

**REDWOOD REGION RISE IN-PERSON CONVENING**  
**NOVEMBER 5, 2025**

**GRANT APPLICATION SKILLS FOR NEW AND GROWING ORGANIZATIONS**  
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**Budget Handout 3**

**Example RFP Guidance on Funding Terms and Reporting**

Excerpt from:

NOTICE OF AVAILABILITY OF FUNDS by the Department of Industrial Relations' Division of Apprenticeship Standards California Opportunity Youth Apprenticeship (COYA) Grant Program Year (PY) 2024-2026 Solicitation for Proposals (SFP)  
[https://www.dir.ca.gov/das/Grants/COYA\\_Grant\\_Solicitation.pdf](https://www.dir.ca.gov/das/Grants/COYA_Grant_Solicitation.pdf)

**5.5. Funding Terms**

**5.5.1. Payment Schedule**

25% of the total grant amount will be paid with the approved first quarter progress report. Then there will be quarterly reimbursement thereafter contingent upon approved progress reports and the reimbursement of actual costs, which cannot commence until the contract is fully executed. The final 25% of expenses must be reported but will not be reimbursed since they are paid in the first quarter.

**5.5.2. Cost Terms**

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

Costs must meet the following general criteria to be allowable:

- Must be necessary and reasonable for the performance of the grant award, and allocable to the grant award.
- Must be accorded consistent treatment. A cost may not be assigned as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.
- Must be adequately documented.
- Must be allowable under, or otherwise comply with, grant requirements and grant award terms and conditions (described in the RFP)
- Must be in compliance with applicable state laws and requirements.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration will be given to:

- Whether the cost is generally recognized as ordinary and necessary for the proper and efficient performance of the grant award.

- The requirements of the grant and the terms and conditions of the grant award. (See Appendix 1 for Sample Agreement Terms and Conditions)
- Market prices for comparable goods or services for the geographic area.
- Whether the recipient deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the award's cost.

A cost is allocable to the grant award if the cost is incurred specifically for the award. If the cost benefits both award and non-award activities, the proportion that may be approximated using reasonable and properly documented methods may be charged to the grant award if approved by DIR.

#### 5.5.3. Performance Period

The performance period for participating grantees funded under the COYA Grant will commence with a fully executed contract, which DAS estimates to be July 2024. The performance period will be based on the type of grant being awarded, but is expected to be a maximum performance period of July 2024 – December 2026. No obligation or commitment of funds will be allowed before or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to DAS no later than May 31, 2027. No extensions will be granted for this funding.

### **6. Reporting**

All reporting requirements must be fulfilled through the DAS reporting systems. All grantees must have access to and the capacity to register apprentices and pre-apprentices under the grant in the required State online reporting systems – the California Apprenticeship System (CAS). Grantees will be expected to provide quarterly reports on progress towards agreed upon and contracted outcomes during the COYA grant performance period, in addition to a final report at the end of the grant period as contracted.

The COYA grant has an explicit focus on equity and aims to ensure that race, income, geography, gender, citizenship status, ability, and other demographics and student characteristics no longer predict the outcomes of California's youth. To measure success towards that goal, the grantee's program will require the following reporting.

All grantees will, at a minimum, need to report quarterly on:

- Narrative progress towards agreed upon outcomes
- Fiscal report with use of funds, along with remaining unutilized funds
- Participants served through grant funding (See Section 6.1)

The grantee must have the capability to report projected activities, participant, and outcome data to the DAS, in a manner that is timely, thorough, and accurate. The grantee will be required to use the DAS CAS system and any other excel or other reporting mechanism provided by DAS for reporting participant data collected. Additional reporting information, requirements and instructions shall be provided to grantees once awarded.

#### 6.1. Participant reporting

Participant reporting will need to include all required demographic information included in DAS Registration along with demonstrating how the participants are within the grant's target population.

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

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

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