Washington State Department of Transportation

Appendix C
PASS Grant 2017-2019
Tier I and II Application Instructions

General Information

Projects may be awarded for one or two years; extension shall be at the exclusive option of WSDOT for the project award period. No change in terms and conditions shall be permitted during these extensions unless specifically set forth in the grant. All funding is based on availability.

Grants will continue to be awarded based on funding priorities and needs in different locations for program support to ensure statewide funding availability.

Funding Determination

Budget will be submitted using the Tier I and II cost structure for outreach and placement and training costs.

AOP will be utilized for support services, but any anticipated cost for support services must be included on the application.

An additional 10% of the total project cost may requested for administrative and associated reporting costs. Administrative costs will be paid based on the submitted hourly rates of individuals performing the work.

Budget Submissions

Costs for outreach and training placement (Tier I), and highway construction training and job placement (Tier II) must be broken out into separate categories as per Tier I and Tier II instructions. If your organization wishes to apply for services under Tier I and Tier II, use the combined Tier I/II Excel budget and application files.

- Projects that utilize outreach and placement services into training must follow the Tier I budget proposal Excel sheet.
- Projects that utilize training and job placement services must follow the Tier II budget proposal Excel sheet.
- Projects that use components of Tier I and II must use the Tier I and II combined budget spreadsheet.

Support services for either Tier I or Tier II related services are to be reported separately for outreach and recruitment (Tier I), and training and placement (Tier II). Any additional support services proposed should be broken down and explained on the additional budget Excel sheet attached with the application.

Evaluation Criteria

The following point system will be used when scoring applications. Each application and budget section is allocated a certain number of points. Point values will be awarded at the discretion of the Executive Committee reviewers based on the clarity and thoroughness of answers provided.

WSDOT may ask for clarifying information on applications submitted. Grant recipients will be selected from the highest scoring project proposals submitted that are able to best meet the statewide needs of the PASS grant program.

The point system will provide a basis for evaluating application for clarity and thoroughness. The Award committee will further evaluate all project applications to determine which projects will best meet grant funding and priority objectives.

Submission Formatting

Project proposals are to be submitted at the expense of the organization proposing the project. Submit all required documents in the following format by email. Faxed submissions will not be accepted.

- 8.5" x 11" page size with 12-point font for attachments other than the application and budget worksheet.
- Budget forms must be completed using the Tier III budget Excel workbook, and submitted as an attachment. Printed, scanned copies of the worksheet will not be accepted.
- Charts or graphs, if used should contain font no smaller than 8 point.
- The application must be completed and emailed as an attachment using the provided Adobe forms (please do not print and scan the application or Excel budget worksheet). Save the application with the name of the organization and application in the title (example: Joe service pass grant application) and attach to the email.
- Scanned copies are acceptable for references or other documentation requested, but attachments must be submitted as a PDF documents, saved as **the title of the document, including organization name**.

Submissions must be emailed with all required information to OJTSSinfo@wsdot.wa.gov. Deadline is May 15, 2017 at 11:59 PM PST.

Multiple email submissions are acceptable due to file size limitations.

Confirmation of receipt by WSDOT

Organizations may want to set email to receive a "Delivery/Read Receipt for confirmation purposes, as WSDOT will not respond with notification of receipt.

For questions or assistance with the application, please contact Christine Rawlings (RawlinC@wsdot.wa.gov) or Amy Palo (PaloA@wsdot.wa.gov).