

DEPARTMENT OF INDUSTRIAL RELATIONS
CALIFORNIA APPRENTICESHIP COUNCIL
455 Golden Gate Avenue, 9th Floor
San Francisco, CA 94102
Tel: (415) 703-4920
Fax: (415) 703-5477

ADDRESS REPLY TO:
California Apprenticeship Council
P. O. Box 420603
San Francisco, CA 94142-0603



July 29, 2016

Re: **2016-2017 Training Fund Grant Application**

Dear Committee Chairman or Secretary:

The California Apprenticeship Council (CAC) has the authority to issue training fund grants for the 2016/2017 fiscal year. These grants are available to apprenticeship programs in the Building and Construction Trades for the purpose of training apprentices, and the amount available for this 2016 grant cycle will be determined by the budget process. These grants will be distributed in accordance with California Labor Code section 1777.5, subdivision (m).

In order to be eligible to receive available funds from this year's grant distribution, the Grant Application, supporting documentation, and "Vendor Data Record," must be completed (or be on file) and be submitted to the CAC via e-mail to trainingfundgrants@dir.ca.gov or by mail **postmarked no later than August 31, 2016**. It is absolutely critical that you submit the Grant Application, written statement, and supporting documentation by the deadline. If you miss the deadline, it is possible your program may not receive a grant distribution.

The Grant Application must contain your current contact information, the occupations that your program was approved for on July 1, 2015, and the number of apprentices that were in each of your occupations as of June 30, 2016. You will need to submit a **written statement describing how your program intends to use the grant funds**. If your program received a CAC grant in 2015, it is vital that you also include in the written statement **a description of how the grants funds were used and submit documentation supporting the expenditures of the grant funds distributed to your program in the last cycle**. A suggested sample statement and sample supporting documentation are enclosed with the Grant Application form.

For a distribution of funds, state law requires that a Vendor Data Record be on file. The Vendor Data Record must have the name and address of the trust fund or other recipient that the grant check will be payable to, the type of entity, and the taxpayer I.D. Number, and must be signed by an authorized representative of the entity that will be receiving the funds. If your program submitted this form in past years and the information has not changed, you may ignore this step. Please check with your trust fund and/or accountant to make sure that your program will be able to accept this grant and produce supporting documentation and an accounting of the funds received.

If you have any questions, please contact your assigned DAS Field Consultant.

Sincerely,

A handwritten signature in black ink that reads "Diane M. Ravnik".

Diane M. Ravnik
Secretary, California Apprenticeship Council