



Washington State Department of Transportation

Pre-Apprenticeship and Support Services Grant Program Application Process

ABOUT THE PRE-APPRENTICESHIP SUPPORT SERVICES GRANT PROGRAM

The Pre-Apprenticeship Support Services Grant Program (PASS) assists in growing and supporting the diversity of WSDOT's highway construction workforce. Targeting outreach toward women, minorities, individuals aging out of foster care, young adults who have left the Juvenile Rehabilitation system, unhoused individuals and other disadvantaged populations across Washington state, vendors conduct individual assessments, provide pre-employment assistance and assist in barrier removal. Vendors will also work with, and in some instances offer, pre-apprenticeship highway construction training programs that effectively prepare individuals to enter the highway construction workforce. Applicants must be not for profit organizations, such as local Native American tribes, churches, and other community-based organizations. Applicants may subcontract specific services outlined within if they are not able to fulfill project requirements. These programs will assist the target populations in gaining access to careers in the highway construction trades.

APPLICATION DEADLINE

3 p.m. PDT, May 18, 2025.

FATAL FLAW POLICY

WSDOT uses a fatal flaw policy for this program. WSDOT won't consider applications containing fatal flaws for funding. WSDOT considers the following to be fatal flaws that will cause an application to be rejected:

- Proposed project is ineligible.
- Application is incomplete with required information missing.
- Application doesn't meet requirements.
- Applicant isn't in compliance with WSDOT's in-good-standing policy.

IN GOOD STANDING POLICY

WSDOT is responsible for administering funds in accordance with state and federal laws and regulations. Additionally, you as a recipient and WSDOT are responsible for oversight and accountability that foster transparency and assist in maintaining public confidence.

Vendors must maintain In Good Standing Status to receive these funds. During the course your project, WSDOT staff will evaluate the following performance requirements for determining you're In Good Standing Status:

1. Compliance with all contractual obligations and satisfactory progress toward project completion, including:
 - Staying on schedule without unexplained delays.
 - Performing the exact work described in the Scope of work clause of your agreement.
2. Adequacy of financial records that document and support all grant expenses.
3. Submittal of accurate and timely reports and claim reimbursements.
4. Full participation during site visits and project reviews with timely responses to any deficiencies noted during and after the site visit.
5. Timely compliance with recommended measures for identified deficiencies.
6. Timely and complete responses to any WSDOT communication and requests for information.
7. A satisfactory organizational risk assessment.

If vendors do not meet performance requirements, they will not maintain In Good Standing Status and can expect one or more consequences from WSDOT, including but not limited to:

- Suspended payment of grant funds.
- Written warning to your grant project manager, organization executives and/or board of directors that identifies deficiencies, the necessary remedies, and a timeline for those corrections.
- Ineligibility for any additional grant funds within either the current biennium or future biennia.
- Audit of the organization to determine the extent of compliance with contractual obligations.
- Suspension or termination of the grant contract(s) and loss of grant funds.
- Negotiated return or buyout of any grant-funded vehicle, equipment, or capital construction project.

Appropriate legal action.

All grant recipients must maintain in-good-standing status to receive payments and be eligible for future funding consideration from WSDOT.

ELIGIBLE APPLICANTS

All Washington state not for profit organizations such as:

- Local Native American tribes.
- Churches.
- Community-based organizations
- Trades training organizations
- Educational Institutions

FUNDING AVAILABILITY

In the 2023-2025 biennium, WSDOT had approximately \$5.4 million in grant funding for the PASS Grant Program. The Legislature will determine the funding level for the 2025-2027 biennium in the 2025 legislative session.

PROJECT IMPLEMENTATION TIMELINE

Monthly Check-ins with WSDOT and grant recipients will be performed to provide updates on project progress, barriers, and project updates.

Project will begin July 1, 2025, and implemented throughout the biennium until June 30, 2027.

Grantees will invoice monthly for services performed using provided Monthly Program Tracking and Reporting Form.

APPLICATION PROCESS

Vendors must submit applications for the PASS Grant to OECRPASSProgram@wsdot.wa.gov by **3 p.m. PDT Sunday, May 18, 2025**. WSDOT won't accept late applications. Vendors should submit applications prior to the deadline to accommodate any unforeseen challenges.

Program inbox will autogenerate a confirmation email for submission of each application. The confirmation won't include an assessment of the completeness of the application.

Please limit application to five (5) pages.

NUMBER OF APPLICATIONS

Vendors may submit more than one application. Vendor must submit one application for each individual project (e.g., capital or incentives).

SUMMARY OF PROJECT INFORMATION

These awards will assist the target populations in gaining access to careers in the highway construction trades. This solicitation is seeking Vendors that can clearly present their project

approach for one of the Service Levels outlined within, and strategies for how they will conduct outreach, assessment, training, support services, mentorship, and place women, minorities, and other disadvantaged individuals onto WSDOT highway construction projects.