



**Washington State  
Department of Transportation**

**Pre-Apprenticeship & Supportive Services (PASS) Grant  
program**

Washington State Department of Transportation  
Office of Equal Opportunity, OJT/SS Program

July 1, 2017 – June 20, 2019

## **Title VI Notice to Public**

It is Washington State Department of Transportation policy to ensure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity. For additional information regarding Title VI complaint procedures and/or information regarding our nondiscrimination obligations, please contact OEO's Title VI Coordinator: Oscar Cerda 360-705-7082.

## **Americans with Disabilities Act (ADA) Information**

WSDOT is committed to providing equal access to its facilities, programs and services for persons with disabilities. The material contained in this document can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free: 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.



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**2017-19 Pre-Apprenticeship & Supportive Services (PASS) Grant  
PROGRAM GUIDELINES**

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## Program Overview

The Pre-Apprenticeship & Supportive Services Grant Program (PASS) provides funding for defined supportive services and pre-apprenticeship training for females, minorities and other disadvantaged individuals. The goal of this program is to create diversity in the highway construction workforce and create pathways into apprenticeship programs in the highway construction trades.

The PASS Grant program is a competitive application process, and awards are made based on funding priority and regional needs. Applications submitted after the deadline will not be considered.

Complete application materials and deadlines for submission can be found at <http://www.wsdot.wa.gov/EqualOpportunity/pass.htm>.

## Legislation

Engrossed Substitute Senate Bill (ESSB) 5863 – Highway Construction Workforce Development Bill provides guidance for WSDOT to allocate funding for pre-apprenticeship preparation and supportive services in the form of:

- Pre-apprenticeship training through programs formally recognized by the Washington State Apprenticeship and Training Council (WSATC).
- Supportive services, which include preparation for entry into pre-apprenticeship programs, assistance with safety equipment and job necessary tools, childcare assistance and job retention services. Complete bill language can be found [here](#).

## Intended Purposes of the Pre-Apprenticeship Supportive Services Grant

- Provide pre-apprenticeship and trade specific apprenticeship training to females, minorities and other disadvantaged individuals to prepare them for entry into the highway construction trades.
- Provide training programs where none currently exist or increase capacity in existing programs.
- Develop and sustain partnerships with community organizations and utilize resources available to develop ongoing, sustainable long-term programs and services.
- Target areas of minorities, females and disadvantaged individuals and those living in priority zip codes to provide education about opportunities and career pathways in the highway construction industry. Priority zip codes are areas identified in King, Pierce and Snohomish counties that have been identified as areas with high unemployment, high numbers of individuals living under 200% of the poverty level and those under 25 without a college degree (see [www.seattle.gov](http://www.seattle.gov) for more information).
- Provide comprehensive recruitment and screening services to those qualified for highway construction related trades.

- Provide support services, job placement assistance and jobsite mentoring, either upon completion of a pre-apprenticeship training program or as part of a support services program, for one to three years after beginning work in the highway construction trades.

## Funding Priorities

Priority consideration for funding will be given to projects that address the following needs:

- Serve areas with high concentrations of minorities and females. In King, Snohomish and Pierce counties, priority zip codes may be used. Create training opportunities in areas of the state where none currently exist.
- Coordinate with existing community partners and utilize available resources to create long term, sustainable programs.
- Provide post training counseling, mentoring and employment support to ensure pre-apprenticeship training graduates are employed and retained as successful apprentices.
- Create partnerships with employer organizations that facilitate employment opportunities for pre-apprenticeship/apprenticeship program graduates.
- Create innovative methods and sustained partnerships that will address the needs of training and support services programs as they work to address shortages of qualified workers in highway construction.

## Populations to be served under the PASS Grant

The purpose of the PASS Grant Program is to increase diversity and retention in the highway construction workforce. Populations served with these funds must meet the following eligibility requirements:

- Be a female, minority or socially or economically disadvantaged individual.
- Be able to legally work in the United States.
- Provide proof of Washington State residency.
- Have a High School Diploma/equivalent or GED (requirement varies by program).
- Be able to pass industry required physical and drug screen (during training, prior to employment and during employment).
- Possess or be able to get a driver's license and insurance.

## Other Sources of Funding

All PASS applicants are **required** to coordinate with federal, state and local (for example, WorkSource and DSHS programs) assistance programs to determine the eligibility of all program participants for existing services already provided by state and federal agencies. PASS grant applicants are strongly encouraged to collaborate with existing community organizations to coordinate and leverage resources to best support females, minorities and disadvantaged individuals in preparation for entry into highway construction careers.

Grant priority is given to programs that show evidence and desire to collaborate with organizations and build programs that demonstrate the ability to provide services and create sustainable long-term programs. Priority is given to projects that develop innovative and new solutions to outreach, training and supportive services.

## Eligibility\*

PASS grant applicant organizations are required to have proper certifications, credentials, recognition and/or licensing (as required and applicable) in the areas they wish to provide services for.

- All applicant organizations must have at minimum three years' experience in the service delivery area in which they are applying for grant funds.
- Pre-apprenticeship training programs must be recognized by the Washington State Apprenticeship and training Council (WSATC), or be part of a highway construction trades training program offered through a State Community or Technical College.

## Pre-Apprenticeship Training Preparation Programs

In order to receive grant funding for Apprenticeship Preparation programs, the program must be recognized by the WSATC. If an organization wishes to establish a training program, grant funding may be requested only if the criteria outlined in the ***Apprenticeship Preparation Program Guidance*** (Appendix B) document is met and the program administrators are in the process of seeking WSATC Recognition.

For more information about Apprenticeship Program requirements in Washington State, see:  
<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/WSATC/default.asp>  
<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/LawRulePol/default.asp>

Contact The Apprenticeship Section of Labor & Industries for more information:  
<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/About/AppCoordinators/default.asp>

## Grant Awards

The PASS Grant Program is a competitively awarded program. Grant awards amounts will vary, based on the category of service, or Tier an organization wishes to provide services under. Each proposed project must declare the amount of funding requested and provide documentation to substantiate the request. Funding priority is based on:

- Meeting the requirements listed above under *Funding Priorities*.
- Developing partnerships and long-term sustainability.
- Submitting all applications by the application deadline.
- Statewide and regional demands of highway construction projects and the need for pre-apprenticeship and apprenticeship training and support services programs to meet those needs.

- Meeting all other grant requirements.

Complete application instructions can be found in the application document. Additional guidance can be found in the following sections of this document.

## Participant Roles and Responsibilities

Washington State Department of Transportation (WSDOT)

1. General Responsibilities – WSDOT has oversight responsibilities for all aspects of the grant project. Duties will include grant application management, management of awards, setting of delivery timelines, compiling data collected from grant recipients in order to meet reporting requirements, and any other grant related function.
2. Financial Responsibilities – WSDOT has fiscal responsibility for funds made available for the PASS grant program. Overseeing financial aspects of each grant award including managing monthly invoicing requests and reports, verifying all information submitted for payment and ensuring all documentation is complete for the processing of payment.

## PASS Grant Applicant/Recipient Responsibilities

1. Read and understand all grant rules, guidelines and conditions of award and attest to acceptance of all grant conditions; adhere to all procedures and the scope of work as outlined in the contract, which will be developed at a later date (upon award of grant funding) between the recipient and WSDOT.
2. Report accurate, truthful and complete information on all application documents and all correspondence with WSDOT.
3. Active participation from the organization is expected in all areas of project implementation. The Grant Administrator for the organization receiving grant funds will be responsible for maintaining accurate detailed records on each individual receiving any service; either through training or supportive services.
4. Detailed records may include (but are not limited to) class attendance records, sign-in sheets, documentation of receipt/denial of public services (childcare subsidy, other local, state or federal aid), accurate receipt for reimbursement requests and monthly reports reflective of all activity. All requirements for reporting must be met, including providing all requested information and submission by established deadlines to WSDOT.
5. Maintain detailed and accurate budget accounting records and detailed receipts and expenditures for all awarded grant funding. WSDOT reserves the right to request information regarding grant program funds and activities at any time.
6. Report costs accurately and only bill for actual expenses as allowed under the grant project.
7. Ensure that all awarded grant funds are expended strictly in the manner represented in the application. Use of funds for purposes other than contracted purposes will result in immediate revocation of the grant award and all funds returned to WSDOT.

8. Student/Participant Information – The organization awarded PASS grant funds is responsible for documenting individual participant eligibility to participate in the program. Documentation is defined as the following: proof of eligibility to work in the U.S (if applicable), proof of physical address and residence in the State of Washington. A copy of a valid ID is required with the Student Application. Participant information should be stored in accordance with applicable privacy protection laws.
9. Participants must be female, minority or of other disadvantaged status. Grant applicants must ensure that program participants meet the qualifications for residency (state and federal) and minority/female/disadvantaged status, and that all participants are entering a highway construction related trade.

## Identified Highway Construction Trades

For the purposes of the PASS grant, the highway construction trades are identified for recruitment and training purposes:

- Carpenter
- Electrician
- Laborer
- Cement Mason
- Heavy Equipment Operator
- Truck driver
- Heavy equipment mechanic
- Ironworker
- Painter/Finishing Trades

## General Application Instructions

- All application materials must be submitted electronically. No paper applications will be accepted.
- Materials are available for download here: <http://www.wsdot.wa.gov/EqualOpportunity/pass.htm> or can be requested electronically by sending your request to [OJTSSInfo@WSDOT.WA.GOV](mailto:OJTSSInfo@WSDOT.WA.GOV).
- Applications that are incomplete, faxed or submitted through the postal or similar service, or not sent to the correct email address will not be accepted.

Submit complete applications by email to [OJTSSInfo@WSDOT.WA.GOV](mailto:OJTSSInfo@WSDOT.WA.GOV) by the stated deadline.

**Applications sent to any email address other than [OJTSSInfo@wsdot.wa.gov](mailto:OJTSSInfo@wsdot.wa.gov) will not be accepted.**

Please do not hesitate to contact Amy Palo (360)704-6314, or e-mail [OJTSSinfo@WSDOT.WA.GOV](mailto:OJTSSinfo@WSDOT.WA.GOV) if you have questions about the application process.

## Fatal Flaw Application Policy

The PASS Grant application process will utilize a Fatal Flaw policy for this program. Applications containing Fatal Flaws will not be considered for funding. The following items are considered Fatal Flaws under this policy:

- The project does not meet the requirements for funding priorities; does not serve minorities, females or disadvantaged individuals and/or does not support entry into the identified trades or define pathways into the highway construction careers.
- Projects that wish to provide new training programs that do not meet minimum requirements as defined in the *Apprenticeship Preparation Program Guidance* (Appendix B) document.
- The submitted application does not contain all required information and attachments.
- Grant Assurances (Appendix D) are not completed, signed and attached with the application.
- The application is submitted after the deadline.
- Applications are not signed by the appropriate authority in the organization.
- Applications not properly submitted electronically.
- Any incomplete, late or illegible applications will be deemed non-responsive and not considered for funding.

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<b>Records Retention</b>	Financial management systems shall reflect accurate, current, and complete disclosure of financial results of each state sponsored project. Grant recipients are to maintain books and records, supported by source documentation, that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by WSDOT or its designee for at least 6 years after the dispersal of funds, the termination or expiration of the grant project, or the resolution of litigation or audits related to the PASS Grant project, whichever is latest.
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<i>Trainee / Support Services Records</i>	Trainee records are to be retained for each PASS Grant project participant that is receiving training under the grant, including attendance records, sign-in sheets and completion or pass/fail information and accurate records of referrals made or services provided.
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**Sub-Contracting**

If any grant recipient is contracting with a third party to deliver training or support services under this grant, a contract should be established between the Grant recipient and any contractor delivering services.

The contract should clearly define the services to be delivered and must include the following:

- Scope of work including deliverables.
- The period of time for completing scope of work.
- Any assigned responsibilities for capturing and submitting trainee signatures, rosters, evaluations, etc.
- Hourly rates of pay for all individuals involved in service delivery.
- Total cost of services.
- Method for documenting performance and requesting payment.

All PASS grant polices and requirements will apply to all subcontractors.

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**Termination**

This grant may be terminated by WSDOT upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient related to the PASS Grant project prior to termination shall, at the option of WSDOT, become the property of WSDOT. If termination occurs, any remaining payments owed to the grant recipient shall be made on the basis of work performed prior to the effective date of termination as mutually agreed upon by both parties.

WSDOT reserves the right to withhold funding for all activities should any situation result in an investigation or audit of the grant recipient by any state or federal agency. Activities are subject to suspension during the time the investigation or audit is taking place, and pending the outcome, the grant may be terminated.

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***Termination for Cause***

If for any reason, the grant recipient violates any terms and conditions of the PASS Grant program (as described in the Grant Contract), WSDOT will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within fifteen (15) days after receiving such notice. If the failure or violation is not corrected within fifteen (15) days, the grant may be terminated immediately by written notice from WSDOT.

*Savings*

In the event WSDOT’s funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this grant and prior to normal completion, WSDOT may terminate the grant under the "Termination" clause of the Grant Contract, without the thirty-day notice requirement, subject to renegotiation at WSDOT’s discretion under those new funding limitations and conditions.

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*Audit Requirements*

If PASS Grant recipients and/or the Grant program are audited by an agency other than WSDOT, the grant recipient must notify WSDOT of the start of the audit a copy of the audit report(s) must be submitted to WSDOT within 30 days of its issuance.

If WSDOT finds sufficient evidence to call for an audit of any grant recipient, the grant recipient will be responsible for all costs associated with the audit. WSDOT will determine if grant activities will be suspended or allowed to continue during its investigation into any grant program.

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## GRANT TERMS & INFORMATION

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**General**

The funds allocated by the state to support ESSB 5863 will be used to increase diversity in the highway construction workforce through providing services and training to females, minorities and disadvantaged individuals that desire entry into highway construction trades and careers.

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**Definitions**

**Case management:** The case manager is in regular contact with and delivering identified services to identified females, minorities and disadvantaged individuals for the duration of time the Grant project is being executed.

**Outreach and education** is defined as activities that inform the public about potential employment opportunities in the highway construction trades. Activities include:

Education

- Presenting information about what highway construction jobs entail.
  - Inform individuals about the minimum requirements to enter highway construction trades.
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- The highlights (good pay, benefits, etc.) AND the realities of construction work (work in all weather, work can be seasonal, can be times of no work between jobs, construction is hard demanding work, etc.) must be presented to each interested individual.

It is the responsibility of the outreach organization to ensure that any candidate recruited for referral into any pre-apprenticeship or apprenticeship training program is aware of all entry requirements and working situations mentioned in the above paragraph that an applicant may encounter.

Only individuals that fully understand the construction industry requirements and have had all barriers removed prior to entry should be referred to any training program.

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*Administration*

Administrative costs cannot exceed 10% of the total project cost. Administrative costs are expenses related to administration of the grant.

Related costs may include:

- Grant report writing, preparation and submission.
- Recordkeeping activities associated with grant activities.
- Budget tracking & invoice preparation.
- Sub-contractor oversight.

Hourly rates (including all applicable benefits, premiums, employer contributions, and other costs) of staff providing admin services must be submitted with the cost proposal.

Administrative reporting must include:

- Hourly rates of individuals performing all reporting activities.
- Time involved in preparing all reports.

Time is to be recorded in increments rounded up to 15 minutes for any activity subject to hourly rates.

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**Tier Structure**

Based on Tier I, Tier II or Tier III (New Project Proposals), the budget should be defined in the format indicated on the appropriate application.

Funding allocations will be determined based on the proposed number of individuals that can be reasonably served during the project year.

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Total funding requests for any Tier service delivery proposal must be **reasonable and in alignment with current organizational performance**. Organizations that apply for amounts that exceed organizational performance or capacity without detailed documentation of expansion risk may be excluded from continuing in the award process.

- Anticipated support services per individual must be requested in the application (based on Allowable Activities Guidelines, see Appendix A).
- An additional 10% of the total project cost may be requested for administrative reporting costs.
- Tier III (new projects) only may request an additional 5% for expenses related to new project development and implementation.
- Administrative costs will be paid based on the submitted hourly rate (including benefits) of individuals performing the work.

**Tier I** - Outreach and placement into pre-apprenticeship/apprenticeship training – up to \$650 per qualified individual.

It is the responsibility of the outreach organization to ensure that any candidate recruited for referral into any pre-apprenticeship or apprenticeship training program is aware of all entry requirements and potential working situations that exist within the construction industry.

Only individuals that fully understand construction industry requirements and have had any barriers removed prior to entry should be referred to any training program.

**Referrals may only be made to training programs that:**

- Provide construction preparation training and are recognized by the WSATC Council.
- Are an approved program offered through a Washington State Community or Technical College that provides training in one of the approved highway construction trades.

Individuals that have skills and qualifications sufficient to allow them to directly enter trades employment may be referred directly to contractors or unions that work with/specialize in highway construction

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trades after evaluation and barrier removal services are offered, as needed.

**Allowable costs:**

Outreach events/education session/job fairs, etc.:

Actual cost only for **each** event. This includes:

- Event registration fees and mileage to and from event that conforms to Office of Financial Management (OFM) travel guidelines and approved hourly rates for time of required staff in attendance.

**Individual Assessment - \$300**

- Completing application and intake, discussion of barriers, plan for removal of barriers (or referral for barrier removal), application for state and support services, etc.
- Preparation of individuals for entry into pre-apprenticeship or apprenticeship training programs or placement with a contractor (if applicable).

An additional, reasonable allowance for necessary, allowable support services may be requested for each proposed trainee at the time of application.

**Training Placement - \$350**

Training placement is the placement of an individual into an approved training program.

The individual placed must meet all entry requirements of the program and be accepted and placed into training (or apprenticeship/construction trades job) before submitting the request for payment to WSDOT.

**Documentation required for placement payment:**

- Enrollment/acceptance letter into an approved training program.
- Successful completion of the first 24 hours of the training program.

Assessment/barrier removal fees will be paid one time per individual. If a qualified individual does not make it into training on the first attempt due to program entrance competition or another similar reason, the

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organization should attempt to place the individual into training up to two more times.

After three unsuccessful attempts trying to place an individual into training, re-evaluation must take place to determine any further issues that may be a cause for unsuccessful attempts at training placement. No additional funds will be provided for reassessment unless extraordinary circumstances exist, and additional funding (based on availability) is approved in advance by WSDOT.

**Tier II - Training – up to \$2000 per individual.**

Organizations may request training funds of up to \$2000 per person for pre-apprenticeship and apprenticeship program training. Programs must:

- Document that funds will be used for preparing individuals to enter one of the PASS program identified highway construction trades.
- Demonstrate a plan to have program graduates hired in the highway construction trades and/or with WSDOT contractors, or with contractors involved with other Public Transportation Agency projects related to transportation infrastructure construction (horizontal construction).
- Provide support services and referrals as needed during training to ensure success.

**Payment – up to \$2000 per individual**

- Direct training costs - **\$1200.**
- Placement into Apprenticeship/construction employment - **\$500.**
- Placement with a WSDOT contractor/WSDOT project or placement with another Public Transportation agency (horizontal construction) - **\$300. \*\***

\*\*The payment for placement with WSDOT contractors/projects or with other Public Transportation Agencies may be requested at any time after initial construction job placement as long as the request falls within the current Grant project period of performance.

An additional, reasonable allowance for necessary, allowable support services may be requested for each proposed trainee at the time of application.

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### **Documentation for Payment**

Funds will be paid on a reimbursement basis after all required reporting and invoicing documents have been submitted to and approved by WSDOT. Including:

- Documentation of successful job placement from the employer.
- Completion of 40 hours of continuous employment.

### **Tier III - New projects**

All new projects must contribute to the development or expansion of current statewide apprenticeship efforts. Projects must demonstrate a willingness to partner/collaborate with other organizations, and collaborate to provide services to the individuals that are targeted for assistance through the PASS grant.

Projects may be awarded for one or two years and for more or less funding at the discretion of WSDOT based on funding availability.

Projects must meet the following criteria:

- Significant expansion of current services, innovation around expanding current services or offering new services or provide services to special populations (disadvantaged youth, ex-offender, etc.)
  - **The organization must be able to serve and place a minimum of 20 individuals into apprenticeship training during the project duration;** or provide services to a similar number of individuals based on the proposed project.
  - Justify need through providing current highway construction market data, including future projections (example: WSDOT Schedule of Advance Projects can be found at [WSDOT.WA.GOV](http://WSDOT.WA.GOV)) local construction need, current workforce, projected workforce need, industry clusters, etc.
  - Must demonstrate understanding of the Washington State Apprenticeship entry process.
  - Demonstrate knowledge of and willingness to coordinate with existing apprenticeship/pre-apprenticeship programs and support established services/referral networks.
  - Establish a process for placement with identified highway construction trades and projects that contribute to highway infrastructure construction.
  - New programs should be established where no current pre-apprenticeship training program exists, OR curriculum must innovate and create new opportunities and options for pre-apprenticeship training.
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- New programs must demonstrate need for additional training programs if proposed in an area where current training programs currently exist, including innovation and a plan to coordinate with existing training programs.

Programs that include new training programs must meet all criteria defined in the *Apprenticeship Preparation Program Guidance* (Appendix A) document.

### **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, and anticipated costs should be included on the application.

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

**Project Development - 5% (Tier III only)** Supporting and relevant expenses for new project development. Project development includes costs associated with the creation of a new program designed to provide the populations identified under the grant with the opportunity for entry into the highway construction trades and careers.

### **Support Services**

Support Services will be allocated to each grant recipient and managed through the Apprenticeship Opportunity Project (AOP). Refer to the Allowable Activities Guidelines (Appendix A) for information on applicable services.

- The AOP administered by Apprenticeship & Non-Traditional Employment for Women (ANEW) program is available to all Washington State residents (male and female) who are unemployed or under-employed and seeking work in livable wage jobs or apprenticeships in the trades. AOP also provides one-to-one, personalized assistance on resumes, job and apprenticeship applications, and interviewing skills, links to livable wage construction job postings, current apprenticeship openings and direct connections to employers looking for qualified applicants.

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Support services are provided to an individual:

- As needed to prepare them to enter training or support during training.
- When they are working as an apprentice.

Note: Services available differ as to whether the individual is in training or a first year apprentice. See Allowable Activities Guidelines for more information.

Please review the Allowable Activity Guidelines carefully; **any service delivered to a client that is not eligible is not reimbursable by WSDOT.**

### **Utilizing Existing State Support Services**

Before applying for support services through AOP, you must document that the client has applied through DSHS for similar state services or with relevant agencies for similar support.

Not all barrier removal services offered in apprenticeship preparation will be offered by other organizations, but attempts should be made to utilize existing funds from other organizations for similar services before using PASS grant funds.

Reimbursement requests made for childcare without proof of applying for state services first will be automatically denied. Documentation is the letter of acceptance or denial from DSHS or other similar service providers. See *Allowable Activity Guidelines* (Appendix A) for more information.

### **Exception for use of AOP**

Apprenticeship training programs (Ironworkers, Carpenters, etc.) that are providing specific tools, boots and other necessary safety equipment may request funding to be delivered directly to the Grantee organization (with proper documentation submitted with reimbursement requests) through WSDOT for these items **if** the funding for this service is requested as part of the initial grant proposal.

AOP: <http://anewaop.org/programs/aop-apprenticeship-opportunities-project/>.

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**Allowable Expenses** All expenditures submitted for reimbursement under this grant must be necessary and reasonable for the approved grant project. Only activities outlined in the *Allowable Activities Guidelines* will be allowable and reimbursable.

- Amounts that exceed allowable allotments will not be reimbursed.
- Any expenditure made outside of the Allowable Activities, or any expenditure that exceeds any cap for any service, will not be reimbursed.

Each grant recipient is responsible for tracking use of all support services funds and ensuring that caps per service are not exceeded. This information will be tracked and reported to WSDOT as part of the monthly reporting process.

Items with an individual acquisition cost of \$5,000 or less, or a useful life of less than one year, or services of a routine nature necessary to carry out grant activities, are allowable goods and services. Equipment purchases that will be used in classroom training activities and become permanent property of the organization receiving the grant may be considered for grant funding.

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**Unallowable Costs** The following costs are explicitly prohibited with funds from this grant:

- Vendor training: training that is provided by a manufacturer and tied to the purchase, lease, or installation of capital equipment, software, etc.
- Capital outlays, which are defined as property or equipment with a useful life in excess of one year and a per-unit acquisition cost of \$5,000 or more. Permanent classroom equipment used to provide construction skills training that will be retained by the organization awarded the grant is allowable for the grant project.
- Cash, monies or stipends may not be given directly to participants. Services provided to recipients **must be paid directly to the service provider** on behalf of the student. Gas cards (Visa debit cards are not allowable) may be provided directly to qualifying individuals eligible for support services.
- No stipends or salaries can be paid with PASS grant funds to program participants.
- Paying any part of salary or benefits for the following: consultants, project managers, fiscal managers, directors or other related staff that are **not** directly providing case

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management type services, participating in recruiting and placement activities or involved in administrative duties related to grant reporting.

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**Travel**

Travel costs should be kept to a minimum and directly associated with grant activities. Only travel directly associated with the project is allowable and must be necessary and conform to the travel regulations set by the state of Washington’s Office of Financial Management (OFM). Any travel expense incurred by any subcontractor under the grant must adhere to OFM travel guidelines.

Guidelines can be found here  
<http://www.ofm.wa.gov/policy/contents.asp>.

Documentation must include:

- Purpose of travel (must be for an approved purpose in grant application).
- Documentation of mileage (reimbursed at \$.535 per mile).

Other travel for individuals that are receiving assistance through grant funds is not permitted. Exception: travel for first and second year apprentices designated under support services and anticipated in the grant project proposal. See Allowable Activities Guidelines for more information.

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## INVOICING AND REIMBURSEMENT REQUIREMENTS

**Overview**

Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services will be made. All costs must be reported for the month the expense was incurred.

Reimbursement requests must be submitted monthly (by the last business day of the month), along with the monthly status report. Invoices submitted more frequently or late will not be processed until the last business date of the month following submission.

Each grant recipient is responsible for ensuring that all funding is used appropriately and for activities proposed and approved in the grant application. Each recipient is also responsible for:

- Tracking all expenditures and making sure that spending does not exceed per cap allowances for each category of service.

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**ALL grant recipients are required to use the provided PASS grant forms for invoicing, reporting and data collection activities.**

**Unexpended grant funds will revert back to WSDOT. Projects will not be extended past the project end date.**

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**Other Budget Information**

WSDOT approval of any budget revisions is required. Administrative activities and project development budgets are not eligible for revision. Only one budget revision over the duration of the project will be allowable. A revised budget along with the reason for the revision must be submitted and approved by WSDOT before any changes are implemented by the Grant recipient. Any revision is subject to funding availability.

**Project Implementation- 5%**

Supporting expenses for implementation of the approved, funded project. Development of the project includes cost associated with:

- Any costs that are necessary and reasonable to the development of the project that are outside of the costs of education, outreach, screening and placement, training, job placement and support services costs.
- Calculation of the 5% for project development is of the total project cost excluding administrative costs.

**The administrative budget cannot exceed 10% of the total budget. Project Development (for Tier III projects only) must not exceed 5% of the budget.**

**See Tier Structure for budget details for each tier Category.**

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**Reporting Requirements**

A monthly status report must be submitted with monthly invoicing. Reporting forms will be provided by WSDOT and must be used.

The form and instructions for completion and submission can be found on the PASS Grant website <http://www.wsdot.wa.gov/EqualOpportunity/pass.htm>, or by request at [OJTSSinfo@wsdot.wa.gov](mailto:OJTSSinfo@wsdot.wa.gov). Reports, invoicing and supporting documentation are due to WSDOT by the last business day of each month.

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*Supportive Services  
Records*

Detailed records must be kept on each Pass Grant project participant that receives Supportive Services in any form. Documentation at the minimum must include:

- Recipients must sign in for any services/materials delivered under the grant. Each organization must maintain records for each participant receiving any type of supportive service even if AOP is providing the service. The organization must reconcile cost of actual support services provided against their available allotment per person for support services.
- Documentation of denial for State or other support service.
- Services provided and all dates of services/contact, including amount and type of assistance provided.
- Reporting should include outcomes of individuals that receive any type of training or support service assistance.
- Reimbursement requests for funds used to provide gas cards must include the mileage report to and from work or training activities for each gas card.
- Any gas card issued must be a fuel card (Visa debit cards are not acceptable).
- WSDOT may request additional or clarifying information on any report submitted.

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**Final Report**

A final report summarizing the outcome(s) for this grant and final budget report is required of all PASS Grant projects. The format for this report can be found at

<http://www.wsdot.wa.gov/EqualOpportunity/Training/PASS.htm>.

***The deadline to submit this final report is June 20, 2018 for one-year projects and June 20, 2019 for two-year projects.***

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**Reporting and  
future grant awards**

The following may render an organization ineligible for future funding opportunities.

- Continued failure to meet invoicing and reporting deadlines.
- Continued failure to include all necessary information in reports.
- Failure to provide additional information as requested by WSDOT.
- Failure to have a regularly monthly spending plan for grant funds.

The following will result in immediate grant termination:

- Providing services not defined in the grant policies and procedures.
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- Exceeding service cap limits or providing services in a category where the service is not permitted.
  - Performing work outside of the proposed and accepted scope of work.
  - Misrepresentation on the application of any information, or misrepresentation of the ability to provide services as indicated on the application.
  - Failure to provide services in a timely manner as specified in the grant policies and procedures.
  - Failure to meet milestones as defined in grant activities.
  - Failure to adhere to all grant policies and procedures.
  - Billing higher than negotiated rates.

Please read all instructions carefully and contact the WSDOT OJTSS Program Manager if you have questions.

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Christine Rawlings ([RawlinC@wsdot.wa.gov](mailto:RawlinC@wsdot.wa.gov)) 360-705-7114

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