

DEPARTMENT OF INDUSTRIAL RELATIONS  
**CALIFORNIA APPRENTICESHIP COUNCIL**  
1515 Clay Street, Suite 1902  
Oakland, CA 94612  
Tel: (415) 703-4920  
Fax: (510) 286-1444



Re: **2024-2025 Training Fund Grant Application**

Dear Committee Chairman or Secretary:

The California Apprenticeship Council (CAC) has the authority to issue training fund grants for the 2024/25 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 2024 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](mailto:trainingfundgrants@dir.ca.gov) or by mail **postmarked no later than September 13, 2024**. 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, 2023, and the number of apprentices that were in each of your occupations as of June 30, 2024. 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 2023, 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 available on our website at <https://www.dir.ca.gov/DAS/Grants/CAC-Training-Funds.html> under Training Fund Grants.

For the 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. The Vendor Data record is available on the above website. 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 blue ink, appearing to read "Curtis Notsinne".

Curtis Notsinne  
Secretary, California Apprenticeship Council