



Washington State Department of Transportation

Workforce Advancement and Vocational Education Grant Program Application Process

ABOUT THE PROGRAM

The Workforce Advancement and Vocational Education (WAVE) grant program assists in growing and supporting the diversity of Washington State Department of Transportation (WSDOT) Washington State Ferries (WSF) division's fleet 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, a vendor will conduct individual assessments, provide pre-employment assistance and assist in barrier removal. Vendors will work with WSF to create a suitable curriculum for maritime training, provide support services, barrier removal, coaching for required credentials, and provide career readiness training in preparation to apply for a WSF on vessel career. Applicants must be not for profit organizations, such as local Native American tribes, churches, and other community-based organizations. These programs will assist the target population in gaining access to entry level careers at WSF.

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.

You 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 you do not meet performance requirements, you 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 applicants and subcontracted vendors must be a Washington state not for profit organization such as:

- Local Native American tribes

- Churches
- Community-based organizations
- Trades training organizations
- Educational Institutions
- Other non-profit organizations

FUNDING AVAILABILITY

In the 2023-2025 biennium, WSDOT had approximately \$1.5 million in funding for the WAVE Grant Program. The Legislature will determine the funding level for the 2025-2027 biennium in the 2025 legislative session.

PROJECT IMPLEMENTATION TIMELINE

All applications must be submitted by **3:00 pm PDT on Sunday May 18, 2025**. Notice of awards are expected to be sent by June 2025. The vendor agreement will begin on or around July 1, 2025, and implemented throughout the biennium until June 30, 2027. The vendor will create a fully developed and approved curriculum by December 31, 2025.

APPLICATION PROCESS

To apply, vendors must submit an email to OECRWAVEProgram@wsdot.wa.gov with a complete application attached. Applications should be limited to ten (10) pages. Incomplete applications may be disqualified from review.

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

SUMMARY OF PROJECT INFORMATION

The awarded vendor will assist the target population in gaining access to careers on board WSF vessels by removing barriers. This solicitation is seeking vendors that can clearly present their project approach for one of the services listed in the Statement of Work, and strategies for how they will conduct outreach, assessment, training, support services, mentorship, and prepare women, minorities, and other disadvantaged individuals for employment on a WSF vessel.