



**Tier I (Outreach & Training Placement)
2017-19 PASS Grant Application**

Instructions: Review all Program Guidelines carefully before applying. Please answer all questions as completely as possible.

Submissions must meet the following guidelines:

- Any additional information that requires extra pages must be in 8.5" x 11" page size with 12 point font.
- Budget forms must be completed using the appropriate Tier's budget Excel workbook.
- Original forms are required, scanned copies will not be accepted except in the case of providing required additional documentation.
- Charts or graphs, if used should contain font no smaller than 8 point.
- The application must be filled out and saved, then submitted as a file attachment.
- Attachments must be submitted in .pdf format (Adobe)
- Multiple email submissions are acceptable due to file size limitations.
- The application packet must be sent via email to OJTSSinfo@wasot.wa.gov by May 15, 2017, 11:59 PM PST.

SECTION 1

Project Owner Information

1A. Project Name

1B. Organization (Full Company Name)

1C. Director's Name

1D. Location Address

1E. List the name of the organization's representative that attended the mandatory grant meeting. List location and date attended.

1F. Who will be designated as the Grant Project Manager?

1G. Contact Phone

1H. Contact Email

1I. What is the organization's registered tax exemption status? (**Provide as an attachment** a copy of the documentation of tax status).

1J. List the members' of the organization's board of directors. Include titles if applicable.

1K. **Provide as an attachment** the resolution from the board of directors authorizing the grant application.

1L. Provide a description of the organization and the services it currently provides as it related to the proposed grant project.

1M. Location(s) where outreach will take place. Include the city (cities), AND the county (Counties).

1N. Will more than one organization be receiving funding under the grant (will any services be contracted out)?

Yes

No

Organization Service Delivery Record

1O. Provide the history of the applicant organization: include (1) date organization was established and list three projects successfully delivered by the organization; (2) Include dates of service delivery, project goals and outcomes for each project listed.

1P. Describe the expertise of the project manager and all team members involved with project delivery. Describe each respective role as it will relate to the delivery of the proposed grant project.

1Q. Provide **three** examples of the proposed Project Manager's ability to manage the following within the project. Use examples from past project delivery.

1. Project Schedule

2. Scope of work/scope creep

3. Budget issues

4. Other changes that arise during the life of the project

1R. Has the organization applied for financial assistance from WSDOT OJT Support Services in the past?

Yes

No

Did you receive the assistance and what was it for?

SECTION 2

PROJECT OVERVIEW

2A. Project Start Date – **July 1, 2017** End Date (MM/DD/YYYY)

Project duration: One Year

Two Year

2B. Amount of grant funding requested (round to the nearest whole dollar)

2C. Number of individuals the project will serve

2D. Provide a brief description of the purpose and intent of the project:

GRANT PROJECT INTENT

How will the project provide outreach, education, barrier removal for qualified individuals interested in entering the highway construction trades/

2E. Define the current construction workforce needs in the area that the project will serve. Include relevant population data of the targeted population for recruitment (high unemployment, large populations of minority, female, etc.). Use data related to current and projected infrastructure projects, data regarding the

current workforce status and any other relevant data to show how this proposed project can positively impact future construction projects.

2F. Define the process of how the organization will create partnerships with community organizations, **training organizations** and utilize available resources to provide recruitment and placement of individuals qualified to enter the highway construction trades into training. Provide specific examples, list partners, etc.

2G. Describe the process (in detail) the program will use to perform outreach and recruitment activities to recruit qualified individuals to the highway construction trades.

2H. Describe (in detail) the process for applicant intake, screening and assessment to ensure that candidates are ready to be placed into pre-apprenticeship/apprenticeship training.

2I. Describe the process that will be used to place qualified individuals into pre-apprenticeship or apprenticeship training in the highway construction trades careers.

2K. Complete and attach the templates titled "Project Outcome Measurements" located in the application packet.

SECTION 3

Sub-Contractor, Community Partners and Timeline

3A. Identify any sub-contractor(s)/community partners that will be involved in the project delivery:

3B. List the qualifications and three (3) examples of successful project delivery provided by any sub-contractor. Include founding dates of the subcontractor's organization.

3C. Detail all services the sub-contractor will provide. Include community organizations if applicable.

3D. Project Timeline: Please detail the timeline for the project. Include start/end dates and description for the following phases:

- Marketing
- Recruitment
- Screening, assessment and placement (into training or referral for additional supportive services)
- Participant evaluation or follow-up
- Project evaluation

SECTION 4

Grant Budget Narrative Directions

Break out each of the following categories on the Tier I Budget Spreadsheet. Maximum cost per individual for outreach, recruitment and placement is \$650.

- Include estimated cost for individuals for outreach/placement (not to exceed \$650 per person)
- Include estimated costs of support services per person (not part of the \$650 cost per person allowance for outreach, screening and placement).
- Up to an additional 10% of the total grant project cost may be requested for administrative costs associated with the grant reporting and record keeping.
- Administrative costs must be broken out, and the hourly rates of all individuals performing work must be included.

SECTION 5

In-kind Contributions

List any cash contributions/donations that will support the delivery of the project.

5A. Detail any in-kind contributions, goods or services provided by the grant applicant. Include sources, amounts and funding duration:

5B. Describe any in-kind contributions, goods or services provided by contractors under the grant. Include sources, amounts and funding duration:

5C. List any other grants that will be supporting this project and the source, amounts and funding duration:

5D. List any other donations (cash, goods or services) and the source, amounts or items and funding/donation duration: