

## Notification of Contract Award (DAS 140) Form Instructions

The Notification of Contract Award (DAS140) form is a required form for all contractors utilizing an apprenticeable craft to submit to apprentice halls in the project area of work. The form is required to be submitted per classification used and shall be sent within ten days of contract award but in no event later than by the first day work is performed by the contractor on site. The form is simply a notification of contract award to the apprentice halls, it is not a request for apprentices.

How to Submit the DAS 140 form:

1. Download the DAS140 template. Go to <https://alliantconsulting.net/> and select the “Resources” tab. Under “Forms” select the “DAS 140 Notice of Contract Award” link.
2. Find all applicable apprentice halls to submit this form to:  
Go to <http://www.dir.ca.gov/databases/das/aigstart.asp> and use the drop-down menus to select the county where the project is located, and then the apprenticeable craft you anticipate to perform utilize. This list shows the available apprentice halls where to send the form to. Repeat this step for each trade expected to use through the duration of the project. (Signatory contractors may only submit DAS 140 forms to the apprenticeship hall they are signatory to for the applicable craft.)
3. Complete the top portion of the form including the following:
  - a) Contractors name, address, telephone number and state license number;
  - b) The full name and address of the public agency awarding the project;
  - c) The exact location of the job site;
  - d) Date of contract award;
  - e) Expected start date of work;
  - f) Estimated journeyman hours;
  - g) Occupation of Apprentice (classification);
  - h) Approximate number of apprentice hours to be utilized;
  - i) Approximate dates apprentices will be employed.

Important note: ALL sections listed above must be completely filled out. Writing “TBD”, “N/A”, “unknown” or leaving information blank will invalidate the form. Please complete all boxes in full.

1. The largest box should display a different hall from the list per each form. Repeat Steps 1-4 until you have a DAS 140 form for each applicable hall on your list(s).
2. The lower portion of the form represents the status with an apprenticeship hall, and how you would like to fulfill apprenticeship requirements throughout the course of the project. Please use the following information to determine which box to select:
  - If you are already approved to train apprentices by a recognized and approved apprentice hall, check Box 1 and submit the form only to the Apprentice Committee you are signatory to. Proof of the approval to train will be required if you check this box.
  - If you have an agreement with a specific apprentice hall to request and utilize apprentices from, check Box 2 and enter the name of the specific apprenticeship committee. If you check this box, you must send the form to all halls in the local area of work found under #2 above.

- If you are not signatory to a particular hall for any apprenticeable trade you are using, check Box 3 and send the form to ALL halls listed under #2 above.
3. Sign/date the form and send to each hall via fax, U.S. mail, or e-mail. You must keep a record of the submission (fax transmittal receipt, certified mail receipt, email receipt) as evidence you submitted the form. Provide a copy of the form(s) and a copy of the submission receipt(s) to Alliant for each form submitted.

Failure to provide contract award information and comply with DAS 140 regulations may result in penalties up to \$300 per day accrued throughout the course of the project. Please do not hesitate to contact Alliant with any questions you may have regarding this form. Refer to California Code of Regulations 230 for more detailed information on the DAS 140 form.