

# Workforce Investment Board Of Merced County

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Rick Osorio, Chair  
John Heading, Vice Chair

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<http://www.co.merced.ca.us/pitd>

Date:

Requestor's Name  
Requestor's Address  
City, State ZIP

Dear:

Thank you for your interest in the Merced County Workforce Investment Board (WIB) and for giving us the opportunity to review your request for funding of your project.

To assist you with your request, we have attached information detailing our perspective on workforce development. We also included a checklist that identifies authorized and prohibited uses of funds for adult and dislocated worker activities. It is our hope that this will aid in your proposal.

The attached application form must be completed before the appropriate WIB committee can consider your request. Please forward the completed and signed application along with an itemized budget that reflects the specifics of your project and how the grant dollars will be spent. We will also require a thorough work statement that includes specific outcomes of your program.

Please be advised the WIB will process your request as quickly as possible. However, because the WIB must adhere to established procedures, the processing time to act on your application may be up to eight weeks.

Again, thank you for your inquiry. If you desire additional information or assistance, please contact the Merced County Private Industry Training Department at telephone number 724-2060.

Sincerely yours,

Dick Skarke, Program Manager  
Special Projects

Atch: Workforce Development Summary  
Application for WIB Assistance  
Checklist: Authorized Uses/Prohibited Uses