



Apprenticeship State Grant Application

This single application allows organizations to apply for the state grant funding opportunities described in this document for which they are eligible.

Application Instructions:

1. You must complete all sections of this application and provide all information requested. The Washington State Department of Labor & Industries (L&I) will not consider incomplete applications.
2. Please type or print clearly.
3. E-mail the completed signed application to apprenticegrants@lni.wa.gov. Include any other supporting documentation in your e-mail.
4. Each individual program must apply; cannot apply as umbrella/parent program that has multiple programs.

We will review your application to approve or deny the grant. Awards will be considered on a first-come, first-served basis. Applications will be accepted from October 1, 2023 until September 30, 2024. Application review is ongoing until funds have been expended or the application period ends. If, at the end of the application period, funds remain, we reserve the right to allocate more funding to current awardees. **Reimbursement for allowable expenses could be retroactive to July 1, 2023 and expire on June 30, 2025 as this is the Period of Performance. Any allowable activities that occur during this time period can be submitted for reimbursement consideration.**

We reserve the right to scale proposals as needed based on available funding. You may be contacted by us for a question and answer session about your application.

In order to receive grant funding, the applicant must register with the Washington State Office of Financial Management System as payee and receive a vendor payee number.

- For information on how to register see: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>
- Vendor Payee Registration Form: <https://ofm.wa.gov/sites/default/files/public/payee/statewidePayeeRegistrationForm.pdf>
- To check for existing registration, see the Statewide vendor number look up: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

Purpose:

There are approximately 200 registered apprenticeship programs in the state covering more than 400 occupations. In April 2023, the state legislature approved, and Gov. Inslee signed into law, Engrossed Substitute Senate Bill 5187. Within the legislation are a number of state grant opportunities. These grants are intended to expand and sustain registered apprenticeship. Washington state has maintained a robust registered apprenticeship system, creating tens of thousands of high-skill, high-wage careers in traditional apprenticeship programs that are financially stable, and jointly managed, to ensure future generations of apprentices for high demand occupations. Funding for distribution was made available through ESSB 5187, which awarded approximately \$3,325,000 to provide wraparound support services to mitigate barriers to beginning or participating in apprenticeship

apprenticegrants@lni.wa.gov · PO Box 44530, Olympia, WA 98501



programs. Additionally, the legislature funded the Driver Education Vouchers for each of the biennial fiscal years at \$12,000 each year.

Wrap-Around Support Services: The purpose of this grant is to provide supportive services to pre-apprentices and registered apprentices from Washington State Apprenticeship and Training Council (WSATC) recognized preparation programs and registered apprenticeship programs. Applicants can be either nonprofit organizations or state recognized preparatory programs or registered apprenticeship programs supporting individuals currently in or seeking to enter a program. The total grant award is \$3,325,000.

Driver Education Course Voucher for Minors: The purpose of this grant is to provide vouchers to minors (16-17 year olds) enrolled in a state registered apprenticeship program to cover the cost of driver education courses. The total award is \$12,000 for each fiscal year of the biennium.

Eligibility Requirements:

Wrap-Around Support Services (see below for definition):

- Must be a WSATC recognized preparation, registered apprenticeship program, or nonprofit organization that support individuals currently in or seeking to enter preparation or registered apprenticeship programs;
- Recognized preparation programs must register students in the [Apprenticeship Registration Tracking System](#) (ARTS) and provide apprentice or apprentice preparation registration numbers;
- Must be in compliance per WSATC [administrative procedures](#) for registered apprenticeship programs; and
- Must have administrative capacity to manage fiscal and compliance reporting requirements.
- Non-profits must provide a list of registered apprenticeship programs their affiliated with and/or articulation agreements. And, how many apprentices they provide services to.

Driver Education Course Voucher for Minors (16-17 year olds):

- Must be a registered apprenticeship program or recognized preparation program under [RCW 49.04](#);
- Must provide apprentice or apprenticeship preparation registration numbers;
- Must be in compliance per WSATC [administrative procedures](#) for registered apprenticeship programs;
- Must have administrative capacity to manage fiscal and compliance reporting requirements; and
- Driver education course driving school must be licensed through the [Department of Licensing](#).

Section I: Organizational information

Name of person applying: _____

Legal entity name: _____

Address: _____



Washington State Department of
Labor & Industries

City: _____ State: _____ Zip: _____

Washington Vendor Payee Number: _____

Federal ID Number: _____ UBI: _____

Telephone number: _____ E-mail address: _____

Section II: Qualifications

1. Indicate Program Size:

- ☐ 1-50 apprentices
- ☐ 51-100 apprentices
- ☐ 101-500 apprentices
- ☐ 501-1,000 apprentices
- ☐ Over 1,000 apprentices

2. Identify type of organization:

- ☐ WSATC recognized preparation program. Please provide [ARTS](#) program ID # _____
- ☐ WSATC registered apprenticeship program. Please provide [ARTS](#) program ID # _____
- ☐ Non-profit that supports preparation or registered apprenticeship program

3. Do you have the administrative capacity to manage fiscal and compliance reporting requirements? Please describe below.

4. Does your program have minor registered apprentices?

- ☐ Yes
- ☐ No

NON-PROFITS

5. Do you have an established relationship or articulation agreements with preparatory or registered apprenticeship programs?

- ☐ Yes
- ☐ No

If so, please name them: _____



Please indicate the number of apprentices being served: _____

Section III: Grant Award Categories (You may apply for one or all grants)

Wrap-Around Support Services:

1. What types of support services will you be providing to mitigate barriers entering or remaining in an apprenticeship program? Check all that apply.
 - ☐ Personal transportation to job site;
 - ☐ Public transportation to job site;
 - ☐ Food insecurity;
 - ☐ Child care and dependent care;
 - ☐ Housing;
 - ☐ Needs-related payments;
 - ☐ Educational testing;
 - ☐ Reasonable accommodations for individuals with disabilities;
 - ☐ Legal aid services;
 - ☐ Health care; medical or dental care
 - ☐ Uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
 - ☐ Books, fees, school supplies, tuition and other necessary items for students enrolled in a registered or preparatory apprenticeship program; and
 - ☐ Payments and fees for employment and training-related applications, tests, and certifications.
 - ☐ Other; please describe

Driver Education Course Voucher for Minors:

1. Is obtaining a driver license necessary for participating in the registered apprenticeship program?
 - ☐ Yes
 - ☐ No

2. Please explain the circumstances of need.

Reimbursement based on proof of enrollment in a Department of Licensing (DOL) approved [driving school](#) for registered apprenticeship programs. Commercial Driver License (CDL) is not an allowable expenditure.

Section IV: Grant Awards, Invoicing and Take Back Policy

You must make all grant funded purchases between July 1, 2023 and June 30, 2025. Invoices will be paid on a reimbursement basis pending appropriate back up documentation and approval. Purchases made outside of the apprenticegrants@lni.wa.gov · PO Box 44530, Olympia, WA 98501



stated dates will not be allowable. The final date to submit invoices is July 31, 2025. Any submissions after that date will not be reimbursable. **Awards will be considered on a first-come, first- served basis. Apply early to ensure funding.**

Award amounts based on program size:

- 1-50 apprentices = \$5,045.69/program (this category is capped at the first 40 approved applicants)
- 51-100 apprentices = \$11,852.65/program
- 101-500 apprentices = \$37,056.55/program
- 501-1,000 apprentices = \$110,342.50/program
- Over 1,000 apprentices = \$268,660.00/program

Awards are based on the number of registered apprentices in the program at the time of application. Will be confirmed through [ARTS](#).

DUE TO THE HIGH VOLUME OF INVOICES, PLEASE INVOICE EITHER MONTHLY OR QUARTERLY. Not only is this to mitigate the number of invoices but also to ensure your reimbursement requests are allowable costs as you're expending grant funds. Please indicate your preference:

- ☐ Monthly
- ☐ Quarterly

In October 2024, L&I will assess each program's spending. L&I has implemented a "Take Back Policy" that will be utilized to analyze the award amounts. If it is deemed the program falls within the parameters of the policy, L&I will contact the program to take back unused funds and re-allocate those funds. In **JANUARY 2025**, if there is funding still available, L&I will redistribute additional funds to programs that have exhausted their funding.

TAKE BACK POLICY: Because all grant funds must be spent by June 30, 2025, L&I has instituted a Take Back Policy to ensure that funds that are not being used are redistributed so that apprentices can benefit from grant funds. If the program does **NOT** invoice:

- 50 percent of the awarded funds by September 30, 2024, L&I may reduce the award up to the difference between 50 percent of the award and the amount invoiced to date.
- 75 percent of the contract funds by September 30, 2024, L&I may reduce the award up to the difference between 75 percent of the award and the amount invoiced to date.

To avoid this, programs are encouraged to notify L&I as soon as possible if funds need to be returned, submit invoices regularly and by the quarterly deadlines.

Section V - Funding Restrictions

- Each individual program must apply; cannot apply as umbrella/parent program that has multiple programs.
- Non-residents / not residing in WA State even if employed by a WA State registered apprenticeship program are unallowable costs.
- Salaries and fringe benefits are unallowable.
- Gift card purchases must be accompanied by a sign-out sheet or affidavit to ensure proper usage.

apprenticegrants@lni.wa.gov · PO Box 44530, Olympia, WA 98501



- Expenses outside of Period of Performance are unallowable.
- Budget submission does not equate to allowable costs; contact Grant Manager if unsure of expense.
- Commercial Driver License is not an allowable expense under the Drivers Ed Vouchers.
- All reimbursements are dependent on valid documentation.
- Program-wide purchases that benefit all apprentices will need to be disclosed and validated to be an allowable costs.

Section VI - Budgets

Wrap-Around Services

List itemized expenses associated with the project. Budget must include estimated costs (fair market value). Budget submission does not equate to allowable costs; contact Grant Manager if unsure of expense.

Item/Services	# of apprentices	Cost	Total
Total Budget			
Amount Requested			

Driver License Vouchers

List applicant (apprentice or apprentice preparation registration number) and amount of program fee.

Apprentice or apprentice preparation Registration Number	Item/Services	Cost	Total
Total Budget			
Amount Requested			

Section VII – Certifications and Assurances

The undersigned represents certifies that:

- ☐ The signer is authorized to submit the grant application on behalf of the employer and authorized to enter into legally binding agreements for the employer;
- ☐ The signer has fully read and understands the requirements of the grant program;
- ☐ The employer will use funds provided under this program solely for costs, expenses, goods, or apprenticegrants@lni.wa.gov · PO Box 44530, Olympia, WA 98501



Washington State Department of
Labor & Industries

services expressly allowed, permitted, or authorized by this program;

- ☐ At L&I's direction, the employer will remit itemized receipts, invoices, and all other documentation as may be reasonably required by L&I evidencing use of any and all grant funds;
- ☐ The employer agrees to *reimburse* L&I any grant funds spent on ineligible goods, services, or activities not authorized under this grant program; and
- ☐ L&I has the right to re-allocated unused grant funds as indicated in the Take Back Policy.

Signature of Applicant

I certify that I am authorized to sign and submit this application, along with the agreement that will follow, if funded, on behalf of the employer. The information submitted with this application is accurate and true to the best of my knowledge.

Name of authorized representative (print) _____

Signature of authorized representative _____

Title _____

Date _____

Contact us

If you have questions about the application process, please contact:

E-mail: apprenticegrants@lni.wa.gov

DEFINITIONS: The definitions being used are in line with the USDOL. For more information, please see the Code of Federal Regulations ([2 CFR 200.1](#))

Supportive services are services that are necessary to enable an individual to participate in activities. In order to qualify for needs-related payments a participant must be enrolled in a state recognized preparation program or registered apprenticeship program. These services may include, but are not limited to, the following:

- a) Linkages to community services;
- b) Assistance with food insecurities;
- c) Assistance with personal transportation;
- d) Assistance with child care and dependent care;
- e) Assistance with housing;
- f) Needs-related payments;
- g) Assistance with educational testing;
- h) Reasonable accommodations for individuals with disabilities;
- i) Legal aid services;
- j) Referrals to health care;
- k) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- l) Assistance with books, fees, school supplies, tuition and other necessary items for students enrolled in postsecondary education classes; and

apprenticegrants@lni.wa.gov · PO Box 44530, Olympia, WA 98501



- m) Payments and fees for employment and training-related applications, tests, and certifications.
- n) Other; please describe