

DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF APPRENTICESHIP STANDARDS  
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November 6, 2023

Verdugo Workforce Development  
Board Attn: Judith Velasco, MPA, MS  
Executive Director  
1255 South Central Avenue  
Glendale, CA 91204

**Re: Re: Modification of Performance Period for the State Apprenticeship Expansion, Equity, and Innovation (SAEEI) Expansion of Early Care Education Registered Grant Apprenticeship Program (ECEPTS) Verdugo Grant Agreement Amendment  
Grant # SAEEI001-A1**

Dear Ms. Velasco,

The purpose of this letter is to respond to your request for an explanation regarding the modification of your SAEEI grant agreement's performance period to start on May 1, 2023, and not July 1, 2022. The California Department of Industrial Relations (DIR), Division of Apprenticeship Standards (DAS), recently underwent a SAEEI grant monitoring review with the U.S. Department of Labor, Employment, and Training Administration (ETA) and that review was completed on March 30, 2023. Under the monitoring review, the ETA determined that the DIR/DAS grant agreements' performance period did not coincide with the sub-recipient's grant agreement execution date. To resolve this finding, the DIR/DAS was instructed to amend all our sub-recipient's SAEEI grant agreements' performance period start dates to align with the first day of the month in which the contract was executed. The execution date of your SAEEI grant agreement is May 2, 2023 and therefore the performance period is being revised to commence on May 1, 2023.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Adele Burnes", with a stylized flourish at the end.

Adele Burnes – Deputy Chief  
Division of Apprenticeship Standards