company's effort to upskill workers to meet its growing business needs involving installation of energy efficient HVAC equipment, while supplementing training on new equipment, including training on the transition to new refrigerant systems, now required for compliance with updated environmental regulations in HVAC systems. Additionally, Technicians will earn certifications in Air Duct Testing, Blower Door Testing, Home Energy Auditing, Home Energy Rating System, OSHA 10, North American Technician Excellence, Natural Gas Appliance Testing.

### **Commitment to Training**

Annually, the Company invests approximately \$375,500 between all facilities on training that includes mandatory safety training, company orientations, and most recently, payroll training, to ensure employees meet California requirements for recording hours worked. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

Three Human Resources (HR) Coordinators from each site will oversee training implementation and administration. Individual site managers will collect rosters, which will then be forwarded to headquarters for review by the HR Manager and HR Assistant. The HR Manager and HR

Assistant will be responsible for training administration and quality control through weekly reviews of the roster and training information. The Company has also retained a third party administrator to assist with all project administration.

### Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET23-0230	12/19/22 - 12/18/24	\$250,470	\$250,470 (100%)
ET20-0315-000	05/26/20 - 05/25/22	\$241,500	\$241,500 (100%)

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Synergy Peak Performance Inc.	Grass Valley, CA	\$20,000
Administrative	Synergy Peak Performance Inc.	Grass Valley, CA	13% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

### Self-Attestations

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Active Listening Skills
- Communication Skills
- Conflict Resolution
- Customer Needs Assessment
- Delivering Excellent Customer Service
- Negotiation Skills
- Overcoming Objections (Sales Topic)
- Presentation Skills
- Understanding and Managing Expectations

**Commercial Skills**

- Advanced Diagnosis of Furnace Systems/ Heat Pump Systems
- Air Quality Diagnostics and Methodologies
- Barrier Installation
- Certification-Air Duct Testing
- Certifications-Blower Door/ Weatherization
- Certification-Home Energy Rating System (HERS)
- Certification-NATE (North American Technician Excellence)
- Certification-NGAT (Natural Gas Appliance Testing) Compression Fittings
- Digital Tool Gauges
- Electrical Hazards Safety
- Enhanced Video Inspection Tools
- Fixtures and Faucets
- Freon Materials Handling Safety
- Friedreich Brand Heat Pump Training
- Gas and Fuel Systems
- Google / Next/ Honeywell System Controls / Smart System
- High Flow Wi-Fi Water Metering Systems
- HVAC Code
- HVAC System Sizing
- Hybrid Heat Pump Systems
- Identifying Waste Products
- Insta Hot Water Heating Systems
- Insulating Installation
- Ladder Safety
- Lifting Safety
- Maintenance of Fixtures, Drains, and Heat Pump Water Heaters
- Maintenance Procedures for HVAC
- Metering Devices
- Mini Split Systems
- Pipes and Fittings

- Pipes and Supply Lines
- Plumbing Code
- Refrigerant Systems (R454B)
- Safety Concerns with Attic Insulation
- Samsung Product Knowledge
- Switches and Electrical Components for HVAC
- Trenchless Systems and Tooling
- Valves
- Ventilation Systems
- Venting
- Waste Removal Solutions
- Water Heater Maintenance Procedures
- Water Heaters
- Wi-Fi Enabled Smart Water Meters
- Wiring Diagrams and Schematics for HVAC

**Computer Skills**

- Microsoft Office and Google Suites (Intermediate /Advanced)
- The Reliable Tech System (HVAC Management Software) Skills
- Tablet Applications for Field Sales and Technician Scheduling and Installation
- Trenchless Video X-Ray
- Using Tablets in the Field
- Water Leak Video Inspection Tools
- Zoom and Microsoft Teams

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Commercial Skills**

- Air Conditioning and Air Movement Systems Diagnosis
- Air Quality Diagnostics and Ventilation Systems
- Heat Pump/Hybrid Heat Pump Systems Install
- Heat Pump Systems Diagnosis
- Heat Pump Water Heaters
- Metering Devices
- Mini Split Systems Diagnosis and Installation
- On-Demand Hot Water Systems
- Piping Installation and Testing
- Retrofitting Aged HVAC Equipment
- R454B Refrigerant Retrofit Planning, Diagnosis and Installation
- Smart controllers
- Wi-Fi Enabled Water Metering Systems



**Training Proposal for:**  
**CALSPEC Enterprises, Inc. dba California Bath Restoration**

**Contract Number: ET26-0228**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100 SET	Industry Sector(s):	Construction	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles, Orange, San Diego, Santa Clara	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 85	U.S.: 85	Worldwide: 85	
<u>Turnover Rate:</u>	4%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

In-Kind Contribution
\$140,629

Total ETP Funding
\$137,760

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 SET Retrainee	82	8-200	0-28	60	\$1,680	\$33.64

\*Post-Retention Wage is the Contractual Wage.

### Published Minimum Hourly Wage by County:

Job Number 1: \$33.64 per hour SET Priority Wage

Bonus/Commission - Up to \$5.19 per hour may be used for 70 Technicians to meet the minimum wage. Please see Other Compensation Narrative in the proposal.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Administration Staff	\$31.14 - \$32.00	10	0	0	10
Frontline Supervisor/Manager	\$31.14 - \$35.00	2	0	0	2
Technician	\$25.95 - \$56.00	70	0	0	70

## Introduction

Founded in 1991 and headquartered in Santa Ana, CALSPEC Enterprises, Inc. dba California Bath Restoration (CalBath) ([www.calbath.com](http://www.calbath.com)) provides bathroom and kitchen remodeling for residential homeowners, property management companies, hotels/motels, realtors and contractors.

CalBath seeks funding on behalf of itself and two affiliates; CalBath of San Jose, Inc. and AAA Refinishing Enterprises, Inc. Training will be delivered on site and at the Company's five locations in Van Nuys, San Jose, Santa Ana, Newport Beach and San Diego. This is CalBath's third ETP Contract, and the third in the last five years.

## Veterans Program

CalBath actively recruits Veterans through the Veterans Administration.

## Project Details



In the prior proposal, CalBath focused on standardizing the Company's training plan to ensure the Company remains competitive. Training in this proposal will focus on new equipment and software updates. CalBath has invested over \$60k on new equipment and software updates including new compressors, ventilation and airflow tools, and Builder Prime Customer Relationship Management software. CalBath is also expanding its product line to include high volume, low pressure spray heads, new refinishing coatings, wall systems, and updated chemical-free prep materials and paint finishes. Training under this proposal will ensure all new equipment, software, and product lines are properly implemented. The Company has scheduled four two-day companywide training sessions to continue to standardize its training effort to ensure employee retention.

CalBath also anticipates hiring at least 20 new Technicians for both its residential and commercial division. The Company will continue to train its employees in leadership and customer service to increase customer satisfaction while remaining competitive.

### **Training Plan**

Training will be delivered via Classroom/Laboratory, E-Learning, Computer-Based Training (CBT), and Productive Lab in the following:

**Business Skills:** Training will be offered to all occupations focused on improving customer service. Training topics include Communication, Customer Service, and Product Knowledge.

**Commercial Skills:** Training will be offered to Frontline Supervisors/Managers and Technicians focused on equipment operation. Training topics include Equipment and Operations, Painting/Finishing, and Site Logistics.

**Computer Skills:** Training will be offered to all occupations focused on internal software. Training topics include Time Tracking, GPS Software, and QuickBooks.

**Continuous Improvement Skills:** Training will be offered to all occupations focused on improving productivity. Training topics include Process Improvement, Productivity Improvement, and Problem Solving/Decision Making.

**Hazardous Materials Skills:** Training will be offered to all occupations. Training topics include Toxic Substances.

### **Productive Laboratory**

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. CalBath is requesting up to 12 hours of PL-Commercial Skills training for 50 Technicians with a 1:1 trainer-to-trainee ratio. Since installations cannot be reproduced in a classroom setting, PL training is necessary to ensure safety standards are met. Training will ensure proper prepping, spraying, and installation of bathtubs and countertops. Training will be provided at a much slower pace than regular production with significantly higher defects as trainees gain proficiency. Training will be provided by an internal subject matter expert, who will demonstrate how to use the equipment, then supervise trainees' use of the equipment.

### **Computer-Based Training (CBT)**

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-28 hours of CBT.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### **➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$44.85 to \$33.64). The Company requests this modification.

### **Other Compensation**

CalBath has a formal supplemental wage (Bonus/Commission) plan that is a regular part of the compensation structure for all Technicians and is based on Company performance and revenue. Supplemental wage (Bonus/Commission) income ranges from \$0.00-\$31.14 per hour for Technicians. Up to \$5.19 per hour in supplemental wage (Bonus/Commission) may be used for 70 Technicians to meet the Post-Retention SET Modified Wage of \$33.64 (Job Number 1). ETP Regulation 4418 (b) states Panel may use commission earnings to determine a trainee's hourly wage for services rendered in the sale of goods or services, paid to employees whose principal job duty is sales. CalBath states that the occupation of Technicians are all sales-heavy positions who earn a substantial portion of their wages via commission. Sales accounts for up to 37% of Technicians job duties according to CalBath.

### **Commitment to Training**

CalBath invests \$100k annually in training for all its locations and includes onboarding and general safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

The Human Resource Manager and the CFO will be responsible for project administration including collecting rosters, enrolling trainees, and scheduling training. Each location will have a designated point of contact for roster collection. Training will be provided by in-house subject matter experts and vendors if necessary. Additionally, the Company has retained a third-party administrator with extensive ETP experience to assist with administration.

### Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET23-0105	08/01/22 - 07/31/24	\$99,015	\$98,428 (99%)
ET19-0273-000	11/05/18 - 02/04/21	\$46,800	\$46,800 (100%)

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$1,900
Administrative	Training Funding Source	Seal Beach, CA	13% of Earned Amount

Training Subcontractors	City, State	Cost	Description of Service
To Be Determined	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Budget
- Coaching Skills
- Communication
- Customer Service
- Developing new Opportunities
- Leadership
- Performance Management Planning
- Product Knowledge
- Schedule Coordination

**Commercial Skills**

- Adhesive Applications
- Chemical-Free Prep
- Composite Fold-Down Shower Seats
- Compressors
- Demo Containment Tools
- DensShield Substrate
- Equipment and Operations
- Forklift
- Handling and Storage
- High Volume Low Pressure (HVLP) Spray Heads
- Job Cost
- Painting/Finishing
- Power Tool Use and Guarding
- Prepping/Protecting Property
- Respiratory Protection
- Site Logistics
- Vehicle Loading
- Ventilation & Airflow Tools
- Wall Systems
- Work Zone Traffic Control

**Computer Skills**

- Builder Prime CRM
- Builder Prime Quoting System
- Go High Level
- GPS Software
- Integrations into Jobber
- Microsoft Office (Intermediate/Advanced)
- Mobile Field Documentation
- QuickBooks
- Time Tracking

**Continuous Improvement Skills**

- Process Improvement
- Problem Solving/Decision Making
- Productivity Improvement
- Quality Systems and Procedures
- Team Building

**Hazardous Materials Skills**

- Toxic Substances

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Commercial Skills**

- BCI Elite Installs
- DensShield Installation
- Equipment Operations
- Field Operational Procedures
- HVLP Spray Technique
- Install Sequencing
- Refinishing Techniques
- Tools & Compressors
- Ventilation Setup

**Computer-Based Training**

Trainees may receive any of the following:

**Commercial Skills**

- Tool Safety 101
  - Tool Safety Fundamentals (2 hrs)
  - Safe Operation of Hand & Power Tools (2 hrs)
  - Jobsite Safety (2 hrs)
  - Incident Response (2 hrs)
- Vehicle & Driving Safety
  - Defensive Driving Principles (2 hrs)
  - Commercial Vehicle Safety (2 hrs)
  - Incident Response & Risk Reduction (1 hr)

**Computer Skills**

- Builder Prime - Intro to CRM
  - CRM Fundamentals & Navigation (2 hrs)
  - Lead & Customer Management (2 hrs)
- Builder Prime - Quoting System
  - Quoting System Overview (2 hrs)
  - Building Quotes & Pricing Accuracy (2 hrs)
  - Proposal Presentation & Customer Communication (2 hrs)
  - Quote Management & Integration (2 hrs)

- Go High Level - Marketing Workflows
  - Marketing Automation Fundamentals (2 hrs)
  - Campaign Management & Performance Tracking (1 hr)



RESPOND

**Training Proposal for:**  
**Cover Technologies, Inc.**

**Contract Number: ET26-0235**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100 RESPOND	Industry Sector(s):	Manufacturing
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 45	U.S.: 46	Worldwide: 46
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**Funding Detail**

<b>In-Kind Contribution</b>
\$737,000

<b>Total ETP Funding</b>
\$392,000

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 Retrainee	45	8-200	0-0	200	\$5,600	\$24.79
2	Priority Rate Temp to Perm SB < 100 Retrainee	25	8-200	0-0	200	\$5,600	\$24.79

\*Post-Retention Wage is the Contractual Wage.

### Published Minimum Hourly Wage by County:

Job Number 1: \$24.79 per hour in Los Angeles County.

Job Number 2: \$24.79 per hour in Los Angeles County.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

### Health Benefits may be used to meet the Post-Retention Wage as follows:

Job Number 1: \$2.50

Job Number 2: \$2.50

**Fringe Benefits:** The Company pays up to 90% for Health, Dental and Vision benefits. Temp to perm employees will receive the same benefits after their first month of becoming full-time employees with the Company. Cover also contributes up to \$1000/yr for Health Savings Account, along with a Wellness Stipend up to \$500/yr to support a healthy lifestyle. Their comprehensive package also includes, paid time off for vacation and/or sick leave, paid holidays, 401(k) contributions matched with Company equity, and a range of optional benefits (cellphone reimbursements, safety equipment, etc.) and company perks.

**Wage Progression:** The Company exercises internal equity by promoting from within to develop and grow team members' skills, foster career advancement, and maintain a motivated and engaged workforce. For every anniversary cycle, all trainees undergo a performance review process, which rates productivity, quality, safety, attendance, teamwork, Key Performance Indicators and a skills matrix. Written development plans/goals are outlined during this performance review. Cover's wage-progression plan combines skills-based steps, predictable merit reviews, and clear career ladders, ensuring employees see a tangible earnings path as they complete ETP-funded training and take on higher-value roles. In addition, the company has a merit cycle review every March/April to evaluate if the trainee meets or achieves certain skill levels related to their occupation. The average for merit based performances is 3%. For production and install technicians, their wage range increases between 2.5% to 14%, which can equate to \$0.62 to \$5.49 per hour. Overall this averages out to an increase of approximately 6%–7%.



Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Production Technicians	\$22.29 - \$37.00	10	0	6	4
Install Technicians	\$22.29 - \$41.75	5	0	4	1
Administration/Operations/Supply Chain	\$35.05 - \$60.00	14	0	0	14
Manufacturing Engineers	\$42.31 - \$56.73	5	0	0	5
Software Engineers	\$58.93 - \$69.71	3	0	0	3
Managers/Supervisors	\$38.46 - \$103.37	7	0	0	7
Owner	N/A	1	0	0	1
JOB NUMBER 2 - Priority Rate, Temp to Perm, Retrainee					
Production Technicians	\$22.29 - \$37.00	14	0	14	0
Install Technicians	\$22.29 - \$41.75	11	0	4	7

## RESPOND

Under its Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program, the Panel funds training for economic recovery from natural disasters, such as wildfire. The recent Los Angeles wildfires in January 2025 burned over 14,000 acres and destroyed more than 13,000 structures. Cover Technologies Inc. (Cover) will provide staff training focused on the rapid rebuilding of homes using their Underwriters Laboratories (UL) listed wildfire-resistant prefabricated products for home building. Cover has invested \$4M on robotic weld machines and AI-driven Quality control. In addition, the company has seen a 240% increase in product demands due to the wildfire.

The recent wildfire has impacted several key industry sectors throughout California. It has affected the agricultural and manufacturing industries with productivity and employment opportunities. The continued fabrication, design and installation of fire-resistant, steel-framed prefabricated housing systems, ranging from accessory-dwelling units (ADUs) to full-size single-family homes could result in better mitigation/prevention of potential fire disasters. This proposal is deemed as RESPOND based on the Company's impact on addressing natural disasters in fire-impacted regions in California.

## Introduction

Founded in 2016 and headquartered in Gardena, Cover Technologies, Inc. (Cover) ([www.buildcover.com](http://www.buildcover.com)) designs, fabricates, and installs fire-resistant, steel-framed prefabricated housing systems, ranging from ADUs to full-size single-family homes. The Company's product line includes modular wall, floor, and roof panels, fully packaged home/ADU kits, and custom-engineered building shells. Services span end-to-end structural and architectural design, manufacturing and quality control, logistics, and on-site assembly/installation. The Company provides a turnkey solution that cuts build time and waste by more than 50 percent. Cover's equipment is manufactured in the United States and sold

throughout the world. Customers include both commercial and private consumers. Training will take place at its location in Gardena. This will be the company's first ETP project.

### **ETP Priority 10200(b)**

Cover supports high wage jobs through continuous training on new technologies and improved methods on the manufacturing floor. Cover supports the state's wildfire resilient housing goals and statewide prefabrication supply chain. Cover's strategy is to grow business in California using robotic prefabrication technology, which reduces out of state imports and increases exports. This supports the goal of increasing exports from California while preserving in-state manufacturing jobs. The training initiative will also foster the development of high-road jobs by equipping employees with advanced skills in system design, energy efficiency standards, regulatory compliance, and technical troubleshooting. These competencies support wage progression and long-term career growth. The program is designed collaboratively by management and worker representatives to ensure that training outcomes align with both business objectives and employee advancement goals. By investing in the existing workforce, the project supports job retention, business growth, and the sustainability of California's advanced manufacturing sector.

### **Veterans Program**

Cover employs Veterans and values the skills and knowledge Veterans bring to an organization. The Company actively recruits, using job postings on Cal Job's Veteran Portal, as well as, South Bay's America's Job Centers of California (AJCC). Veterans Representative for various employment opportunities and as a recruitment source.

### **Project Details**

After the Palisades wildfires that destroyed approximately 13,000 homes, the Company has experienced a rebuild backlog and a 240% increase in demand for their prefabricated steel system, which is a Underwriters Laboratories listed wildfire-resistant product. Their consumer orders more than tripled from 52 to 178 units. To meet this need, the Company has placed higher emphasis in its AI technological equipment related to their advanced robotics, CNC machines and Production Data Capture Systems. The infusion of this technology requires training to streamline all processes and meet the increased demands in a short time. To satisfy the increase in demand, their structured training will be extensive and led by internal managers focused on Process Optimization, Production and Inventory Workflows, and Standard Operating Procedures.

The Company also developed a Master Training Plan (MTP) that establishes a structured, modular curriculum that standardizes how each employee is trained, evaluated, and promoted. This 200-hour MTP curriculum represents the total scope of formal training needed and is organized into job-specific categories to support the unique job responsibilities per employee. Within the training plan, there is approximately 78 hours of the specialized Advanced Technology training courses to each Manufacturing Engineer, Admin/Ops/Supply Chain, and Software Engineer employee. This training will focus mainly on all of the Manufacturing Skills - Advanced Technology courses related to CNC overall processes, as well as, the variety of Robotic production procedures. In addition, Production Technicians and Install Technicians will also get approximately 76 hours of the Manufacturing Skills - Advanced Technology to compliment the extensive list of courses under Manufacturing Skills. As a result, the consumer will receive the highest quality product at the most efficient and quickest timeline. Due to this advanced training, the Company recently completed its first home rebuild in the Palisades region after the fire.

Cover has evolved their operations to align with the recent wildfires in Southern California, constantly changing industry standards and rising customer expectations. ETP training will support this shift by helping employees become more proficient and efficient, ensuring they are trained in updated safety standards, and equipping them to meet the needs of today's customers. Training in business skills in particular will improve performance, productivity, increase accuracy and help produce workflows that are more efficient. Training will include Communication Skills, Critical Thinking, Risk Management and Technical Product Specifications. Investing in these areas will lead to higher profitability, customer satisfaction, and organizational adaptability. Training is well-tailored to meet Cover's specific business needs and desired outcomes. Lastly, Cover currently employs 45 full-time staff and anticipates hiring approximately 25 temp to perm employees over the next six months.

### **Temporary to Permanent Hiring**

The Company will train 25 Install Technicians and Production Technicians under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is six months. It is expected that these workers will receive employer-paid share of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). Trainees cannot be enrolled until after they have been hired by the Company into full-time, permanent employment. Until they are hired, retention and post-retention wage requirements cannot be met, and the Company will not receive progress payments.

### **Training Plan**

Training will be delivered via Class/Lab and E-Learning as outlined below:

**Business Skills:** Training will be offered to all occupations and will provide the skills necessary to improve customer service and increase efficiency and product knowledge. Training topics include Business Presentation Skills, Communication Skills, Financial Systems, Problem Solving, Risk Management, and Time Management.

**Computer Skills:** Training will be offered to all occupations and will focus on various business software solutions and computer applications to aid in daily operations. Training topics include Accounting Software, Cloud-Based Systems, Digital Marketing, and Inventory Software.

**Continuous Improvement:** Training will be offered to all occupations and will focus on increasing efficiency, problem-solving techniques, and job performance. Training topics include Inspection Procedures, Inventory Management, Process Optimization, Root Cause Analysis, and Quality Trend Analysis Fundamentals.

**Manufacturing Skills:** Training will be provided to all Occupations. Trainees will gain the skills and knowledge to operate and maintain current production equipment, ensure product quality, and implement best practices. Training topics include Technical Assembly Procedures, Production Machinery Operation, Control Systems Fundamentals, Plumbing Systems Installation, On-Site Troubleshooting and Repair, Field Service Support Practices, and Welding Techniques.

**Manufacturing Skills - Advanced Technology (AT):** Training will be offered to Manufacturing Engineers, Administration/Operations/Supply Chain, Software Engineers, Production Technicians and Install Technicians. Training topics include advanced courses in CNC Cutting Path Fundamentals, CNC Material Fixturing Techniques, CNC Preventative Maintenance Awareness, Robotic Changeover Procedures, Robotic Program Verification, and Robotic Weld Quality Monitoring. This training will provide staff the knowledge and skills necessary to program and run complex machining operations. The trainer-to-trainee ratio is up to 1:10 for AT, to allow in-depth coverage and personal attention from the instructor.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Commitment to Training**

The Company's current training budget is approximately \$35,000 for training that includes new employee orientation, basic job skills, anti-harassment/diversity and basic safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The Company's Human Resource (HR) Coordinator will oversee the ETP Project. The HR Coordinator, will work with the Production and Installation Supervisors, as well as, the Heads of the Supply Chain, Manufacturing, Software Engineer and Product Engineering to handle all administration (scheduling, enrolling, tracking, etc.). Cover has a well-established internal administrative procedures to capture training according to ETP guidelines. Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house experts and vendors, if needed.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	N/A	-	-
<b>Administrative</b>	N/A	-	-

<b>Training Vendor(s)</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
Not Applicable	-	-	-

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Branding
- Business Documentation Standards and Best Practices
- Business Presentation Skills
- Communication Skills
- Constraints Management
- Critical Thinking
- Customer Service Standards
- Expanding Product Development
- Financial Systems
- Handling Difficult Customers
- Industry Standards
- Lead Generation
- Logistics
- Problem Solving
- Product Development Cycles
- Risk Management
- Sales Performance Processes
- Strategic Business Operations
- Sustainable Operations
- Teambuilding Skills
- Technical Product Specifications
- Time Management

**Computer Skills**

- 3D Computer-Aided Design for Manufacturing
- Accounting Software
- Application Programming Interface
- Artificial Intelligence Systems
- AutoCAD Software
- Automated Data Integration Systems
- Automation Systems
- Cloud-Based Systems
- Computer-Aided Design Software
- Customer Relationship Management
- Cyber Security
- Data Flow Between Equipment and Quality Systems
- Digital Change Logs
- Digital Job Traveler Systems
- Digital Marketing
- Digital Quality Control Systems
- Digital Work Instructions Navigation

- Downtime Classification and Entry
- Electronic Invoicing
- Engineering Design Software
- Engineering for Bill of Materials and Quality Control
- Enterprise Resource Planning and Inventory Systems – Advanced Functions
- Equipment Configuration Documentation
- Equipment Utilization Tracking
- Integrated Equipment Troubleshooting
- Inventory Software
- Machine Programming
- Manufacturing Execution Systems Overview
- Microsoft Office Applications (Intermediate/Advanced)
- Production Data Capture Systems
- Production Reporting and Dashboards
- Project Management Applications
- Social Media
- Statistical Analysis
- Synchronization of Production and Quality Data
- System Data Accuracy and Validation
- Technology Training Software
- Version Control for Equipment Settings

#### **Continuous Improvement Skills**

- Discrepancy Identification and Escalation Procedures
- Equipment Alarm Response Procedures
- Increasing Throughput
- Inspection Procedures
- Internal Auditing
- Inventory Control and Accuracy
- Inventory Management
- Lean Manufacturing
- Material Handling and Storage Standards
- Operational Data Entry and Transaction Accuracy
- Performance Improvement
- Pricing & Equipment Estimations
- Process Optimization
- Process Stability Monitoring
- Production Kitting and Replenishment Processes
- Quality Data Entry and Validation
- Quality Inspection and Acceptance Standards
- Quality Trend Analysis Fundamentals
- Root Cause Analysis
- Root Cause Support Using System Data
- Visual Inspection and Defect Identification
- Work Order and Inventory Movement Tracking

#### **Manufacturing Skills**

- CNC and Machine Programming Fundamentals

- Control Systems Fundamentals
- Cutting and Fabrication Processes
- Defect Identification and Elimination
- Electrical Systems Installation and Testing
- Equipment Operation and Cross-Training
- Equipment Setup Verification Procedures
- Equipment Troubleshooting and Diagnostics
- Failure Analysis Techniques
- Field Installation Setup and Procedures
- Field Service Support Practices
- Foaming Equipment Operation and Injection Processes
- General Assembly and Finishing Techniques
- Heating, Ventilation, and Air Conditioning Connections
- Inspection Procedures and Acceptance Criteria
- Inventory Control and Material Tracking
- Machine Operation and Setup
- Material and Information Flow Processes
- Material Specifications and Handling
- Material Traceability and Lot Control
- On-Site Troubleshooting and Repair
- Panel Fastening and Structural Assembly
- Part Fabrication Techniques
- Plumbing Systems Installation
- Production and Inventory Workflows
- Production Machinery Operation
- Prototype Testing and Verification
- Quality Management Systems
- Reading Blueprints and Technical Drawings
- Spot Welding Equipment Operation
- Standard Operating Procedures
- Technical Assembly Procedures
- Tool Maintenance and Inspection
- Welding Techniques

#### **Manufacturing Skills - Advanced Technology**

- Automated Quality Inspection Systems Overview
- CNC Cutting Path Fundamentals
- CNC Error Detection and Alarms
- CNC Fault Recovery Procedures
- CNC Material Fixturing Techniques
- CNC Material Loading and Unloading
- CNC Part Zeroing and Alignment
- CNC Preventive Maintenance Awareness
- CNC Production Documentation
- CNC Program Selection and Verification
- CNC Safety and Emergency Stops
- CNC System Overview
- CNC Test Run and Dry Cycle Procedures



- CNC Tool Identification and Usage
- CNC Tool Offset Setup
- CNC Vacuum Table Operation
- Robotic Changeover Procedures
- Robotic Fault Identification
- Robotic Fault Recovery Procedures
- Robotic Fixturing and Part Positioning
- Robotic Motion and Path Fundamentals
- Robotic Parameter Adjustment
- Robotic Preventive Maintenance Awareness
- Robotic Program Verification
- Robotic System Startup and Shutdown
- Robotic Teach Pendant Navigation
- Robotic Tool Center Point Setup
- Robotic Weld Quality Monitoring
- Robotic Weld Sequence Setup
- Robotic Welding Safety and Interlocks
- Robotic Welding Systems Overview

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10



## Training Proposal for:

# Holder's Air Conditioning & Heating, Inc. dba Holders Air Conditioning & Heating, Frontier Plumbing

Contract Number: ET26-0234

Panel Meeting of: January 23, 2026

## Project Profile

Contract Attributes:	HUA Priority Rate Retrainee SET	Industry Sector(s):	Construction	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Kern	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 126	U.S.: 126	Worldwide: 126	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

## Funding Detail

In-Kind Contribution
\$628,000

Total ETP Funding
\$273,000

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate HUA SET Retrainee	130	8-200	0-0	75	\$2,100	\$20.00

\*Post-Retention Wage is the Contractual Wage.

### Published Minimum Hourly Wage by County:

Job Number 1: (HUA) \$18.50 per hour for Kern County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☐ Yes ☒ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$0.00

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, HUA, SET, Retrainee					
Plumber	\$20.00 - \$40.00	40	8	15	17
Comfort Advisor	\$22.00 - \$40.00	8	0	2	6
Support Staff	\$20.00 - \$50.00	10	4	4	2
HVAC Technician	\$20.00 - \$55.00	60	5	15	40
Team Lead	\$25.01 - \$55.00	12	0	0	12

## Introduction

Founded in 1987 and headquartered in Bakersfield, Holder's Air Conditioning & Heating, Inc. dba Holders Air Conditioning & Heating, Frontier Plumbing (Holders) ([www.holdersac.com](http://www.holdersac.com)) is a residential plumbing and heating, ventilation, and air conditioning (HVAC) company that sells, installs, services, and maintains products for residential customers throughout Kern County. The Company has one location in Bakersfield and training under this proposal will be delivered at this location. Holders Mechanical Inc. is located in Bakersfield and will be participating as an affiliate. This will be Holders' first ETP Contract.

## Veterans Program

There is a large military and Veteran population in the Central Valley and Bakersfield area, Holders is committed to outreach and providing employment opportunities to this community. The Company has assembled a marketing campaign that not only gives preference to Veterans, but also is aimed at specifically attracting Veterans as they transition to civilian life. The Company partners with Hire a Vet, Troops to Trades, and local organizations that aid in placing Veterans with community employers. Holders is committed to hiring at least five Veterans within the next 18 months.

## Project Details

This new training initiative will focus on equipping employees with the skills needed to address the technological and regulatory changes that have occurred in plumbing and heating, ventilation, and air conditioning (HVAC) companies over the last ten years, and continue to emerge. As California continues to face severe wildfires and intensifying climate challenges, both state and federal legislation have accelerated the push toward reducing carbon emissions and increasing energy and water efficient plumbing and HVAC systems. The proposed training is essential to help equip Holders employees with the advanced skills required to meet the demands of California's rapidly changing energy and water efficiency landscape.

Holders has invested \$190,000 in new equipment that includes tankless water heaters, Wi-Fi metering and irrigation controllers, digital inspection cameras, smart HVAC systems, thermostats, sensor vents, heat pumps, smart plumbing toilets, showers, piping, connectors, and fixtures. As a result of the new equipment, evolving technologies, and state conservation mandates in the industry, there is a substantial need for extensive and specialized employee training. Training will include Mini Split Systems, On Demand Hot Water Systems, Wi-Fi Smart Water Meter, Air Conditioning (A/C) systems, and product specific training in Carrier, Coleman Rheem/Ruud, Trane and several other brands in the industry.

Training is essential to ensure employees remain knowledgeable, qualified, and compliant with industry requirements that combat statewide resource challenges, meet the needs of the customer base, and help the Company stay competitive in California. This training will also help employees obtain state certifications that aid in ensuring secure jobs and promotional opportunities. In addition, Holders anticipates hiring an additional 20 employees in the plumbing and HVAC occupations over the next two years.

## Training Plan

Training will be delivered via Class/Lab and E-Learning in the following:

**Business Skills:** Training will be offered to all occupations and will provide the skills necessary to improve customer service, increase efficiency, and build product knowledge. Training will include Communication Skills, Conflict Resolution, and Planning and Execution.

**Commercial Skills:** Training will be offered to Comfort Advisor, HVAC Technician, Plumber and Team Lead occupations and will cover industry-specific technical skills and new technologies. Training will include Air Quality Diagnostics/Air Cleaners, Mini Split Systems, and Wi-Fi Smart Water Meter.

**Computer Skills:** Training will be offered to all occupations and will upskill trainees on digital technologies, software, and equipment. Training will include Service Titan Operations Software, Tablet Applications for Field Sales, and Water Leak Video Inspection Tools.

## Certified Safety Training

1. OSHA 10. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers. The coursework is geared to construction work and manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

**Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

**Special Employment Training**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

**➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$44.85 to \$33.64). The Company requests this modification.

**High Unemployment Area**

Trainees in Job Number 1 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Kern County is in an HUA.

**➤ Wage Modification**

These trainees qualify for the ETP Minimum Wage rather than the Statewide Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the pre-retention wages. Holders requests a wage modification from \$33.64 per hour to \$20.00 per hour for Job Number 1.

Approximately 130 Comfort Advisor, HVAC Technician, Plumber, Support Staff, and Team Leads will need the wage modification.

**Green/Clean Operations**

Holders is involved in green and clean technology; servicing and installing new energy-efficient equipment to upgrade poor efficiency, or fossil fuel appliances, and replacing low efficiency large carbon footprint products with energy efficient and zero carbon emission products. Green technology within plumbing addresses changes that respond to drought conditions in California to improve water use and is related to water-supply heating, which reduces fuel/electric usage and therefore reduces carbon-based emissions and toxic waste.

**Impact/Outcome**

ETP-funded training will support the Company's effort to upskill workers to meet its growing business needs involving installation of energy efficient HVAC equipment, while supplementing training on new equipment. Additionally, HVAC Technicians and Plumbers will earn certifications in OSHA 10, North American Technician Excellence, Natural Gas Appliance Testing, Home Energy Rating System, and Air Filtration, Blower Door, and Duct Testing. Trainees will also receive certifications from manufacturers including Carrier, Rheem, Trane and others.

Furthermore, as trainees progress through the classroom training programs they will receive the following:

- 5% raise at the 6-month mark as a Level 1 Plumber
- 5% raise at the one-year mark as a level 2 Plumber
- 7% raise after completing training for a level 3 Plumber
- 10% raise after completing training for a level 4 Plumber

Wage Progression for HVAC Technicians follows a similar timeframe.

### Commitment to Training

Annually, the Company invests approximately \$300,000 in training and includes basic commercial skills training in HVAC and plumbing and basic safety skills training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The Site Manager will oversee training coordination. In addition, both the Human Resources (HR) Director and Site Manager will be responsible for training administration and quality control through weekly reviews. Training will be provided by qualified in-house trainers who are subject matter experts. The trainers will ensure training is completed daily and reported back to the HR Director and Site Manager. The Company has also retained a third party administrator to assist with all project administration.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Synergy Peak Performance Inc.	Grass Valley, CA	\$10,000
Administrative	Synergy Peak Performance Inc.	Grass Valley, CA	13% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
Nexstar	San Jose, CA	\$15,000.00	HVAC and Plumbing equipment training
Carrier	Los Angeles, CA	\$10,000.00	HVAC equipment training
Trane	Los Angeles, CA	\$8,500.00	HVAC equipment training
Rheem	Los Angeles, CA	\$7,500.00	HVAC and Plumbing equipment training

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Coaching for Leaders
- Communication Skills
- Conflict Resolution
- Customer Needs Assessment
- Customer Service Skills
- Overcoming Barriers
- Planning and Execution
- Team Building
- Understanding and Managing Expectations

**Commercial Skills**

- Air Conditioning (A/C) Systems
- Air Movement Theory
- Air Quality Diagnostics/Air Cleaners
- Certification-Air Filtration
- Certification-Duct Testing
- Certification-Natural Gas Application Testing (NGAT)
- Certification-North American Technician Excellence (NATE)
- Disposals
- Drains- Roof, Floor and Area
- Driver Safety
- Equipment Safety
- Fixtures and Faucets
- Furnace Diagnostics and Installations
- Heat Pump Water Heaters
- Heat Pump Diagnostics, Installations, and Systems
- Home Energy Rating System (HERS)
- HVAC - Diagnostics
- HVAC - Industry Overview
- HVAC - Installation
- HVAC - Maintenance Skills
- HVAC - Residential Code
- HVAC - Switches, Motors, and Controls
- Insulation Installation
- Intro to Plumbing
- Intro to Plumbing Fixtures
- Ladder Safety
- Lifting Safety
- Maintenance Tune Up Procedures
- Mini Split Systems
- On Demand Hot Water Systems

- Pipe and Fittings
- Pipe and Fittings - Cast Iron
- Pipe and Fittings - PEX
- Pipe and Fittings - Plastic
- Pipe and Fittings - Steel
- Plumbing Drawings
- Plumbing Math
- Plumbing Safety
- Product Knowledge- Bosch
- Product Knowledge - Bryant
- Product Knowledge - Carrier
- Product Knowledge - Coleman
- Product Knowledge - Daikin
- Product Knowledge - Goodman
- Product Knowledge - Lennox
- Product Knowledge - Mitsubishi
- Product Knowledge - Rheem/Ruud
- Product Knowledge - Trane
- Smart Controllers - Nest, Honeywell
- Tube and Fittings - Copper
- Valves
- Ventilation Systems Certifications- Blower Door
- Venting
- Water Distribution system
- Wi-Fi Smart Water Meter
- Zone Systems Applications

#### **Computer Skills**

- Microsoft Office and Google Suites (Advanced)
- Service Titan Operations Software
- Tablet Applications for Field Sales
- Technician Scheduling and Installation
- Trenchless Video X-Ray
- Using Tablets in the Field
- Water Leak Video Inspection Tools
- Zoom and Microsoft Teams

#### **Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10





## Training Proposal for:

**HP Hood LLC**

**Contract Number: ET26-0237**

**Panel Meeting of:** January 23, 2026

### Project Profile

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Sacramento	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Teamsters Local Union No. 150			
Number of Employees in:	CA: 343	U.S.: 3,500	Worldwide: 3,500	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	13%			

### Funding Detail

In-Kind Contribution
\$835,000

Total ETP Funding
\$495,040

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate Retrainee	260	8-200	0-0	68	\$1,904	\$24.67

**\*Post-Retention Wage is the Contractual Wage.**

### Published Minimum Hourly Wage by County:

Job Number 1: \$24.67 per hour for Sacramento County.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

### Health Benefits may be used to meet the Post-Retention Wage as follows:

Job Number 1: \$2.35

**Fringe Benefits:** HP Hood provides a comprehensive benefits package totaling approximately 30% in fringe benefits, including medical, dental, vision, life, disability, and AD&D insurance; retirement and financial benefits such as a 401(k) with employer matching and profit sharing; paid time off and holidays; parental leave; wellness programs; employee assistance services; and supplemental workers' compensation.

**Wage Progression:** HP Hood provides annual wage increases ranging from 1% to 4.5% and in accordance with collective bargaining agreements, based on cost of living and performance evaluations.

### Wage Range by Occupation

Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Production Staff	\$22.32 - \$29.00	148	0	3	145
Warehouse Staff	\$22.32 - \$38.83	45	0	7	38
Quality Assurance Staff	\$27.90 - \$38.46	22	0	0	22
Administrative Staff	\$39.00 - \$40.00	3	0	0	3
Engineer	\$36.00 - \$69.00	7	0	0	7
Manager/Supervisor	\$36.90 - \$81.38	35	0	0	35

### Introduction

Founded in 1846 and headquartered in Sacramento, HP Hood LLC (HP Hood) (<https://hood.com>) is a manufacturer of dairy products, including milk, cheese, and creams, with operations throughout the United States. HP Hood's portfolio of branded and licensed products includes Hood, Crowley Foods, Simply Smart, Heluva Good, Lactaid, Blue Diamond Almond Breeze, Baileys Coffee Creamers, and Hershey's Milk and Milkshakes. Its customers include major retailers such as Safeway, Walmart, Raley's, Save Mart, Nugget, Whole Foods, and Target.

HP Hood's three production, distribution, and service facilities in Sacramento will participate in training under this contract. This will be HP Hood's third ETP Contract and its second in the last five years.

### **ETP Priority 10200(b)**

The proposed project strengthens California's manufacturing sector by expanding capacity at HP Hood's California operations to serve the western United States and increase exports from the state. The Company's California facilities generates over \$400 million in gross receipts with approximately 10% annual growth. HP Hood's focus on continuous improvement, efficiency, and sustainability supports ongoing employee skill development, career advancement opportunities, and competitive wages with annual increases, in partnership with labor representatives including Teamsters Local Union No. 150.

### **Veterans Program**

HP Hood partners with the Veterans Employment Department to participate in job fairs and to provide support with resume writing and interview preparation.

### **Union Support**

Production Staff and Warehouse Staff are represented by Teamsters Local Union No. 150. The union has submitted a letter of support for this training project.

### **Project Details**

Previous training focused on improving production efficiency and productivity and included training related to the P-12 Filler and OM6 Oat Filler equipment. Training under this proposal will focus on HP Hood's next phase of operational growth and aligns with the installation of new equipment, including a fully automated Blow Mold machine, the Volumetric Thermal Infusion Sterilization (VTIS) system, and the High Temperature Short Time (HTST) machine. The training will ensure employees are fully prepared to operate and maintain advanced production systems.

The initiative will also support broader operational enhancements, including the adoption of new sustainability practices, deployment of advanced manufacturing technology such as Redzone software for manufacturing, and expanded warehouse operations. Training will prepare employees for the construction and operation of a new Cold Box press, increasing storage capacity from 7,000 to 20,000 spaces, as well as the integration of a high-volume crane system to improve throughput and efficiency.

This investment will strengthen HP Hood's culture of accountability, engagement, and retention—critical to long-term success in a fast-paced production environment. By equipping employees and leaders with industry-relevant skills and system literacy, the Company will enhance operational efficiency, safety, sustainability, and product quality while supporting increased production volumes and future growth.

## Training Plan

Training will be delivered via Class/lab, E-Learning and Productive Lab in the following:

**Business Skills:** Training will be offered to all occupations. Training topics will include Business Communication, Customer Relations, Project Management, and Reporting and Analysis.

**Commercial Skills:** Training will be offered to Engineers, Production Staff, Quality Assurance Staff, Warehouse Staff, and Managers/Supervisors. Training topics will include Sustainability Processes, Energy Efficiency, Technical Writing, and Technical Development.

**Computer Skills:** Training will be offered to Production Staff, Quality Assurance Staff, Warehouse Staff and Managers/Supervisors and will focus on Red Zone Connected Workforce Software for Manufacturing.

**Continuous Improvement Skills:** Training will be offered to all occupations. Training topics will include Lean Manufacturing, Process Improvement, Quality Planning and Procedures, and Strategic Thinking.

**Hazardous Materials Skills:** Training will be offered to Production and Warehouse Staff. Training topics will include Ammonia Awareness, and Hazardous Chemical Handling.

**Management Skills:** Training will be offered to Managers and Supervisors. Training topics will include New Manager Business Development, Leadership for Managers, Feedback Listening/Time Management, and Engagement, Retention, Development & Delegation (ERDD).

**Manufacturing Skills:** Training will be offered to Production Staff, Quality Assurance Staff, Warehouse Staff and Managers/Supervisors. Training topics will include Blow Mold Equipment, Critical Control Point (CCP), Production Workflow, and Safe Quality Food (SQF) Standards.

## Productive Laboratory

Trainees may produce goods or services for profit as part of the Productive Lab (PL) training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. HP Hood is requesting a 1:1 trainer-to-trainee ratio.

PL Manufacturing Skills training will be provided for all 100 identified Production Staff. The training includes hands-on operation of filler and blow mold equipment, production controls, forklifts, conveyors, and packaging equipment and controls, resulting in increased overall production efficiency.

Instruction will be delivered by experienced internal employees with proven technical expertise and mentoring skills, ensuring practical, accurate training aligned with customer requirements. Training effectiveness will be evaluated through skills assessments, milestone completion, hands-on demonstrations, and production quality monitoring. HP Hood requests up to 40 hours of PL training per trainee.

### Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### Commitment to Training

HP Hood has an annual training budget of approximately \$100,000 per facility for state-mandated safety training and manual processes. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

HP Hood's Senior Director of Operations will oversee the administration of this project, supported by the Company's Senior Manager of Human Resources, Human Resources Coordinator, and the Training Manager at each participating facility. These staff members will assist with training efforts by managing documentation and ensuring ETP compliance. HP Hood has also retained an experienced third-party administrative consultant to support program requirements. Training will be delivered by in-house experts and, when needed, by external vendors.

### Out-of-State Administrative Subcontractor

HP Hood's collaboration with Economic Incentives Advisory Group in Phoenix, Arizona, led to a successful prior project. HP Hood wishes to continue utilizing Economic Incentives Advisory Group's reliable administrative support to ensure positive project outcomes.

### Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET22-0165-000	11/22/21 - 03/30/24	\$292,560	\$292,560 (100%)

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Economic Incentives Advisory Group	Phoenix, AZ	\$12,500
Administrative	Economic Incentives Advisory Group	Phoenix, AZ	12% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Business Communication
- Customer Relations
- Human Resources Best Practices
- Leadership Skills (for non-managers)
- Project Management
- Reporting and Analysis

**Commercial Skills**

- Sustainability Processes
- Energy Efficiency
- Technical Writing
- Technical Development

**Computer Skills**

- Redzone Connected Workforce Software for Manufacturing

**Continuous Improvement Skills**

- Cross-Functional Collaboration
- Lean Manufacturing
- Process Improvement
- Quality Planning and Procedures
- Strategic Thinking

**Hazardous Materials Skills**

- Ammonia Awareness
- Hazardous Chemical Handling

**Management Skills (Managers/Supervisors/Leads Only)**

- New Manager Business Development
- Everything DISC: Dominance, Influence, Steadiness, Conscientiousness
- Leadership for Managers
- Emotional Intelligence & Change Style Indicator
- Feedback Listening /Time Management
- Engagement, Retention, Development & Delegation(ERDD)

**Manufacturing Skills**

- Aerial Lift/Boom Lift/Scissor Lift
- Biosecurity and Food Defense
- Blow Mold Equipment
- Blow Mold Processes
- Carton Integrity
- Clamp Training

- Critical Control Point (CCP)
- Dairy Processing
- Data Driven Decisions
- Digital Tools
- Electrical
- Filler
- Food Allergens
- Fork Lift Operation
- Good Manufacturing Practices
- Hazard Analysis and Risk-based Preventive Controls (HARPC)
- Hot Work (Welding/Cutting/Flames Safety)
- Permits
- Inventory
- Laboratory Machines
- Laser
- New Equipment and Equipment Changes/Updates
- Production and Plant Sustainability
- Production Workflow
- Safe Quality Food (SQF) Standards
- Sanitation Bootcamp
- Stormwater Pollution Prevention Plan (SWPPP) Training
- Traceability
- Warehouse Efficiency
- Warehouse Processes
- Volumetric Thermal Infusion Sterilization (VTIS) System
- High Temperature Short Time (HTST) Machine
- Crane System
- Cold Box Press Operation

### **Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

#### **Manufacturing Skills**

- Filler Equipment Operation
- Blow Mold Equipment Operation
- Production Controls Training
- Forklift Practical Training
- Conveyor Equipment and Controls Training
- Packaging Equipment Operation
- Volumetric Thermal Infusion Sterilization (VTIS) System
- High Temperature Short Time (HTST) Machine





**DALE WENTZ** | Secretary-Treasurer

## **TEAMSTERS LOCAL UNION NO. 150**

7120 East Parkway, Sacramento, California 95823

TELEPHONE (916) 392-7070 | FAX (916) 392-7675 | EMAIL [teamsters@teamsters150.org](mailto:teamsters@teamsters150.org)

### Union Support Letter

November 25, 2025

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand HP Hood LLC is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

- Approximately 150 production team members
- Approximately 40 warehouse workers

**(Exhibit language must be included in the Union letter of support)**

### Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dale Wentz", written over a horizontal line.



**Training Proposal for:**  
**Mariani Nut Company**

**Contract Number: ET26-0233**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Yolo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 380	U.S.: 380	Worldwide: 380	
<u>Turnover Rate:</u>	9%			
<u>Managers/Supervisors:</u> (% of total trainees)	3%			

**Funding Detail**

<b>In-Kind Contribution</b>
\$750,000

<b>Total ETP Funding</b>
\$297,920

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate Retrainee	280	8-200	0-0	38	\$1,064	\$24.67

\*Post-Retention Wage is the Contractual Wage.

<b>Published Minimum Hourly Wage by County:</b> Job Number 1: \$24.67 for Yolo County.	
<b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.	
<b>Used to meet the Post-Retention Wage?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Health Benefits may be used to meet the Post-Retention Wage as follows:</b> Job Number 1: \$2.50	
<b>Fringe Benefits:</b>	Mariani Nut pays medical and dental of up to \$2.50/hr. per employee, utilizes a 401k match of 4%, and provides paid holidays (5-11 days depending on position/seniority) every year. Mariani Nut also offers supplemental benefits such as an Employee Assistance (EAP) program, medical, retirement, and paid vacation (2-4 weeks per year) depending on years of service.
<b>Wage Progression:</b>	Wages are determined annually. Mariani Nut offers a certain percentage increase company wide, as well as additional increases on case-by-case basis following an annual review based on performance. Annual reviews are also utilized to assess and determine promotions. New employees receive a 60-day review before an increase can be granted.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Forklift Driver	\$22.17 - \$35.00	80	0	40	40
Inventory Staff	\$22.17 - \$35.00	7	0	2	5
Quality Control	\$22.17 - \$35.00	45	0	30	15
Administrative Staff	\$22.17 - \$40.00	18	0	15	3
Machine Operator	\$22.17 - \$40.00	60	0	40	20
Production Lead	\$25.00 - \$40.00	60	0	0	60
Supervisors	\$30.00 - \$40.00	10	0	0	10

### Introduction

Founded in 1972 and headquartered in Winters, Mariani Nut Company (Mariani Nut) ([www.marianinut.com](http://www.marianinut.com)) is one of the largest, privately-held, walnut and almond processors in the world. The Company grows and produces freshly harvested walnuts and almonds from its own farms in California. The Company supplies walnuts and almonds to large retail store chains worldwide. Training will be conducted at the Company's only location in Winters.

This is Mariani Nut's second ETP project in the last five years.

### **ETP Priority 10200(b)**

ETP funding will directly support Mariani Nut's production capacity through targeted workforce training, enabling increased sales both within California and beyond the borders of California. The proposed training will equip employees with transferable, technology-focused skills that enhance job security and long-term employability. In addition, by strengthening workforce capabilities at the Company, the project will contribute to the continued growth and competitiveness of California's farming, processing, and manufacturing sectors.

### **Veterans Program**

Mariani Nut is not seeking a separate Veteran Job Number at this time. However, Veterans are encouraged to apply to open positions within the Company.

### **Project Details**

In response to increased product demand, Mariani Nut has added three new processing lines and is in the process of acquiring advanced processing technologies scheduled for installation in 2026. This equipment will not only be new for the Company, but it will also include advanced technology applications within the industry, requiring comprehensive training to ensure employees can effectively operate, maintain, and integrate these systems while sustaining production levels to meet customer expectations for volume and quality.

In addition, Mariani Nut is pursuing Brand Reputation Compliance Global Standards (BRCGS) Certification to support expansion into global markets. Achieving this certification will require extensive cross-training to ensure employees are proficient in the operational, quality, and compliance standards associated with this certification requirement. The proposed training will strengthen workforce capabilities, support successful technology adoption, and position the Company for continued growth and global competitiveness.

### **Training Plan**

Training will be delivered via Class/Lab and E-Learning in the following:

**Business Skills:** This training will be offered to all occupations. Training will include Business Writing, Critical Thinking, Digital Security Awareness, Leadership Skills, Presentation Skills, Product Knowledge, and Sales Skills.

**Computer Skills:** This training will be offered to Administrative Staff, Inventory Staff, Production Lead, Quality Control, and Supervisors. Training will include Artificial Intelligence, Mobile Devices, Materials Requirement Planning (MRP) System, Microsoft Office (Intermediate/Advanced), Networking, and One Point Learning System.

**Hazardous Materials Skills:** This training will be offered to Forklift Driver, Inventory Staff, Machine Operator, Production Lead, Quality Control and Supervisors. Training will include Fumigation Procedures, Lockout/Tagout, Material Disposal, and Pesticides and Sanitation.

**Manufacturing Skills:** This training will be offered to all occupations. Training will include Assembly Process, Automated Packaging, Equipment Operation, GFSI (Global Food Safety

Initiative), LEAN Practices, Manufacturing Basics, Pest Control, Product Handling, Quality Assurance, and Sanitation Training.

**Impact/Outcome**

ETP funded training will support Mariani Nut's efforts to achieve BRCGS Certification, a globally recognized standard that verifies compliance with rigorous food safety, quality, and regulatory requirements through a comprehensive multi-day audit process. The proposed training will ensure employees are proficient in the operational, documentation, and compliance practices necessary to meet certification standards. Achieving BRCGS Certification will enable Mariani Nut to expand into new global markets, strengthen product safety and quality assurance, and support the Company's continued growth.

**Commitment to Training**

Mariani Nut has an annual training budget of \$400,000. Training includes new equipment training, leadership skills, business skills, as well as some cross training for new product lines.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

**➤ Training Infrastructure**

This project will be overseen by the Human Resources Director. The Human Resources Director will oversee the Human Resources Administrator, Safety Manager, and Operations Manager who will supervise training implementation and scheduling. Trainers will manage training in the class/room and on the production floor. Once complete, rosters will be checked for quality control before submission to the HR department, where the rosters will be further checked to ensure accuracy. In addition, the Company has retained an administrative subcontractor to assist with project administration.

## Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET23-0227	03/27/23 - 03/26/25	\$463,680	\$300,351 (65%)

ET23-0227: Mariani Nut logged 13,058 valid hours of training and earned \$300,351 (65%). During the previous contract term, Mariani Nut encountered administrative challenges that affected the documentation and reporting of training activity, despite training being delivered. In addition, a companywide reorganization temporarily paused project related training. The reorganization has since been completed, allowing the Company to refocus on workforce development.

In preparation for this new project, Mariani Nut has reassessed its training needs and adopted a production-aligned training plan designed to deliver the proposed average weighted hours over a twenty-one month period. The Company has also implemented improved internal controls to ensure training is completed and accurately documented, including educating trainers on documentation requirements and accountability. With these corrective measures in place, Mariani Nut is confident in its ability to fully perform under the proposed project. In addition, this project has been right-sized to not exceed the previous contract's earnings.

## Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Propel Consulting Group	El Dorado Hills, CA	\$10,000
Administrative	Propel Consulting Group	El Dorado Hills, CA	13% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

## Self-Attestations

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Business Writing
- Communication Skills
- Critical Thinking
- Customer Service
- Digital Security Awareness
- Finance & Accounting Principles
- Goal Setting
- Leadership Skills
- Organizational Changes
- Presentation Skills
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Sales Skills
- Time Management
- Utilizing Artificial Intelligence

**Computer Skills**

- Artificial Intelligence
- Decision Resource, Inc.
- INFO (Brand Specific) Support
- Mobile Devices
- Materials Requirement Planning (MRP) System
- Microsoft Office (Intermediate/Advanced)
- Networking
- One Point Learning System
- Syteline Enterprise Resource Planning (ERP) System

**Hazardous Materials Skills**

- Fumigation Procedures
- Lockout/Tagout
- Material Disposal
- Pesticides and Sanitation

**Manufacturing Skills**

- Assembly Processes
- Automated Palletizing
- Automated Packaging
- Bagging/Bag Lines
- Boiler Utilization
- British Retail Consortium (BRC) Global Standards
- Equipment Maintenance



- Equipment Operation
- Error Reduction
- Facility Processes & Procedures
- Forklift Training
- Facility Processes
- GFSI (Global Food Safety Initiative)
- Good Manufacturing Practices
- Kaizen (The 5S Approach)
- LEAN Practices
- Laser Sorters
- Manufacturing Basics
- Pest Control
- Programmable Logic Controllers (PLC) Machine
- Package Equipment Operations
- Product Handling
- Production Technique
- Quality Assurance
- Sanitation Training
- Six Sigma
- Sorter Operations
- X-Ray Machinery



**Training Proposal for:**  
**MBKT Corp. dba Pacific Coast Home Services**

**Contract Number: ET26-0231**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100 SET	Industry Sector(s):	Construction	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Alameda, Contra Costa, Monterey, San Mateo, Santa Clara, Santa Cruz	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 58	U.S.: 58	Worldwide: 58	
<u>Turnover Rate:</u>	27%	See Project Details Section		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

<b>In-Kind Contribution</b>
\$90,000

<b>Total ETP Funding</b>
\$73,920

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 SET Retrainee	44	8-200	0-0	60	\$1,680	\$33.64

\*Post-Retention Wage is the Contractual Wage.

### Published Minimum Hourly Wage by County:

Job Number 1: \$33.64 per hour SET Modified Wage.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Install Technicians	\$31.14 - \$65.00	20	0	0	20
Service Technicians	\$31.14 - \$65.00	22	0	0	22
Office Admin Staff	\$31.14 - \$65.00	2	0	0	2

### Introduction

Founded in 1982 and headquartered in San Jose, MBKT Corp. dba Pacific Coast Home Services (MBKT) ([www.pacificcoastelectricians.com](http://www.pacificcoastelectricians.com)) provides comprehensive HVAC, plumbing, and electrical services for both residential and commercial customers. The Company specializes in the installation, diagnosis, and repair of home and business systems, including HVAC units, generators, lighting, plumbing, and home security solutions.

MBKT's customers include Best Western, Grupo Bimbo, Oroweat, Ricoh, Diamond Resorts, and Health Bridge Children's Hospital. MBKT will implement a structured training program at its San Jose headquarters. This would be MBKT's third ETP Contract and its second within the past five years.

### Veterans Program

Although MBKT does not have a targeted Veteran program, the Company accepts referrals from Hire a Vet and Troops to Trades, which are nonprofit organizations that consider qualified Veterans for new openings, as a part of its regular hiring process.

## Project Details

Previous training focused on MBKT's efforts to train its employees on newly acquired equipment and support the Company's expansion. Training under this proposal will focus on continuing to advance MBKT's strategic initiatives to address increasing customer demand, with a particular focus on delivering energy-efficient HVAC and plumbing systems, along with related products and services. The program will focus on developing employee expertise in green technologies that align with California's wildfire mitigation goals and energy efficiency standards aimed at reducing carbon emissions. Training will also ensure ongoing compliance with evolving industry regulations and safety requirements.

In addition, the Company has recently invested in advanced software platforms, including AI-driven tools such as ChatGPT and ARCH, to optimize operations and improve customer service. Training on these technologies will be essential to build employee proficiency, enhance workflow efficiency, and maintain the Company's competitive edge in a rapidly advancing market.

## Training Plan

The following training will be conducted using Class/Lab, E-Learning, and Productive Lab (PL) training delivery methods:

**Business Skills:** Training will be offered to all occupations on course topics that include Active Listening Skills, Customer Needs Assessment, Team Building, and Conflict Resolution.

**Commercial Skills:** Training will be offered to Install Technicians and Service Technicians. Training topics include Heat Pump Systems, Advanced Diagnosis, Metering Devices, Nest Thermostats, and Inverter Technology.

**Computer Skills:** Training will be offered to all occupations. Training topics include Service Titan Skills, Microsoft Office Suite (Intermediate/Advanced), Tablet Applications, and Trenchless Video X-Ray.

## Certified Safety Training

OSHA 10. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

## Productive Laboratory

Trainees may produce goods or services for profit as part of the Productive Lab (PL) training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. MBKT is requesting approximately 15 hours of PL with a trainer-to trainee ratio of 1:1 due to the complexity of the production equipment.

PL Commercial Skills will be provided to approximately 28 Install Technicians and Service Technicians. PL training will bring trainees up to meet competency requirements based on the intensive skills needed to become proficient in an expanding variety of equipment. The company has an internal training matrix to measure technician's competency before moving to

the next level. Both incumbent and new hires will receive training in Air Conditioning Systems, Pipes and Supply Lines and Diagnostics.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### **➤ Wage Modification**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$44.85 to \$33.64). The Company requests this modification.

### **Turnover Rate**

MBKT has faced significant challenges stemming from economic pressures, rapid technological change, and supply chain constraints. The increasing prevalence of automation and smart technologies created a skills gap within the workforce, contributing to higher attrition rates. Simultaneously, fluctuations in market demand led to revenue declines and the need for leaner staffing models. These combined factors resulted in a period of operational strain and elevated turnover. In response, MBKT has implemented a comprehensive workforce development strategy focused on retention and upskilling. This initiative includes structured technical and leadership training, cross-training across functional areas, enhanced coaching and mentorship, and regular competency assessments. Through these targeted programs, MBKT aims to strengthen employee engagement, close skills gaps, and prepare its workforce to adapt to evolving technologies while supporting long-term company growth and stability. Implementation of the Company's workforce development strategy has resulted in a 2.5% turnover rate since January 2025.

### **Impact/Outcome**

ETP-funded training will allow for up-skilling trainees with a broad spectrum of job skills by equipping them with industry recognized certifications and commercial skills. Additionally, employees will qualify for more advancement opportunities within the Company and industry.

### **Commitment to Training**

MBKT's annual training budget is approximately \$150,000 in California. MBKT's existing structured training covers basic competency in residential construction, commercial skills, and business skills. Training also includes new-hire orientation, workplace compliance, general safety, and federally regulated training. ETP funds will not displace the existing financial commitment to training. Safety training will continue to be provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

MBKT's Human Resources Manager will oversee the ETP project along with four other dedicated internal staff to assist with the administration and systems to ensure training is documented and tracked properly to meet ETP's requirements. Training will be delivered by in-house experts, and vendors as needed.

## Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET23-0233	12/19/22 - 12/18/24	\$147,361	\$78,892 (54%)

ET23-0233: MBKT tracked 3,430 valid hours for total earned funds of \$78,892 (54%). The prior projects' results were primarily due to training coordination challenges, unforeseen administrative factors, and workforce turnover. To address these issues and improve performance outcomes, the Company is implementing a comprehensive workforce development strategy focused on skill retention, and task proficiency. The new approach emphasizes expanded coaching opportunities, structured progress checkpoints, and regular evaluation to ensure training effectiveness. Additionally, MBKT will conduct quarterly performance reviews to monitor progress, identify areas for improvement, and ensure measurable, sustained results throughout the training program.

## Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	N/A	-	-
Administrative	N/A	-	-

Training Subcontractors	City, State	Cost	Description of Service
Not Applicable	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Active Listening Skills
- Building Strong Relationships
- Communication Skills
- Conflict Resolution
- Customer Needs Assessment
- Developing SMART Annual Goals
- Effective Customer Service
- External Environment Analysis
- Innovation Tools & Processes
- Principles of Highly Successful Leaders
- Pre-Week Planning & Execution
- Planning & Execution
- Persuasion Strategies
- Presentation Skills
- Team Building
- Understanding and Managing Expectations

**Commercial Skills**

- Advanced A/C Systems
- Advanced Diagnosis
- Advanced Wiring and Schematics
- Air Quality Diagnostics
- Attic Insulation Safety
- COVID-19 Safety Skills
- Connected Home Technology
- Certification - Duct Testing
- Certification - Air Filtration
- Certification - NGAT (Natural Gas Application Testing)
- Certification - Home Energy Auditing
- Electrical Hazards Safety
- Field Tools / Gauges
- Fundamentals of Air Conditioning Systems
- Heat Pump Systems
- Identify Waste Products
- Inverter Technology
- Maintenance Tune Up Procedures
- Metering Devices
- Nest System Controls / Smart Systems
- Nest Thermostats
- System Sizing
- Trenchless Systems and Tooling

- Ventilation Systems Certifications- Blower Door / Weatherization
- Waste Products Remediation Analytics
- Waste Remediation Planning
- Waste Removal Solutions
- WI-FI Smart Water Meter

**Computer Skills**

- AI (CHAT GPT)
- AI (ARCH)
- Microsoft Office Suite (Intermediate/Advanced)
- ServiceTitan Skills
- Tablet Applications
- Trenchless Video X-Ray
- Using Tables in Fields
- Water Leak Video Inspection Tools
- Zoom And Microsoft Teams

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Commercial Skills**

- Air Conditioning Systems
- Back Flow Systems
- Copper Pipe and Fittings
- Cast Iron Pipe and Fittings
- Digital Tools
- Diagnostics
- Gas and Fuel Systems
- Heat Pump Systems
- HVAC Maintenance Service
- Inverter Type Systems
- Metering Devices
- Motors
- On-Demand Hot Water Systems
- Plastic Pipes and Fittings
- Pipes and Supply Lines
- System Controls / STS
- Switches and Electrical Components
- Sewage and Pump Systems
- Thermostats





**Training Proposal for:**  
**REACH Air Medical Services, LLC**

**Contract Number: ET26-0239**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	HUA Priority Rate Retrainee SET	Industry Sector(s):	Health Care and Social Assistance	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Alameda, Colusa, Contra Costa, Del Norte, El Dorado, Imperial, Inyo, Lake, Los Angeles, Madera, Mendocino, Merced, Monterey, Napa, Placer, Riverside, Sacramento, San Bernardino, San Diego, San Joaquin, Santa Barbara, Santa Clara, Shasta, Sonoma, Stanislaus, Tulare, Yuba	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 700	U.S.: 1,000	Worldwide: 1,000	
<u>Turnover Rate:</u>	11%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

In-Kind Contribution
\$1,453,650

Total ETP Funding
\$598,780

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SET Retrainee	329	8-200	0-63	65	\$1,820	\$33.64

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$33.64 SET Modified Statewide Wage

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.14

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Flight Coordinator	\$31.50 - \$38.00	20	0	0	20
Flight Paramedic	\$31.50 - \$45.00	100	0	0	100
Pilot - Rotary Wing	\$35.00 - \$53.00	74	0	0	74
Pilot - Fixed Wing	\$37.00 - \$55.00	35	0	0	35
Flight Nurse	\$32.00 - \$61.00	100	0	0	100

**Introduction**

Founded in 2009 and located in McClellan, REACH Air Medical Services, LLC (REACH) ([www.reachair.com](http://www.reachair.com)) provides emergency and non-emergency response and healthcare transportation services. The Company's experienced pilots fly patients aboard medically equipped helicopters and airplanes. Customers include hospitals, healthcare systems, health plans, and local, state, and national government entities. REACH will be the lead employer on this project, along with two closely related California affiliates: Cal-Ore Life Flight LLC and CALSTAR Air Medical Services LLC. This proposal includes 38 California locations across

several counties. Training will take place at REACH and its affiliate locations throughout the state. This will be REACH's first ETP Contract.

## Veterans Program

REACH has partnered with the talent acquisition firm, Voyig, to recruit veterans for employment opportunities. The Company also participates in veteran/military career fairs when possible.

## Project Details

Safety and quality protocols are key components of air medical rescue operations. It is imperative that air medical crews possess the knowledge and skills to properly assess patients, administer appropriate care, make critical decisions, and provide secure transport in high-pressure environments. Accordingly, REACH has developed a comprehensive training plan to equip employees with the requisite competencies to handle advancements in medical and aircraft technology, evolving medical protocols, and changing patient demographics. Training will focus on the following areas:

- **Medical Technology:** Training in new patient care equipment/devices and advanced monitoring systems.
- **Evolving Medical Protocols:** Updates on treatment guidelines, specialized care techniques, and critical care transport.
- **Operational and Safety Enhancements:** Enhanced safety protocols, emergency procedures, and infection control measures.
- **Aircraft Technology:** Training in new aircraft systems, advanced avionics, and communication systems.
- **Patient Demographics:** Specialized care for pediatric and neonatal patients and handling complex medical cases.
- **Quality Improvement Initiatives:** Training in best practices, quality metrics, and performance evaluation systems.
- **Emergency Preparedness:** Crisis response procedures, disaster response, and interdepartmental collaboration.

The proposed training is designed to enhance job performance and stability, support career growth, improve employee retention, and lead to better patient outcomes.

## Training Plan

Training will be delivered via Class/Lab, E-Learning, and Computer-Based Training as outlined below:

**Commercial Skills:** Training will be offered to Fixed-Wing Pilots and Rotary-Wing Pilots. Training will cover aviation industry skills for pilots transporting patients via medically equipped helicopters and airplanes. Training topics include Aircraft Systems, Flight Planning, Basic and Advanced Maneuvers, Simulation Training, Meteorology, Emergency Procedures, Problem Resolution, and Security Protocols.

**Computer Skills:** Training will be offered to all occupations and will cover Software Systems and Data Management skills. Training will focus on the secure handling, storage, and analysis of patient records and incident reports.

**Continuous Improvement:** Training will be offered to all occupations and will focus on Organizational Structure, Interpersonal Communication, Documentation, Reporting, Recordkeeping, Team Dynamics, Crisis Management, and Interdepartmental Coordination.

**Medical Skills Training:** Approximately 100 Flight Nurses and 100 Flight Paramedics will participate in Medical Skills Didactic and Clinical Preceptor training. This training will cover specific medicals skills to ensure that employees are competent in advanced medical procedures. Training will focus on the latest techniques and methodologies for providing safe and effective patient care in an air medical transport environment. Training topics will include Medical Assessment and Diagnosis, Trauma Care, Medical Equipment Operation, Patient Loading and Unloading, Advanced Cardiac Life Support, Infectious Disease, Advanced Prehospital Care, Pediatric and Neonatal Care, Medication Administration, and Geriatric Emergencies.

### **Computer-Based Training (CBT)**

CBT will be provided to supplement class/lab, which is a more convenient means of delivering basic training. Trainees will receive between 0-63 hours of CBT.

### **Special Employment Training**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### **➤ Wage Modification**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$44.85 to \$33.64). REACH requests this modification.

### **High Unemployment Area**

Some trainees in Job Number 1 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Colusa, Del Norte, Imperial, Lake, Los Angeles, Madera, Mendocino, Merced, Monterey, San Bernardino, San Joaquin, Stanislaus, Tulare, and Yuba counties are in a HUA.

#### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. However, the Company is not requesting wage modification.

### **Impact/Outcome**

Training certifications associated with the proposed training include FAA Section 135 Operational Certification, Critical Care Paramedic Certification, Advanced Cardiac Life Support (ACLS) Certification, and Flight Paramedic Certification.

### **Commitment to Training**

REACH has a combined annual training budget of approximately \$750,000 for its California facilities. Company-funded training includes basic employee orientation, specialized courses,

continuing education, and regulatory compliance topics. ETP funds will not displace the existing financial commitment to training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Director of State & Local Tax will oversee the administration for this project. Additionally, the Company's Program Director and Office Administrator will work collectively with Clinical Educators at each facility to coordinate the scheduling, delivery, and documentation of training across all participating locations. REACH has also retained a third-party administrative subcontractor to ensure that all training meets ETP requirements. Training will be delivered by in-house subject matter experts and will be customized to address specific training needs at each location.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Think LLP	Newport Beach, CA	\$20,000
Administrative	Think LLP	Newport Beach, CA	13% of Earned Amount

Training Subcontractors	City, State	Cost	Description of Service
Not Applicable	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Commercial Skills**

- Aviation Theory
- Aircraft Systems
- Meteorology
- Navigation
- Human Factors
- Basic Maneuvers
- Emergency Procedures
- Cross-Country Flights
- Night Flying
- Simulation Training
- Logbook
- Checkrides
- Type Ratings
- Instrument Ratings
- Advanced Maneuvers and Certifications
- Aviation Regulations
- Scheduling Systems
- Flight Planning
- Pre-Flight Coordination
- In-Flight Coordination
- Post-Flight Procedures
- Flight Management Systems
- Problem Resolution
- Safety Procedures
- Security Protocols

**Computer Skills**

- Software Systems (Electronic Patient Care Reporting (ePCR) Systems, Mobile Data Terminals)
- Data Management

**Continuous Improvement Skills**

- Organizational Structure
- Legal Standards and Ethical Decision-Making
- Documentation, Reporting and Recordkeeping
- Interpersonal Communication
- Conflict Resolution
- Resource Management
- Performance Metrics
- Interdepartmental Coordination
- Team Dynamics

- Handling Complaints
- Crisis Management and Communication

**Medical Skills (Didactic)**

- Advanced Cardiac Life Support (ACLS)
- Pediatric and Neonatal Care
- Trauma Care
- Medical Assessment and Diagnosis
- Emergency Medical Services (EMS) Regulations/Protocols
- Aircraft Familiarization
- Pre-Flight Checks
- In-Flight Safety Procedures
- Transfer Processes
- Crew Resource Management (CRM)
- Emergency Response Protocols
- Disaster Response
- In-Flight Care Federal Aviation Administration (FAA) Regulations for Air Medical Transport
- Medical Protocols and Standards
- Medical Equipment Operation
- Communication Systems
- Patient Loading and Unloading
- Patient Monitoring
- Patient and Family Interaction
- Simulation Drills
- Performance Evaluation
- Incident Review

**Medical Skills (Preceptor)**

- Advanced Cardiac Life Support (ALS)
- Pediatric and Neonatal Care
- Trauma Care
- Medical Assessment and Diagnosis
- Aircraft Familiarization
- Pre-Flight Checks
- In-Flight Safety Procedures
- Transfer Processes
- Crew Resource Management (CRM)
- Emergency Response Protocols
- Disaster Response
- Medical Protocols and Standards
- Medical Equipment Operation
- Communication Systems
- Patient Loading and Unloading
- Patient Monitoring
- Patient and Family Interaction
- Performance Evaluation
- Incident Review

**Computer-Based Training**

Trainees may receive any of the following:

**Continuous Improvement Skills**

- Customer Service (1 hr)
- Documentation Skills (1 hr)
- Conflict Resolution (1 hr)
- Critical Thinking (1 hr)
- EMS Communications & Protocols (2 hrs)
- Standard Operating Procedures (2 hrs)
- Protocol Update (4 hrs)

**Medical Skills (Didactic)****Prehospital Care**

- Advanced Prehospital Care (2 hrs)
- Anatomy and Physiology (1 hr)
- Pathophysiology (1 hr)
- Life-Span Development (1 hr)
- Pharmacology (1 hr)
- Medication Administration (2 hrs)
- Airway Management Ventilation (1 hr)
- Therapeutic Communication (1 hr)

**Patient Assessment**

- History Taking (1 hr)
- Physical Exam Techniques (1 hr)
- Patient Assessment (1 hr)
- Clinical Decision Making (1 hr)
- Communications (2 hrs)
- Documentation (2 hrs)
- EMS Pediatric Respiratory Emergencies: Upper Airway for the Paramedic (Advanced) (1 hr)
- EMS Pediatric Respiratory Emergencies: Lower Airway for the Paramedic (Advanced) (1 hr)
- EMS Allergies and Anaphylaxis Advanced (1 hr)

**Trauma Emergencies**

- Trauma and Trauma Systems (2 hrs)
- Blunt Trauma (1 hr)
- Penetrating Trauma (1 hr)
- Hemorrhage and Shock (1 hr)
- Soft Tissue Trauma (1 hr)
- Burns (1 hr)
- Musculoskeletal Trauma (1 hr)
- Head, Facial and Neck Trauma (2 hrs)
- Spinal Trauma (2 hrs)
- Thoracic Trauma (1 hr)
- Abdominal Trauma (1 hr)



**Medical Emergencies**

- Pulmonology (1 hr)
- Cardiology (2 hrs)
- Neurology (1 hr)
- Endocrinology (1 hr)
- Allergies and Anaphylaxis (1 hr)
- Gastroenterology (1 hr)
- Urology and Nephrology (1 hr)
- Toxicology and Substance Abuse (2 hrs)
- Hematology (1 hr)
- Environmental Emergencies (1 hr)
- Infectious Disease (2 hrs)
- Psychiatric Behavioral Disorders (1 hr)
- Gynecology (1 hr)
- Obstetrics (1 hr)

**Special Operations**

- Neonatology (1 hr)
- Pediatrics (2 hrs)
- Geriatric Emergencies (2 hrs)
- Abuse and Assault (1 hr)
- The Challenged Patient (1 hr)
- Acute Interventions for the Chronic Care Patient (1 hr)
- Assessment-Based Management (1 hr)



**Training Proposal for:**  
**Taylor-Listug, Inc. dba Taylor Guitars**

**Contract Number: ET26-0242**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 378	U.S.: 383	Worldwide: 1,000	
<u>Turnover Rate:</u>	4%			
<u>Managers/Supervisors:</u> (% of total trainees)	11%			

**Funding Detail**

<b>In-Kind Contribution</b>
\$1,566,225

<b>Total ETP Funding</b>
\$414,540

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate Retrainee	329	8-200	0-0	45	\$1,260	\$24.67

**\*Post-Retention Wage is the Contractual Wage.**

**Published Minimum Hourly Wage by County:**

Job Number 1: \$24.67 for San Diego County.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** The Company provides a robust and competitive benefits package to support the health, well-being, and financial security of employees. These fringe benefits are offered in addition to regular wages and are made available to all eligible employees, based on full-time status and, where applicable, after a standard eligibility period (e.g., 30–60 days). The value of fringe benefits provided to trainees is approximately 30%–35% of an employee's base wage. This total includes employer-paid contributions to health plans, retirement savings, insurance policies, and paid time off, among other wellness-focused services.

- Retirement & Ownership Benefits: Employee Stock Ownership Plan and 401k Retirement Plan with Employer Match
- Health and Insurance Benefits: Medical, Dental & Vision Insurance, Life Insurance, Disability Insurance, and Employee Assistance Program
- Time Off Benefits: Paid Time Off and Paid Holidays & Flex Holiday
- Wellness & Onsite Benefits: Onsite Chiropractor Service

**Wage Progression:** Taylor Guitars is committed to fostering employee growth through a structured wage progression strategy that recognizes skill development, performance, and increased responsibilities across a wide range of occupational areas. The Company aims to retain top talent by offering clear pathways for advancement, competitive compensation, and access to continued training.

Employees typically experience wage progression within 12 to 18 months, depending on role complexity and performance. In all occupational areas, this strategy ensures that employees who commit to skill development and performance excellence have opportunities for advancement and higher compensation.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Production Staff	\$22.17 - \$75.00	167	0	87	80

<b>Wage Range by Occupation</b>					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
Maintenance/Machine Repair Staff	\$22.17 - \$75.00	<b>18</b>	0	7	11
Finance/Legal Staff	\$22.17 - \$75.00	<b>11</b>	0	1	10
Sales/Marketing Staff	\$22.17 - \$75.00	<b>44</b>	0	2	42
Research and Development/Tooling Staff	\$22.17 - \$75.00	<b>31</b>	0	1	30
IT/Logistics/Supply Chain Staff	\$22.17 - \$75.00	<b>22</b>	0	2	20
Administration/HR Staff	\$25.01 - \$75.00	<b>16</b>	0	0	16
Manager	\$25.01 - \$75.00	<b>20</b>	0	0	20

### Introduction

Founded in 1974 and headquartered in El Cajon, Taylor-Listug, Inc. dba Taylor Guitars (Taylor Guitars) ([www.taylorguitars.com](http://www.taylorguitars.com)), manufactures and produces high-quality acoustic and electric guitars, amplifiers, guitar accessories, guitar care products and apparel. The Company currently produces its products in its state-of-the-art factory complexes in El Cajon, California and Tecate, Mexico.

Taylor Guitars maintains an active dealer network, with guitars sold through hundreds of retail locations in North America and with international distribution to 60 countries, including a distribution warehouse and factory service center in the Netherlands.

This will be the Company's fifth ETP Contract and fourth in the last five years. Training will take place at its location in El Cajon.

### ETP Priority 10200(b)

Taylor Guitars' commitment to innovation, high-quality manufacturing, and sustainability directly supports California's economic and workforce development objectives in the following ways:

- Increasing exports from and reducing imports to California
- Supporting new and growing businesses with high-wage jobs
- Training in new technologies and methods
- Training for displaced or laid-off workers
- Development of high-road jobs with wage progression
- Promoting California's manufacturing sector

### Veterans Program

Taylor Guitars actively engages with several San Diego-based veteran service providers and job placement organizations to help identify and recruit veteran talent. These include: Veterans Village of San Diego, Work for Warriors – California, San Diego Veterans Coalition, CalVet Employment Division, U.S. Department of Veterans Affairs – Vocational Rehabilitation & Employment Program, and San Diego Workforce Partnership – Priority of Service for Veterans.

These partnerships help the Company share job postings and attend veteran-specific job fairs. The Company does not track data on current veterans employed.

## **Project Details**

The previous contract focused on establishing a strong foundation in workforce development, with emphasis on craftsmanship, continuous improvement in manufacturing and training employees across departments. The new training project builds on that foundation while introducing key differences to meet the demands of the next phase of innovation, leadership, and product expansion.

This project supports the rollout of the Gold Label Collection and next-generation electric and hybrid instruments, with training in acoustic design engineering and tonal modeling, new body shapes, and advanced materials. Prior training introduced Computer Numerical Control (CNC) and lean practices. This project advances into machine vision, robotic system operation, and custom tool development. These skills are essential to maintain the consistency and detail required in the newest product lines. The CNC and robotic processes for precision builds and engraving reflect a shift from refining existing models to supporting the from-scratch development of innovative, premium instruments.

The leadership and workforce advancement training will be expanded and help develop high-potential staff in change management, coaching and mentorship, and succession planning and promotion pathways. This supports retention, internal mobility, and leadership continuity. Previously, sales and customer service training emphasized general product knowledge. This project expands into digital marketing and data-driven storytelling, and delivering consistent, high-quality support to the customer base.

## **Training Plan**

Training will be delivered via Class/Lab and E-Learning in the following:

**Business Skills:** This training will be offered to all occupations and will include course topics such as Active Listening & Emotional Intelligence, Goal Setting and Prioritization Techniques, Building Customer Relationships, and Data Driven Decision Making.

**Commercial Skills:** This training will be offered to all occupations and will include course topics such as Data Analytics for Business Operations, Cybersecurity Awareness for Non-IT Professionals, Business Intelligence Tools for Decision-Making, and Digital Twin Technology Fundamentals.

**Computer Skills:** This training will be offered to all occupations and will include course topics such as Digital Tools & Systems, Cloud-Based Collaboration Tools, Computer Aided Design (CAD)/Computer Aided Manufacturing (CAM) Software Basics, and Data Entry Accuracy and Digital Filing Systems.

**Continuous Improvement Skills:** This training will be offered to all occupations and will include course topics such as Introduction to Continuous Improvement Principles, Process Mapping & Workflow Analysis, Visual Management Systems, and Standard Work and Error Proofing.

**Management Skills:** This training will be offered to Managers and will include course topics such as Performance Management, Operational Management, Compliance Leadership, and Leadership & People Management.

**Manufacturing Skills:** This training will be offered to Production Staff, Maintenance/Machine Repair Staff, and Research and Development/Tooling Staff and will include course topics such as Introduction to Manufacturing Processes, Mechanical Assembly Procedures, Lockout/Tagout Procedures, and Waste Reduction in Production.

### Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### Commitment to Training

Taylor Guitars has an annual training budget of \$900,000 for its facility in California. The Company's current training consists of new hire orientation, safety training and cross training. Taylor Guitars is committed to a robust training program year round.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The training project will be managed by a cross-functional internal team led by the Vice President of Human Resources and the LMS Administrator, in close coordination with departmental managers and operations leaders. In addition, the Company has retained an administrative subcontractor to assist with project administration. Training will be delivered by internal subject matter experts and external training vendors as needed. Training is scheduled to begin upon Panel approval.

### Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET24-0284	12/18/23 - 12/17/25	\$356,500	\$356,500 (100%)
ET22-0245	01/31/22 - 01/30/24	\$299,920	\$299,920 (100%)
ET20-0205-000	12/23/19 - 12/22/21	\$605,360	\$605,360 (100%)

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Webber Growth Resources	San Diego, CA	\$0
Administrative	Webber Growth Resources	San Diego, CA	13% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

## **Exhibit B: Curriculum**

### **Class/Lab/E-Learning**

Trainees may receive any of the following:

#### **Business Skills**

- Communication & Interpersonal Skills
- Effective Business Communication
- Professional Email and Business Writing
- Conflict Resolution in the Workplace
- Active Listening & Emotional Intelligence
- Presentation Skills for Professionals
- Team Collaboration and Meeting Management
- Decision-Making & Strategic Thinking
- Supervisory Skills for First-Time Managers
- Project & Time Management
- Project Management Fundamentals
- Agile and Lean Project Strategies
- Time Management and Personal Productivity
- Goal Setting and Prioritization Techniques
- Customer Service and Sales Excellence
- Handling Difficult Customers
- Consultative Selling Techniques
- Building Customer Relationships
- Sales Communication and Negotiation
- General Business Operations
- Business Process Improvement
- Introduction to Lean Office Practices
- Data-Driven Decision Making
- Change Management in the Workplace
- Technology & Systems Use (for business productivity)
- Marketing

#### **Commercial Skills**

- Introduction to Smart Manufacturing & Industry 4.0
- Data Analytics for Business Operations
- Cybersecurity Awareness for Non-IT Professionals
- Power BI or Tableau for Data Visualization
- Business Intelligence Tools for Decision-Making
- Emerging Technologies
- Introduction to AI and Machine Learning in the Workplace
- IoT (Internet of Things) Applications in Operations
- Digital Twin Technology Fundamentals
- Robotics & Automation Fundamentals

#### **Computer Skills**

- Microsoft Excel for Business Professionals (Intermediate/Advanced)
- Microsoft Office Suite: Word, Outlook, PowerPoint (Intermediate/Advanced)



- Customer Relationship Management (CRM) System Training (e.g., Salesforce, HubSpot – if applicable)
- Data Entry Accuracy and Digital Filing Systems
- Digital Tools & Systems
- Cloud-Based Collaboration Tools (e.g., Microsoft Teams, Google Workspace)
- Enterprise Resource Planning (ERP) Systems Training (e.g., SAP, Oracle, NetSuite)
- Customer Resource Management (CRM) Platforms for Sales and Service (e.g., Salesforce, HubSpot)
- Digital Work Instructions & Workflow Automation Tools Technical Software & Platforms
- Computer Aided Design (CAD)/Computer Aided Manufacturing (CAM) Software Basics (e.g., AutoCAD, SolidWorks)
- Advanced Excel for Data Management & Reporting
- Cloud-Based Collaboration Tools (e.g., Microsoft Teams, Google Workspace)
- Enterprise Resource Planning (ERP) Systems Training (e.g., SAP, Oracle, NetSuite)

### **Continuous Improvement Skills**

- Introduction to Continuous Improvement Principles
- Lean Fundamentals for the Workplace
- Root Cause Analysis & Problem Solving
- 5S Workplace Organization
- Kaizen and Rapid Improvement Events
- Process Mapping & Workflow Analysis
- Visual Management Systems
- Standard Work and Error Proofing
- Metrics & Key Performance Indicators (KPIs)
- Driving a Culture of Continuous Improvement
- Employee Engagement in Continuous Improvement

### **Management Skills (Managers/Supervisors/Leads Only)**

- Leadership & People Management
- Performance Management
- Lean Continuous Improvement Management
- Operational Management
- Compliance Leadership
- Emotional Intelligence & Workplace Culture
- Coaching and mentorship
- Succession planning

### **Manufacturing Skills**

- Production & Technical Skills
- Introduction to Manufacturing Processes
- Blueprint Reading & Interpretation
- Precision Measurement Tools (Calipers, Micrometers, Gauges)
- Fundamentals of Computer Numerical Control (CNC) Operation
- Machine Operation and Safety
- Welding Basics and Techniques

- Materials Handling & Inventory Control
- Mechanical Assembly Procedures
- Industrial Math for Manufacturing
- Quality Assurance & Inspection Techniques
- Amplifier Production Procedures
- New Products Production Procedures
- Workplace Safety
- General Industry Training
- Lockout/Tagout Procedures
- Forklift and Equipment Safety Procedures
- Lean Manufacturing & Efficiency
- Lean Manufacturing Principles
- 5S for Manufacturing
- Waste Reduction in Production
- Total Productive Maintenance (TPM)
- Acoustic modeling and tonal shaping



## Training Proposal for:

**Vann Brothers**

**Contract Number: ET26-0244**

**Panel Meeting of:** January 23, 2026

### Project Profile

Contract Attributes:	HUA Priority Rate Retrainee	Industry Sector(s):	Agriculture, Forestry, Fishing and Hunting	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Colusa	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 250	U.S.: 250	Worldwide: 250	
<u>Turnover Rate:</u>	2%			
<u>Managers/Supervisors:</u> (% of total trainees)	10%			

### Funding Detail

In-Kind Contribution
\$300,000

Total ETP Funding
\$166,600

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate HUA Retrainee	170	8-200	0-0	35	\$980	\$18.50

\*Post-Retention Wage is the Contractual Wage.

<b>Published Minimum Hourly Wage by County:</b>	
Job Number 1:	\$18.50 for Colusa County (HUA).
<b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.	
<b>Used to meet the Post-Retention Wage?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Health Benefits may be used to meet the Post-Retention Wage as follows:</b>	
Job Number 1:	\$0.50
<b>Fringe Benefits:</b>	<p>The Company offers comprehensive insurance coverage (medical, dental, and vision) to all employees. These benefits are also offered to family members of employees when elected.</p> <p>Benefits offered to newly hired employees include a \$200 bi-weekly Health Savings Account (HSA Account) and a 401K match of up to 4%. These benefits begin upon hire.</p>
<b>Wage Progression:</b>	The Company provides annual pay increases between 1% and 5% to each employee based on merit. The Company is also pushing for existing employees moving into leadership positions.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, HUA, Retrainee					
Orchard Staff	\$18.00 - \$25.00	60	35	25	0
Huller/Sheller Staff	\$18.00 - \$25.00	67	42	25	0
Shop Staff	\$20.00 - \$25.00	10	5	5	0
Administration	\$20.00 - \$40.00	15	5	5	5
Leads	\$25.00 - \$40.00	18	0	3	15

## Introduction

Founded in 2002 and headquartered in Williams, Vann Brothers (Vann Bros) (<http://www.vannfamilyorchards.com>) is an agricultural company that grows, processes and distributes almonds and walnuts to a global customer base. The Company has produced up to 30 million pounds of product in recent years. Vann Bros customers include various international retailers and large retail store chains. Training under this proposal will be delivered at the Company's facility in Williams. Vann Brothers will serve as the lead employer in this proposal with a closely related affiliate, VF Marketing Corp. dba Vann Family Orchards also located in Williams.

This is Vann Bros third ETP Contract in the last five years.

### **ETP Priority 10200(b)**

This project advances ETP funding priorities by increasing California exports in almonds, training on new technologies as implemented in the field and warehouse, and increasing opportunities for employees to promote from within.

### **Veterans Program**

Vann Bros is not seeking a separate Veteran Job Number at this time.

### **Project Details**

Vann Bros is prioritizing product innovation and operational efficiency to support continued growth. During the previous project, the Company implemented an internalized training program. This new project will continue to expand on that implementation as well as introduce innovative technologies.

As part of this effort, the Company will expand its engineering and research and development teams while implementing advanced technologies that shift training needs from manual labor to equipment operation, maintenance, and repair. New systems, including Borde Vision AI-Bulk Inspection and QCIFY 360 Automated Optical Inspection, will require employees to develop specialized technical skills.

Through the training provided in this project, employees will gain the ability to analyze data related to plant growth and soil health, enabling more informed field-level decision-making and improved crop yields. These enhanced skills will increase efficiency, support ongoing innovation, and enable the development of new product offerings for customers.

To further strengthen its workforce, Vann Bros will invest in foundational operational roles, raising the overall skill level of employees across the organization. This training initiative will create opportunities for internal advancement and expand access to higher-wage positions, supporting long-term workforce development and company growth.

### **Training Plan**

Training will be delivered via Class/Lab and E-Learning in the following:

**Business Skills:** This training will be offered to all occupations and include Accounting, Arbinger, Communication Skills, Disaster Response, Inventory Controls, Marketing, Leadership Skills, Product Knowledge, and Team Building.

**Commercial Skills:** This training will be offered to Leads, Orchard Staff, Huller/Sheller Staff and Shop Staff. Training will include Automatic Sprayer, Chemical & Fertilizer Application, Equipment Operations, Fortress - Stealth Metal Detector, Hullers, Manlift & Aerial Lift, Nitrogen Management, QCIFY (Specific Brand) - 360 Automated Optical Inspection, Robotics and Automation, Shaker Operations, and Tool Operations.

**Computer Skills:** This training will be offered to all occupations and include AgWorld, Almond Logic, Honeywell Max Pro, Paycom, PowWow, and Smart Phones/Tablets.

## **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. Trainees will not receive 40 hours unless the work full time onsite at the clean-up location.

## **High Unemployment Area**

All trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Colusa County is in an HUA.

### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. The Company is seeking this wage modification for Job Number 1 from \$24.67 to \$18.50 per hour.

Approximately 152 trainees will need the wage modification. Occupations included are Administration, Huller/Sheller Staff, Orchard Staff, and Shop Staff.

## **Impact/Outcome**

With the support of ETP funds, Vann Bros will provide employees with access to a comprehensive certification-based training program designed to strengthen technical expertise, improve safety, and support the Company's expanding operational needs. Trainees will have the opportunity to earn industry recognized certifications, including QCIFY Automated Optical Inspection, Borde Vision AI-Bulk Inspection, H2O Steam Pasteurizer, Fortress Stealth Metal Detector, Forklift, Forklift T2, Pesticide Applicator Train-the-Trainer, and Private Applicator certifications.

These certifications will equip employees with the specialized skills required to operate advanced equipment, maintain regulatory compliance, and ensure safe, efficient production practices.

## **Commitment to Training**

Vann Bros has an annual training budget of \$500,000 and includes new equipment training, internal software, and some certifications such as forklift and OSHA 10/30.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

This project will be overseen by the Chief of Administration Office Works. Department leads will assist and identify training needs for trainees and implement targeted training programs. Training administration will be overseen by the trainers themselves as well as the accounting and HR Department. The Company has also retained the services of an administrative subcontractor to assist with the administration of this project.

### Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET23-0277	02/27/23 - 02/26/25	\$292,100	\$185,780 (64%)
ET20-0161-000	11/04/19 - 05/02/22	\$196,742	\$173,075 (88%)

ET23-0277: Vann Bros tracked 8,077 valid hours of training and earned \$185,779 (64%) of approved funds. During the previous project, Vann Bros experienced key leadership transitions within Human Resources, Safety, and Operations, resulting in gaps in training coordination and documentation. These disruptions led to inconsistencies in training recordkeeping and inaccurate capture of training hours, which impacted overall project performance. To ensure strong performance under the new project, the Company has implemented several corrective measures. Vann Bros has standardized internal training documentation and sign-in procedures to improve accuracy and consistency in reporting. The Company has also conducted a thorough review of its training plan. Therefore, this project has been right sized. In addition, leadership within HR and Safety has stabilized, ensuring consistent oversight, improved coordination, and stronger administration of all training activities moving forward.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Propel Consulting Group	El Dorado Hills, CA	\$10,000
Administrative	Propel Consulting Group	El Dorado Hills, CA	13% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)



**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Accounting
- Arbinger
- Business Administration
- Communication Skills
- Customer Service Skills
- Disaster Response
- Financial Analysis & Reporting
- Inventory Controls
- Leadership Skills
- Marketing
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Project Planning
- Quality Management
- Sales
- Team Building

**Commercial Skills**

- Automatic Sprayer
- Borde Vision-AI Bulk Inspection
- Chemical & Fertilizer Application
- Chemical ID & Handling
- Clean Technology
- Drip Tape Management
- Equipment Operations
- Equipment Repair
- Fertilizer Injection
- Food Safety
- Forklift
- Forklift T2
- Fortress - Stealth Metal Detector
- Front Loaders
- Frost Protection
- H2O Steam Pasteurizer
- Harvesters
- Hazardous Materials
- Hullers
- Irrigation Management
- Manlift & Arial Lift
- Nitrogen Management

- Pesticide Train-the-Trainer
- PMB (Specific Brand) Sprayer
- Pollination/Bee Counts
- Private Applicator
- Processing Techniques
- QCIFY (Specific Brand) - 360 Automated Optical Inspection
- Robotics and Automation
- Sanitation
- Shaker Operations
- Terminal Tractor (Yard Goat)
- Tool Operations
- Weather Stations

**Computer Skills**

- AgWorld
- Almond Logic
- Ceres DocuWare
- Drone Operations
- High Resolution Inkjet Printer (Barcode)
- Honeywell Max Pro
- MS Office (Intermediate/Advanced)
- Multi Factor Authentication
- Palo Alto VPM
- Paycom
- PowWow
- Smart Phones/Tablets

**HazWoper**

- HazWoper

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Safety Skills - OSHA 30 (Certified-OSHA Instructor)**

- OSHA 30



**Training Proposal for:**  
**Wilbur Curtis Co., Inc.**  
**Contract Number: ET26-0232**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 118	U.S.: 118	Worldwide: 118	
<u>Turnover Rate:</u>	8%			
<u>Managers/Supervisors:</u> (% of total trainees)	13%			

**Funding Detail**

In-Kind Contribution
\$142,080

Total ETP Funding
\$124,320

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate Retrainee	111	8-200	0-8	40	\$1,120	\$24.79

**\*Post-Retention Wage is the Contractual Wage.**

**Published Minimum Hourly Wage by County:**

Job Number 1: \$24.79 per Los Angeles County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** Employees accrue a minimum of 80 hours and up to a maximum of 160 hours of vacation annually. Vacation hours begin accruing on a bi-weekly basis upon hire. After one year of service, employees are eligible for a 5% employer match and a 4% discretionary profit-sharing contribution to their 401(k) plan. In 2024, the Company contributed more than \$700,000 to employee 401(k) accounts.

Employees are eligible to enroll in health insurance benefits beginning on the first day of the month following their hire date. The Company offers affordable health plan options through two medical providers. In 2024, with over 80% employee participation in company sponsored health plans, the Company contributed approximately \$1.8 million toward medical premiums. This amount does not include additional company contributions of more than \$82,000 for dental and vision plans in 2024.

The Company also provides life insurance benefits to all active employees.

**Wage Progression:** The Company conducts annual performance reviews for all employees, during which performance is evaluated and feedback is communicated. Following the performance review cycle, a merit review is conducted to assess eligibility for salary increases based on individual performance and the allocated merit budget. For 2026 the Company has budgeted 3% or higher for merit increases.

In addition, a Skills Matrix is used to track and assess the skill sets of production employees. Skills gained through training are documented and monitored to support employee development and progression.

**Wage Range by Occupation**

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					

<b>Wage Range by Occupation</b>					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
Manufacturing Staff	\$22.29 - \$48.90	<b>76</b>	0	28	48
Corporate Support Staff	\$26.13 - \$60.79	<b>12</b>	0	0	12
Information Technology	\$32.00 - \$64.37	<b>2</b>	0	0	2
Scientist/Engineering Staff	\$43.27 - \$60.09	<b>5</b>	0	0	5
Managers	\$35.86 - \$98.27	<b>15</b>	0	0	15
Research and Development Staff	\$67.76 - \$67.76	<b>1</b>	0	0	1

## Introduction

Founded in 1941 and headquartered in Montebello, California, Wilbur Curtis Company (WC Co.) (<https://www.wilburcurtis.com>) designs, manufactures, and supplies commercial beverage equipment for the foodservice industry. The Company offers a comprehensive product line that includes commercial coffee brewers, iced tea brewing systems, cappuccino dispensers, and other beverage solutions. The Company's primary operations are based in Los Angeles County, but they serve convenience stores, foodservice chains, quick-service restaurants, and distributors throughout the United States and internationally. Training under this proposal will be delivered at WC Co.'s headquarters in Montebello. This would be WC Co.'s first ETP Contract.

## ETP Priority 10200(b)

WC Co. supports ETP objectives by expanding its global sales and market share for commercial beverage equipment, with growing demand in Latin American and Asian markets. To strengthen its competitive position, the Company is also reducing reliance on overseas outsourcing by increasing in-house component production. As a commercial beverage equipment manufacturer for the foodservice industry, the Company must continuously invest in workforce training to adopt new technologies and manufacturing methods and remain competitive against out-of-state manufacturers. In addition, WC Co. aligns with ETP priorities by providing high-wage employment opportunities in California and promoting wage growth and career advancement through ongoing workforce training and skill development.

## Veterans Program

Although, WC Co. does not have a formal targeted Veteran's program, the Company actively recruits and encourages veterans to apply for its employment opportunities through its standard hiring processes.

## Project Details

This project focuses on advancing WC Co.'s factory technology through the implementation of new automation solutions designed to reduce lead times, bring previously outsourced components back in-house, and expand manufacturing capabilities across the Company's brands and product lines. Over the next three years, the Company plans to invest approximately \$2.5 million in advanced equipment to maintain competitiveness against out-of-state manufacturers.

To support these investments, WC Co. will implement a comprehensive training program emphasizing new processes, procedures, and product lines. Training on newly installed equipment will be conducted internally, while additional instruction will include spot and seam welding operations, a state-of-the-art wire machine, and an automated punch press. The training project will focus on upskilling incumbent employees to ensure proficiency with advanced machinery, increase production capacity, and strengthen long-term workforce capabilities. The proposed ETP funding will support the development and delivery of new training curricula aligned with evolving products, processes, and systems, enabling the Company to expand training opportunities, drive innovation, and remain competitive in the manufacturing sector.

## Training Plan

Training will be delivered via Class/Lab, E-Learning, Productive Lab, and Computer-Based Training in the following:

**Business Skills:** This training will be offered to all occupations focused on Business Process Skills/Business Acumen, Communication/Conflict Resolution, Customer Support Skills, and Effective Business Writing.

**Computer Skills:** This training will be offered to all occupations focused on Data Analytics/Database Systems, Data Security Skills, and Engineering System Skills.

**Continuous Improvement Skills:** This training will be offered to all occupations focused on Change Management, Decision Making Skills, Engineering Process/Design Skills, Feedback Skills, and ISO Certification Skills.

**Manufacturing Skills:** This training will be offered to Manufacturing Staff focused on Manufacturing Process Skills, New/Upgraded Equipment Skills, Production Operations, Production and Maintenance of Standard Operating Procedures, and Warehousing Operations and Distribution.

## Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

## Productive Laboratory

Trainees may produce goods or services for profit as part of the Productive Laboratory (PL) training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training and trainees will be under direct trainer supervision at all times. The trainer will impart knowledge, observe, verify comprehension, and submit appropriate training documentation. WC Co. requests a PL trainer-to-trainee ratio of 1:1. Approximately 76 Manufacturing Staff will receive up to 16 hours of PL-Manufacturing Skills training. PL training will allow WC Co. to provide hands-on instruction in a productive environment that cannot be adequately replicated in a classroom setting. PL training will involve

the use of fabrication and manufacturing equipment. The training topics will focus on Welding (spot, tig/mig, jet line) (4hrs), Sheet Metal Forming (press brake / panel bender) (8hrs), CNC Laser Cutting Operation (16hrs), CNC Punch Press Operation (16hrs), Automated Deburring and Edge Finishing (robot) (4hrs), Tank Soldering, Washing, and Final Assembly (8hrs), Wire Machine / Wire Harness Assembly (16hrs), and Raw Material-Receiving, Inspection, Storage, Testing & Release (4hrs).

### **Computer-Based Training (CBT)**

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees may receive up to 8 hours of CBT.

### **Electronic Recordkeeping/LMS**

Staff has reviewed and approved the Company's Learning Management System (LMS).

### **Commitment to Training**

The Company's annual training budget in California is \$150,000, which includes training in new-hire orientation, entry-level computer skills, business skills, computer skills, and anti-harassment training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **➤ Training Infrastructure**

The Company's Human Resources (HR) Director will oversee the project, along with the HR Administrator that will support the coordination and documentation of training. Training will be documented in the Company's Learning Management System (LMS) to ensure that training data is properly tracked and measured. ETP-funded training will be delivered by a combination of internal trainers who are subject-matter experts and vendors as needed.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	N/A	-	-
<b>Administrative</b>	N/A	-	-

<b>Training Vendor(s)</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
To Be Determined	-	-	-

### **Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)



**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Business Process Skills/Business Acumen
- Communication/Conflict Resolution
- Customer Support Skills
- Effective Business Writing
- Finance/Accounting Skills
- Presentation Skills
- Purchasing Skills
- Time Management
- Train-the-Trainer

**Computer Skills**

- Data Analytics/Database Systems
- Data Security Skills
- Engineering System Skills
- Microsoft Office (Intermediate/Advanced)
- Microsoft SharePoint (Cloud Computing Software)
- Research and Development System Skills
- Adobe (Acrobat, Illustrator, Docusign)
- Excel (Intermediate/Advanced)

**Continuous Improvement Skills**

- Change Management
- Decision Making Skills
- Engineering Process/Design Skills
- Feedback Skills
- ISO Certification Skills
- Leadership/Coaching Skills
- Process Management/Innovation Skills
- Project Management Skills
- Risk Management/Mitigation
- Problem Solving Skills
- Team Building Skills

**Manufacturing Skills**

- Assembly Process/Procedure
- Equipment Maintenance
- Equipment Operation Skills
- Manufacturing Process Skills
- New/Upgraded Equipment Skills
- Production Operations
- Production and Maintenance of Standard Operating Procedures
- Warehousing Operations and Distribution

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Safety Skills - OSHA 30 (Certified-OSHA Instructor)**

- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Manufacturing Skills**

- Welding (spot, tig/mig, jet line)
- Sheet Metal Forming (press brake / panel bender)
- CNC Laser Cutting Operation
- CNC Punch Press Operation
- Automated Deburring and Edge Finishing (robot)
- Tank Soldering, Washing, and Final Assembly
- Wire Machine / Wire Harness Assembly
- Handling and Investigating of Out of Specification Finished Goods
- Raw Material - Receiving, Inspection, Storage, Testing & Release

**Computer-Based Training**

Trainees may receive any of the following:

**Continuous Improvement Skills**

- Introduction to Customer Service (.5hrs)
- Data Privacy (.5hrs)
- AI for All Acculturation / Leveraging AI (1hr)
- Cybersecurity/Information Security Skills (1hr)
- Enterprise Structure Overview (1hr)
- Company Strategic Program (Pulse) (1hr)
- Finance 101 (1hr)
- Overview and Navigation JDE/SAP (1hr)
- Product Issue Team (PIT) Overview e-Learning (.5hrs)



**Training Proposal for:**  
**First Software USA dba Oxford Institute of Technology**  
**Contract Number: ET26-0241**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	HUA Retrainee SB < 100 SET Veterans	Industry Sector(s):	MEC Arts, Entertainment, and Recreation Construction Educational Services Finance and Insurance Health Care and Social Assistance Information Management of Companies and Enterprises Manufacturing Professional, Scientific, and Technical Services Real Estate and Rental and Leasing Transportation and Warehousing
		Priority Industry:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Turnover Rate:	≤ 20%	Managers/Supervisors: (% of total trainees)	≤ 20%
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**Funding Detail**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$588,000		\$45,480		\$633,480

In-Kind Contribution:	50% of Total ETP Funding Required	\$720,000
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**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate Small Business Retrainee	200	8-200	0-0	40	\$1,198	\$33.00
2	Retrainee	140	8-200	0-0	30	\$770	\$33.00
3	Priority Rate SET Retrainee	140	8-200	0-0	30	\$898	\$33.64
4	SET Retrainee	140	8-200	0-0	30	\$770	\$44.85
5	Priority Rate Veterans Retrainee	40	8-200	0-0	40	\$1,314	\$34.00

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$24.79 per hour for Los Angeles; \$24.67 per hour for Orange, Kern, Riverside, Ventura, San Bernardino, and San Diego Counties.  
 Job Number 2: \$24.79 per hour for Los Angeles; \$24.67 per hour for Orange, Kern, Riverside, Ventura, San Bernardino, and San Diego Counties.  
 Job Number 3: \$33.64 per hour for Statewide Average Wage (SET/Priority)  
 Job Number 4: \$44.85 per hour for Statewide Average Wage (SET/non-priority)  
 Job Number 5: \$24.79 per hour for Los Angeles; \$24.67 per hour for Orange, Kern, Riverside, Ventura, San Bernardino, and San Diego Counties.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$0.00  
 Job Number 2: \$0.00  
 Job Number 3: \$0.64  
 Job Number 4: \$1.85  
 Job Number 5: \$0.00

<b>Fringe Benefits:</b>	Participating employers provide full-time employees with a range of fringe benefits, including health, dental, and vision insurance; a 401(k) employer match; annual PTO and sick leave; short- and long-term disability coverage; wellness incentive programs; and educational assistance programs. Fringe benefits range from 5% to 27%, with most averaging around 10% of salary, or approximately \$5,000 per year.
<b>Wage Progression:</b>	As a training provider, the organization provides training and workforce development consulting by supporting employers' wage progression strategies through design and implementation of customized training plans that align with job roles, career advancement pathways, and performance expectations. Although the organization does not directly determine or administer employee wage increases, the training plans are intentionally designed to support sustainable wage progression, career growth, and workforce retention across sectors through customized training plans, workforce training and development performance consulting, and career pathway development. For the occupations included in this project historical data shows an annual wage increase of 2%-8% after training.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Small Business, Retrainee					
Graphic Art Designer	\$35.00 - \$40.00	5	0	0	5
Office Administrator Staff	\$35.00 - \$40.00	10	0	0	10
Web Page Developer	\$33.00 - \$45.00	5	0	0	5
Network Administrator	\$35.00 - \$50.00	5	0	0	5
E-Commerce Developer	\$35.00 - \$50.00	3	0	0	3
Database Administrator	\$34.00 - \$55.00	10	0	0	10
Desktop Support Analyst	\$35.00 - \$55.00	14	0	0	14
System Administrator	\$35.00 - \$55.00	10	0	0	10
System Analyst	\$43.00 - \$50.00	5	0	0	5
System Engineer	\$40.00 - \$55.00	10	0	0	10
Data Analyst	\$43.00 - \$55.00	13	0	0	13
Cybersecurity Specialist	\$45.00 - \$55.00	10	0	0	10
Compliance & Privacy Specialist	\$45.00 - \$55.00	15	0	0	15
Machine Learning Engineer	\$43.00 - \$60.00	5	0	0	5
AI Software Developer	\$43.00 - \$65.00	5	0	0	5
AI & M L Operational Engineer	\$43.00 - \$65.00	5	0	0	5
AI Solutions Architect	\$43.00 - \$65.00	5	0	0	5
Computer Vision Engineer	\$43.00 - \$65.00	3	0	0	3
Data Scientist	\$43.00 - \$65.00	3	0	0	3

<b>Wage Range by Occupation</b>					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
Network Security Administrator	\$45.00 - \$65.00	5	0	0	5
Full Stack Developer	\$45.00 - \$65.00	3	0	0	3
Cloud Engineer	\$45.00 - \$65.00	3	0	0	3
Information Security Analyst	\$45.00 - \$65.00	10	0	0	10
DevOps Engineer	\$45.00 - \$65.00	3	0	0	3
Artificial Intelligence Specialist	\$45.00 - \$65.00	15	0	0	15
Agile/Scrum Master	\$45.00 - \$65.00	5	0	0	5
Project Management	\$45.00 - \$65.00	10	0	0	10
CISA(Certified Information System Auditors)	\$45.00 - \$65.00	5	0	0	5
<b>JOB NUMBER 2 - Retrainee</b>					
Graphic Art Designer	\$35.00 - \$40.00	10	0	0	10
Office Administrator Staff	\$35.00 - \$40.00	20	0	0	20
Web Page Developer	\$33.00 - \$45.00	15	0	0	15
Network Administrator	\$35.00 - \$50.00	6	0	0	6
E-Commerce Developer	\$35.00 - \$50.00	4	0	0	4
Database Administrator	\$34.00 - \$55.00	3	0	0	3
Desktop Support Analyst	\$35.00 - \$55.00	10	0	0	10
System Administrator	\$35.00 - \$55.00	10	0	0	10
System Analyst	\$43.00 - \$50.00	2	0	0	2
System Engineer	\$40.00 - \$55.00	3	0	0	3
Data Analyst	\$43.00 - \$55.00	6	0	0	6
Cybersecurity Specialist	\$45.00 - \$55.00	3	0	0	3
Compliance & Privacy Specialist	\$45.00 - \$55.00	3	0	0	3
Machine Learning Engineer	\$43.00 - \$60.00	3	0	0	3
AI Software Developer	\$43.00 - \$65.00	3	0	0	3
AI & M L Operational Engineer	\$43.00 - \$65.00	3	0	0	3
AI Solutions Architect	\$43.00 - \$65.00	3	0	0	3
Computer Vision Engineer	\$43.00 - \$65.00	3	0	0	3
Data Scientist	\$43.00 - \$65.00	3	0	0	3
Network Security Administrator	\$45.00 - \$65.00	3	0	0	3
Full Stack Developer	\$45.00 - \$65.00	3	0	0	3

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
Cloud Engineer	\$45.00 - \$65.00	3	0	0	3
Information Security Analyst	\$45.00 - \$65.00	3	0	0	3
DevOps Engineer	\$45.00 - \$65.00	3	0	0	3
Artificial Intelligence Specialist	\$45.00 - \$65.00	3	0	0	3
Agile/Scrum Master	\$45.00 - \$65.00	3	0	0	3
Project Management	\$45.00 - \$65.00	3	0	0	3
CISA(Certified Information System Auditors)	\$45.00 - \$65.00	3	0	0	3
JOB NUMBER 3 - Priority Rate, SET, Retrainee					
Graphic Art Designer	\$35.00 - \$40.00	15	0	0	15
Office Administrator Staff	\$35.00 - \$40.00	20	0	0	20
Web Page Developer	\$33.00 - \$45.00	5	0	0	5
Network Administrator	\$35.00 - \$50.00	9	0	0	9
E-Commerce Developer	\$35.00 - \$50.00	3	0	0	3
Database Administrator	\$34.00 - \$55.00	17	0	0	17
Desktop Support Analyst	\$35.00 - \$55.00	6	0	0	6
System Administrator	\$35.00 - \$55.00	10	0	0	10
System Analyst	\$43.00 - \$50.00	10	0	0	10
System Engineer	\$40.00 - \$55.00	12	0	0	12
Machine Learning Engineer	\$43.00 - \$60.00	2	0	0	2
AI Software Developer	\$43.00 - \$65.00	2	0	0	2
AI & M L Operational Engineer	\$43.00 - \$65.00	6	0	0	6
Computer Vision Engineer	\$43.00 - \$65.00	4	0	0	4
Artificial Intelligence Specialist	\$45.00 - \$65.00	6	0	0	6
Agile/Scrum Master	\$45.00 - \$65.00	8	0	0	8
CISA(Certified Information System Auditors)	\$45.00 - \$65.00	5	0	0	5
JOB NUMBER 4 - SET, Retrainee					
System Analyst	\$43.00 - \$50.00	8	0	0	8
Data Analyst	\$43.00 - \$55.00	23	0	0	23
Cybersecurity Specialist	\$45.00 - \$55.00	22	0	0	22
Compliance & Privacy Specialist	\$45.00 - \$55.00	12	0	0	12

<b>Wage Range by Occupation</b>					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
AI Software Developer	\$43.00 - \$65.00	5	0	0	5
AI & M L Operational Engineer	\$43.00 - \$65.00	1	0	0	1
AI Solutions Architect	\$43.00 - \$65.00	12	0	0	12
Data Scientist	\$43.00 - \$65.00	4	0	0	4
Network Security Administrator	\$45.00 - \$65.00	12	0	0	12
Full Stack Developer	\$45.00 - \$65.00	2	0	0	2
Cloud Engineer	\$45.00 - \$65.00	4	0	0	4
Information Security Analyst	\$45.00 - \$65.00	7	0	0	7
DevOps Engineer	\$45.00 - \$65.00	4	0	0	4
Artificial Intelligence Specialist	\$45.00 - \$65.00	1	0	0	1
Agile/Scrum Master	\$45.00 - \$65.00	4	0	0	4
Project Management	\$45.00 - \$65.00	17	0	0	17
CISA(Certified Information System Auditors)	\$45.00 - \$65.00	2	0	0	2
<b>JOB NUMBER 5 - Priority Rate, Veterans, Retrainee</b>					
Graphic Art Designer	\$35.00 - \$40.00	5	0	0	5
Office Administrator Staff	\$35.00 - \$40.00	10	0	0	10
Database Administrator	\$34.00 - \$55.00	10	0	0	10
Desktop Support Analyst	\$35.00 - \$55.00	10	0	0	10
System Administrator	\$35.00 - \$55.00	5	0	0	5

## Introduction

Founded in 1999 and located in Tarzana, First Software USA dba Oxford Institute of Technology (First Software) (<https://www.oittech.com/>) is a BPPE approved private training agency that specializes in Information Technology (IT), offering a wide variety of computer-related and advanced technology courses. First Software serves a multitude of industries that are increasingly dependent on network infrastructure and data analysis, such as aerospace, telecommunications, pharmaceutical/ biomedical, manufacturing, insurance, computer services, media, software development, and security. First Software helps companies upgrade their IT capacity and increase their staff's computer skills to enhance their ability to deliver goods and services. Training will be provided virtually from First Software's headquarters, remotely by their trainers as well as from facilities identified by participating employers. This will be the Company's second ETP Contract in the last five years.

## ETP Priority 10200(b)



First Software proposed project aligns with the priorities of the ETP as outlined in California Unemployment Insurance Code section 10200(b). This project will address the evolving demands of the job market by focusing on training workers in emerging technologies and innovative methods relevant to the target industries, including Upskilling Workers: AI, automation, Data Analytics. Industry specific tech: Focusing on Tech relevant biotech, clean energy, advanced manufacturing. Digital literacy: Helping workers develop foundational digital skills for modern workplaces. This ensures that California's workforce remains at the forefront of technological advancements and industry best practices. Overall, the proposed project aligns comprehensively with the ETP priorities by addressing crucial aspects of workforce development and economic growth in California, with a specific focus on areas of high importance for the state's economy.

## **Veterans Program**

First Software and its partnered employers actively market to recruit Veterans. The organization partners with local veteran organizations, veteran specific job boards and attends veteran career fairs. The organization is committed to placing 40 Veterans (Job Number 5).

## **Project Details**

This project addresses the growing challenges faced by California employers seeking to remain competitive amid rapid technological change, evolving market conditions, and increased competition from out-of-state and offshore providers. In response to these pressures, many businesses have adopted cost reduction strategies such as automation, relocation, and workforce downsizing. While these measures might have saved costs in the short-term they have also created skill gaps, job insecurity, and reduced productivity.

As industries are transformed by artificial intelligence, automation, cybersecurity, and cloud computing, the demand for a highly skilled and adaptable workforce continues to rise. Without training, many workers face the risk of displacement and limited career opportunities in the digital economy. This project aims to close that gap by equipping California's workforce with advanced technical skills that strengthen business resilience, sustain local employment, and reduce reliance on external contractors.

Through comprehensive IT and computer skills training, trainees will develop expertise in emerging software and technologies. Core training areas will focus on Computer Skills related to Network Administration, Programming, Software Analysis, Multimedia and Graphic Design, Adobe Applications, and Windows Server Management. Upon completion, trainees will be prepared for industry recognized certifications. The project will benefit both participating employers and staff by addressing the critical demand for technology professionals and ensuring California's workforce remains competitive in the modern digital landscape.

## **Training Plan**

Training will be delivered via Class/Lab and E-Learning in the following:

**Computer Skills:** Training will be offered to all occupations to increase their knowledge and capability to utilize computer software programs to improve internal and external communications through computer application and technology. Topics include Computer Network Administrator, Network Specialist, Cybersecurity Specialist, Information System Technology/Artificial Intelligence (AI), and Project Management.

## **High Unemployment Area**

Some trainees (Job Number 1-5) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Los Angeles, San Bernardino, and Riverside Counties are in an HUA.

### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. However, First Software is not requesting a wage modification.

## **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

## **Special Employment Training**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

### **➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$44.85 to \$33.64). The Company requests this modification for Job Number 3.

## **Commitment to Training**

Participating employers will continue to provide on-the-job training alongside First Software training. Training provided at employer locations will include job-specific and company-wide training. ETP funds will not displace the existing financial commitment to training.

### **Training Infrastructure**

The Managing Director of First Software will oversee the administration of this ETP Contract. Two designated associates will handle administrative responsibilities, including trainee enrollment, training schedule coordination, attendance tracking, and data entry within the ETP online system. All instruction will be conducted by qualified First Software trainers, each of whom is a subject matter expert in the IT field. These instructors possess the technical knowledge and professional experience required to deliver high-quality training.

## **Marketing and Support Costs**

First Software promotes its training programs through various online platforms, including LinkedIn, Alignable, Facebook, and the Company's official website. Additional marketing efforts include distributing catalogs, brochures, and flyers; publishing blog posts; and engaging with chambers of commerce, industry associations, county and regional development agencies, and job fairs. The Company also maintains ongoing relationships with employers who have previously participated in its training programs, offering continued support and services as needed.

Marketing activities will be carried out throughout the duration of the project. Accordingly, First Software is requesting 8% in support costs for Job Numbers 1-4 and 20% support costs for Job Number 5 (Veterans) to assist with recruiting additional employers to participate in the training initiative under this proposal.

### Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the Bureau of Private Postsecondary Education (BPPE).

First Software is eligible as a training agency based on the following:

- BPPE licensure valid from September 2025 until September 2028

### Tuition Reimbursement

First Software represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

### Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET22-0284	03/28/22 - 03/27/24	\$494,383	\$483,613 (98%)

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### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	N/A	-	-
Administrative	N/A	-	-

Training Subcontractors	City, State	Cost	Description of Service
Not Applicable	-	-	-

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Computer Skills**

- Cisco Networking Specialist
- Computer Network Administrator
- Network Specialist
- Cybersecurity Specialist
- Information System Technology/Artificial Intelligence (AI)
- Project Management
- Multimedia Graphics Design/Web Development
- Microsoft Office user Specialist/365
- Database SQL
- Microsoft Cloud/AWS
- Data Analyst /Python
- Computerized Accounting/Quickbooks
- Document Imaging
- Programing Python,c++,Java Script

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA

CCG No.: ET26-0241

Reference No: 26-0179

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ALPHABETIZE BY COMPANY NAME

Company: Ashunya Investment Group, Inc.

Priority Industry? ☐ Yes ☒ No

Address: 641 N. Eckhoff St.

City, State, Zip: Orange, CA 92868

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 35

Total # of full-time company employees in California: 35

Company: A2Z Educational Tutoring, Inc.

Priority Industry? ☐ Yes ☒ No

Address: 21777 Ventura Blvd., #209

City, State, Zip: Woodland Hills, CA 9164

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 3

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 7

Total # of full-time company employees in California: 7

Company: BAE

Priority Industry? ☒ Yes ☐ No

Address: 5140 W. Goldleaf Circle

City, State, Zip: Los Angeles, CA 90056

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 400

Total # of full-time company employees in California: 100

Company: Boingo Wireless Inc.

Priority Industry? ☐ Yes ☒ No

Address: 10960 Wilshire Blvd., Floor 23

City, State, Zip: Los Angeles, CA 90024

Collective Bargaining Agreement(s): NA

Estimated # of employees to be retrained under this Contract: 15

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 200

ALPHABETIZE BY COMPANY NAME

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA		CCG No.: ET26-0241
Reference No: 26-0179		Page 2 of 9

  

Company: BUSWEST	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 21107 Chico St.	
City, State, Zip: Carson, CA 90745	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 200	
Total # of full-time company employees in California: 200	

  

Company: Calabasas Films and Media	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 4364 Park Monte Nord	
City, State, Zip: Calabasas, CA 91302	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 2	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 25	
Total # of full-time company employees in California: 25	

  

Company: Crossroads Equipment Lease	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2429 Peck Road	
City, State, Zip: Whittie, CA 90601	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 120	
Total # of full-time company employees in California: 120	

  

Company: Digital Uppercut	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 4804 Laurel Canyon Blvd., 827	
City, State, Zip: Valley Village, CA 91607	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 4	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 9	
Total # of full-time company employees in California: 9	

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA		CCG No.: ET26-0241
Reference No: 26-0179		Page 3 of 9
<hr/>		
Company: EVP/CIO	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Address: 15821 Ventura Blvd., Suite 320		
City, State, Zip: Encino, CA 91436		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 4	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Total # of full-time company employees worldwide: 12		
Total # of full-time company employees in California: 12		
<hr/>		
Company: EVWN	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Address: 1336 De Loach Ct.		
City, State, Zip: San Jose, CA 95215		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 4	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Total # of full-time company employees worldwide: 16		
Total # of full-time company employees in California: 16		
<hr/>		
Company: First General Bank	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Address: 1127 Baldwin Ave.		
City, State, Zip: Arcadia, CA 91007		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Total # of full-time company employees worldwide: 70		
Total # of full-time company employees in California: 70		
<hr/>		
Company: Fleet Logic LLC	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Address: 2429 Peck Road		
City, State, Zip: Whittier, CA 90601		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 35	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Total # of full-time company employees worldwide: 88		
Total # of full-time company employees in California: 88		



**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA	CCG No.: ET26-0241
Reference No: 26-0179	Page 4 of 9

Company: Fothion Inc	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 18375 Ventura Blvd., Suite 399	
City, State, Zip: Tarzana, CA 91356	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 5	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 10	
Total # of full-time company employees in California: 10	

Company: Fresno Truck Center	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2727 E. Central Ave.	
City, State, Zip: Fresno, CA 93725	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 200	
Total # of full-time company employees in California: 200	

Company: Full Circle Respite	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 6303 Owenmouth Ave., #10	
City, State, Zip: Woodland Hills, CA 91361	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 4	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 11	
Total # of full-time company employees in California: 11	

Company: Inertiasys	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 3015 Geronimo Ave.	
City, State, Zip: Simi Valley CA 93063	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 3	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 14	
Total # of full-time company employees in California: 14	

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA		CCG No.: ET26-0241
Reference No: 26-0179		Page 5 of 9
<hr/>		
Company: Intelligent HealthTech		Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2880 Cochran Street, #1031		
City, State, Zip: Simi Valley, CA 93065		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 4		Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 11		
Total # of full-time company employees in California: 11		
<hr/>		
Company: KNB Transportation Inc		Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2600 W. Olive Ave.		
City, State, Zip: Burbank, CA 91505		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 2		Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 18		
Total # of full-time company employees in California: 18		
<hr/>		
Company: Leidos		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2985 Scott St.		
City, State, Zip: Vista, CA 92081		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 30		Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 300		
Total # of full-time company employees in California: 90		
<hr/>		
Company: Los Angeles Truck Centers		Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2429 South Peck Road		
City, State, Zip: Whittier, CA 90601		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 45		Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 115		
Total # of full-time company employees in California: 115		

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA		CCG No.: ET26-0241
Reference No: 26-0179		Page 6 of 9

  

Company: Melissa Data Company	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 22382 Avenida Empresa	
City, State, Zip: Rancho Santa Margarita, CA 92688	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 75	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 400	
Total # of full-time company employees in California: 300	

  

Company: Multacom Corporation	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 16654 Soledad Canyon Road	
City, State, Zip: Canyon Country, CA 91387	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 45	
Total # of full-time company employees in California: 45	

  

Company: NAI Capital	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 5821 Ventura Blvd., Suite #320	
City, State, Zip: Encino, CA 91436	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 40	
Total # of full-time company employees in California: 40	

  

Company: New Epoch Investment	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 24355 Creekside Road	
City, State, Zip: Santa Clarita, CA 91380	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 2	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 22	
Total # of full-time company employees in California: 22	

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA		CCG No.: ET26-0241
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Company: Northrop Grumman	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3520 E. Ave., M	
City, State, Zip: Palmdale, CA 93550	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 90,000	
Total # of full-time company employees in California: 5,000	

  

Company: Oasis Medical Transportation	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 6860 Canby Ave.	
City, State, Zip: Reseda, CA 91335	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 2	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 9	
Total # of full-time company employees in California: 9	

  

Company: Pixie Dusted Memories Travel	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 13023 Corcoran St.	
City, State, Zip: San Fernando, CA 91340	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 2	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 9	
Total # of full-time company employees in California: 9	

  

Company: Prime HealthCare	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3300 Guasti Road	
City, State, Zip: Ontario, CA 91761	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 45	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 40,000	
Total # of full-time company employees in California: 300	

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA		CCG No.: ET26-0241
Reference No: 26-0179		Page 8 of 9

  

Company: RadNet Management Inc	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1516 Cotner Ave.	
City, State, Zip: Los Angeles, CA 90025	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 65	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 2,421	
Total # of full-time company employees in California: 2,421	

  

Company: Raketmo	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 20422 Schoenborn Street	
City, State, Zip: Winnetka, CA, 91306	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 2	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 12	
Total # of full-time company employees in California: 12	

  

Company: Sit n' Sleep Corporation	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 14300 S. Main Street	
City, State, Zip: Gardena, CA 90248	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 65	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 192	
Total # of full-time company employees in California: 192	

  

Company: Tech Mahindra	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 9530 Town Center Drive 9	
City, State, Zip: San Diego 92121	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 4	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 150	
Total # of full-time company employees in California: 150	

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: First Software USA

CCG No.: ET26-0241

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Company: TK My Way

Priority Industry? ☐ Yes ☒ No

Address: 5636 Lindley Ave.

City, State, Zip: Encino, CA 91316

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 3

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 7

Total # of full-time company employees in California: 7

Company: Unisys Corporation

Priority Industry? ☐ Yes ☒ No

Address: 6 Cromwell

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 45

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 60,000

Total # of full-time company employees in California: 75

Company: Valley Home Health Care Agency

Priority Industry? ☐ Yes ☒ No

Address: 5530 Corbin Ave., Suite 101

City, State, Zip: Tarzana, CA 91356

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 10

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12



**Training Proposal for:**  
**Professionals in Human Resources Association**  
**Contract Number: ET26-0243**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100	Industry Sector(s):	MEC Manufacturing Other Services (except Public Administration) Professional, Scientific, and Technical Services
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤ 20%	Managers/Supervisors: (% of total trainees)	≤ 20%

**Funding Detail**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$794,780		\$55,148		\$849,928

In-Kind Contribution:	50% of Total ETP Funding Required	\$925,899
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### Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate Small Business Retrainee	811	8-200	0-0	35	\$1,048	\$24.67

\*Post-Retention Wage is the Contractual Wage.

#### Published Minimum Hourly Wage by County:

Job Number 1: \$26.91 per hour for Alameda, Marin, San Mateo, Santa Clara and San Francisco counties; \$25.57 per hour for Contra Costa County; \$24.79 per hour for Los Angeles county; and \$24.67 per hour for San Diego, Orange and all other counties.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** Benefits from participating employers varies, but may include medical, dental, vision/401K, and life and disability insurance. Employees are typically eligible after 90 days of employment. The participating employer's contribution varies from 20% to 40% and ranges \$6-\$8/hour, depending on the employer's specific programs.

**Wage Progression:** Participating employer structures for wage progression typically include skill-based, performance-based, and seniority-based increases. Trainees are typically assessed after their first 90 days and annually thereafter

#### Wage Range by Occupation

Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Small Business, Retrainee					
Technician	\$22.17 - \$46.00	251	0	60	191
Administration	\$22.17 - \$47.00	190	0	30	160
Production	\$22.17 - \$48.00	180	0	40	140
Customer Service	\$22.17 - \$50.00	180	0	40	140
Managers & Supervisors	\$22.17 - \$55.00	10	0	1	9

### Introduction



Established in 1944 and headquartered in Gardena, Professionals in Human Resources Association (PIHRA) ([www.pihra.org](http://www.pihra.org)) is a non-profit membership organization dedicated to providing business education, networking, and advocacy with an emphasis on the human resources environment. PIHRA has 17 locations in California located in Los Angeles, Orange, Riverside, San Bernardino and Ventura counties. Training will be provided at facilities identified by the participating employers.

PIHRA is the largest affiliate of the Society for Human Resources Management Organization, and serves approximately 3,500 members in California. This includes private businesses, non-profit organizations, government agencies, and workforce services. However, this training project will only focus on partnering with private businesses to organize ETP supported training sessions. PIHRA works with entities in various industries including manufacturing, aerospace, biotechnology, pharmaceutical, and technology. This would be PIHRA's fifth ETP Contract in the last five years.

### **ETP Priority 10200(b)**

The training provided by PIHRA closely aligns with ETP's mission to support economic development, foster the creation and retention of high-wage, high-skill jobs, and enhance the strength of California's workforce.

PIHRA serves as a statewide network of human resources professionals and business leaders committed to building exceptional workplaces and successful businesses that prioritize employee investment. Its members play a key role in shaping workforce development strategies that focus on training, retaining, and empowering employees to drive organizational success and contribute to California's economic growth.

Through a range of training programs, leadership development efforts, and ongoing learning opportunities, PIHRA equips its members and partners with the resources needed to: build and maintain a workforce that can adapt to changing industry and market needs, support the creation of high-wage jobs that attract and develop talent and to promote workplace practices that enhance employee productivity, innovation, and sustainable business growth.

By enhancing the capabilities of those responsible for workforce strategy, PIHRA helps extend the reach and effectiveness of ETP's goals across various sectors. The organization's initiatives ensure that California employers stay competitive, employees progress into higher-skill, higher-wage roles, and the state's economy continues to benefit from long-term talent development and retention.

### **Veterans Program**

PIHRA does not currently operate a standalone Veteran's program, however many of its participating employers have Veteran hiring and workforce development initiatives. Although there is not a separate job number for Veterans, PIHRA anticipates that Veterans will participate in this project. Additionally, PIHRA's Government Advocacy Team collaborates with California Society for Human Resources Management on statewide efforts that advance veteran employment and support legislation and programs designed to help employers translate military experience into high-skill, high-wage civilian careers.

### **Project Details**

PIHRA regularly conducts surveys, employer interviews, and workforce assessments to identify emerging skill needs across California industries. These assessments, along with strong

outcomes from previous training projects, have revealed increasing employer demand for upskilling in areas such as manufacturing technologies, customer service, ISO standards, and Lean methodologies. This heightened demand underscores PIHRA's commitment to securing additional funding to expand access to high-quality training programs. The organization's objective is to support economic growth, workforce retention, and skill advancement, particularly for companies many of them small businesses that lack the internal resources to deliver comprehensive training.

All proposed training will be customized based on employer needs assessments and clearly defined performance objectives. PIHRA collaborates closely with employers and subject matter experts to ensure curriculum content is timely, industry-aligned, and responsive to evolving business demands. Training will focus on enhancing productivity, strengthening job-related skills, and refining operational best practices. By investing in these critical skill areas, the project will enable employers to remain competitive, improve efficiency, meet changing customer expectations, develop their workforce, and successfully adopt new business practices driven by market trends.

### **Training Plan**

Training will be provided via Class/Lab and E-Learning in the following:

**Business Skills:** This training will be offered to all occupations and will focus on Best Business Practices, Compliance Management, Customer Service and Problem Solving & Decision Making.

**Computer Skills:** Training will be offered to all occupations and courses include Ecommerce, QuickBooks and Accounting Software, Social Media Networking and Microsoft Office Suite (Intermediate/Advanced).

**Continuous Improvement:** Training will be offered to all occupations and course titles include ISO Auditor, Six Sigma, Lean Manufacturing, and Process Mapping.

**Manufacturing Skills:** Training will be offered to Production and Technicians and course titles include Advanced Measurement Skills, Inventory Management, Equipment Operation and Blueprint Reading.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **Commitment to Training**

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

Most of the participating employers lack the resources and funding to conduct formal and structured training, especially small companies. The majority provide on-the-job, one-on-one training to new employees, safety, and off-site seminar training. ETP funding will allow these companies to introduce new business practices and services in order to sustain growth and remain competitive in California.

### ➤ Training Infrastructure

PIHRA's Director of Membership will oversee the administration of this project with the assistance of additional staff members who will coordinate, market, recruit, assess needs, and schedule and maintain all record of training. PIHRA will also utilize a third party vendor to help with the ETP project administration.

### Marketing and Support Costs

PIHRA has established relationships with Society for Human Resource Management and collaborative networks of businesses. The Company also hosts conventions, meetings, mixers, and uses newsletters, websites, and email communication to promote business opportunities, procurement news, and various networking events. PIHRA has two employees dedicated to marketing, recruiting, assessment, scheduling, and training; therefore, The Company seeks full support cost of 8% to fund extensive marketing efforts to recruit additional participating employers and assessment activities of employers.

### Trainer Qualifications

Training will be provided by PIHRA's in-house subject matter experts and training vendors as needed. In-house trainers are competent in the subject matter and have completed all classes required for the proficiency in their area of expertise. Training provided by training vendor, Custom Corporate Communications include the courses under the Business Skills and Computer Skills categories.

### Tuition Reimbursement

PIHRA represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

### Active Projects

The following table summarizes Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Retained	Potential Earnings (Based on Tracked Hours) (\$ %)
ET24-0337	\$743,400	04/29/24 - 04/28/26	630	593	\$671,334 (90%)

Based on ETP Systems, 27,290 reimbursable hours have been tracked for potential earnings of \$671,334 (90% of approved amount). The Contractor projects final earnings of 100% based on training delivered to date and committed to by employers.

## Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET23-0293	03/27/23 - 03/26/25	\$599,440	\$599,440 (100%)
ET22-0225	01/31/22 - 01/30/24	\$599,440	\$599,440 (100%)
ET21-0252-000	03/01/21 - 02/28/23	\$446,925	\$443,390 (99%)
ET20-0156-000	12/23/19 - 12/22/21	\$747,360	\$747,360 (100%)

## Reported Audits

Contract Number	Final Audit Report Date	Unearned/Disallowed Costs	Audit Findings
ET16-0166-000	2/25/2021	\$7,031.00	<ul style="list-style-type: none"> <li>• Four trainees did not meet minimum wage requirements.</li> <li>• One trainee was not eligible for enrollment.</li> <li>• One trainee did not meet full-time employment requirements.</li> </ul>

## Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$0
Administrative	Training Funding Source	Seal Beach, CA	10% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
Custom Corporate Communications	Redondo Beach, CA	\$200,000.00	Custom Corporate Communications (C3) will provide Business Skills and Computer Skills training. C3 specializes in helping businesses improve workforce capabilities in communication, technology, and business operations through practical, tailored training.

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Best Business Practices
- Bidding and Negotiation Skills
- Business Development
- Compliance Management
- Contracts
- Customer Service
- Interpersonal and Organizational Skills
- Leadership
- Lien Procedures
- Mentoring and Coaching
- Payroll Compliance
- Presentation Skills
- Problem Solving & Decision Making
- Product Knowledge
- Productivity Training
- Recordkeeping
- Report Writing
- Sales Skills
- Sales Strategy Training
- Social Media Advertising
- Team Building Communications
- Time Management

**Computer Skills**

- Ecommerce
- QuickBooks and Accounting Software
- Search Engine Optimization (SEO)
- Social Media Networking
- Microsoft Office Suite (Intermediate and Advanced)

**Continuous Improvement Skills**

- ISO Auditor
- Kaizen 7S
- Quality Engineering
- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Process Improvement
- Process Mapping
- Six Sigma
- Statistical Process Control

**Manufacturing Skills**

- Advanced Measurement Skills
- Inventory Management
- Electrical Fundamentals
- Equipment Operation
- Blueprint Reading

# Participating Employers in Retrainee Multiple Employer Contracts

## Self-reported listing of potential employers participating in the contract

Contractor's Name: Professionals in Human Resources Association	CCG No.: ET26-0243
Reference No: 26-0147	Page 1 of 5

ALPHABETIZE BY COMPANY NAME

Company: ABC Sheet Metal	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2871 E. La Cresta Ave.	
City, State, Zip: Anaheim, CA 92806	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 42	
Total # of full-time company employees in California: 42	
Company: American Innotek	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2655 Vista Pacific Drive	
City, State, Zip: Oceanside, CA 92056	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 28	
Total # of full-time company employees in California: 23	
Company: Barnum Celillo	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 135 Main Avenue	
City, State, Zip: Sacramento, CA 95838	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 75	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 252	
Total # of full-time company employees in California: 252	
Company: Cam Aerospace	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 360 E Lamber Road	
City, State, Zip: Brea, CA 92821	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 90	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 1200	
Total # of full-time company employees in California: 1000	



## Participating Employers in Retrainee Multiple Employer Contracts

### *Self-reported listing of potential employers participating in the contract*

Contractor's Name: Professionals in Human Resources Association	CCG No.: ET26-0243
Reference No: 26-0147	Page 2 of 5

ALPHABETIZE BY COMPANY NAME

Company: Curtin Maritime	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: PO Box 2531 90801 725 Pier T Ave.	
City, State, Zip: Long Beach, CA 90802	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 75	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 504	
Total # of full-time company employees in California: 272	
Company: Daatwyler Parko	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1801 S. Archibald Ave.	
City, State, Zip: Ontario, CA, 91761	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 135	
Total # of full-time company employees in California: 135	
Company: Davis Wire	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 5555 N Irwindale Ave.	
City, State, Zip: Irwindale, CA 91706	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 75	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 145	
Total # of full-time company employees in California: 145	
Company: Ferrotec	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 566 Exchange Court	
City, State, Zip: Livermore, CA 94550	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 80	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 9348	
Total # of full-time company employees in California: 265	

## Participating Employers in Retrainee Multiple Employer Contracts

### *Self-reported listing of potential employers participating in the contract*

Contractor's Name: Professionals in Human Resources Association	CCG No.: ET26-0243
Reference No: 26-0147	Page 3 of 5

ALPHABETIZE BY COMPANY NAME

Company: Griswold Controls	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2803 Barranca Parkway	
City, State, Zip: Irvine, CA 92606	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 72	
Total # of full-time company employees in California: 65	
Company: Guans Mushrooms	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 6239 Bandini Blvd.	
City, State, Zip: Commerce, CA 90040	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 160	
Total # of full-time company employees in California: 100	
Company: Hale Glass	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1910 Estelle Lane	
City, State, Zip: Placentia, CA 92870	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 40	
Total # of full-time company employees in California: 40	
Company: Logigear	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1730 S Amphlett Blvd #200	
City, State, Zip: San Mateo, CA 94402	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 19	
Total # of full-time company employees in California: 11	

## Participating Employers in Retrainee Multiple Employer Contracts

### *Self-reported listing of potential employers participating in the contract*

Contractor's Name: Professionals in Human Resources Association	CCG No.: ET26-0243
Reference No: 26-0147	Page 4 of 5

ALPHABETIZE BY COMPANY NAME

Company: Mag Group	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 13861 Rosecrans Avenue	
City, State, Zip: Santa Fe Springs, CA 90670	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 45	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 95	
Total # of full-time company employees in California: 95	
Company: Performance Composites	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1418 Alameda St	
City, State, Zip: Compton, CA 90221	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 60	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 114	
Total # of full-time company employees in California: 114	
Company: Suja Life	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3831 Ocean Ranch Blvd	
City, State, Zip: Oceanside, CA 92056	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 65	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 515	
Total # of full-time company employees in California: 480	
Company: Takeda	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 4501 Colorado Blvd	
City, State, Zip: Los Angeles, CA 90039	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 80	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 40,000	
Total # of full-time company employees in California: 550	

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Professionals in Human Resources Association	CCG No.: ET26-0243
Reference No: 26-0147	Page 5 of 5

ALPHABETIZE BY COMPANY NAME

Company: Tru Form Plastics	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 14600 Hoover Street	
City, State, Zip: Westminster, CA 92683	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 55	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 57	
Total # of full-time company employees in California: 57	
Company: Ventura Terra Garden	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 4440 Olivas Park Drive	
City, State, Zip: Ventura, CA 90040	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 23	
Total # of full-time company employees in California: 23	



**Training Proposal for:**  
**South County Economic Development Council**  
**Contract Number: ET26-0238**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Retrainee SB < 100 SET	Industry Sector(s):	MEC Other Services (except Public Administration) Professional, Scientific, and Technical Services Transportation and Warehousing
		Priority Industry:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	San Diego	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤ 20%	Managers/Supervisors: (% of total trainees)	≤ 20%

**Funding Detail**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$169,200		\$11,730		\$180,930

In-Kind Contribution:	50% of Total ETP Funding Required	\$195,000
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### Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	SET Retrainee	110	8-200	0-0	45	\$1,155	\$44.85
2	Small Business SET Retrainee	40	8-200	0-0	45	\$1,347	\$44.85

\*Post-Retention Wage is the Contractual Wage.

#### Published Minimum Hourly Wage by County:

Job Number 1: SET/Non-Priority \$44.85 per hour in San Diego County

Job Number 2: SET/Non-Priority \$44.85 per hour in San Diego County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

#### Health Benefits may be used to meet the Post-Retention Wage as follows:

Job Number 1: \$2.50

Job Number 2: \$2.50

**Fringe Benefits:** Auto Dealership participating employers provide healthcare, dental insurance, 401k and paid time off. Employers provide healthcare subsidies ranging from 80 to 100% for the employee and a scale for family plans. One dealership currently provides for their employee's healthcare a maximum of \$8,000 for single personal coverage.

**Wage Progression:** Wage progression may differ across participating employers, however for technicians in the auto dealership industry are very similar pattern. Annual wage increases are typically performance-based and generally range between 2% and 3%. Additionally, technicians have a defined career path, advancing from entry-level positions to the level of master technician. SCEDC works with employers to ensure all employees completing program will be above the prescribed rate within the contract requirements completion.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - SET, Retrainee					
Zero Emissions Vehicle Service Technician	\$42.35 - \$45.00	110	0	0	110

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 2 - Small Business, SET, Retrainee					
Zero Emissions Vehicle Service Technician	\$42.35 - \$45.00	40	0	0	40

## Introduction

Founded in 1989 and headquartered in National City, South County Economic Development Council (SCEDC) (<https://southcountyedc.com/>) is a non-profit organization established by business and community leaders from South San Diego County. It's mission is to foster education and economic growth through initiatives that encourage private investment, support diverse residential and commercial development, and facilitate bi-national business collaboration.

The SCEDC organizes an annual Economic Summit to convene regional and local stakeholders for a collaborative review of research on key issues impacting long-term economic development. The organization's strategic priorities include fostering a skilled workforce, enhancing the bi-national economy, and improving the image and quality of life in South County by serving as a vital link between industry and the education sector.

Furthermore, SCEDC has facilitated workforce training across various industries through initiatives such as the "I Can See My Future" and "I am Ready" programs. In the "I Can See My Future" program, SCEDC partnered with the City of National City, Southwestern College, the Chula Vista Community Foundation, and several employers to design a specialized curriculum in the optical field. This initiative resulted in the training and hiring of over 40 optical technicians and led to the certification being integrated into Southwestern College's academic programs. The "I'M Ready" program, developed in collaboration with the City of National City, the National City Adult School, Southwestern College, and the San Diego Workforce Partnership, aimed to enhance career and life readiness for unemployed or underemployed youth aged 18 to 24 from National City, Chula Vista, and Logan Heights. The program provided training in leadership development, financial literacy, and essential workforce skills to support participants in achieving long-term employment success. This is will be SCEDC's first ETP contract.

## ETP Priority 10200(b)

This project strongly aligns with ETP priorities by directly supporting the expansion of high-wage, high-skill jobs in one of California's priority industries: technology and transportation. Locally, service centers and dealerships are facing growing pressure to meet state ZEV mandates, which has created an urgent need to retrain and upskill existing employees. By partnering with ETP, SCEDC can help businesses retain talent, support workers in achieving career advancement, and ensure the local workforce is equipped to handle the transition to ZEV servicing—meeting both state goals and employer needs.

## Veterans Program

Although there is not a dedicated veterans component for this project, SCEDC encourages veterans recruitment to participating employers. SCEDC participates in various outreach activities with local veterans organizations and military bases.

### **Project Details**

Through the SCEDC's network and collaboration with key employers from the Mile of Cars Association, SCEDC identified a significant need for improved skills in the automobile local region's zero emissions vehicle (ZEV) industry. According to the California Clean Cars II and the CARB's Advanced Clean Car programs mandate that all vehicles sold in the state be ZEV by 2035, this transition will require skilled and qualified automotive technicians ready to service the ZEV customer base. Upgrading employee's skill sets with these new technologies will help participating employers keep pace with the ZEV market demands and allow for growth and expansion.

Based on the anticipated rise in ZEV demand in California, employers are expected to increase their workforce by approximately 20% over the next two years. Training will also address the extended service times required for advanced and complex technologies found in ZEVs. All existing employees will need to undergo thorough training on new technologies, safety regulations, and ZEV specialized training. Through collaboration with employers, educators, and key industry stakeholders, existing programs have been carefully reviewed and validated, confirming that a combination of current degree programs, certificates, and hands-on training offers the most comprehensive foundation for building a skilled and well-prepared workforce for this project. Based on the specialized ZEV courses needed, SCEDC anticipates that training can be completed within twelve months. Training will be provided at either Southwestern College or at Dalton Automotive sites. Additionally, this training initiative will provide employers with the opportunity to reduce employee turnover, enhance both new and incumbent workers' capabilities, enable career advancement opportunities and address the changing needs of the industry.

### **Training Plan**

Training will be delivered via Class/Lab and E-Learning in the following:

**Commercial Skills:** All trainees will be offered courses in Automatic Advanced Electrical Systems, Basic, Intermediate and Advanced Hybrid Electrical and Alternative Fuel Vehicle Concepts. Trainees will inspect, diagnose, and repair automotive components.

### **Special Employment Training**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

### **Impact/Outcome**

At the conclusion of training under this project, trainees will prove proficiency in each of the curriculum courses to receive certificate of completion in Automotive Electric Vehicle Technology Service by the Southwestern College. The SCEDC anticipates addressing industry and customer demand by supporting participating employers in building a skilled workforce, fostering business growth, and creating long-term career pathways that promote employee advancement and higher wages.



## **Commitment to Training**

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. SCEDC works with employers to customize their development training plan to meet their specific industry needs. For this project, SCEDC is requesting funding to cover participating trainees to undergo specialized ZEV training in order to become certified and equipped to meet the escalating demand in the electric automotive sector. This training will be delivered by a vendor with expertise in electric vehicle technology and instructional methodologies, providing comprehensive education in areas such as Automatic Advanced Electrical systems, Basic Hybrid, Intermediate and Advanced Electrical and Alternative Fuel Vehicle Concepts. Such programs are pivotal in bridging the skills gap in the green economy and fostering a workforce capable of advancing sustainable transportation solutions. The proposed training will help upgrade job skills of workers by training in new technologies to increase overall efficiencies and improve frontline worker leadership skills.

### **➤ Training Infrastructure**

SCEDC's CEO and the Administrative Associate will oversee all aspects of this project. They will coordinate with participating employers and trainers to schedule and manage training. They will also coordinate all aspects of the administration of the project, including data entry and tracking of training rosters. Training will be delivered at participating employer's worksites by subject matter experts and vendors as needed.

## **Marketing and Support Costs**

SCEDC recruits employers through a combination of existing database, strategic partnerships and multi-channel outreach. SCEDC's outreach methods include direct mail, email campaigns, social media, our website, and one-on-one meetings with targeted employers. For this project, SCEDC is partnering with community-based organizations, including the Mile of Cars, local Chambers of Commerce and the city of National City to identify employers and trainees. Moreover, SCEDC will work closely with the San Diego Workforce Partnership, Chula Vista Chamber of Commerce, and City of Chula Vista to identify future participating employers and trainees. SCEDC requests 8% support costs for outreach, recruitment of trainees and participating employers.

## **Trainer Qualifications**

Training will be delivered by in-house subject-matter experts (from participating employers) who will also be certified to teach the Southwestern College related curriculum courses that include ZEV standards. Training will also be provided at Southwestern College campus by certified instructors on the college Automotive Technology program that include ZEV standards courses. Southwestern College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

## **Tuition Reimbursement**

SCEDC represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	N/A	-	-
Administrative	N/A	-	-

Training Vendor(s)	City, State	Cost	Description of Service
Southwestern Community College	Chula Vista, CA	\$90,000.00	Each trainee will undergo training equaling to classes at Southwestern College's electrical/hybrid automotive program that include Basic/Intermediate/Advanced Hybrid Electrical and Alternative Fuel Vehicle Concepts.
Dalton Automotive	NATIONAL CITY, CA	\$22,500.00	Physical training on-site at Dalton service centers will be facilitated by Shop Foremans to assist trainees in executing their learning in a practical environment on Basic/Intermediate/Advanced Hybrid Electric and Alternative Fuel Vehicle Concepts.

### Self-Attestations

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

## **Exhibit B: Curriculum**

### **Class/Lab/E-Learning**

Trainees may receive any of the following:

#### **Commercial Skills**

- Automatic Advanced Electrical Systems
- Basic Hybrid Electrical and Alternative Fuel Vehicle Concepts
- Intermediate Electrical and Alternative Fuel Vehicle Concepts
- Advanced Electrical and Alternative Fuel Vehicle Concepts

## Participating Employers in Retrainee Multiple Employer Contracts

### *Self-reported listing of potential employers participating in the contract*

Contractor's Name: South county Economic Development Council	CCG No.: ET26-0238
Reference No: 25-0149	Page 1 of 3

ALPHABETIZE BY COMPANY NAME

Company: Ball Auto Group	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2135 National City Blvd	
City, State, Zip: National City, CA 91950	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 25	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 500	
Total # of full-time company employees in California: 500	
Company: Chula Vista Ford	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 560 Auto Park Dr.	
City, State, Zip: Chula Vista, CA 91911	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 70	
Total # of full-time company employees in California: 70	
Company: Chula Vista Honda	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 580 Auto Park Dr.	
City, State, Zip: Chula Vista, CA 91911	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 75	
Total # of full-time company employees in California: 75	
Company: Dalton Hyundai	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 3150 National City Blvd	
City, State, Zip: National City, CA 91950	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 2700	
Total # of full-time company employees in California: 300	

# Participating Employers in Retrainee Multiple Employer Contracts

## Self-reported listing of potential employers participating in the contract

Contractor's Name: South county Economic Development Council		CCG No.: ET26-0238
Reference No: 25-0149		Page 2 of 3

  

Company: Dalton Subaru	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2829 National City Blvd	
City, State, Zip: National City, CA 91950	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 2700	
Total # of full-time company employees in California: 300	

  

Company: Dalton Toyota	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2400 National City Blvd	
City, State, Zip: National City, CA 91950	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 2700	
Total # of full-time company employees in California: 300	

  

Company: Mossy Chrysler Dodge Jeep Ram	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 1875 Auto Park Ave	
City, State, Zip: Chula Vista, CA 91911	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 300	
Total # of full-time company employees in California: 300	

  

Company: Mossy Nissan	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 2700 National City Blvd	
City, State, Zip: National City, CA 91950	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 200	
Total # of full-time company employees in California: 200	

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: South county Economic Development Council		CCG No.: ET26-0238
Reference No: 25-0149		Page 3 of 3
<hr/>		
Company:	National City Auto Center	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address:	1010 National City Blvd	
City, State, Zip:	National City, CA 91950	
Collective Bargaining Agreement(s):	No	
Estimated # of employees to be retrained under this Contract:	10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide:	50	
Total # of full-time company employees in California:	50	
<hr/>		
Company:	Perry Ford	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address:	2050 National City Blvd	
City, State, Zip:	National City, CA 91950	
Collective Bargaining Agreement(s):	No	
Estimated # of employees to be retrained under this Contract:	15	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide:	500	
Total # of full-time company employees in California:	500	
<hr/>		
Company:	Toyota Chula Vista	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address:	650 Main St.	
City, State, Zip:	Chula Vista, CA 91911	
Collective Bargaining Agreement(s):	No	
Estimated # of employees to be retrained under this Contract:	10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide:	50	
Total # of full-time company employees in California:	50	
<hr/>		



**Panel Amendment #2 Proposal for:  
Advanced Integrated Pest Management  
Contract Number: ET24-0237**

**Amendment Effective Date:** January 23, 2026

**Panel Meeting of:** January 23, 2026

**ETP Regional Office:** Sacramento

**Analyst:** T. Cramerus

**CURRENT PROJECT PROFILE**

Contract Type:      Retrainee      Industry Sector(s):      Services  
Job Creation      Waste Management

Counties Served:      Sacramento, Placer, San Joaquin, Merced, Contra Costa, Santa Clara, Sonoma, San Diego, Sutter, Butte      Repeat Contractor:      ☐ Yes ☒ No

Union(s):      ☐ Yes ☒ No      Priority Industry:      ☐ Yes ☒ No

Current Contract Term:      February 26, 2024 to February 25, 2026      Substantial Contribution:      ☐ Yes ☒ No

**CURRENT FUNDING**

Current Funding
\$316,560

**AMENDMENT FUNDING**

Requested Funding	Total Funding
\$0	\$316,560



**AMENDMENT TRAINING PLAN TABLE**

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee	Business Skills, Commercial Skills, Computer Skills	204	8-200	0	\$1,200	\$22.55
				Weighted Avg: 60			
2	Retrainee Job Creation	Business Skills, Commercial Skills, Computer Skills	39	8-200	0	\$1,840	\$20.05
				Weighted Avg: 80			

**\*Post-Retention Wage is the Contractual Wage**

Wages reflect the ETP minimum wage requirements in effect when the Contract was approved. However, no trainee will be paid less than the State or local minimum wage rate in effect at the end of retention, regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

**Minimum Wage by County:** Job Number 1 (Retrainee): \$24.60 per hour for Santa Clara County; \$24.25 per hour for Contra Costa County; \$22.72 per hour for San Diego County; \$22.55 per hour for Sacramento, Merced, Placer, San Joaquin, Sonoma, Sutter, and Butte counties.

Job Number 2 (Job Creation): \$20.50 per hour for Santa Clara County; \$20.21 per hour for Contra Costa County; \$18.94 per hour for San Diego County; \$18.45 per hour for Sacramento, Merced, Placer, San Joaquin, Sonoma, Sutter, and Butte counties.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1.

**Up to \$4.55 per hour in commission or bonus for Field Techs and Sales Staff may be used to meet the Post-Retention Wage for Job Number 1.**

Wage Range by Occupation		
Occupation Title	Actual Wage Range	Estimated Number of Trainees
<b>Job Number 1 (Retrainee)</b>		
Administration	\$20.05 - \$25.00	25
Field Tech	\$20.05 - \$25.00	88
	\$25.01 - \$55.00	20
Sales Staff	\$20.05 - \$25.00	14
	\$25.01 - \$85.00	18
Team Lead	\$30.00 - \$85.00	39
<b>Job Number 2 (Job Creation)</b>		
Administration	\$20.05 - \$25.00	11
Field Tech	\$20.05 - \$25.00	28

## **INTRODUCTION**

Founded in 1981 and headquartered in Roseville, Advanced Integrated Pest Management (Advanced IPM) ([www.advancedipm.com](http://www.advancedipm.com)) specializes in pest control services. Customers include residential and commercial property owners and operators of agricultural operations throughout California. Training under this proposal will be for its ten locations throughout California including Sacramento, Placer, San Joaquin, Merced, Contra Costa, Santa Clara, Sonoma, San Diego, Sutter, and Butte counties.

## **AMENDMENT DETAILS**

Due to some trainees opting out of health benefits during the term of the contract, it was determined that some Field Technicians and Sales Staff will not meet the ETP required wage. However, Advanced IPM operates on a bonus structure for Field Technicians and a commission structure for the Sales Staff. Field Technicians may receive up to \$40 per hour in bonuses and Sales Staff may receive up to \$30 per hour. As such, Advanced IPM is requesting to add bonus and commissions up to \$4.55 per hour to the Contract.

Both occupations received extensive training during the term of the contract and by adding the additional income, it will allow Advanced IPM to include additional trainees in the current contract for reimbursement.

## **SUMMARY OF PRIOR MODS/AMDS**

- Revision 1: Added an alternative recordkeeping procedure to the contract.

## **CURRENT CONTRACT PERFORMANCE**

The following table summarizes performance by Advanced IPM under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET24-0237	\$316,560	2/26/24 – 2/25/26	295	0	0

Based on ETP Systems, 7,720 reimbursable hours have been tracked for potential earnings of \$154,130.73 (49% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through 2/26.



**Training Proposal for:**  
**Altus Health, Inc. dba Bright Star Care of Roseville**

**Contract Number: ET26-0217**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100 SET	Industry Sector(s):	Health Care and Social Assistance	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Placer	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 51	U.S.: 51	Worldwide: 51	
<u>Turnover Rate:</u>	12%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

<b>In-Kind Contribution</b>
\$25,600

<b>Total ETP Funding</b>
\$28,000

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 SET Retrainee	20	8-200	0-0	50	\$1,400	\$38.00

\*Post-Retention Wage is the Contractual Wage.

<b>Published Minimum Hourly Wage by County:</b>	
Job Number 1:	\$32.12 SET Modified Wage
<b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.	
<b>Used to meet the Post-Retention Wage?:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Health Benefits may be used to meet the Post-Retention Wage as follows:</b>	
Job Number 1:	\$0.00

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Licensed Vocational Nurse	\$38.00 - \$50.00	10	0	0	10
Registered Nurse	\$38.00 - \$55.00	10	0	0	10

### Introduction

Established in 2007 and headquartered in Roseville, Altus Health, Inc. dba Bright Star Care of Roseville (Bright Star) ([www.brightstarcare.com](http://www.brightstarcare.com)) is a California-licensed Home Health Agency (HHA) and Home Care Organization (HCO) that provides comprehensive in-home health and personal care services across Placer and surrounding counties. Its Home Health division delivers skilled nursing and clinical care under physician orders, including adult and pediatric Private Duty Nursing (PDN), wound care, medication management, post-surgical recovery, chronic disease management, and rehabilitation support. The Home Care division offers non-medical personal care and companionship services for clients with Alzheimer's, Parkinson's, dementia, and other conditions, supporting daily living activities, safety supervision, respite care, and transportation needs.

Bright Star's partners with Medi-Cal, Medicare, private insurers, Veterans programs, and private pay clients to provide coordinated care for medically fragile children, adults with chronic conditions or disabilities, and seniors who need medical or personal support to remain at home. Its services enhance quality of life, promote independence, and reduce hospital readmissions and facility placements. Training will take place at its location in Roseville. This will be Bright Star's first ETP Contract.

### Veterans Program

In partnership with Veterans Affairs (VA) Community Care, TriWest, and local Veterans Service Offices, Bright Star connects with Veteran candidates who bring medical, leadership, or technical experience, and serves Veteran patients across the community. Through targeted recruitment, outreach, and mentorship programs that translate military skills into civilian healthcare careers, Bright Star expands workforce capacity, enhances career opportunities for Veterans, and helps address California's critical home health workforce shortage.

## Project Details

The statewide shortage of experienced pediatric and high-acuity home-health nurses has created an urgent need for a new workforce development approach. Traditional hiring practices that require at least one year of prior clinical experience are no longer feasible, as they limit Bright Star's ability to meet rising patient demand and place medically fragile children and adults at risk of losing access to essential in-home care. To maintain safe staffing levels and ensure continuity of services, Bright Star must shift from relying solely on experienced hires to building a structured pipeline that prepares newly graduated nurses to enter the home-health field.

To address this need, the agency has implemented a California Department of Public Health (CDPH) approved preceptorship program that provides new-graduate Registered Nurses (RNs) and Licensed Vocational Nurses (LVNs) with comprehensive training that exceeds standard onboarding. The program integrates didactic instruction, skills-lab practice, supervised clinical experience, and ongoing competency assessment—critical components for developing the hands-on, high-acuity skills that cannot be acquired through classroom education alone.

ETP training will enhance nurses' clinical skills, confidence, and readiness to care for medically fragile patients in the home setting. Through guided practice and continuous skill development, trainees will gain stronger clinical judgment and an improved ability to safely manage high-acuity cases. The training also supports successful transitions into long-term home-health employment, improves retention through structured mentorship, and expands the agency's capacity to serve complex patients in community settings.

By developing a more skilled and stable workforce, the program improves the overall quality of in-home care, increases access to essential services for vulnerable populations, and helps reduce preventable hospital readmissions—addressing both immediate staffing challenges and long-term system capacity.

## Training Plan

Training will be delivered via Preceptor and Didactic methodologies.

**Medical Skills (Didactic):** Training will be offered to all Registered Nurses and Licensed Vocational Nurses. Training will enhance understanding of healthcare practices, clinical techniques, and the development and implementation of treatment plans. Training topics include Neurological Conditions, Cardiovascular Conditions, Pain Assessment & Management, Patient Education & Goal Setting (S.M.A.R.T) and Documentation & 485 (Plan of Care Form).

**Medical Skills (Preceptor):** Training will be offered to all Registered Nurses and Licensed Vocational Nurses. Training will be provided at a 1:10 ratio and will cultivate advanced clinical practices to ensure competency, and deliver specialized treatment and care. Training topics include Neurological Assessment, Cardiovascular Assessment, Tracheostomy Care & Suctioning, Ventilator Setup & Monitoring and Medical Preparation & Administration.

### Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### ➤ Wage and Retention Modifications

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$42.83 to \$32.12). The Company is requesting this modification and all trainees will meet the post retention wage of \$38.00.

### Commitment to Training

Bright Star spends approximately \$10,000 annually on training. This training includes onboarding and mandated compliance training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

Bright Star's Director of Nursing and the Executive Director will oversee the administration of this project, supported by the Clinical Educator/Preceptor Team. These staff members will assist with training efforts by managing documentation and ensuring ETP compliance. Training will be delivered by in-house experts and, when needed, by external vendors.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	N/A	-	-
Administrative	N/A	-	-

Training Subcontractors	City, State	Cost	Description of Service
Not Applicable	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Medical Skills (Didactic)**

- Neurological Conditions
- Cardiovascular Conditions
- Respiratory / Tracheostomy Care (Theory)
- Gastrointestinal & Enteral Feeding (Theory)
- Genitourinary Assessment
- Endocrine / Diabetes Management
- Integumentary & Wound Prevention
- Pain Assessment & Management
- Medication Administration (Six Rights & Safety)
- Patient Education & Goal Setting (S.M.A.R.T)
- Safety & Emergency Management (Theory)
- Documentation & 485 (Plan of Care Form)

**Medical Skills (Preceptor)**

- Neurological Assessments
- Cardiovascular Assessments
- Tracheostomy Care & Suctioning
- Ventilator Setup & Monitoring
- Enteral Feeding & G-Tube Management
- Medical Preparation & Administration
- Integumentary Care & Positioning
- Patient Emergency Response
- Electronic Health Record (EHR) Documentation
- Patient-Specific Orientation (PSO)



**Training Proposal for:**  
**Building Block Resolutions, Inc**

**Contract Number: ET26-0219**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Retrainee SB < 100	Industry Sector(s):	Other Services (except Public Administration)	
		Priority Industry:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Counties Served:	Los Angeles, Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 54	U.S.: 54	Worldwide: 54	
<u>Turnover Rate:</u>	2%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

<b>In-Kind Contribution</b>
\$100,000

<b>Total ETP Funding</b>
\$74,200



## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 Retrainee	50	8-200	0-40	53	\$1,484	\$23.56

\*Post-Retention Wage is the Contractual Wage.

### Published Minimum Hourly Wage by County:

Job Number 1: \$24.01 per hour for Los Angeles County; \$23.56 per hour for Orange County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

### Health Benefits may be used to meet the Post-Retention Wage as follows:

Job Number 1: \$2.01

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Behavioral Therapist	\$22.00 - \$25.00	50	0	50	0

## Introduction

Founded in 2014 and headquartered in Marina Del Rey, Building Blocks Resolutions, Inc. (BBR) ([www.buildingblockresolutions.com](http://www.buildingblockresolutions.com)), is a behavioral health organization dedicated to improving the lives of special needs children through evidence-based practices and compassionate care. The Company specializes in providing Applied Behavior Analysis (ABA) therapy and a comprehensive suite of behavioral and educational support services for children, families, educators, and professionals. BBR partners with schools and organizations to deliver high-quality professional development and training in areas such as crisis management, CPR/AED certification, classroom management, and staff training. The Company's customer base includes individuals in Healthcare, Educational Institutions, and Residential Treatment Facilities.

ETP-funded training will be delivered at its locations in Los Angeles, Harbor City, and Santa Ana. This will be BBR's first ETP Contract.

## Veterans Program

Although there is not a separate Veteran's Job Number, BBR encourages the hiring of Veterans.

## Project Details

ETP-funded training will focus on BBR's commitment to continue elevating overall service quality and client outcomes, while ensuring staff remains knowledgeable, confident, effective, and capable in their roles. While healthcare has always required trained and credentialed professionals, this training reflects the Company's investment in ensuring staff are fully prepared to serve patients and families in need. Many staff at BBR join with little to no experience or skills. Through the Company's training program, staff will learn Applied Behavior Analysis (ABA) skills, Professional Crisis Management (PCM) skills, and Professional Assault Crisis (Pro-ACT) skills. These programs are not only tailored to equip staff with the essential skills required to excel in their roles, but also provides staff with nationally recognized certifications. These certifications not only enhance their professional profile, but also open doors to well paying job opportunities both within the organization and in the broader industry. This commitment to ongoing professional development also allows BBR to maintain high standards and achieve consistent results.

### **Training Plan**

Class/Lab/E-Learning and CBT will be provided in the following:

**Continuous Improvement Skills:** All occupations will receive training in Applied Behavior Analysis (ABA) Basics which includes topics in Behavior Examples, Common Applied Behavior Analysis (ABA) Tools and Terms, and Data Collection.

**Medical Skills (Didactic):** All occupations will receive training in BCABA - Board Certified Assistant Behavior Analyst, PCMA - Professional Crisis Management Association, and Pro-ACT - Professional Assault Crisis Training. Training topics includes Professionalism in Assistant Behavior Analyst, Behavioral Change Procedures, Crisis Intervention Decision Making, Documentation and Incident Review, Debriefing and Post-Incident Follow-Up, and Non-Physical Intervention.

### **Computer-Based Training (CBT)**

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-40 hours of CBT.

### **Electronic Recordkeeping/LMS**

BBR will be utilizing a Learning Management System (LMS), Relias, to manage all training hours for employees. Staff has reviewed and approved the Company's LMS.

### **Impact/Outcome**

BBR's training programs is designed to produce meaningful outcomes by equipping staff with industry-recognized certifications and practical skills. Through training, staff can earn certificates in Professional Assault Crisis Training (Pro-Act), Pro-Act Restraint, Professional Crisis Management Association (PCMA), Registered Behavioral Technician (RBT), and Board Certified Associate Behavior Analyst (BCABA).

### **Commitment to Training**

BBR's training budget in California is approximately \$75,000 annually. The Company is committed to providing training to staff such as new-hire orientation, leadership, and legally mandated training. ETP funds will not displace the existing financial commitment to

training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

BBR's Executive Director (dedicated administrator) will oversee the project. Additionally, there will be one Clinical Director, one Administrative Director, and three Assistants to assist in the scheduling of the training, tracking of training, and uploading the training hours into the ETP System. Training will be delivered by using internal trainers who are subject matter experts and training vendors, if needed.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	N/A	-	-
Administrative	N/A	-	-

Training Subcontractors	City, State	Cost	Description of Service
Not Applicable	-	-	-

## **Exhibit B: Curriculum**

### **Class/Lab/E-Learning**

Trainees may receive any of the following:

#### **Continuous Improvement Skills**

- Applied Behavior Analysis (ABA) Basics
  - Applied Behavior Analysis and Autism
  - Behavior Examples
  - Common Applied Behavior Analysis (ABA) Tools and Terms
  - Data Collection
  - Functions of Behavior
  - Positive / Negative Reinforcements / Punishment
  - Programs and Goal Setting
  - Professionalism and Clients We Serve
  - Reinforcement and Rapport Building

#### **Medical Skills (Didactic)**

- BCABA – Board Certified Assistant Behavior Analyst
  - Applied Behavioral Analysts 3rd Edition
  - Ethics for Behavioral Analyst 4th Edition
  - Behavior Development Solutions (BDS) Modules
  - BH321 Introduction to Assistant Behavior Analyst (ABA)
  - BH325 Professionalism in Assistant Behavior Analyst (ABA)
  - BH421 Behavioral Assessment
  - BH423 Behavioral Change Procedures
  - BH426 Research & Data Analysis
  - BH427 Leadership & Management in Assistant Behavior Analyst (ABA)
- PCMA – Professional Crisis Management Association
  - Competency-Based Testing (Written and Physical)
  - Crisis Intervention Decision Making
  - Documentation and Incident Review
  - Foundations of Behavior and Escalation Cycles
  - Personal Safety Techniques
  - Prevention and De-escalation Techniques
  - Transportation Procedures (Guided Walks)
  - Vertical and Horizontal Immobilization Procedures
- Pro-ACT – Professional Assault Crisis Training
  - Debriefing and Post-Incident Follow-Up
  - Documentation and Reporting Requirements
  - Legal and Ethical Foundations
  - Non-Physical Interventions
  - Prevention Strategies and Early Intervention
  - Staff Response Techniques
  - Team Interventions and Coordination
  - Understanding Challenging Behaviors

**Computer-Based Training**

Trainees may receive any of the following:

**Medical Skills (Didactic)**

- Registered Behavior Technician (RBT) Series (40 hrs.)
  - Addressing Problem Behavior (2 hrs.)
  - Applications of Discrete Trails (1.75 hrs.)
  - Assisting With Assessments (1.5 hrs.)
  - Chaining Behavior (1 hr.)
  - Collaborating with Interventionists (1.5 hrs.)
  - Collecting Continuous Data (0.75 hr.)
  - Collecting Discontinuous Data (0.75 hr.)
  - Crisis and Emergency Procedures (2 hrs.)
  - Delivering Discrete Trials (1 hr.)
  - Effective Applied Behavior Analysis (ABA) Service Delivery (1 hr.)
  - Effective Documentation (1.5 hrs.)
  - Fading Procedures (1 hr.)
  - Foundations of Applied Behavior Analysis (ABA) (1 hr.)
  - Generalizing Behavior (1 hr.)
  - Graphing and Analyzing Data (2.25 hrs.)
  - History and Applications of Applied Behavior Analysis (ABA) (1 hr.)
  - Introduction to Discrete Trials (0.75 hr.)
  - Maintaining Behavior (1 hr.)
  - Natural Environment Teaching (1.5 hrs.)
  - Overview of Data Collection (0.5 hr.)
  - Preference Assessments (1.5 hrs.)
  - Preventing Problem Behavior (2 hrs.)
  - RBT Certification Process (1 hr.)
  - Reinforcement Effectiveness (1.5 hrs.)
  - Reinforcement Procedures (1 hr.)
  - Shaping Behavior (1 hr.)
  - Using the RBT Ethics Code (2 hrs.)
  - Verbal Behavior Intervention (1.5 hrs.)
  - Working With Clients and Families (2 hrs.)
  - Working With Supervisors (1.5 hrs.)



## Training Proposal for:

**Clima-Tech LLC**

**Contract Number: ET26-0220**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

### Project Profile

Contract Attributes:	Priority Rate Retrainee SB < 100 SET	Industry Sector(s):	Construction	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Alameda, Riverside	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 100	U.S.: 150	Worldwide: 150	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

In-Kind Contribution
\$210,500

Total ETP Funding
\$28,000

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 SET Retrainee	20	8-200	0-0	50	\$1,400	\$32.12

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: SET Priority - \$32.12 per hour

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** Clima-Tech provides a comprehensive range of benefits to its employees. These benefits include medical, vision, and dental insurance, an on-site wellness program, mental health initiatives, life insurance plans, 401k, and quarterly profit sharing. Employer pays up to 33% of the staff wages for these benefits.

**Wage Progression:** Clima-Tech staff receives annual performance reviews, which can result in a 3% raise per year as well as annual retention bonuses for all staff.

**Wage Range by Occupation**

Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Administration Staff	\$29.62 - \$40.00	3	0	0	3
Technician	\$29.62 - \$45.00	15	0	0	15
Leads	\$30.00 - \$60.00	2	0	0	2

**Introduction**

Founded in 2009 and headquartered in Norco, Clima-Tech LLC (Clima-Tech) (<https://www.climatechref.com/>), installs and services commercial refrigeration and heating,

ventilation, and air conditioning (HVAC) equipment. The Company provides its service to convenience stores, supermarkets, and restaurants in Southern California, the Bay Area, Arizona, and Nevada. Some of its clients includes Chevron, Raising Cane's, McDonald's, and American Red Cross. ETP-funded training will be delivered at its locations in Riverside and Alameda County.

This will be Clima-Tech's third ETP Contract, its second in the last five years.

### **ETP Priority 10200(b)**

Clima-Tech's training program aligns with UIC Section 10200(b) by training in new technologies and methods to adhere to California's evolving energy efficiency codes and appliances. The Company's training program is designed to support career development, enhance construction skills, and promote advancement within the company. Clima-Tech offers targeted training in HVAC, refrigeration, and leadership developments to improve efficiency and soft skills to strengthen communication and collaboration.

### **Veterans Program**

Although there is not a separate Veteran's Job Number, Clima-Tech collaborates with the Veterans Administration to address recruitment needs. The Company uses platforms such as VeteransJobListings.org to post open positions.

### **Project Details**

Previous training focused on Technicians servicing commercial HVAC systems such as Variable Refrigerant Flow (VRF) air conditioning systems and Propane/CO2 refrigeration systems for restaurants and retails such as Mimi's Cafe, H&R Block, and Fed-Ex.

Training under this proposal will focus on Clima-Tech's servicing contracts with new customers such as Cheesecake Factory, North Italia, Applebee's, and G&M Oil. Staff will need training to learn how to service the new variable VRF air conditioning systems, Propane/CO2 systems, and other equipment. Some of this training includes Installation/Repair procedures, Refrigeration - Troubleshooting, Leaks, and Recharging, and CO2 Systems. Training in these topics allows staff to properly access maintenance issues to effectively troubleshoot and repair the equipment to industry standards. In addition to new customers, Clima-Tech is updating their ERP System within the next two years. The Company is currently using the software Dynamics GP and is changing to Dynamics 365. Once the system is in place, staff will need to know how to use the software to be able to streamline workflow and improve business efficiency.

Training is also needed for new Technicians. As a result of the increase in domestic manufacturing, Clima-Tech is facing a Technician shortage that it cannot address by reaching out to mid-level Technicians from other companies. To fill the need for Technicians, the Company has plans to hire graduates from technical schools or high school/GED graduates. Investments in hiring these Technicians will not only allow personal and career growth for the individuals, but also help the Company to train and retain these Technicians. In the next two years, Clima-Tech has plans to hire 50 staff throughout its two California locations.

### **Training Plan**

Training will be delivered via Class/Lab/E-Learning and Productive Lab (PL) in the following:



**Business Skills:** This training will be offered to all occupations and include Coaching/Communication Skills, Leadership, and Planning Sales.

**Commercial Skills:** This training will be offered to Leads and Technicians and include Brazing, Cooling Towers, Chillers, Electronic Devices and Controls, and Refrigeration - Troubleshooting, Leaks, and Recharging.

**Computer Skills:** This training will be offered to all occupations and include Financial Accounting - Dynamics Great Plains (GP), Enterprise Resource Planning (ERP) System, Dynamic 365, and MobileTech Field Services Software.

### **Certified Safety Training**

OSHA 10. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Technicians will receive up to 8 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity has not yet been determined.

### **Productive Laboratory**

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

Approximately 15 Technicians who directly interface and services the equipment will receive PL training in Commercial Skills. PL training helps the Technicians take what they learned in the classroom and apply it on the shop floor. Classroom instruction is not an adequate means of training delivery as the equipment is too large to bring into the classroom. Some of the equipment can only be accessed in the warehouse or maintenance facility. Course topics for PL include CO2 Systems, Compressors, and Heating Ventilation Air Conditioning Refrigeration (HVACR). Trainees will be reviewing equipment operation procedures, learn how to fix quality issues, and learn about the stringent customer quality requirements. Training will be delivered at a 1:1 Trainer-to-Trainee ratio, with 12 hours of training. Subject Matter Experts who have at least two years of operating the equipment will be assigned to deliver PL training. Once training is completed, follow-up evaluations and skills matrix will be conducted to track trainee's progress and performance.

**Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

**Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

**➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$42.83 to \$32.12). The Company requests this modification.

**Professional Employer Organization**

Clima-Tech represents that it uses the services of Insperity, a Professional Employer Organization (PEO). However, please note that funding eligibility is based on the Contractor's qualifications, and Clima-Tech will be held solely responsible for performance under the ETP Contract. This Proposal has been reviewed by ETP staff to ensure compliance with all applicable guidelines, and Clima-Tech has been informed about the duty to make certain PEO representations in the ETP Contract; including, without limitation, that its PEO Agreement with Insperity clearly establishes the PEO as the party responsible for withholding and reporting Unemployment Insurance taxes, and that Clima-Tech retains the exclusive right to direct and control the work performed by trainees, and to set the amount of their wages.

**Commitment to Training**

Clima-Tech's annual training budget in California is approximately \$100,000. The Company is committed to providing training to staff such as new-hire orientation, leadership, legally-mandated training, and basic training in safety. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

**➤ Training Infrastructure**

Clima-Tech's President will oversee the project. Additionally, a Human Resource Manager will assist in scheduling training and collecting training rosters. Training will be delivered using internal trainers who are subject matter experts and training vendors, if needed. Clima-Tech has also retained a third-party subcontractor to assist in administrative duties and will work with ETP Staff to fully comply with ETP's requirements.

## Prior Projects

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned \$ %
ET23-0197	11/04/22 - 11/03/24	\$54,671	\$31,792 (58%)

Prior performance was primarily due to scheduling conflicts that limited trainee availability during the Contract term. To address this, Clima-Tech has implemented training schedules that have been aligned with operational workflows to ensure consistent participation. These measures are expected to improve completion rates and ensure full contract earnings under this proposal. This project has been right-sized to the prior projects earnings.

## Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$1,900
Administrative	Training Funding Source	Seal Beach, CA	13% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

## Self-Attestations

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Coaching/Communication Skills
- Customer Relations
- Leadership
- Planning Sales

**Commercial Skills**

- Ammonia
- Brazing
- Centrifugal Systems
- Cooling Towers
- Chillers
- Compressors
- Condensers
- Cooking Equipment Maintenance
- Electronic Devices and Controls
- Energy Efficient Building Management Systems Metering Devices
- Equipment Operations
- Evaporators
- Heating Ventilation Air Conditioning Refrigeration (HVACR)
- Ice Machines
- Installation/Repair Procedures
- Marine Systems
- High Energy Efficient Heat Pumps
- Natural Refrigerant Systems
- Pressure Testing
- Preventative Maintenance
- Refrigeration - Troubleshooting, Leaks, and Recharging
- Standard Operating Procedures (SOP)
- Thermostats
- Variable Refrigerant Flow (VRF) Systems
- Variable Speed Drives
- Water Circuitry Treatment
- Walk In Refrigeration

**Computer Skills**

- Financial Accounting - Dynamics Great Plains (GP), Enterprise Resource Planning (ERP) System, Dynamics 365
- MobileTech Field Services Software
- Microsoft Office (Intermediate and Advanced)
- Mobile Tablets

**Hazardous Materials Skills - Certified**

- Hazardous Materials Handling

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Commercial Skills**

- CO2 Systems
- Compressors
- Equipment Operation
- Freezers/Coolers
- Heating Ventilation Air Conditioning Refrigeration (HVACR)
- Propane



**Training Proposal for:**

**Dent Electric, Inc. dba Point Loma Electric, Plumbing, Heating & Air**

**Contract Number: ET26-0218**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100 SET	Industry Sector(s):	Construction	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Diego	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 50	U.S.: 50	Worldwide: 50	
<u>Turnover Rate:</u>	4%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

In-Kind Contribution
\$82,999

Total ETP Funding
\$70,000

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 SET Retrainee	50	8-200	0-0	50	\$1,400	\$32.12

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: SET Priority - \$32.12 per hour

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** All full time employees receive a comprehensive fringe benefits package that includes health, dental, and vision insurance; participation in a 401(k) retirement plan with an employer match; and paid vacation time. An average of \$525 per month in health benefits is offered. Vacation time is accrued per pay period and staff can use about two weeks on average. These benefits are provided by company policy and are typically available after meeting full-time employment status.

**Wage Progression:** The Company provides annual wage increases, typically ranging from 4% to 10% based on the employee's performance and the Company's overall budget. Performance reviews occur quarterly and include self assessments, manager evaluations, and productivity metrics.

**Wage Range by Occupation**

Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Technician	\$29.62 - \$40.00	40	0	0	40
Administration Staff	\$29.62 - \$42.00	9	0	0	9
Owner	N/A	1	0	0	1

## Introduction

Founded in 1988 and headquartered in San Diego, Dent Electric, Inc. dba. Point Loma Electric, Plumbing, Heating & Air (Point Loma) (<https://pointlomahomepros.com/>), has been a trusted provider of electric, plumbing, heating, and air services to the San Diego area. Point Loma offers minor repair and comprehensive renovations in services ranging from HVAC Systems, Water Heaters, EV Chargers, Plumbing, and Outlet Installations. The Company's customer base includes residential and commercial properties such as homes, apartments, hospitals, office buildings, warehouses and laboratories.

ETP-funded training will be delivered at its location in San Diego. This will be Point Loma's first ETP Contract.

## ETP Priority 10200(b)

Point Loma's training program aligns with UIC Section 10200(b) by training in new technologies and methods to adhere to California's evolving energy efficiency codes and appliances. The Company's training program is designed to support career development, enhance construction skills, and promote advancements within the Company. Point Loma offers targeted training in HVAC and plumbing, leadership development, and soft skills to strengthen communication and collaboration.

## Veterans Program

Although there is not a separate Veteran's Job Number, Point Loma collaborates with the Veterans Administration to address recruitment needs. The Company uses online platforms such as VeteransJobListings.org to post open positions.

## Project Details

ETP-funded training will focus on adhering to the ever-changing regulations and demands in the electrical, plumbing, and HVAC industry. As technology evolves with advancements in energy efficient systems, smart home technologies, and renewable energy solutions, staff needs to enhance their skillsets to meet the industry codes and regulation requirements. Training empowers staff to adapt to updated tools and techniques, helping their work tasks become more efficient. Some of the training topics associated with the training goals of this project include Circuit Troubleshooting, Load Calculations & Diagnostics, and Residential Electrical System Inspection & Code Compliance. Furthermore, safety is a top priority as working with electricity, plumbing, heating and air systems entails risks like electrical shocks, water damage, or gas leaks. Training equips staff with the ability to follow safety protocols and handle hazardous situations effectively. Investing in training not only enhances individual performance but also safeguards the reputation and success of the business. Lastly, the Company representative states that business growth is up 20% compared to last year. With the increase in service, Point Loma will need to hire more staff to meet the growing customer demands.

## Training Plan

Training will be provided via Class/Lab and E-Learning in the following:

**Business Skills:** This training will be offered to all occupations in courses such as Communication Skills, Design-Build Budgeting, Estimating Skills, Leadership, and Product Knowledge.



**Commercial Skills:** This training will be offered to Technicians in courses such as Arc Flash Protection, Gas Line Safety, Combustion Air & Water Heater Hazard Prevention, and Residential Electrical System Inspection & Code Compliance.

**Computer Skills:** This training will be offered to all occupations in courses such as Apps for Business, Building Information Modeling (BIM), Xactimate, and Zapier Workflow Automation for Office Operation.

**Continuous Improvement Skills:** This training will be offered to all occupations in courses such as Project Planning and Problem Solving.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### **➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$42.83 to \$32.12). The Company requests this modification.

### **Commitment to Training**

Point Loma's training budget in California is approximately \$75,000. The Company is committed to providing training to staff such as new-hire orientation, leadership, legally-mandated training, and basic safety skills. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

Point Loma's CEO will oversee the project. Additionally, Human Resources staff will assist in scheduling training and collecting ETP rosters. Training will be delivered using internal trainers who are subject matter experts and training vendors, if needed. Point Loma has also retained a third-party subcontractor to assist with administrative duties.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	Training Funding Source	Seal Beach, CA	\$1,900
<b>Administrative</b>	Training Funding Source	Seal Beach, CA	13% of Earned Amount

<b>Training Vendor(s)</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
To Be Determined	-	-	-

### **Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

## **Exhibit B: Curriculum**

### **Class/Lab/E-Learning**

Trainees may receive any of the following:

#### **Business Skills**

- Communication Skills
- Design-Build Budgeting
- Estimating Skills
- Job Costing
- Leadership
- Marketing and Business Development
- Product Knowledge
- Project Financial Forecasting
- Project Management

#### **Commercial Skills**

- Arc Flash Protection
- Circuit Troubleshooting, Load Calculations & Diagnostics
- Code and Regulations Training
- Customer Service
- Electrical Hazard Identification & NFPA 70E Compliance
- Drain Clearing & Sewer Line Inspection Equipment Operation
- Field Operation Procedures
- Gas Line Safety, Combustion Air & Water Heater Hazard Prevention
- HVAC Diagnostic Fundamentals: Airflow, Static Pressure & System Performance
- Jobsite Protection, Clean Workplace & Customer Property Care Standards
- Lockout/Tagout (LOTO) Procedures
- Main Panel Upgrade Work Practices & Safety Standards
- Mini-Split Installation Standards & Best Practices
- New Product Training
- Residential Electrical System Inspection & Code Compliance
- Sales Training
- Water Heater Diagnostic, Repair & Replacement Procedures
- Whole-Home Electrical & Plumbing Evaluation Techniques

#### **Computer Skills**

- Accurate Time Tracking, Payroll Codes & Job Completion Procedures
- Apps for Business
- Building Estimates & Options in ServiceTitan Mobile
- Building Information Modeling (BIM)
- CRM
- Dispatch Proficiency: Board Management & Technician Scheduling
- Google Workspace Productivity & File Management
- Reporting and KPIs: Dashboards, Metrics & Performance Tracking
- ServiceTitan Admin Training: Pricebook, Invoicing & Job Costing
- ServiceTitan Automated Alerts, Tasks & Triggers

- ServiceTitan CSR Training: Call Booking, Tags & Workflows
- ServiceTitan Mobile Essentials: Forms, Photos & Job Flow
- Quickbooks Enterprise
- Xactimate
- Zapier Workflow Automation for Office Operations

**Continuous Improvement Skills**

- Goal Setting and Tracking
- Mentoring
- Problem Solving
- Process and Productivity Improvement
- Project Planning
- Prefabrication Design and Solutions
- Teamwork



## Training Proposal for:

**E2E Mfg, LLC**

**Contract Number: ET26-0225**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

### Project Profile

Contract Attributes:	Priority Rate Retrainee SB < 100	Industry Sector(s):	Manufacturing
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 29	U.S.: 29	Worldwide: 29
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**Funding Detail**

In-Kind Contribution
\$38,500

Total ETP Funding
\$35,728

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 Retrainee	22	8-200	0-0	58	\$1,624	\$25.70

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$25.70 per hour for Alameda County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** E2E Mfg., LLC (E2E) provides a comprehensive package of fringe benefits to all full-time employees in addition to regular wages. These benefits include: Health, Dental, and Vision Insurance, 401(k) retirement plan, paid time off, life insurance, disability insurance. Training and Development opportunities for career advancement. These fringe benefits are distributed equitably to all eligible employees, with PTO and insurance benefits based on full-time employment status. Retirement contributions are made on a regular schedule in accordance with the plan.

**Wage Progression:** E2E has a structured approach to wage progression designed to retain employees and reward skill development. Employees receive formal performance reviews annually, with merit-based raises tied to performance, attendance, quality, and skill development. Informal reviews and spot raises may occur earlier for employees who demonstrate rapid growth or complete major training milestones. Average increases range from 3–6% per year, though higher adjustments are made when employees advance into new roles. Employees can move from operator to setup to programmer with corresponding wage increases as they gain new skills. Quality inspectors can progress into lead or quality manager roles. Shop-floor employees with leadership skills may advance to supervisory positions. Administrative staff may progress into operations or planning roles. Employees who complete advanced CNC, quality, or leadership training under the ETP program will be positioned for higher-level roles and

wage progression. Training provides a direct pathway for employees to increase their value to the company and earn higher wages.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Value Added Assemblers	\$23.20 - \$37.00	3	0	3	0
Electric Discharge Machining	\$30.00 - \$45.00	3	0	0	3
Accounting Staff	\$25.70 - \$50.00	2	0	0	2
Sales Staff	\$39.00 - \$40.00	3	0	0	3
Quality Assurance Staff	\$37.00 - \$50.00	2	0	0	2
CNC Machinists	\$27.00 - \$63.00	9	0	0	9

## Introduction

Founded in 2000 and headquartered in Fremont, E2E ([www.e2emfg.com](http://www.e2emfg.com)) designs and produces precision engineered parts and components that support Internet and data transfer systems, as well as high quality audio and video technologies. The Company's engineers collaborate closely with clients to design prototypes and develop customized solutions for both low and high volume production. Utilizing advanced manufacturing processes including Computer Numerical Control (CNC) machining, Electrical Discharge Machining, and Stamping Press operations, E2E delivers high quality components with extremely tight tolerances for industries such as fiber optics, medical, telecommunications, automotive EV's, energy and military. To maintain its technical advantage and expand production capabilities, E2E will implement a comprehensive training program focused on advanced manufacturing skills, equipment operation, quality control, and process improvement. Training will take place at the Company's single location in Fremont and is designed to enhance employee proficiency, ensure precision manufacturing standards, and support continued innovation.

E2E customers include Cisco Systems, Intel, Flextronics, BioVentrix, The Moonshot Factory and Jabil. This is E2E's first ETP Contract.

## ETP Priority 10200(b)

E2E's initiative to reinforce California's precision manufacturing capabilities, enables the local production of components that might otherwise be imported and enhances the Company's capacity to export California-made parts to international markets. The training program equips employees for higher-skill, higher-wage positions in CNC programming, inspection, and leadership offering stable, high-quality jobs that contribute to CA's economic vitality. The program incorporates instruction in cutting-edge multi-axis machining, advanced metrology using coordinate measuring machines (CMMs), and Enterprise Resource Planning (ERP) system/ProShop ERP. This ensures the workforce remains proficient with evolving technologies and maintains a competitive edge. The training plan was developed collaboratively by management and shop floor leaders to ensure it addresses actual workforce needs. This joint approach enhances both engagement and program effectiveness. By offering structured skill development, completion certifications, and leadership training, the program promotes upward mobility.

## Veterans Program

E2E is committed to recruiting and training Veterans and as part of its workforce development strategy, the Company's recruitment plan includes partnering with local veterans' organizations and workforce boards, such as Work for Warriors and America's Job Center of California (AJCC) to post and recruit Veterans. Also, participating in targeted veterans job fairs and outreach events in the Bay Area and giving priority consideration.

## Project Details

E2E is experiencing significant growth in CNC machining operations, driven by increasing demand from the medical device and robotics markets for high precision, tight-tolerance components. To meet these evolving customer requirements, E2E is launching a targeted training initiative focused on advanced CNC operations, quality assurance, and ERP software system proficiency. This comprehensive program aims to enhance productivity, reduce inefficiencies, and mitigate operational risks while preparing employees to operate at peak performance.

E2E has recently invested in upgraded systems and equipment, including advanced CNC lathes and mills, multi-axis machining centers, and an integrated ERP software and quality management system. These upgrades require employees to master new technologies, setup processes, and compliance protocols. Additionally, as a newly designated Risk Tier Classification (RT) level 3 supplier, which is classification that allows suppliers to manufacture products considered critical with specific security levels for a new customer, E2E must meet elevated quality control and regulatory compliance standards necessitating specialized training in precision inspection and process traceability.

Training will concentrate on upskilling employees in advanced CNC programming, ERP workflow management, lean manufacturing practices, and quality documentation. Through this initiative, E2E is equipping its workforce with the skills needed to adapt to technological advancements, address workforce transitions, and support continuous improvement.

## Training Plan

Training will be delivered via Class/Lab and E-Learning by in-house experts and vendors as needed in the following:

**Computer Skills:** Training will be delivered to all occupations and includes CAD/CAM, Enterprise Resource Planning (ERP) Software, Mastercam and Solidworks.

**Continuous Improvement Skills:** Training will be delivered to Quality Assurance Staff, CNC Machinist, Electric Discharge Machining and Value Added Assemblers and includes Program Management, ISO 9001:2015 and Lean Manufacturing.

**Manufacturing Skills:** Training will be delivered to Quality Assurance Staff, CNC Machinist, Electric Discharge Machining and Value Added Assemblers and includes Machine Training, Geometric Dimensioning and Tolerancing.

## Certified Safety Training

OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also



manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Commitment to Training**

E2E's training budget is approximately \$30,000 per year for safety training, mandatory training and employee improvement. The Company is committed to improving performance and knowledge for all employees. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The Company has designated the General Manager to oversee the ETP Contract along with a Training Coordinator who will assist with the administration of the ETP project including coordinating the training schedules, collecting rosters and keeping training records for compliance.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	N/A	-	-
<b>Administrative</b>	N/A	-	-

<b>Training Vendor(s)</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
Not Applicable	-	-	-

### **Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Computer Skills**

- CAD/CAM
- Mastercam
- SolidWorks
- Manufacturing Enterprise System
- ProShop
- Enterprise Resource Planning (ERP) Software

**Continuous Improvement Skills**

- ISO 9001:2015
- ISO 13485:2016
- Lean Manufacturing
- Leadership Skills
- Program Management

**Manufacturing Skills**

- Equipment Operation
- Geometric Dimensioning & Tolerances (GD&T)
- Machine Training

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10



**Training Proposal for:**  
**Haaker Equipment Company**

**Contract Number: ET26-0173**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	HUA Retrainee	Industry Sector(s):	Wholesale Trade	
		Priority Industry:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Counties Served:	Alameda, Los Angeles, San Bernardino, San Diego, Tulare	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 95	U.S.: 117	Worldwide: 117	
<u>Turnover Rate:</u>	8%			
<u>Managers/Supervisors:</u> (% of total trainees)	5%			

**Funding Detail**

In-Kind Contribution
\$89,100

Total ETP Funding
\$74,880

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Retrainee	78	8-200	0-0	40	\$960	\$23.56

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$23.56 per hour for San Bernardino and Tulare Counties, \$23.72 per hour for San Diego County, \$24.01 per hour for Los Angeles County, \$25.70 per hour for Alameda County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** Employees can choose from 5 different medical plans. Haaker pays 80% of the employee cost and 20% of the total dependent cost based on the Anthem Solution Plan. In total, Haaker pays an average of \$463 per month, per employee, in medical, dental, and vision coverage. The Company also provides 100% employer paid Long Term Disability Insurance, 100% employer paid Accidental Death and Dismemberment Insurance, a \$40,000 benefit amount for Basic Life, and a \$100,000 guaranteed issued voluntary Life Insurance plan from Mutual of Omaha. For retirement, employees are auto enrolled in the Fidelity 401K retirement plan at 90 days and Haaker matches at 4% of the eligible earnings.

Paid time off is accrued based on length of employment. Other leave benefits include 8 paid holidays per year as well as bereavement leave and jury duty, if needed. In addition, \$1,500 is available for education reimbursement each year, per full-time employee. A program for Service Technicians includes a \$400 annual boots and tool allowance, company paid cell phone and iPad, and company paid uniforms.

**Wage Progression:** Haaker bases compensation on experience and current market rates for each position. Starting salaries range from \$21.54 to \$30.76 per hour, depending on the position within the Company. Continued training is provided to foster growth and advancement for all team members. Employees are also encouraged to continue their education and are

compensated for doing so through education reimbursement and salary increases. Performance reviews are given annually on the anniversary date of hire. Increases are given at a base rate of 3% annually.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Retrainee					
Administrative Support Staff	\$21.54 - \$34.73	4	0	2	2
Customer Support Staff	\$25.55 - \$32.89	3	0	0	3
Inventory Staff	\$26.02 - \$34.45	2	0	0	2
Service Staff	\$26.83 - \$37.28	24	0	0	24
Technician	\$26.98 - \$42.56	26	0	0	26
Mechanic	\$25.87 - \$43.92	15	0	0	15
Manager/Supervisor	\$30.76 - \$65.27	4	0	0	4

## Introduction

Founded in 1972 and headquartered in La Verne, Haaker Equipment Company (Haaker) ([www.haaker.com](http://www.haaker.com)) is a lead supplier of heavy duty equipment in the municipal, industrial, and contractor sectors. The Company rents, sells, and leases equipment including sewer cleaning trucks, sewer camera equipment, industrial scrubbers, industrial sweepers, commercial floor machines, floor scrubbers, industrial sweeper-scrubbers, street sweepers, and pressure washers. Additionally, Haaker offers total support services including parts inventory in locations throughout California. The Company's customer base includes municipalities, government fleets, private waste management companies, and industrial cleaning contractors. ETP-funded training will be delivered at each of its locations in California located in Alameda, Los Angeles, San Bernadino, San Diego, and Tulare Counties. This will be Haaker's first ETP Contract.

## ETP Priority 10200(b)

Haaker's proposal demonstrates ETP priorities in new technologies and methods by training employees in eco-friendly equipment for every application including Vactor Sewer Cleaning Trucks, Elgin Sweepers, and Hydro-Excavation Trucks. The Company also offers high-skill, high-wage jobs in California such as Mechanics, Service Staff, and Technicians. Haaker has internal training and mentorship programs that draw less experienced, or unskilled workers, and trains them for long-term careers. Additionally, the Company offers superior customer service, and a large network of regional locations with service capability and parts working with the customer for the full-service life of the equipment. There are multiple branches and diverse roles with many internal promotion opportunities with higher wage-earning potential.

## Veterans Program

Although Haaker does not have a formal Veteran outreach program, the Company welcomes and encourages Veterans to apply for employment through its standard hiring process.

## Project Details

ETP-funded training under this proposal will allow the Company to focus on providing employees with the technical skills needed for its growing product lines and for expanding the customer base. Haaker has experienced an increase in demand for its equipment and services and is continually striving to better serve its customers' needs. New regulations have been implemented to provide an Eco-Friendlier environment, and employees will learn new operating procedures that include more Eco-Friendly options such as installing Compressed Natural Gas (CNG) and Liquified Natural Gas (LNG) tanks. Other topics associated with Eco-Friendly environmental practices include Contamination Control, Equipment Operation, Integrated System Procedures, and Sewer Cleaning Procedures. Employees will also be trained in topics related to general business operations such as Dispatch Software, Financial Applications, Inventory Control, and Sales Skills. These skills will result in Haaker having a better skilled workforce, improved relationships with clients, and enhanced opportunities to obtain new projects.

## Training Plan

Training will be delivered via Class/Lab, E-Learning, and Productive Lab (PL) in the following:

**Business Skills:** Training will be offered to all occupations and will focus on the skills necessary to help manage growth and attain business development goals. Training topics include Inventory Control, Pricing Strategies, and Sales Skills.

**Commercial Skills:** Training will be offered to all occupations and will focus on the skills and knowledge needed to operate and maintain industrial machinery and equipment. Training topics include CNG & LNG Tank Installations, Eco-Friendly Equipment, and Hydro-Excavation.

**Computer Skills:** Training will be offered to all occupations and will focus on the improvement of software operational skills and greater proficiency in the use of software platforms. Training topics include Dispatch Software, Microsoft Office (Intermediate/Advanced), and Part Ordering Software.

**Continuous Improvement Skills:** Training will be delivered to all occupations and will focus on workplace organization, collaboration, and increasing efficiencies within the Company. Training topics include Dealer Relationship Development, Internal Communication Methods, and Professional Standards.

## Productive Laboratory

PL will be used to train the employees in equipment operation and procedures dependent on warehouse, driving, or maintenance work environments that cannot be completed in a classroom. Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

Haaker will provide 8 hours of PL training, with a trainer-to-trainee ratio of 1:1, to 11 trainees for the Inventory Staff, Mechanic, Service Staff, and Technician occupations. Topics will include Equipment Maintenance, Equipment Operation, Integrated Systems Procedures, Inventory Management, and Quality Control. Trainers will be Managers/Supervisors who are subject-matter experts with at least two years of experience within the Company. The Supervisor's productive time will be reduced by 5% while trainees learn new job skills. Managers and

Supervisors will observe, evaluate, and correct trainee behavior to confirm company policies and procedures are being followed accurately.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **High Unemployment Area**

Some trainees in Job Number 1 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Tulare County is in an HUA.

#### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. However, Haaker is not requesting a wage modification.

### **Commitment to Training**

Haaker spends \$83,400 per year on training for all of its California locations. Company training covers commercial skills training, new hire orientation, and first aid training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

The Safety Manager at Haaker's primary location in La Verne will be responsible for overseeing all aspects of the project including roster collection and project management. Each location will have a designated Trainer. Training will be delivered by four Managers/Supervisors who are subject matter experts. Additionally, the Company has retained a third-party administrator to assist with administration including enrolling trainees and uploading data into the Cal-E-Force system, creating ETP invoices, and tracking trainee performance.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	National Training Company, Inc.	Irvine, CA	\$3,700
<b>Administrative</b>	National Training Company, Inc.	Irvine, CA	13% of Earned Amount

<b>Training Vendor(s)</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
To Be Determined	-	-	-

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)



**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Financial Applications
- Inventory Control
- Project Design
- Pricing Strategies
- Product Knowledge
- Sales Skills
- Total Clean Equipment Solutions

**Commercial Skills**

- Assembly Procedures
- Asphalt Systems
- Camera Equipment
- Clamshell Bucket Tucks
- Commercial Floor Machines
- Compressed Natural Gas (CNG) & Liquefied Natural Gas (LNG) Tank Installations
- Contamination Control
- Cummins Diagnostics
- Eco-Friendly Equipment
- Electrical Systems
- Elgin Equipment
- Equipment Certification
- Equipment Maintenance
- Equipment Reconditioning
- Fleet Service
- Gas Detection
- Hydraulic Systems
- Hydro-Excavation
- Industrial Scrubbers
- Industrial Sweepers
- Instrument Calibration
- Mobile Support Services
- Nozzle Pressure
- Pressure Washers
- Prevention Maintenance
- Repair Procedures
- Sewer Cleaning Procedures
- Sonetics Wireless Headsets
- Standard Operating Procedures
- Street Sweepers
- Testing & Troubleshooting

- Tooling Selection
- Utility Vehicles
- Vactor Sewer Cleaning Trucks

**Computer Skills**

- Custom Reports
- Dispatch Software
- Internet Applications
- Microsoft Office (Intermediate/Advanced)
- Part Ordering Software
- Payroll Software
- Software Integration
- Work Order Software

**Continuous Improvement Skills**

- Dealer Relationship Development
- Delivery Organization
- Internal Communication Methods
- Knowledge Sharing
- Professional Standards
- Work Order Management

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Commercial Skills**

- Equipment Maintenance
- Equipment Operation
- Integrated System Procedures
- Inventory Management
- Quality Control



**Training Proposal for:**  
**Innovative Project Solutions Inc. dba Innovative Project Solutions**

**Contract Number: ET26-0226**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100	Industry Sector(s):	Professional, Scientific, and Technical Services
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 35	U.S.: 35	Worldwide: 50
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**Funding Detail**

In-Kind Contribution
\$55,315

Total ETP Funding
\$67,340

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 Retrainee	37	8-200	0-0	65	\$1,820	\$27.00

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$25.70 for Alameda County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☐ Yes ☒ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$0.00

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Engineering Staff	\$27.00 - \$120.00	16	0	0	16
Managers/Supervisors	\$30.00 - \$120.00	5	0	0	5
Field Staff	\$30.00 - \$120.00	16	0	0	16

**Introduction**

Founded in 2014 and headquartered in San Francisco, Innovative Project Solutions Inc. (IPS) (<https://www.ipsinc.net/>) is a service-disabled veteran-owned small business (SDVOSB) and minority firm that primarily provides engineering, project management, and construction services. The Company also offers design, consulting, and commissioning services while serving specialized sectors like the semiconductor industry, biotech & pharma, healthcare, advanced technology, alternative energy, food & beverage, and government. IPS has two facilities in California, located in San Francisco and Fremont, as well as multiple locations worldwide. Training will be conducted only at its facility in Fremont.

This will be IPS' first ETP Contract.

## Veterans Program

Although IPS does not have a formal Veteran's Job Number (nor outreach program), the Company welcomes and encourages veterans to apply for employment through its standard hiring process.

## Project Details

ETP training will upskill IPS' technical and administrative workforce consisting of engineers, field staff, and managers. The Company seeks to train employees in technologies such as Building Information Modeling (BIM) which is highly sought-after in the semiconductor and life science industries to develop staff's expertise, improve business process quality, and minimize inefficiencies while also staying competitive. The training will be focused on advanced engineering skills including Autodesk Revit (BIM), Autodesk Cloud, Bluebeam, Primavera P6, and other construction and design procedures, tools, and software.

IPS aligns its training with state and national efforts to promote economic development by advancing manufacturing and job creation. The Company supports and serves two of the four pilot sectors identified as part of California Jobs First statewide Economic Blueprint initiative – semiconductor and life science industries. This project also aligns with statewide efforts under the CHIPS (Creating Helpful Incentives to Produce Semiconductors) and Science Act of 2022, to advance the workforce competitiveness of semiconductor manufacturers and technology companies located in California. The CHIPS Act is a critical economic development tool intended to create long-term growth in the domestic semiconductor industry to support US economic and national security. To meet increasing customer demand and support the future of these growing sectors, IPS also plans to expand its Fremont facility with up to 100 employees within the next two years.

ETP training will support IPS by reducing technical skill gaps of its employees, providing them broader career opportunities and enabling continuous growth in the high-tech industry. ETP funds will also enhance the Company's ability to deliver high standard, sustainable architecture, engineering, and construction solutions by implementing continuous-improvement techniques for teamwork, process improvement, and problem-solving.

## Training Plan

The following training will be conducted using Class/Lab and E-Learning delivery methods:

**Business Skills:** This training will be offered to all occupations on course topics such as Business Development, Team Communication, and Time Management.

**Commercial Skills:** This training will be offered to all occupations on topics that include Construction On-Site Tools, Pump Equipment, and Fabrication Tools & Equipment.

**Computer Skills:** This training will be offered to all occupations on topics that include Project Scheduling Software, CRM Software, Autodesk, and Estimating and Budgeting Software.

**Continuous Improvement:** This training will be offered to all occupations on topics that include Teambuilding Skills, Problem Solving Skills, and Leadership Skills.

## Impact/Outcome

As a result of ETP-funded training, IPS' staff will earn industry recognized certifications for Forklift Training, Autodesk Cloud, and Revit Modeling course topics. The Company also offers trainees a Professional Engineering certification and Engineer-in-Training certification upon successful completion of training.

### **Commitment to Training**

IPS spends \$60,000 per year on training for both of its California locations. The Company currently funds training in OSHA and FDA-mandated safety regulations, sexual harassment prevention, rudimentary job skills, basic desktop training in Microsoft Word, Excel, and PowerPoint, and project management programs. ETP funds will not displace the existing financial commitment to training. Safety training is and will continue to be provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The Director of Operation (Dedicated Administrator) will oversee the ETP-funded training. The Company's training department will be responsible for administering the ETP program and will coordinate the scheduling, delivery, and documentation of training. Training will be coordinated by a supervisor with at least one training coordinator. Training will be delivered by in-house subject-matter experts or by an outside training vendor, if needed.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	N/A	-	-
<b>Administrative</b>	N/A	-	-

<b>Training Subcontractors</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
Not Applicable	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Project Financial Procedures
- CRM (Customer Relationship Management) Skills
- Estimating & Budgeting Procedures
- Time & Material Processes
- Business Development
- Client Relations
- Design & Construction Terminology
- Project Scheduling
- Vendor Sourcing
- Team Communication
- Time Management
- Project-Specific Client Compliance Training

**Commercial Skills**

- Construction On-site Tools
- Forklift Training
- Pump Equipment
- Reading MEP (Mechanical, Electrical, and Plumbing) Drawings
- Fabrication Tools & Equipment
- PG&E Policies & Procedures
- Tool Installation Procedures
- Minimize Construction Problems
- Incident Reports & Procedures
- Risk Assessments
- EHS (Environment Health and Safety) Procedures

**Computer Skills**

- Microsoft 365 (Intermediate)
- Project Scheduling Software (Primavera P6, Microsoft Project Professional)
- Project Financial Software (Foundation Accounting Software)
- CRM Software
- Bluebeam
- Autodesk (AutoCAD, Revit, BIM (Building Information Modeling) 360, Construction Cloud)
- Estimating & Budgeting Software
- Time & Material Entry/Tracking

**Continuous Improvement Skills**

- Teambuilding Skills
- Problem-Solving Skills
- Process Improvement
- Leadership Skills
- Project Planning & Monitoring



**Training Proposal for:**  
**KC Partners Corp. dba B & T Service Station Contractors**

**Contract Number: ET26-0223**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100 SET	Industry Sector(s):	Construction	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Kern, San Luis Obispo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 54	U.S.: 54	Worldwide: 54	
<u>Turnover Rate:</u>	3%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

<b>In-Kind Contribution</b>
\$98,000

<b>Total ETP Funding</b>
\$73,920



## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 SET Retrainee	44	8-200	0-0	60	\$1,680	\$32.12

**\*Post-Retention Wage is the Contractual Wage.**

### Published Minimum Hourly Wage by County:

Job Number 1: \$32.12 SET Modified Wage

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Administration Staff	\$29.62 - \$35.00	11	0	0	11
Service Technicians	\$29.62 - \$35.00	23	0	0	23
Construction Equipment Operators	\$29.62 - \$40.00	10	0	0	10

## Introduction

Founded in 1980 and headquartered in Nipomo, KC Partners Corp. dba B & T Service Station Contractors (KCP) is a commercial and industrial construction company specializing in consultation, design-build, project management, repair, and maintenance services for fuel dispensing equipment systems. The Company provides comprehensive solutions for both above and underground fuel systems serving retail, commercial, and government clients. Its expertise spans complete fuel system installations, retail service stations, convenience stores, car washes, vehicle maintenance facilities, lube equipment, hoists/lifts, remediation projects, and environmental compliance systems.

KCP's clients include industry leaders such as Gilbarco, Wayne, Veeder-Root, Incon, Verifone, Chevron, and Safeway Gas Stations. Training will be conducted at the Company's two locations in Nipomo and Bakersfield. This would be KCP's third ETP contract and its second within the past five years.

## Veterans Program

Although KCP does not have a formal Veteran outreach program, the Company welcomes and encourages Veterans to apply for employment through its standard company hiring process.

### **Project Details**

For this project the company will continue expanding on prior project training objectives, due to industry's continuous changes in regulations and technologies. The focus on prior training project was on upskilling the company's workforce to offer advanced technical knowledge, as well as training for the mitigation, reporting and initial cleanup for any onsite spills.

The oil and gas industry is highly regulated and constantly evolving, requiring KCP to continuously update its practices to maintain compliance with safety standards and environmental protection. For this project training is focus on mandated regulations in accordance with the Senate Bill 445 (Storage Tank Regulation) that requires the replacement of all single-walled underground storage tanks with double-walled systems, KCP will provide specialized training to ensure employees are proficient in installing, maintaining, and integrating these updated technologies with ancillary safety systems.

To support compliance and operational efficiency, KCP has implemented new accounting and dispatch software platforms to streamline communication, enhance scheduling, and improve project coordination. Employees will receive comprehensive training on these systems as part of the company's broader workforce development initiative. In addition, cross-training will be provided to expand employees' knowledge of company operations and safety standards, ensuring both incumbent and new hires are equipped to meet evolving industry requirements.

Additionally, the Company's training objectives are closely aligned with its ongoing employee growth and increasing customer demand. For this project, a greater number of employees will be trained, reflecting nearly a 20% increase from the previous project to support the Company's expansion and to provide development opportunities in emerging technologies. This approach ensures the workforce remains current with evolving regulations and market expectations.

### **Training Plan**

Training will be delivered via Class/Lab, E-Learning in the following:

**Business Skills:** Training will be offered to all occupations on course topics that include Accounting Practices, Estimates and Bidding, and Project Management.

**Commercial Skills:** Training will be offered to all occupations on course topics that include Electrical Controls Training, Excavation Equipment and Underground Tank Removal.

**Computer Skills:** Training will be offered to all occupations on course topics that include AUTO CAD/AUTOCAD 3D, Microsoft Office Suite (Intermediate/Advanced) and Samsara/Fleetmatics software.

**Continuous Improvement Skills:** Training will be offered to all occupations on course topics that include Leadership, LEAN Processes and Inventory Management.

**Hazardous Materials Skills:** Training will be offered to all occupations on course topics that include Hazardous Waste Labeling, Reporting and Accident Protocols and HAZMAT Cleanup Training.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### **➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage from \$42.83 to \$32.12. The Company requests this modification.

### **Impact/Outcome**

Trainees will be equipped with the necessary industry knowledge to become more efficient, remain competitive and adequately respond to the increased industry demand. In addition, ETP funds will support KCP in providing opportunities for employee growth and career development.

### **Commitment to Training**

KCP's training budget is approximately \$30,000 annually. Training includes state-mandated training, legal compliance training, and new-hire orientation. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

The Company's President will oversee the ETP project along with the assistance of the Office Manager, a Supervisor and three Human Resources Managers who will collect rosters and track performance. Training will be delivered by in-house trainers who are subject matter experts and vendors as needed. The Company has also retained the services of an administrative subcontractor to assist with the administration of this project.

### **Prior Projects**

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Term	Approved Amount	Payment Earned
			\$ %
ET23-0200	11/08/22 - 11/07/24	\$19,550	\$19,550 (100%)

**Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	Strategic Business Solutions, LLC	Visalia, CA	\$5,180
<b>Administrative</b>	Strategic Business Solutions, LLC	Visalia, CA	13% of Earned Amount

<b>Training Subcontractors</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
To Be Determined	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Accounting Practices
- Effective Communications
- Estimates and Bidding
- Purchasing Best Practices
- Project Management
- Dispatch Program Planning and implementation

**Commercial Skills**

- Electrical controls training
- Excavation Equipment Training
- Forklift Training
- Shoring Equipment and techniques
- Fuel Dispensing System Operation and Repair
- Underground Tank Removal
- Underground Tank and spill system installation

**Computer Skills**

- AUTO CAD/AUTOCAD 3D
- Microsoft Office Suite (Intermediate/Advanced)
- Sage Intact Accounting/SFO (Sage Field Operations)
- Procore Construction Software
- Paychex
- Samsara/Fleetmatics software

**Continuous Improvement Skills**

- Leadership
- Team Building
- LEAN Processes
- Inventory Management

**Hazardous Materials Skills**

- Hazardous waste labeling, reporting, and accident protocols
- HAZMAT cleanup training



**Training Proposal for:**  
**Lili Mirtorabi, D.D.S., A Professional Corporation**

**Contract Number: ET26-0227**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SET	Industry Sector(s):	Health Care and Social Assistance	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles, Orange, San Bernardino	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:		CA: 145	U.S.: 145	Worldwide: 145
<u>Turnover Rate:</u>		4%		
<u>Managers/Supervisors:</u> (% of total trainees)		N/A		

**Funding Detail**

<b>In-Kind Contribution</b>
\$75,000

<b>Total ETP Funding</b>
\$55,440

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SET Retrainee	33	8-200	0-100	60	\$1,680	\$32.12

\*Post-Retention Wage is the Contractual Wage.

### Published Minimum Hourly Wage by County:

Job Number 1: \$32.12 (SET Modified Wage)

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, SET, Retrainee					
Orthodontic Assistant	\$29.62 - \$31.00	14	0	0	14
Frontline Supervisor	\$29.75 - \$35.00	11	0	0	11
Administrator	\$29.62 - \$36.00	6	0	0	6
Frontline Office Manager	\$31.00 - \$40.00	2	0	0	2

## Introduction

Founded in 1999 and headquartered in Los Angeles, Lili Mirtorabi, D.D.S., A Professional Corporation (Dr. Lili D.D.S.) ([www.driliortho.com](http://www.driliortho.com)) specializes in diagnosing, preventing, and correcting misaligned teeth and jaws for patients of all ages. The practice offers comprehensive orthodontic treatment options, including traditional braces and clear aligners (Invisalign).

The Company serves a diverse patient base ranging from children requiring early orthodontic intervention to adults seeking corrective treatment. To ensure accessibility and comfort for all patients, Dr. Lili D.D.S. provides multilingual services through professional translation support.

Training funded under this proposal will be conducted across the company's nine locations in Los Angeles, Orange, and San Bernardino Counties. This will be the Company's second ETP project; the first in the last five years.

## Veterans Program

Dr. Lili D.D.S. is not seeking a separate job number. However, the company welcomes any and all Veteran applicants to apply for open positions at the company.

## Project Details

As technology continues to advance, Dr. Lili D.D.S. recognizes the importance of ongoing training to ensure staff remain equipped to deliver high-quality orthodontic care to a diverse patient population. To continue striving for orthodontic innovation, the Company is implementing a comprehensive training program focused on the adoption of new technologies designed to enhance efficiency, precision, and patient experience.

The Company is introducing advanced 3D printing and digital scanning technologies to improve the accuracy and turnaround time of its aligner product offerings. Additionally, Dr. Lili D.D.S. has upgraded its internal phone system from Jive to Weave, enabling faster response times and improved patient communication, with the capacity to manage over 800 calls per day. The transition from OrthoTrac to the Dolphin Customer Relationship Management system will further streamline patient tracking and care coordination. Each of these systems requires extensive employee training to ensure effective implementation and optimal performance.

Comprehensive training will be provided to both new and existing staff across all departments, fostering technical proficiency, efficiency, and opportunities for career advancement. As the company expands operations with new locations in Ontario and San Bernardino, additional staff will be hired and trained to uphold Dr. Lili D.D.S.'s commitment to delivering patient-centered orthodontic care.

## Training Plan

The training will be delivered via Class/Lab/ E-Learning Delivery methods in the following:

**Business Skills:** This training will be offered to all staff. Training will include Financial Management, Marketing & Sales, Leadership and Management Skills, Communication Skills, Project Management, and Customer Service Skills.

**Commercial Skills:** This training will be offered to Orthodontic Assistants and Supervisors. Training will include Sprintray 3D Printer, iTero Lumina Digital Scanner, Clinical Digital Photography, Sterilizer Machine, and Panoramic and Cephalometric X-Ray Machine.

**Computer Skills:** This training will be offered to all staff. Training will include Patient Records, Billing & Insurance, Image Enhancement, 3D Imaging Basics, Digital Study Models, 3D Imaging & Cone Beam Computed Tomography (CBCT) Data Handling, Understanding Treatment Card & Navigation, Learning to Navigate Patient Accounts, Call Handling Basics, and Call Routing & Automation.

## Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-100 hours of CBT.

## Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

## ➤ Wage and Retention Modifications



For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$42.83 to \$32.12). The Company requests this modification.

### **Impact/Outcome**

With the assistance of ETP funds, Dr. Lili D.D.S. will be able to implement new equipment and software and ensure all staff receive the training necessary to operate the new technology. Mastery of these systems will enable staff to innovate for the benefit of patients.

### **Commitment to Training**

Dr. Lili D.D.S. has an annual training budget of \$75,000. The training offered will give staff the ability to gain certifications in the following: CPR, Infection Control, and the Orthodontic Assistant Certification.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

The project will be overseen by the Project Manager. Training will be implemented by a dedicated team of 6: the Project Manager, the Clinical Director, the Recovery Data Instructor, the Managing Director, the Front Office Manager, and the Director of Business Operations.

With 9 locations participating in the project, Dr. Lili D.D.S. plans to roll out the new training program one office at a time. This approach to training implementation will allow the company to ensure the rollout of the training program at subsequent locations runs smoothly.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	N/A	-	-
<b>Administrative</b>	N/A	-	-

<b>Training Subcontractors</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
Not Applicable	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Financial Management
- Marketing and Sales
- Leadership and Management Skills
- Communication Skills
- Project Management
- Customer Service Skills

**Commercial Skills**

- Sprintray 3D Printer
- iTero Lumina Digital Scanner
- Clinical Digital Photography
- Sterilizer Machine
- Panoramic and Cephalometric X-ray Machine

**Computer-Based Training**

Trainees may receive any of the following:

**Computer Skills**

- Introduction & Navigation (1 hr)
- Patient Records (2 hrs)
- Treatment Plans Basics (2 hrs)
- Appointment & Calendar (1.5 hrs)
- Billing & Insurance (2 hrs)
- Reporting & Analytics (1.5 hrs)
- Advanced Treatment Planning (2 hrs)
- Introduction to Orthotrac Imaging Software & Interface (1 hr)
- Patient Records: Importing & Managing Images (1.5 hrs)
- Image Capture: Settings, Quality & Techniques (2 hrs)
- Image Enhancement & Annotation Tools (1.5 hrs)
- 2D Image Analysis & Measurement Tools (2 hrs)
- 3D Imaging Basics (1.5 hrs)
- Reporting & Documentation (1 hr)
- Troubleshooting Common Issues (1 hr)
- Review/ Practice & Assessments (3.5 hrs)
- System Setup & Basics (4 hrs)
- Digital Study Models, Reports/Layout Creation (4 hrs)
- Output, Reporting & Export (4hrs)
- 2D Imaging + Photo Management (4 hrs)

- Edit Patient Record (1 hr)
- Cephalometric/ X-Ray Import & Ceph Tracing (2D) (4 hrs)
- 3D Imaging & CBCT Data Handling (4 hrs)
- Advance 3D Tools & Analysis (4 hrs)
- Introduction & System Overview (4 hrs)
- Data Entry & Management (4 hrs)
- Running Reports & Analysis (4 hrs)
- Creating Letters (3 hrs)
- Understand Treatment Card & Navigation (4 hrs)
- Understanding Scheduling (4 hrs)
- Learning to Navigate Patient Accounts (2 hrs)
- Ledger - Tracking Patient Activity (4 hrs)
- Call Handling Basics (2 hrs)
- Voicemail & Messaging (1 hr)
- Call Routing & Automation (1.5 hrs)
- Contracts & Integrating Patient Data (1 hr)
- Reports & Analytics (1.5 hrs)
- Scheduling, Reminders & Automation (1.5 hrs)
- Troubleshooting & Support (1 hr)



**Training Proposal for:**  
**New Beginnings Child, Adolescent and Family Counseling Inc.**

**Contract Number: ET26-0222**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	HUA Retrainee SB < 100 SET	Industry Sector(s):	Health Care and Social Assistance	
		Priority Industry:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Counties Served:	Stanislaus	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 22	U.S.: 22	Worldwide: 22	
<u>Turnover Rate:</u>	4%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

In-Kind Contribution
\$34,400

Total ETP Funding
\$21,600

## Training Plan Table

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	HUA SB < 100 SET Retrainee	17	8-200	0-0	45	\$1,080	\$27.00
2	HUA SB < 100 SET Retrainee	3	8-200	0-0	45	\$1,080	\$17.67

\*Post-Retention Wage is the Contractual Wage.

### Published Minimum Hourly Wage by County:

Job Number 1: \$23.56 per hour in Stanislaus County (ETP Standard Wage)

Job Number 2: \$17.67 per hour for Stanislaus County (ETP Reduced Standard Wage)

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

### Health Benefits may be used to meet the Post-Retention Wage as follows:

Job Number 1: \$0.00

Job Number 2: \$1.17

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - HUA, SET, Retrainee					
Executive Admin	\$27.00 - \$30.00	1	0	0	1
Psychological Associate	\$33.00 - \$41.00	1	0	0	1
Clinical Social Worker (A)	\$33.00 - \$41.00	3	0	0	3
Marriage and Family Therapist (A)	\$33.00 - \$41.00	5	0	0	5
Clinical Counselor (A)	\$33.00 - \$41.00	3	0	0	3
Licensed Supervisor	\$70.00 - \$150.00	4	0	0	4
JOB NUMBER 2 - HUA, SET, Retrainee					
Administrative Assistants	\$16.50 - \$25.00	3	2	1	0

## Introduction

Founded in 2017 and headquartered in Modesto, New Beginnings Child, Adolescent & Family Counseling, Inc. (New Beginnings) (<https://www.newbeginnings-familycounseling.com>) is

privately owned and provides applied evidence-based practices to meet the needs of mental and behavioral health issues for children, adult individuals, couples and families. The Company offers Therapy and Life Coaching sessions to their patients within Stanislaus County. Training under this proposal will be for its two locations, including their affiliate, New Beginnings Family Resource Center, all located in Modesto.

This is New Beginning's first ETP Contract.

### **Veterans Program**

New Beginnings actively recruits Veterans through local military support groups.

### **Project Details**

New Beginnings has experienced an increase in demand for its services and has developed an extensive training program to ensure high quality care for its patients. The biggest barrier for children, adults, couples and families experiencing mental and/or behavioral challenges is learning different technical methods for the appropriate situation. Training under this proposal will allow the staff to make proper psychological assessments, intake assessments, crisis management, psychological testing, screeners, diagnosing, treatment planning, continuity of care/recommendations, interventions, clinical documentation.

In addition, training will improve on advance diagnostic knowledge and assessment when determining primary or secondary diagnoses for treatment. Training will also focus on continual new research changes that often occur within the industry that requires training for staff to stay up-to-date with their Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5), intervention tactics, software updates, patient evacuation procedures, and case management/discharge planning.

### **Training Plan**

Training will be delivered via Class/Lab and E-Learning in the following:

**Business Skills:** This training will be offered to all occupations and will focus on Administrative Skills, Business Conflict Management, Client Relations and Communication Skills.

**Computer Skills:** This training will be offered to all occupations and focus on increasing proficiency in the use of software platforms. Training topics include Electronic Medical Records, Patient Location Software, Patient Services Routing Software, and Point of Clinical Care Electronic Tablet for Bedside Charting.

**Continuous Improvement Skills:** This training will be offered to all occupations and will focus on Case Management/Discharge Planning, Contingency Planning, Clinical Outcome in Routine Evaluation Measures, Crisis Prevention Intervention, Eye Movement Desensitization and Reprocessing Therapy, Intervention Tactics, Treatment Planning, and Utilization Review.

### **Special Employment Training**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

### **High Unemployment Area**

All trainees in Job Numbers 1 and 2 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's location in Stanislaus County is in a HUA.

### **Wage Modifications**

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post retention wages exceed the start-of-training wages. New Beginnings requests a wage modification from \$42.83 to \$27.00 per hour for all trainees in Job Numbers 1 and an additional wage modification from \$27.00 per hour to \$17.67 per hour for all trainees in Job Number 2.

### **Commitment to Training**

New Beginnings invests \$50,000 annually for training at its California locations and includes general safety and orientation. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **➤ Training Infrastructure**

The CEO will be responsible for overseeing all aspects of contract administration. Each location has an Administrative Assistant who is responsible for training schedules and administration and to track training. Training will be provided by in-house experts and vendors as needed.

### **Subcontractors**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City, State</b>	<b>Cost / %</b>
<b>Development</b>	N/A	-	-
<b>Administrative</b>	N/A	-	-

<b>Training Subcontractors</b>	<b>City, State</b>	<b>Cost</b>	<b>Description of Service</b>
To Be Determined	-	-	-

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Administrative Skills
- Business Conflict Management
- Client Relations
- Coaching for Team Leads
- Communications Skills
- Customer Service Skills
- Teambuilding

**Computer Skills**

- Electronic Medical Records
- Microsoft Office (Intermediate/Advanced)
- Patient Location Software
- Patient Services Routing Software
- Point of Clinical Care (PCC) Clinical Key Performance Indicators
- PCC Electronic Medical Records Customer Relationship Management
- PCC Electronic Tablet for Bedside Charting

**Continuous Improvement Skills**

- Case Management/Discharge Planning
- Clinical Documentation
- Clinical Services System Management
- Clinical Supervision
- Conflict Resolution Skills
- Contingency Planning
- Continuity of Care/Recommendations
- Coordination of Care
- Clinical Outcome In Routine Evaluation (CORE) Measures
- Counseling, Therapy
- Crisis Management
- Crisis Prevention Intervention (CPI)
- Critical Thinking Skills
- Documentation Skills
- DSM-5 (Diagnostic and Statistical Manual of Mental Disorders)
- Eye Movement Desensitization and Reprocessing (EDMR) Therapy
- Intake Assessments
- Incident/Accident Management
- Interdepartmental Collaboration
- Intervention Tactics
- Organization and Time Management Skills
- Outreach/Process of transferring to a Higher Level of Care.
- Patient and Family Centered Care Skills
- Patient Evacuation Procedures



- Patient ID Procedures
- Patient Mobility Skills
- Performance and Quality Improvement and Procedures
- Performing Under Pressure (RESPOND)
- Problem Analysis and Problem Solving
- Psychological Assessment
- Psychological Testing
- Screeners
- Team Building Skills
- Treatment Planning
- Utilization Review



**Training Proposal for:**  
**Pacific Paper Tube, LLC dba Pacific Paper Tube**

**Contract Number: ET26-0170**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee SB < 100	Industry Sector(s):	Manufacturing	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Joaquin	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 65	U.S.: 166	Worldwide: 166	
<u>Turnover Rate:</u>	16%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**Funding Detail**

In-Kind Contribution
\$38,400

Total ETP Funding
\$48,944

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate SB < 100 Retrainee	28	8-200	0-8	38	\$1,064	\$23.56
2	Temp to Perm SB < 100 Retrainee	18	8-200	0-8	38	\$1,064	\$23.56

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$23.56 San Joaquin County (All other Counties)

Job Number 2: \$23.56 San Joaquin County (All other Counties)

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$1.91

Job Number 2: \$0.00

**Fringe Benefits:** Pacific Paper offers the following in fringe benefits:

- Health Insurance
- Health Reimbursement Account (HRA)
- Dental
- Vision
- Life Insurance
- 401K Plans
- Paid Time off (PTO)
- 8 Paid Holidays
- Longevity Bonus
- Production Worker Bonus
- Driver Bonus
- Supervisor Bonus
- Manager Bonus
- Work Shoe Allowance

**Wage Progression:** Pacific Paper offers annual salary increases aligned with Performance Reviews.

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Saw Tenders	\$21.65 - \$23.58	2	0	2	0
Roll Hanger	\$23.27 - \$23.27	1	0	1	0
Forklift Operator	\$23.55 - \$23.85	2	0	2	0
Machine Operator	\$24.86 - \$25.87	1	0	1	0
Finish Free Operator	\$25.64 - \$25.64	1	0	0	1
HR Coordinator	\$27.00 - \$27.00	1	0	0	1
Winder Operator	\$23.06 - \$30.97	9	0	2	7
Production Supervisor	\$27.27 - \$33.23	2	0	0	2
Shipping Supervisor	\$30.87 - \$30.87	1	0	0	1
Maintenance	\$29.75 - \$34.09	2	0	0	2
Maintenance Supervisor	\$33.00 - \$33.00	1	0	0	1
Accounting Manager	\$40.86 - \$40.86	1	0	0	1
Plant Manager	\$44.67 - \$44.67	1	0	0	1
Systems & Facilities Manager	\$56.67 - \$56.67	1	0	0	1
Chief Financial Officer	\$108.41 - \$108.41	1	0	0	1
Chief Executive Officer	\$123.19 - \$123.19	1	0	0	1
JOB NUMBER 2 - Temp to Perm, Retrainee					
Utility Worker	\$23.56 - \$27.00	15	0	15	0
HR Administrator	\$27.00 - \$27.00	1	0	0	1
Account Assistant	\$23.56 - \$40.86	1	0	1	0
Estimator/ Customer Service Supervisor	\$33.00 - \$33.00	1	0	0	1

## Introduction

Founded in 1989, and headquartered in Stockton, Pacific Paper Tube LLC (Pacific Paper) ([PacificPaperTube.com](http://PacificPaperTube.com)) manufactures paper tubes, cores, and cardboard sheets. Customers include Companies that need paper tubes for mailing or storage purposes. Customers also include construction companies in need of large tubes for cement to make posts. This will be Pacific Paper's first ETP contract.

## ETP Priority 10200(b)

The proposed training will stimulate exports from California and reduce imports by increasing in-state production. This will be achieved through the introduction and expansion of lean manufacturing processes, increasing efficiency, which will allow for expanded in-state production. Further, the proposed training will train workers in new technologies and methods, which will enable employees to problem solve whilst on the floor.

## **Veterans Program**

Pacific Paper is not seeking a separate job number for Veterans. However, veterans are welcome to apply for open positions at the company. The Company also works with recruitmilitary.com to offer Veterans employment opportunities.

## **Project Details**

In order to remain competitive and efficient, Pacific Paper needs to streamline its internal processes and reduce waste. To achieve that goal, Pacific Paper is implementing more efficient Standards of Operations (SOPs), standardizing processes, and will introduce lean manufacturing processes. To that end, trainees at Pacific Paper will receive training in Lean Six Sigma (the Introduction of the 5 S's). This will increase efficiency, reduce waste and assist the company to remain competitive in the industry.

Trainees will also receive cross-training by way of business skills and continuous improvement. This will also assist the company in increasing efficiencies, waste reduction and to remain competitive.

Pacific Paper will utilize the temporary-to-permanent hiring model to hire an additional 18 workers (Job #2) over the course of the contract.

## **Temporary to Permanent Hiring**

The Company will train 18 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number #2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for “converting” temporary workers into full-time permanent employment is three months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

The temp-to-perm program has proven successful at the Company because by the time the contract hours are completed, both the temporary worker and Pacific Paper know that the particular worker is a good fit for the Company. Based on that analysis, a full-time position is then offered and that worker now has the necessary experience to fully integrate at the Company minimizing on attrition and ensuring that the worker is best suited for the team.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). Trainees cannot be enrolled until after they have been hired by the Company into full-time, permanent employment. Until they are hired, retention and post-retention wage requirements cannot be met, and the Company will not receive progress payments.

## **Training Plan**

Training will be delivered via Class/Lab and E-Learning delivery methods. Training will include the following:

**Business Skills:** This training will be offered to the Accounting Manager, Chief Executive Officer, Maintenance Supervisor, Plant Manager, Production Supervisor, Shipping Supervisor, Systems & Facilities Manager, and Chief Financial Officer. Training will include, Practical

Coach, Correction Actions, Communication Skills, Interview Skills, Leadership Skills/Situational Leadership, Critical Thinking Skills, Presentation Skills, and Turning Feedback in Change.

**Continuous Improvement Skills:** This training will be offered to Finish Free Operators, Forklift Operators, Machine Operators, Maintenance Staff, Plant Managers, Printer Operators, Production Supervisors, Roll Hangers, Saw Tenders, Shipping Supervisors, Systems & Facilities Managers, and Winder Operators. Training will include 5 S's (Lean Six Sigma) Training, and Conflict Resolution.

**Manufacturing Skills:** This training will be offered to Finish Free Operators, Forklift Operators, Machine Operators, Maintenance Staff, Plant Managers, Printer Operators, Production Supervisors, Roll Hangers, Saw Tenders, Shipping Supervisors, Systems & Facilities Managers, and Winder Operators. Training will include, Cutting to Specified Measurements, and Measuring Tools & Processes.

### **Productive Laboratory**

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. To ensure adequate understanding once class/lab training is completed, Pacific Paper would like to utilize productive lab training to test for knowledge. Productive Lab training will be delivered to Finish Free Operators, Machine Operators, Maintenance, Printer Operators, Roll Hangers, Saw Tenders, and Winder Operators. The trainer-to-trainee ratio will be 1:1 and trainees will receive 6 hours of productive lab training.

### **Computer-Based Training (CBT)**

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-8 hours of CBT.

### **Impact/Outcome**

With the assistance of ETP funds, Pacific Paper will be able to continue to invest in its staff through cross training and continuous improvement training, which will allow for promotional opportunities for all staff. This is evidenced by the recent promotion of a Facility Manager to the Director of Operations. Further investments will be increased as operations become more streamlined and efficient.

### **Turnover Rate**

The average turnover rate in the paper and wood products manufacturing sector is estimated to be between 22% and 30% annually. The specific rate depends on factors like the company's safety culture, which is a key moderator for retention, and the overall health of the manufacturing sector. Pacific Paper's turnover rate is 14%, well under the industry standard. The reason for this is the Company's temp-to-perm hiring model, which helps assess trainees before they become permanent, and the Company's focus on training, which minimizes safety risks and ensures that trainees have the skills necessary to do the job in a safe and efficient manner.

### **Commitment to Training**

Pacific Paper has an annual training budget of \$59,000. Training includes onboarding, diversity training and safety training.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will be overseen by the HR Director and Coordinator. The HR Coordinator will also oversee project administration. This will include the collection of rosters, review of rosters and entering training hours into ETP's online system.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	N/A	-	-
Administrative	N/A	-	-

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

### Self-Attestations

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- The Practical Coach
- Lollypop Moments - Problem Solving whilst on the job
- Communication Skills
- Corrective Actions
- The Value of Feedback
- Interview Skills 1 & 2
- Leadership Skills/ Situational Leadership
- Wage & Hour CA
- Critical Thinking Skills
- Presentation Skills
- Turning Feedback into Change
- Why Culture Counts

**Continuous Improvement Skills**

- 5 S's Introductory Courses
- Simplify - Fundamental concepts of Six Sigma
- Shine - Supporting Process Improvement
- Sort - Advanced Problem-Solving Techniques & Leadership Skills to drive meaningful improvements
- Standardize - Leading Cross-functional teams
- Sustain - Focusing on developing key metrics/ strategic direction/ Cycles
- Conflict Resolution

**Manufacturing Skills**

- Cutting to specified measurements
- Measuring Tools & Processes

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Manufacturing Skills**

- Setting up machines for Tube Manufacturing
- Preparing Glue & Consistency
- Paper Width & Weight
- Quality Assurance
- Rolling Tube - What to Look For
- Cutting to Specified Measurements
- Measuring Tools & Processes
- Fractions Used in Processes



## **Computer-Based Training**

Trainees may receive any of the following:

### **Business Skills**

- Successfully resolving workplace conflict (20 minutes)
- Wage & Hour Basics (50 minutes)
- Delegation & Goal Setting (13 minutes)
- Onboarding Processes (30 minutes)
- Critical Thinking Skills (35 minutes)
- Effective Presentation Skills (30 minutes)
- Turning Feedback into Change (45 minutes)
- Why Culture Counts (11 minutes)



**Training Proposal for:**  
**Vista Group (US), Inc.**

**Contract Number: ET26-0221**

**Delegation  $\leq$  \$75,000 Single Employer**

**Panel Meeting of:** January 23, 2026

**Project Profile**

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Professional, Scientific, and Technical Services	
		Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 70	U.S.: 70	Worldwide: 300	
<u>Turnover Rate:</u>	4%			
<u>Managers/Supervisors:</u> (% of total trainees)	0%			

**Funding Detail**

In-Kind Contribution
\$100,400

Total ETP Funding
\$74,620

**Training Plan Table**

Job No.	Job Description	Estimated No. of Trainees	Range of Hours			Average Cost per Trainee	Post-Retention Wage
			Class / Lab	CBT	Weighted Avg:		
1	Priority Rate Retrainee	65	8-200	0-0	41	\$1,148	\$24.01

\*Post-Retention Wage is the Contractual Wage.

**Published Minimum Hourly Wage by County:**

Job Number 1: \$24.01 per hour for Los Angeles County

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

**Health Benefits may be used to meet the Post-Retention Wage as follows:**

Job Number 1: \$2.50

**Fringe Benefits:** Vista offers the following fringe benefits:

- Health benefits: average per employee (including medical, dental, vision, life) is \$500.00 per month
- Vacation/Sick Leave: Time is accrued per pay period which is two weeks of time off on average and 40 hours of sick leave annually
- 401k
- Jury Duty - 40 hours of paid leave offered
- Bereavement – 14 hours (Two Days) of guaranteed paid time, with an option to use PTO (Vacation/Sick) up to three days

**Wage Progression:** Wage increases and promotions are held annually and the review always includes a breakdown and conversation around the employee's total compensation and has an average of 5-6% progression. Reviews are conducted after 90 days and then as needed. Reviews are intended to provide feedback on performance and for course correction.

**Wage Range by Occupation**

Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
JOB NUMBER 1 - Priority Rate, Retrainee					
Technician/Developer	\$21.51 - \$40.00	45	0	4	41

Wage Range by Occupation					
Occupations	Wage Range	Estimated number of trainees			
		Total	\$20 and Under	\$20.01 to \$25	Over \$25.01
Customer Service	\$21.51 - \$40.00	10	0	2	8
Administration	\$21.52 - \$42.00	5	0	2	3
Sales	\$21.52 - \$45.00	5	0	1	4

## Introduction

Founded in 1996 and headquartered in Auckland, New Zealand, Vista Group (US), Inc. (Vista) ([www.vista.co](http://www.vista.co)) designs and develops cinema management software for the global film industry covering distribution, exhibition, and moviegoer engagement. Customers include large theater chains, independent cinemas, and marketing teams. Vista has both domestic and international sites. Training under this proposal will be for its Beverly Hills location only. This is Vista's second ETP Contract, and it's first in the last five years.

## ETP Priority 10200(b)

Vista exports California-developed film software worldwide, reducing reliance on foreign platforms and stimulating local production. Employees are trained in connected data, extensible Application Programming Interfaces, and AI-driven personalization to stay ahead of industry methods. Vista also retrain displaced staff in digital guest experience, data operations, and cloud-based systems to transition into modern roles. By strengthening cinema operations and audience engagement, Vista sustains demand for California's entertainment-related workforce. Vista promotes inclusive hiring and provides accessible training in digital tools, creating advancement pathways for disadvantaged workers.

## Veterans Program

Vista actively recruits Veterans through Veterans Administration.

## Project Details

Vista has implemented a training plan focused on a company-wide refresh to adapt to emerging industry trends. Due to changes in industry regulations requiring employees to be up-to-date on data protection and security protocols, training will focus on its Vista Cloud Platform growth to enhance scalability and performance while maintaining compliance with General Data Protection Regulations. The Company has invested over \$175M globally on cloud infrastructure and AI technologies aimed at driving automation and smarter solutions. Training under this proposal will ensure the Company can adapt to expanded delivery capacities to meet growing client demand. Training will also provide staff with certifications to expand the employee's technical expertise with coding including C++ and CompTIA A+ certifications.

## Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning in the following:

**Business Skills:** Training will be offered to all occupations focused on project management and effectively communicating with clients. Training topics include Communication Skills and Customer Service/Client Relations.

**Computer Skills:** Training will be offered to all occupations focused on internal software. Training topics include CRM/Salesforce, Dynastep 3.2.0, and Oracle Database Administration PostgreSQL.

**Continuous Improvement Skills:** Training will be offered to all occupations focused on improving work processes. Training topics include Cost Reduction, Lean Enterprise, and Process Improvement.

### Impact/Outcome

Trainees may receive the following certifications:

- C++
- Structured Query Language (SQL)
- Microsoft Azure
- CompTIA A+
- ISO 27001
- Information Security Management
- GDPR Compliance

### Commitment to Training

Vista invests \$125,000 annually on training for its Beverly Hills location and includes orientation and onboarding. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The People and Culture Manager will be responsible for overseeing all aspects of the training project including scheduling training, collecting rosters, and communicating with ETP staff. Additionally, the Company has retained the services of a third-party administrator with extensive ETP experience to assist with administration. Training will be provided by in-house subject matter experts and vendors as necessary.

### Subcontractors

Subcontractor Type	Subcontractor Name	City, State	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$1,900
Administrative	Training Funding Source	Seal Beach, CA	13% of Earned Amount

Training Vendor(s)	City, State	Cost	Description of Service
To Be Determined	-	-	-

**Self-Attestations**

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, the applicant is in compliance with all state and federal labor and health and safety laws. UIC section 10205(e)(1)(F)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant is not ineligible to bid, be awarded, or subcontract on a public works project. UIC section 10205(e)(2)(B)

The Applicant has self-certified under penalty of perjury under the laws of the State of California that at the time of submission of this application, to the best of my knowledge, information, and/or belief, that the applicant does not have a final determination, order, judgment, or award issued against them for violations of labor law that remain unabated or unsatisfied following the period during which an appeal may be made. UIC section 10205(e)(2)(C)

**Exhibit B: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Accounting- Understanding P & L's
- Account Management
- Business Development
- Budgeting & Financial Management
- Coaching/Feedback
- Communication Skills
- Contracts
- Customer Service/Client Relations
- Employee Engagement
- Financial Management
- General Ledger
- General Data Protection Regulations (GDPR)
- Goal Setting
- Information Security Management
- Leadership and Management
- Marketing
- Monthly Reporting
- Negotiation
- Organizational and Time Management
- Payroll
- Performance Management
- Planning
- Project Management
- Product Management
- Presentation Skills
- Product Knowledge
- Proposal Writing
- Sales
- Team Building
- Time Management

**Computer Skills**

- Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Agile
- Amazon Cloud Offering and Management
- Azure Cloud Offering and Management
- Big Data
- C++
- Cisco Unified Communications Manager 10 and 11
- Cloud Manufacturer Providers (Broadsoft, MegaSwitch, GenBend, Sonus)
- CompTIA A+

- ConFoo - Web Techno
- CRM/Salesforce
- Customer Sales Channel Products (Vista Web, Vista Mobile, Call Centre, Telephone Ticket)
- Data Virtualization
- DynaStep 3.2.0
- Digital Marketing – Development and Management
- eCommerce
- Google SEO/Analytics
- Graphical Database Development and Administration
- Head Office Products (Analytics, Loyalty, Vouchers & Gift Cards, Film Programming)
- JQuery TO (JavaScript)
- Microsoft Office/Project/Sharepoint (Intermediate/Advanced)
- Network Administration
- OMC-Flash 4.8.0
- Oracle
- Oracle Database Administration PostgreSQL
- Quality Assurance Automation Design and Development
- Payroll/Human Resources
- Professional Scrum Master
- Skype for Business
- Software Quality Assurance Testing
- StepLib-Rx 3.2.0
- Structured Query Language (SQL)
- Veezi
- Vista Cinema Site Products (Digital Signage, CashDesk, Kiosk, Intouch, Usherpoint)
- Vista Cloud
- Video Presence
- Virtual Machine Monitoring and Management
- Word Press
- WebEx

**Continuous Improvement Skills**

- Cost Reduction
- Eliminating Waste, Goal Setting, Improving Workflow
- Lean Enterprise
- Problem Solving, Process and Quality Improvement
- Process Improvement
- Teambuilding Skills