



WASHINGTON COMMERCIAL DRIVERS LICENSE GRANT (WA CDL GRANT)

***2022-2023 APPLICATION GUIDELINES FOR PRIVATE
CAREER SCHOOLS & COLLEGES, AND K-12 SCHOOL
DISTRICTS***

WORKFORCE EDUCATION

Washington State Board for Community and Technical Colleges

PO Box 42495

Olympia, WA 98504

SBCTC.edu

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Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	October 20, 2022
Application Webinar (participation optional)	October 31, 2022
Applications due in OGMS	November 15, 2022
Funding begins	December 1, 2022

Grant Contacts

Program Administration Questions

Danny Marshall
Program Administrator, Workforce Education
dmarshall@sbctc.edu
360-704-4332

Policy Oversight Questions

Carolyn McKinnon
Policy Associate, Workforce Education
cmckinnon@sbctc.edu
360-704-3903

Contracting Questions

Marla Elmquist
Contract Specialist 2, Education Division
melmquist@sbctc.edu
360-704-1075

OGMS, OBIS, & Invoicing Questions

Kari Kauffman
Program Coordinator
kkauffman@sbctc.edu
360-704-1021

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Terminology Used in This Application

WA CDL Program – Washington Commercial Driver’s License Program

PCSC – Private Career School or College

SD – A K-12 School District in the State of Washington

Applicant – PCSCs or SDs applying for CDL Program

ETPL – state eligible training provider list

WRT – Worker Retraining Program

SBCTC – State Board for Community and Technical Colleges

SAP – Satisfactory Academic Progress

OGMS – Online Grant Management System

OBIS – Online Budget Invoicing System

Program Overview

The Washington Commercial Driver’s License (CDL) Program plays a major role in Washington State’s economic development by providing funding to eligible workers for training or retraining that will assist them in commercial driver employment.

The State General Fund provides the funding for the CDL Program. In the 2022 Supplemental Budget, the CDL Program was established to increase access to workforce development in trucking and trucking-related supply chain industries and the school bus driving industry. The CDL Program is administered by the State Board for Community and Technical Colleges (SBCTC).

SBCTC contracts with eligible PCSCs/SDs that are selected through a competitive process to provide instruction to CDL Program students. Applicants are responsible for screening students and documenting their participation and use of CDL funds. Eligible students are provided tuition assistance.

Applicant Guidelines

Who May Apply

Private career schools and colleges (PCSCs) that have a license in good standing, are operating in the state of Washington, and are on the state Eligible Training Provider List, may apply for CDL funds. PCSCs must have a physical presence in the state to apply for these funds. An expedited application process will be provided for PCSCs that are current Worker Retraining (WRT) contractors.

School Districts (SDs) in the State of Washington K-12 system that have a school bus driver training program may apply for these funds.

How Does the Provider Apply?

Applications for WA CDL funds are only accepted through the Online Grant Management System ([OGMS](#)). OGMS is a web-based application system maintained by SBCTC.

It is necessary to have a username and password to access OGMS.

Access information for applicants that have used OGMS previously: Users obtain the applicant user name and password from their OGMS Security Administrator. A list of [OGMS security administrators](#) can be found online.

Access information for applicants that have not used OGMS previously: If the applicant has not participated in CDL or WRT before or has not used OGMS, contact [Kari Kauffman](#).

Disclaimer

SBCTC reserves the right to refrain from granting funding to any or all applicants. Funding for this grant program totals \$500,000 in FY23; selection of schools with which to contract will be competitive and based on meeting minimum eligibility criteria. Should applications for funding exceed available funds, SBCTC reserves the right to select contractors based on a combination of criteria, including but not limited to demonstration of student success, demonstration of possessing the administrative controls necessary to perform under state contracts, geographic distribution of contractors, and other factors determined solely by SBCTC. Submitting an application does not constitute any right to or guarantee of funding. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Application Sections

The following information details required information in the application. It is organized as a step-by-step guide for completing each section of the application in the order in which it appears in OGMS.

Tab 1 – Applicant Information

1. Contract Contact: Please enter contact information for the staff person responsible for completing the application and who should be contacted with questions or information about the status of the application.
2. Secondary Contact (optional): Enter the information for a secondary contact.
3. Legal business name: Provide the legal business name of your school. Any awarded contracts will be written to this business name.
4. Confirmation that PCSC applicant is a current WRT contractor.
5. Confirmation that PCSC applicant is on the state Eligible Training Provider List (ETPL)
6. Confirmation that SD applicant is a part of the K-12 system under the oversight of the Office of

Superintendent of Public Instruction in the State of Washington

7. Check the box when the information is complete and click Save.

Tab 2 – Specific Assurances

- Not applicable for this application.

Tab 3 – Contents (Sections 1-4)

Section 1 - Minimum Eligibility for Consideration

This section addresses the minimum eligibility criteria that a PCSC must meet in order to be considered for funding. If applicant is SD or a current WRT contractor, this section will not need to be completed

- 1A.** Contact information. Enter the contact information for staff person responsible for completing the application and who should be contacted with questions or information about the status of the application (both primary and secondary if applicable).
- 1B.** Legal business name: provide the legal business name of your school, and the Doing Business As name if applicable.
- 1C.** Campus Location(s). Enter the physical address of all campuses where you intend to serve CDL students.
- 1D.** Check this box if you are a current PCSC WRT grant contractor or a State of Washington K-12 School District.
- 1E.** Check this box if your PCSC is on the state Eligible Training Provider List (ETPL).
- 1F.** This section addresses the minimum eligibility criteria that a PCSC must meet in order to be considered for funding. If applicant is a SD, or a current WRT contractor, or on the state ETPL, this section will not need to be completed
- 1F.a.** Check this box to confirm you are eligible to skip this section.
- 1F.b.** Completion Rate. The completion rate for all programs must be .40 (40%) or greater Successful Completers.
- 1F.c.** Enter the number of students who successfully completed their program in fiscal year 2022 (July 1, 2021 - June 30, 2022).
- 1F.d.** All Exiters. Enter the number of students who exited during fiscal year 2022. Please see the description of All Exiters in the [Minimum Criteria section](#) above.
- 1F.e.** Rate (Successful Completers ÷ All Exiters). Enter the rate as a decimal. For example, enter 80% as .8.
- 1F.f.** Narrative box. If the rate is not .40 (40%) or greater, please explain why.
- 1F.g.** Employment Placements. The rate must be .40 (40%) or greater for Successful Completers who are employed. Enter the number of Successful Completers who are

employed.

1F.h. Successful Completers. Enter the number of students who successfully completed their program in fiscal year 2022 (July 1, 2021 - June 30, 2022). This is the same number as in 1F.c.

1F.i. Rate (Successful Completers who are employed ÷ Successful Completers). Enter the rate as a decimal.

1F.j. Narrative Box. If the rate is not .40 (40%) or greater, please explain why.

1F.k. Technology Requirements. Check the box to certify your school meets technology requirements.

1F.l. Notification of Business Change: Check the box to certify that the school will provide notice to SBCTC prior to any legal name or business change within the life of the contract.

- Check the box when the information is complete and click Save.

Section 2 – Funding Request

This section captures the applicants funding request and the justification for the request. Please see the [Funding section](#) for useful examples.

2A. Student Aid request. This is the planned level of enrollment of eligible students for the state fiscal year 2023 (July 1, 2022 - June 30, 2023). Enter a whole number.

2A.a. New students. Enter the number of students that will be new in state fiscal year 2023 (not crossovers).

2A.b. Crossover students (only applicable for applicants that hold a contract for the current contract year, state fiscal year 2022). If currently serving CDL students, enter the number of students (if any) that will be crossovers from state fiscal year 2022.

2A.c. Total request. Enter the total number of students to be served for fiscal year 2023.

2B. Provide a narrative justification for the student request. Explain how requested students were determined and rationale for expected eligible student enrollment.

2C. Total funding requested. The maximum funding per student is \$2,000. Calculate the total funding requested by multiplying \$2,000 by the number of students requested.

- Check the box when the information is complete and click Save.

Section 3 – PCSC/SD Administrative Requirements

Please review the fiscal year 2022-23 PCSC CDL Program Guidelines for detailed compliance information before completing this portion of the application.

3A. Check the box to certify that all appropriate staff have reviewed fiscal year 2023 PCSC CDL Program Guidelines.

- 3B.** Check the boxes to certify that student files will be distinguishable from non-CDL students and that the applicant will maintain CDL student files for six years.
- 3C.** Describe how CDL student files will be managed, including how CDL student files will be distinguishable from non-CDL student files. SBCTC staff will review this answer to determine whether there are satisfactory processes in place.
- 3D.** Provide the title(s) (name is optional) of the staff responsible for managing student eligibility files.
- 3E.** Describe the process used to determine student eligibility (i.e. interview, assessment questionnaire, at what point in the enrollment process, etc.). SBCTC staff will review this answer to determine whether there are satisfactory processes in place. Accompanying documentation to be attached as described in Section 4 of application.
- 3F.** Check each box to attest that procedures will be followed for all eligible students.
- Check the box to certify CDL students are provided with career or occupational outlook in the local labor market for the field to be studied prior to enrolling.
 - Check the box to certify CDL students are provided with current completion and employment rates for students attending the PCSC prior to enrolling.
- 3G.** Describe how CDL students' satisfactory academic progress and attendance status will be monitored and confirmed prior to the applicant submitting billings. Accompanying documentation to be attached as described in Section 4 of application.
- 3H.** Describe how actual attendance is documented for CDL students.
- 3I.** Describe how program completion will be tracked and documented for CDL students.
- 3J.** Applicants must maintain a master CDL file for each fiscal year in contract, as described in the Program Guidelines. Please describe what documents will be maintained in the master file. For more information see the Master CDL File Requirements section of the Program Guidelines.
- 3K.** A ledger of accounts for each student must be maintained. The ledger must clearly identify the amounts and the dates of all charges and all payments to each individual student's account. Accompanying documentation to be attached as described in Section 4 of application.
- Check the box to certify that the applicant maintains a ledger of accounts that meets program standards for each student. For more information on accounting standards, see the Program Guidelines.
- 3L.** Describe how CDL payments will be noted and clearly identifiable on the student ledger.
- 3M.** Check the boxes to certify you have reviewed the Program Mix & Billing Records Report tool and that you agree to submit the complete report by the quarterly deadlines, including the final report.
- Check the box when the information is complete and click Save.

Section 4 – Attachments Checklist

This section addresses the attachments required to complete the application. To attach documents, click on the Attachment Tab in OGMS. If you are a current PSCS WRT contractor, or a SD, check here and skip this section.

Prior to attaching any of the required documentation to your application, please ensure that your college blacks out or removes any social security numbers, names, and other identifiable student information.

4A. Current License. Check the box to certify you have attached a current license from the appropriate licensing body which that has approved your school to provide training. To attach a document, click on the Attachment Tab in OGMS.

4B. WA ETPL. Check the box to certify you have attached documentation showing that your program(s) have been placed on the ETPL. Proof of ETPL must be provided for each program for which the school will be providing student financial assistance. To attach a document, click on the Attachment Tab in OGMS.

4C. Program Mix and Billing Records Report Tool. Check the box after you have uploaded a completed tool.

- The tool consists of several separate tabs. A link to download a blank template can be found in the Grant Info section, located on the upper right of the OGMS screen.
- For the application, the General Contact Information tab and the Program Mix tab need to be completed.
- For the purpose of the application, the program mix identifies the programs the PSCS will offer to eligible students. The program mix must include the program title as it appears in the most current school catalog, CIP Code for each identified program, the total length of the program in weeks, and the total published tuition for the program. The program mix will not be considered complete without these sections filled in.

4D. School Catalog. Check the box after you have uploaded the current school catalog (or web site link to an online catalog saved in a document) to OGMS. The catalog must contain:

- hours and/or credits, and the tuition/fees/rates for each program found in the program mix;
- a published refund policy;
- satisfactory academic progress policy; and attendance policy.

Large files may need to be split into separate files in order to upload.

4D. Student Enrollment Tracking. Check the box to certify you have attached screenshots or print outs from database or spreadsheet that identify how student enrollment is tracked, including attendance, withdrawals and academic progress. **Black out or remove any social security numbers, names, and other identifiable student information before attaching this material.**

4E. Completion rate, placement rate and local job market information. Check the box to certify you have attached screenshots, print outs or website links you will provide to students containing this information.

4F. Billing ledger/invoicing. Check the box to certify you have attached screenshots or print outs from a database or spreadsheet that address the following: 1) examples of backup documentation the school will have on file to support billings, and 2) screenshots or print outs of your student ledger. **Black out or remove any social security numbers, names, and other identifiable student information before attaching this material.**

- Check the box when the information is complete and click Save.

Tab 4 – Budget

- Enter the total amount of funding you are requesting in the ‘Tuition & Fees’ box.
- Check the box when the information is complete and click Save.

Tab 5 - Submit

- Once all sections of the application are complete, enter your name, title and phone number. Click the Submit button.

Funding

Applicants may only use CDL funds for tuition assistance.

Eligible applicants may apply for funding based on the number of students they will be able to serve in fiscal year 2023 (July 1, 2022 – June 30, 2023). Funding is based on students assisted. Maximum tuition assistance available per student is \$2,000.

Minimum Criteria for PCSC

There are certain minimum criteria that must be met before a PCSC’s application can be considered for funding. Not meeting the minimum requirements as described below may result in the application being deemed ineligible. PCSCs interested in applying should review the following criteria carefully before proceeding. Please note: Applications will not be reviewed prior to the submission deadline.

1. **Washington Location and Licensure:** The PCSC must have a training facility in Washington State and be licensed or authorized to provide training by the appropriate regulating state agency. The PCSC must be included on the State of Washington Eligible Training Provider List. Most schools are licensed by the Workforce Training and Education Coordinating Board. A current valid license or authorization letter must be provided as part of the application package.
2. **State ETPL:** Each program that the PCSC will provide student financial assistance for must be included on the Washington State Eligible Training Provider List.
3. **Minimum Completion Rate:** The PCSC must monitor, measure, and document the completion rate of the entire student body. The completion rate must be 40 percent or greater.

How to calculate the completion rate: The rate is calculated over the most recently completed fiscal year. For this application, the most recently completed state fiscal year is 2022 (July 1, 2021 – June 30, 2022). The formula for the rate is:

Successful Completers ÷ All Exiters = Completion Rate

Successful Completers are those students who completed and/or graduated from their program during the reporting period (state fiscal year 2022 for this application).

All Exiters means any student who is no longer enrolled at the PCSC by the end of reporting period. This includes those who successfully completed their program or those who were expelled, withdrew due to active military, incarceration, death or illness, or who dropped and had not reenrolled by the end of state fiscal year 2022.

4. Technology Requirements: Applications and invoicing are done online and most communication is done by email. The PCSC must have regular access to the internet, check email regularly, and have access to Excel-compatible software.
5. Properly completed application: The complete application must be submitted by the deadline, including all required documents uploaded into OGMS.

Application Evaluation

Contracts for CDL are awarded on a competitive basis. Applying for funding does not guarantee that an applicant will receive funding.

Applications for CDL funding are reviewed by SBCTC staff. Each application is reviewed to determine if it meets minimum criteria. Those applications that do not meet minimum criteria may not be eligible for funding.

An eligible application will be evaluated based on:

- A clear understanding of CDL program requirements, as evidenced in the application responses.
- Applicants' previous performance in the program, if the PCSC or SD has been within contract previously. This includes but is not limited to: compliance with program requirements; responsiveness to administrative requests and deadlines and past funding levels and ability to meet the contracted target.
- ETPL records of performance obtained from the Workforce Training and Education Coordinating Board.

Contracting

A contract will be issued by SBCTC after the application has been approved, and the applicant has completed any required modifications, if applicable. Applicants that would like to view contract terms prior to applying may contact Kari Kauffman (KKauffman@sbctc.edu).

Required Modifications

The applicant must submit all required modifications to SBCTC within two weeks of receipt of feedback. The final date will be communicated via email at the time SBCTC provides feedback. If the applicant does not submit modifications by that time, the applicant will not be eligible to participate in the CDL program for the upcoming fiscal year.



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Washington State Board for Community and Technical Colleges