

Apprenticeship State Grant Application Frequently Asked Questions (FAQ)

[The Washington State Department of Labor & Industries](#) (L&I) is urging apprenticeship programs across the state to apply as soon as possible to receive their share of \$3.3 million in grant funding. The application period is open through **September 30, 2024**. The deadline for applicants to spend the money is **June 30, 2025**.

This FAQ provides assistance in determining eligibility, filling out the application, and spending grant funds.

For more information, or to get an application, visit www.Lni.wa.gov/apprenticeshipgrants. Questions? Email Apprenticegrants@Lni.wa.gov, or call 360-902-5320.

About eligibility

1. Who can apply for these new grants?

All registered apprenticeship programs as defined in [Revised Code of Washington \(RCW\) 49.04](#). Applicants can be provisional or permanent programs. Certain exclusions apply to those programs under a corrective action plan.

2. What eligibility requirements must be met to receive grant funding?

To be eligible for this grant the program must be:

- A registered apprenticeship program as defined in RCW 49.04. This includes recognized preparation programs and nonprofit organizations that support apprentices and programs.
- In compliance with Washington State Apprenticeship Training Council (WSATC) administrative procedures and not under any corrective action plan;
- Able to have the administrative capacity to manage fiscal and compliance reporting, this includes being available to provide documentation and answer audit questions.

3. Does my program have to be registered in Washington State?

Yes, only Washington State registered apprenticeship programs are eligible.

4. I have Washington State non-residents working in my program. Can I use funds to support them?

No, the apprentices receiving support must be Washington State residents.

5. My program is out of administrative compliance and/or is under a Corrective Action Plan (CAP). Can I still apply?

Yes, however your program will be assessed by the Compliance Specialist to determine whether your program has made efforts to come into compliance. There needs to be proof that the program is adhering to the requirements outlined in the CAP. There is no guarantee that you'll be approved for grant funds if the program is out of compliance.

- 6. Are there requirements for the wrap-around support services grant?** To qualify for wrap-around support services, your program must be a WSATC- recognized preparation or registered apprenticeship program. Nonprofit organizations that support individuals currently in, or seeking to enter a preparation or registered apprenticeship programs, are also eligible.

Recognized preparation programs must be using the Apprenticeship Registration and Tracking System (ARTS) to register students and provide apprentice or apprentice preparation registration numbers.

- 7. What does “administrative capacity” mean?**

Administrative capacity means having the ability to manage fiscal and compliance reporting requirements, which include a [vendor number](#) to invoice L&I, providing back-up documentation, and being available to answer audit questions.

Inclusion in ARTS

- 8. What is [ARTS](#) and how does it impact my application?**

Applicants must be using the Apprenticeship Registration Tracking System (ARTS) to qualify for this grant. This includes apprenticeship preparation programs.

- 9. The Apprenticeship Registration Tracking System (ARTS) requires social security numbers (SSN). My program has minors (under 18), therefore I can’t register them due to not having the ability to enter the SSN. How do I validate to L&I the minors are apprentices?**

There is a spreadsheet that will be sent out with the award letter that must be submitted to verify the minors along with the invoices. If you are currently a state-recognized apprenticeship preparation program and **not** registering your students in ARTS, please email apprentice@lni.wa.gov.

Filling out the application

- 10. I don’t have a statewide vendor number. Can I apply without one?**

No, please follow the directions on the application to apply with the [Office of Financial Management](#) to obtain your vendor number.

- 11. I have two registered programs. Do I apply separately for each program?**

Yes, if they are recognized individually by the Washington State Apprenticeship Training Council (WSATC) and in the Apprenticeship Registration Tracking System (ARTS) as two separate programs.

12. How specific does an applicant's list need to be when applying for reimbursement grant funds?

When listing items on the application, they may be general in nature. Examples include: tools, registration fees, tuition. See [the application](#) for additional detail.

13. Do I need to sign an additional contract?

No, the application had "Certification and Assurances" signed by the applicant.

14. Why is the range 1-50 apprentices capped at the first 40 approved applications and not the other ranges?

There are well over a 100 programs that fall in that range. There is a very high probability that not all programs will apply, therefore the funding formula was modified to make the awards higher to the programs that do receive funding. The assumption that all programs would apply, makes the awards much smaller.

The other ranges have fewer programs, therefore the probability of all programs applying is higher. The funding formula reflects that assumption.

In January 2025, the unspent funds will be assessed and re-allocated to those programs that have expended all of their funds.

Receiving grant funds

15. Can I use that money as I see fit as long as it is used for one of the items listed in the proposed budget?

The submission of a budget does not constitute allowable costs. If unsure, please contact the grant manager prior to expending grant funds. All reimbursements are based on allowable costs.

16. The full amount was not awarded, is there a budget item that was rejected?

No, each grant is formula funded based on program size and number of active apprentices to ensure equity and fairness for all programs.

17. I received more funding than what I applied for. Can I spend that money?

Yes, each grant is formula funded based on program size and number of active apprentices to ensure equity and fairness for all programs.

18. I expected to get a lot more funding based on my application and proposed budget. Is this the maximum amount I will receive?

L&I will be assessing funds at the beginning of 2025. If there is funding still available, L&I reserves the right to allocate more funding to programs that have already applied.

19. Will a successful applicant be reimbursed for all the expenses they document in their application?

Only allowable items itemized in the application will be reimbursed. If the grant amount is exceeded, continue to document applicable itemized expenses. L&I reserves the right to redistribute any unspent funds to approved programs.

20. Can tuition costs be included?

Yes. Payments for tuition and tuition-related costs may be approved if proof of payment and support documentation of the tuition provided is submitted. You must provide documentation of payment, registration or enrollment receipts of students enrolled in programs.

21. Can I use part of the grant funding to cover my administrative costs or staff salary/benefits?

No. Administrative burden or for paying staff's time is not an approved expense and will not be covered.

22. Can I include payment of instructors such as required journey level supervision, coaching or mentoring costs of supervisors?

No. You must have the required staff to support the program.

23. Does the applying program need to make all the expenses itself?

No. Qualified purchases do not need to be direct purchases by the program. At minimum, a direct purchase by the apprentice is required, and documentation of reimbursement to the individual apprentice by the program must be provided. Receipts and documentation for purchases must be submitted for reimbursement.

24. Can grant funds be used to purchase gift cards for gas and/or transit passes?

Yes. They are a qualified purchase as long as the pass-through funds are appropriately managed and reconciled. Programs must submit receipts of purchase, a log of which apprentice signed out the gift card or pass, and all gift cards and passes must be given to apprentices before the grant cycle ends on June 30, 2025.

25. How are wrap-around services defined?

Wrap-around services include assistance with books, fees, school supplies, tuition and other necessary items for students enrolled in or registered for postsecondary education classes, recognized apprenticeship preparation programs or registered apprenticeship.

26. What's required for the Driver Education Course Voucher for Minors?

Proof of enrollment of a minor, a person age 16-17, in a state Department of Licensing approved driver education course is required for reimbursement of a voucher. A voucher is defined as a document, printed or electronic, that entitles the holder to a discount, or that may be exchanged for goods or services.