



**Tier II (Training & Construction Trades Job 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](mailto: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 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 relates to the proposed grant project.

1M. Location(s) where the training will take place. Include the training site, 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

### **Organizational 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

If yes, when 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 description of the purpose and intent of the project:

**GRANT PROJECT INTENT**

**How will the project provide relevant industry training for individuals qualified to enter jobs in the highway construction trades identified under the grant?**

2E. Define the current construction workforce needs in the area that the project will serve. 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 highway construction related (horizontal) projects.

2F. Define the process of how the organization will create partnerships with community organizations and utilize resources available 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 training program will use to perform outreach and recruitment activities to place individuals into training.

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

2I. Describe the process used to place work ready individuals into apprenticeship, union organizations, non-union contractors, etc. to ensure placement into highway construction trades careers.

2J. Describe steps that will be taken to place training program graduates with WSDOT contractors and/or projects, including other public owners, horizontal construction projects, etc.

**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 (25 Points):

- Marketing





- Project evaluation

#### **SECTION 4**

##### **Grant Budget Narrative**

Break out each of the following categories on the Tier I Budget Spreadsheet. Maximum cost per individual for training and training placement is \$2000).

- Include estimated cost for individuals for Training and training placement (not to exceed \$2000).
- Include estimated costs of support services per person (not included in the \$2000 per person allowance for training).
- Up to an additional 10% of the total grant project cost may be requested for cost may be added to the project 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: