



Apprenticeship State Grant Application

This single application allows organizations to apply for all of 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.

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 July 1, 2022 until December 31, 2022. 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. **Funds will be available on July 1, 2022 and expire on June 30, 2023.**

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 March 2022, the state legislature approved, and Gov. Inslee signed into law, Engrossed Substitute Senate Bill (ESSB) 5600. 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 5600, which awarded approximately \$8.5 million for expansion and sustainability of registered apprenticeship.



Technology and Remote Learning: The purpose of this grant is to modernize technology and remote learning instruction infrastructure for state registered apprenticeship. The total available to award is up to \$2.37 million. Special consideration will be given to rural programs by either establishing or expanding registered apprenticeship in those geographical areas.

Wrap-Around Support Services: The purpose of this grant is to provide supportive services for 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 registered programs supporting individuals currently in or seeking to enter a program. The total available to award is up to \$1.9 million.

Upgrading Equipment: The purpose of this grant is to upgrade equipment in Washington State registered apprenticeship programs. The total available to award is up to \$3.8 million.

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 available to award is up to \$12,000.

Eligibility Requirements:

Technology and Remote Learning (see below for definition):

- Must be a registered apprenticeship program under [RCW 49.04](#);
- **Must submit a Sustainability Plan;**
- Must be in compliance per WSATC [administrative procedures](#) for registered apprenticeship programs; and
- Must have administrative capacity to manage fiscal and compliance reporting 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.

Upgrading Equipment (see below for definition):

- Must be a registered apprenticeship program under [RCW 49.04](#);
- Must be in compliance per WSATC [administrative procedures](#) for registered apprenticeship programs; and
- Must have administrative capacity to manage fiscal and compliance reporting requirements.



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 the legal entity: _____

Federal ID Number: _____ UBI: _____

Washington Vendor Payee Number: _____

Organization contact name: _____

Title: _____

Telephone number: _____ E-mail address: _____

Section II: Qualifications

1. Indicate Program Size:

- 1-5 apprentices
- 6-100 apprentices
- 101-500 apprentices
- 501-1,000 apprentices
- Over 1,000 apprentices

2. Where is your program located?

- Urban/Metro
- Rural (If you're a rural program, please follow links for more information [OFM population and density info](#); [OFM County Map](#))
- Statewide

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

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

Technology and Remote Learning

1. What types of technology or remote learning for instruction do you plan to purchase?

- Computing devices
- Software
- Hardware
- Information technology systems
- Equipment
- Supplies
- Learning management system
- Other

2. Describe the need to modernize the technology or remote learning for instruction.

3. What best describes the technology or remote learning you will purchase?

- A first time purchase of the technology or remote learning
- An increase in quantity of existing technology
- An upgrade of existing outdated technology or remote learning
- Replacement of existing worn technology or remote learning

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.
 - Community services;
 - Transportation to job site;
 - Child care and dependent care;
 - Housing;
 - Needs-related payments;
 - Educational testing;
 - Reasonable accommodations for individuals with disabilities;
 - Legal aid services;
 - Health care; health 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

Upgrading Equipment

1. What types of equipment you plan to purchase?
 - Computing devices
 - Software
 - Hardware
 - Information technology systems
 - Equipment
 - Supplies
 - Learning management system
 - Other; please describe
2. What best describes the equipment you will purchase?
 - A first time purchase of the equipment
 - An increase in quantity of existing equipment
 - An upgrade of existing outdated equipment
 - Replacement of existing worn equipment

*Note: Construction is not an allowable expenditure unless incidental to installation and set-up of equipment.

Driver Education Course Voucher for Minors:

1. Is obtaining a driver license necessary for participating in the registered apprenticeship program? _____
2. Please explain the circumstances of need.

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

Section IV: Grant Award Amounts

You must make all grant funded purchases between July 1, 2022 and June 30, 2023. Invoices will be paid on a reimbursement basis pending appropriate back up documentation and approval. Purchases made outside of the stated dates will not be allowable.

Technology and Remote Learning up to \$2.37 million -- Program resources, not apprentice specific; must be sustained if change in apprentice

- 1-5 apprentices = \$321 per program
- 6-100 apprentices = \$5,636 per program
- 101-500 apprentices = \$36,414 per program
- 501-1,000 apprentices = \$94,042 per program
- Over 1,000 apprentices = \$213,750 per program

Supportive Services up to \$1.9 million

- 1-5 apprentices = up to \$22,250
- 6-100 apprentices = up to \$264,000
- 101-500 apprentices = up to \$656,875
- 501-1,000 apprentices = up to \$435,000
- Over 1,000 apprentices = up to \$514,000

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

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Equipment up to \$3.8 million -- Program resources, not apprentice specific; must be sustained if change in apprentice

- 1-5 apprentices = \$515 per program
- 6-100 apprentices = \$9,017 per program
- 101-500 apprentices = \$57,826 per program
- 501-1,000 apprentices = \$145,667 per program
- Over 1,000 apprentices = \$342,000 per program

Vouchers up to \$12,000 --- \$600 per apprentice; approval as needed (Limited to \$600)

L&I will calculate any remaining funds in March 2023 and redistribute additional funds as needed. The department will use the pool of candidates that utilized the grant funds throughout the year. This may be accomplished by either making the program whole if they expended more than the allotted threshold amounts, or the department may contact the programs and ask if they have more qualifying expenses to submit for reimbursement.

See the following page for the budget worksheet. If more room is needed, please attach separate sheets. Please note, the needs may outweigh the department's ability to fully fund application requests.

Technology and Remote Learning

List itemized expenses associated with the project. Budget must include estimated costs (fair market value).

Item	Quantity	Cost	Total
		Subtotal	
		Freight/Shipping	
		Tax	
		Total Budget	
		Amount Requested	



Equipment Budget Proposal

List itemized expenses associated with the project. Budget must include estimated costs (fair market value).

Item	Quantity	Cost	Total
		Subtotal	
		Freight/Shipping	
		Tax	
		Total Budget	
		Amount Requested	

Wrap-Around Services

List itemized expenses associated with the project. Budget must include estimated costs (fair market value).

Estimated # of Apprentices served	Item/Services	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 VI – 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 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
- The employer agrees to remit to L&I any unused grant funds not used within 90 days of grant disbursement.

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) _____

Title _____

Signature of authorized representative _____

Date _____

Employer name _____ L&I Account Number _____

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 ([CFR 200.1](#)).

Capital assets means:

(1) Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- (i) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- (ii) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

(2) For purpose of this part, capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract.

Capital expenditures means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. See also the definitions of supplies and information technology systems in this section.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established for financial statement purposes, or \$5,000. See also the definitions of capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment, and supplies in this section.

Information technology systems means computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also the definitions of computing devices and equipment in this section.

General purpose equipment means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. See also the definitions of equipment and special purpose equipment in this section.

Special purpose equipment means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers. See also the definitions of equipment and general purpose equipment in this section.

Supplies means all tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also the definitions of computing devices and equipment in this section.

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 transportation;
- c) Assistance with child care and dependent care;
- d) Assistance with housing;
- e) Needs-related payments;
- f) Assistance with educational testing;
- g) Reasonable accommodations for individuals with disabilities;
- h) Legal aid services;
- i) Referrals to health care;
- j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- k) Assistance with books, fees, school supplies, tuition and other necessary items for students enrolled in postsecondary education classes; and
- l) Payments and fees for employment and training-related applications, tests, and certifications.
- m) Other; please describe

Sustainability Plan could consist of (key components):

- a) Identify short-term and long-term sustainability strategies that will work;
- b) Conduct an assessment of the current project, and use collected data to help determine what the future scale/scope of the program will be;
- c) Conduct a planning process for sustainability;
- d) Identify what resources are needed to sustain the project;
- e) Demonstrated approval among advisory board members and other strategic partners;
- f) Marketing strategies / Outreach campaign