

Updated 5/12/2023.

SBCTC considers answers in this Questions and Answers (Q&A) document to be the only official source for answers related to this funding source, aside from the Program Guidelines. Questions (Q) and answers (A) are presented in reverse order, showing the most recently received questions at the top of the document. This is so that colleges may check back frequently during the application process and easily see new Q&As. This document will be updated throughout the 2023-25 biennium.

Q: Section 2, 2C-2 Legislative District question. Which one should be used: the federal district or the WA State district?

A: Since JSP is state funded, we are looking for the WA State legislative district.

Q: What changed in the Trainee Course, Wage, & Match Information form as per the email sent on May 12, 2023?

A: The “Courses” tab got modified to include the Benefits column in the computation of the Total Match column. You may use this new form or just update the “Courses” tab of the file you are currently working on.

Q: When using the 2023-25 Trainee Course, Wage, & Match Information form, Courses tab, and you cannot find a matching trainee position title from the dropdown in Column I of the Course tab.

A: Choose "Other" from the dropdown in Column I and then use Column J to specify the trainee title.

<a href="#">CIP Code</a>	Course Title	Training Start Date (mm/dd/yy)	Training End Date (mm/dd/yy)	Training Provider	Trainee Position Title	If you chose "Other" in Column I, specify trainee title here
					Other	Lean Practitioner

Q: Where can I find additional information for cluster question 2F?

A: The link <https://www.washingtonworkforce.org/#directory> provides information about the work of the Local Workforce Development Boards. Additional information regarding location and contacts for each of the Boards may also be found there. Once you have determined the Workforce Development Board for your area, the next step would be to research the local board website (or contact them) for specific industry sector information related to the business and trainees that will be involved in your project. The more information you can document (examples are in the question) about the industry need, the more competitive your proposal will be in showing the need for training.

Q: If a grant is requested for only one year, would that change how long it will be before they can reapply?

A: SBCTC has set the policy to count consecutive individual projects to the same business in the same biennium to only count as one (1) project. Any funding, training, and reporting must be related to and completed in FY24, and a new proposal and set of activities would need to be submitted for FY25. The FY25 funding process will still be a competitive process. Projects awarded funding in FY24 are not guaranteed to receive funding in FY25.

Q: Section 3. 3A. Does the business meet the JSP wage threshold policy as given in the current program guidelines?\* [Yes/No] – Where could additional information about this question be found in the Program Guidelines?

A: Page 7 of the Program Guidelines, under JSP Policies, which states that:  
Wage and Compensation – A goal of the JSP program is to support workforce training for businesses that provide wages resulting in earnings that support families and jobs that include an employer-paid health benefits package and opportunities for wage progression.

Q: What are the percentage maximums for budgeted administrative costs?

A: The total budget for Administration expenditures cannot exceed 20% of the total grant amount. The combined total budget for Administration and Project Development cannot exceed 25% of the total grant amount.

Q: When there is a consortium of businesses applying with a college for a JSP project, with some falling under the 500k revenue, how is that handled?

A: The rule regarding match requirements is meant to apply to individual businesses. When there is a consortium project and if there is even one business with a GBI of \$500K or higher, the businesses will have to match the entire project budget. However, not all businesses will need to match at the same level. We have had consortia projects that have had one or a couple of the businesses contribute the majority of the match, while smaller businesses may contribute little to none.

Q: A contractor we have worked with a long time mentioned that they have had JSP funds approved to send a set of employees to an outside certification training. Is this something that has been approved in the past?

A: Most businesses take advantage of the ability to conduct onsite customized training in JSP. JSP participants are allowed to design a training program that meets their needs, and training is not restricted to local or onsite courses. Participants in JSP training must be employees of the project business partner.

Q: In forming a consortium, what are the requirements for training overlap?

A: There are no requirements for training overlap for businesses participating in a consortium project.

Q: For the JSP's due on May 31st for fiscal 2023-2024, since these are one-year grants with no extensions, will these count for one of the two in a five-year period maximum that a company can be awarded?

A: One remedy we are providing to the restricted 1-year grant period is that we will be counting two projects for a business in the same biennium as one project.