

**PASS Grant 2017-2019
Tier III – New Project Proposal Information**

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

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.

Projects must meet the following criteria:

- Significant expansion of current services, innovation around expanding current services or offering new services.
- **Must be able to serve and place a minimum of 20 individuals into apprenticeship training or during the project duration;** or provide services to a similar number of individuals based on the proposed project.
- Must justify need through providing community population data (unemployment, large population of minority/female individuals, etc.) current highway construction market data, including future projections (example: WSDOT Schedule of Advance Projects can be found at WSDOT.WA.GOV) of local construction need, current workforce, industry clusters, and any other relevant data.
- 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.
- New training programs should be established where no current pre-apprenticeship training program exists, OR curriculum must innovate, create new opportunities and options for pre-apprenticeship training or training in highway construction careers, OR demonstrate need for additional training programs, 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* 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 any anticipated cost for support services should be included on the application.

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

Project Development - 5%: Supporting and relevant expenses for new program 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. Any additional budget expenses related to new projects will be included on the Tier III budget worksheet. Additional expenses requested should be reasonable and serve a direct purpose in carrying out the project objectives.

Not permitted in new proposals – Construction career day type events with no long term training program attached. No salaries or stipends of any kind may be paid to program recipients receiving support under the grant.

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.

- 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.

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 information will be used to evaluate and award new project proposals.

1. Detailed description of the project, including
 - a. Narrative of the issue the project hopes to address, and detailed information of how the project will address the issue.
 - b. Outcomes the project will have, and how project success will contribute to the development of a sustainable pipeline into the heavy highway construction trades and placement of qualified individuals in highway construction jobs/jobs with WSDOT contractors and other highway infrastructure projects statewide.
 - c. Use/involvement of community groups and sub-contractors
 - d. Project delivery schedule and timeline detailing all phases of the proposed project.
2. The number of individuals that will be served under the proposed project.

3. How the proposed project aligns with PASS grant funding priorities.
4. Demonstrated need based for example, on projected construction projects, regional construction data, current workforce data, community populations to be served, WSDOT area projects and any other relevant data.
5. References (3) of past performance from previous similar service delivery projects.

WSDOT may ask for follow up information or request that the submitting organization present the proposal concept in a presentation. WSDOT may also select grant recipients from the highest scoring project proposals submitted for consideration that are able to best meet the statewide needs of the PASS grant program.

Tier III (new project applications) will have a point value assigned to each category/question and points will be awarded at the discretion of the reviewer based on the completeness of the application.

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.
- Budget forms must be completed using the Tier III budget Excel workbook.
- Charts or graphs, if used should contain font no smaller than 8 point.
- The application must be filled out and emailed as an attachment using the provided Adobe forms (please do not print and scan the application or the Excel budget worksheet).
- Scanned copies are acceptable for references or other documentation required, but attachments must be submitted as a PDF documents, saved as **the title of the document**.
- A cover letter including:
 - Project title submitted under PASS Grant
 - Organization submitting the proposal
 - Date of submission
 - Contact information of the proposed project's Project Manager

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 Amy Palo (PaloA@wsdot.wa.gov) or Christine Rawlings (RawlinC@wsdot.wa.gov).