

Note: While you can have multiple grants on a single letter, the letter must be sent once for each grant, w/ the single grant number in the subject line

<<Date of Letter>>

<<Grant Officer from Grant Agreement>>, Grant Officer
US Department of Labor, Employment and Training Administration
Office of Grant Management
200 Constitution Avenue NW, Room N4716
Washington, DC 20210

RE: WIPS access credentials:

Grant Information: <<insert grant number AP-#####-##-60-A-## >><<insert Grant Program name>>
Grant Information: <<insert grant number AP-#####-##-60-A-## >><<insert Grant Program name>>
Grant Information: <<insert grant number AP-#####-##-60-A-## >><<insert Grant Program name>>

Dear <<Grant Officer from above>>:

I submit the following individuals for the purpose of reporting grant information in the WIPS system on my behalf. As the authorized individual for the aforementioned grant/s, we will use the <<insert SCHEMA name>> as outlined in option <<one or two>> and I authorize the individuals below in the following capacity:

- WIPS Certifier to certify that the data submission is accurate and correct in the <<grantee organization>> WIPS Apprenticeship Grant Performance Reports: *<<only one person may be designated - if no one is designated, the Authorized Representative will be the certifier, but needs to include the information here as well>>*

Name
Direct phone #
direct email

- WIPS Submitter/s: *<<up to two additional persons may be designated here>>*

Name
Direct phone #
direct email

Name
Direct phone #
direct email

If you have any questions regarding these designations, please contact <<Name>> at <<email address>> or <<phone number>>.

Sincerely,

Name of Authorized Representative
Title of Authorized Representative