

**2015-2017 Pre-Apprenticeship Supportive Services (PASS) Grant
ALLOWABLE ACTIVITIES**

I. Program Eligibility

Any individual that services are provided for must meet the following eligibility requirements to be eligible for funds provided through grants.

- Be a female or minority.
- US citizen or legal resident and have the appropriate work permit (be able to show documentation).
- Washington State resident (must present proof of residency).
- High school diploma or GED.
- Have or be able to get a driver's license and insurance.
- Be able to pass industry required physical and drug screen test during training and upon employment.

II. Eligibility for Assistance

To avoid duplication of services, grant applicants must make every effort to pay for services through other agencies offering that service.

Examples:

- Childcare assistance must first be applied for through DSHS, Working Connections or similar programs (and exhausted).
- Individuals receiving State assistance, paying or receiving childcare may be eligible for services under the DSHS Pipeline Program. Contact Don Mercer Don.Mercer@dshs.wa.gov or Kevin Semler Kevin.Semler@dshs.wa.gov for more information.
- WIOA (Workforce Innovation and Opportunity Act) also has funding available to provide rent, childcare and gas assistance, assistance with work related clothing and tools and assistance with testing and licensing fees. Contact your local WorkSource office for information.

- Other sources such as BFET, SNAP, financial aid, DVR, DSHS, WIOA, Working Connections and other services must be explored first and exhausted prior to using PASS grant funds to pay for similar services
- Students participating in training and not working full time may qualify for additional services.

Each participant designated to receive services under a grant project **must** have their eligibility for state services checked at www.washingtonconnections.org. *Grant applicants may not provide funding for any service before checking state eligibility and providing proof of eligibility or ineligibility to WSDOT.*

Grant applicants must provide documentation of application and outcome of services applied for each individual to WSDOT and maintain these records as part of the record keeping process.

III. Funding Restrictions

Funds may not be used to provide any of the following services

- Court fees or fines
- Fees associated with obtaining and/or reinstating driver's licenses
- Ongoing union dues, other dues, fees, housing, food, utilities or related expenses (**first month only** of union dues and initiation fee are allowable)
- Salaries or stipends

Grant projects may be funded for more or less at the discretion of WSDOT. See Program Guidelines for more information.

IV. Tuition Assistance

The goal of the PASS Grant Program is to provide complete training and supportive services for minorities and females participating in the program.

Requests for tuition assistance will only be considered if presented as part of a supportive services/case management program, and this connection is demonstrated during the application process. Tuition assistance will be paid only to training organizations that have Washington State Apprenticeship Training Council recognition.

Requests will be evaluated on the per student cost of program tuition only. **No administration costs will be allowed for tuition requests.** Project proposals meeting funding priorities will be given priority over tuition assistance requests.

Supportive Services for individuals enrolled in pre-apprenticeship or approved training programs

Service (for those enrolled in approved training activities)	Activity/Definition	Cap per individual	Required Documentation/Other
Transportation	Gas card, bus pass.	\$150	-Only valid while enrolled in an approved training program. -If an individual is enrolled in a multi-quarter training program, this cap can met per quarter, up to two quarters.

**Supportive Services for First Year Apprentices/Trainees
(Services Eligibility - 12 months from date of hire on a highway construction project or trade based job).**

Service for first year Apprentice/Trainee	Activity/Definition	Cap per individual	Required Documentation/Other
Temporary job travel assistance	This provides assistance to that have a work opportunity in a location 60 miles or further from the permanent residence. Job must be highway construction related or provide similar trade related employment.	\$300	Allowable expense-hotel, gas card, food -hotel (if necessary) will be paid directly by the Grant Administrator.
Transportation assistance	Gas card or minor auto repair.	\$300	-Must have an auto service center provide documentation of necessity or repair to the Grant Administrator. No cosmetic repairs permitted. -Car to be repaired must be registered in the name of the Apprentice/Trainee and must be the primary mode of transportation for that individual. -Grant administrator must pay the service center directly. -Repairs must be performed by a certified auto repair shop.

Childcare assistance	Childcare during working hours for apprentice/trainee.	\$3600	<ul style="list-style-type: none"> -Apprentice/Trainee must apply for Washington State childcare assistance (DHS, Working Connections or other related programs) and provide proof of the outcome. -Childcare provider must be certified through DSHS to provide services. -The Apprentice/Trainee must invest 50% of the monthly cost of childcare copy out of their pocket, with the Grant Administrator paying the other 50% on their behalf <u>directly to the childcare provider</u>. -The Grant Administrator must meet with the Apprentice/Trainee to certify hours worked for the week for themselves and their spouse/partner at minimum once per month to continue childcare eligibility. -DSHS guidelines for payment will apply to individuals that are between jobs, and payments may be reduced for those times.
Service (for first year Apprentice/Trainee)	Activity/Definition	Cap per individual	Required Documentation/Other
Safety Equipment/Tools*	Safety equipment necessary for the job that is not provided by the employer.	\$500	<ul style="list-style-type: none"> -Equipment required under WAC 296.800.16020 to be provided by the employer is not an allowable grant purchase. -The Grant Administrator must verify from the employer that the equipment is reasonable and necessary. -The Grant Administrator must purchase the equipment on behalf of the Apprentice/Trainee. -The Apprentice/Trainee will invest 10% of the cost (of their own money) towards the purchase of the equipment, and will pay this to the Grant Administrator.
Basic Tools*	A basic, reasonable and necessary set of tools needed for an Apprentice/Trainee to be successful on the jobsite while working in a particular trade.	Shares the cap for safety equipment.	<ul style="list-style-type: none"> -Tools must be reasonable and necessary and <u>not already provided</u> by the employer. -The Apprentice/Trainee must invest 10% of the total tool cost (of their own money). Specialty Tools – Some jobs may require a special tool required by the employer. The Grant Administrator may pay for a specialty tool when: <ul style="list-style-type: none"> -The Grant Administrator has verified in writing from the employer that the tool is necessary for the job. -The individual requesting the tool must invest 10% of their own money towards the cost of the tool.

***Apprentices will return to your organization any tools or specialty equipment that are purchased under the grant to your organization if they leave employment in their trade/construction.**

Under no circumstances will cash be given directly to program participants. All qualified services will be paid on behalf of the individual receiving services by the Grant administrator directly to the service provider.

All receipts for any expenditures must be kept and provided to WSDOT as part of the monthly reporting requirements along with the 'Receipt of Services' form signed by the individual receiving services.

Apprentice/Trainee Investments

Apprentice/Trainees are required to invest in any purchase of tools or safety equipment, or in the co-pay for monthly childcare costs. The program is designed to give these individuals every advantage while pursuing training and establishing a career history, while allowing them to invest in their own future and preparing for self-sufficiency.

If you have questions, please contact Amy Palo at PaloA@WSDOT.WA.GOV.