

## 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 \$8 million in grant funding. The application period is open through **Dec. 31**. The deadline for applicants to spend the money is **June 30, 2023**.

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](http://www.Lni.wa.gov/apprenticeshipgrants). Questions? Email [Apprenticegrants@Lni.wa.gov](mailto: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 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.

**Note:** For equipment and technology grants, a plan to maintain the requested resources over time must also be included.

#### **3. Are there additional requirements for the wrap-around support services grant?**

To qualify for wrap-around support services, your program must be a WSATC-recognized 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.

#### **4. 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**

### **5. 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 preparatory apprenticeship programs.

If you are currently a state-recognized apprenticeship preparation program and **not** registering your students in ARTS, please email Aubre Nelson: [nelb235@lni.wa.gov](mailto:nelb235@lni.wa.gov).

## **Filling out the application**

### **6. 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: computer; tablet; desk. See [the application](#) for additional detail.

## **Receiving grant funds**

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

Only 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.

### **8. 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.

### **9. Can I use part of the grant funding to cover my administrative costs?**

No. Administrative burden is not an approved expense and will not be covered.

### **10. 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.

### **11. 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.

**12. 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, 2023.

**About the specific grants**

**13. 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.

**14. 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.