



Exhibit "D"

The Coachella Promise Internship Program Proposal

Purpose:

The purpose of this proposal is to outline the terms and conditions under which the City of Coachella "the City" and the Coachella Valley Unified School District "the District" will collaborate on the Coachella Promise Internship Program "the Program", a grant-funded initiative aimed at skill and employment development for students. The funds will be provided by the City via the American Rescue Plan Act Funds (ARPA).

Program Overview:

The Coachella Promise Internship Program is designed to provide internship opportunities and valuable work experience to 90 - 105 students from Coachella Valley High School and La Familia High School, ages 16-18. The Program will run from Monday, June 17, 2024, to Friday, July 26, 2024. The student interns will not be interning on the following days: June 19, July 4, and July 5. Participating students will be placed at various school sites within the District, District Departments, and professional businesses in the City of Coachella.

Internship Details:

- Number of Students: 90 – 105 students
- Internship Duration: June 17, 2024 - July 26, 2024
- Work Schedule: Monday to Thursday, 9:00 a.m. - 3:00 p.m.
- Lunch Break: 30 minutes
- Morning/Afternoon Break: 15 minutes
- Professional Development: Every Friday, interns will attend professional development sessions.
- Payment: Each student will receive a stipend of \$3,000 upon successful completion of the internship.
- Uniform: Interns will be provided with polo shirts featuring the City of Coachella and CVUSD logos.

Responsibilities of the City:

1. Provide grant money totaling \$500,000
2. Provide payment of invoice for polo shirts with the City and CVUSD logos. (Polo Shirts cost will be covered by the ARPA grant money).

Responsibilities of the District:

1. Coordinate and manage the overall internship program.



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2. Identify and select eligible students from Coachella Valley High School and La Familia High School.
3. Place students at various school sites, District Departments, and businesses in the Coachella Valley.
4. Process order for polo shirts with the City and CVUSD logos.
5. Monitor student attendance and performance.
6. Ensure the hosting school, department, or business signs a timecard at the end of each Thursday.
7. Ensure timely payment of the \$3,000 stipend to each student upon completion of the program.
8. Ensure timely payment to support staff processing information and payroll for student interns.
9. Provide professional development sessions every Friday.
10. Provide the City with final report or/and any weekly summaries

Proposed Budget:

Program Line Item:	Quantity:	Cost:	Total:
Student Stipend	105	\$3,000	\$315,000
Polo Shirts (2/Student)	210	\$30	\$6,300
Materials/Supplies			\$8,000
Food for Program			\$25,000
Professional Development Course (SBDC Consultant)			\$52,000
Administration Fee/Staff (18.74%)			\$93,700
GRAND TOTAL:			\$500,000

Responsibilities of the Host Sites:

1. Provide meaningful work experiences related to the students' areas of interest.
2. Supervise and mentor the student interns.
3. Sign the students' timecards daily to document their attendance and work hours.

Term:

This program shall commence on the date of the last signature below and remain in effect until July 26, 2024, unless terminated earlier by mutual written consent of both Parties. Both parties shall enter into an Agreement for the Administration and Distribution of the American Rescue Plan Act Funds "the Agreement".

All unused ARPA funds hereby shall be return to the City in order to be utilized for other eligible project and programs under the SLFRF Program.



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Amendments:

Any amendments to this Agreement shall be made in writing and signed by authorized representatives of both Parties.

Termination:

Either Party may terminate the Agreement with a 30-day written notice to the other Party.

This proposal establishes the framework for the successful implementation of the Coachella Promise Internship Program, fostering collaboration between the City of Coachella and the Coachella Valley Unified School District to benefit the students and community.