

Updated 3/24/2025

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 through March 24, 2025.

ERROR ALERT! In the Application Webinar on 2/26/25, Carolyn said that capital assets (also called capital equipment) are defined as items with a per unit value of \$5,000 or more. This is incorrect. **The correct threshold is \$10,000 per unit or more.** Please see pages 9-10 in the program guidelines for the correct definitions of capital assets (equipment).

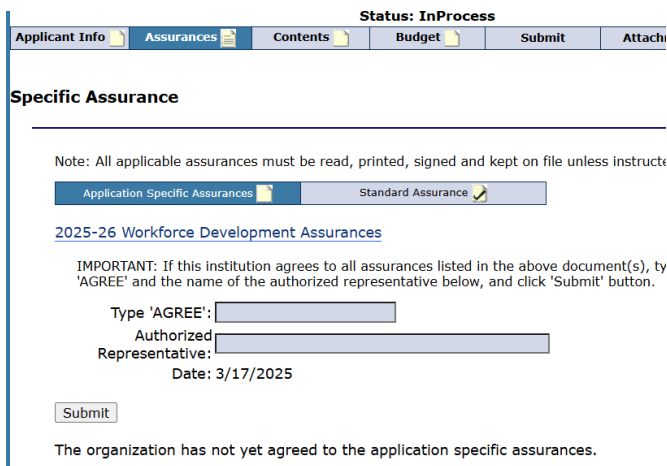
Q: What is the definition of 'production' under the Invest in Washington priority area?

A: The definition of “production” for this program has to do with training for occupations that make or manufacture tangible items, such as fabricators, machinists, welders, CNC programmers, etc. These are occupations that produce manufactured items.

Q: We are in the process of submitting a consortium proposal, and I wanted to clarify whether each participating college is required to submit a signed assurance form, in addition to the individual assurance letter.

A: There are 2 different “assurances” required for consortium applications (with apologies for the confusing use of the same term):

- 1) **Assurances form:** One 2025-26 Workforce Development Assurances form is required for each application. For consortia applications, only the lead institution is required to complete it. (Assurances form section of OGMS shown in screenshot below).



Status: InProgress

Applicant Info | **Assurances** | Contents | Budget | Submit | Attach

Specific Assurance

Note: All applicable assurances must be read, printed, signed and kept on file unless instructed otherwise.

Application Specific Assurances | Standard Assurance

[2025-26 Workforce Development Assurances](#)

IMPORTANT: If this institution agrees to all assurances listed in the above document(s), type 'AGREE' and the name of the authorized representative below, and click 'Submit' button.

Type 'AGREE':

Authorized Representative:

Date: 3/17/2025

The organization has not yet agreed to the application specific assurances.

- 2) **Letters of Assurance:** Each college in a consortium project is required to provide a letter of assurance identifying their commitment to the project, including their roles and responsibilities (see pp 5, 6, 12 of program guidelines). Each letter should be uploaded to the OGMS application as an attachment (or you can bundle them into 1 PDF file for upload).

Q: Is the Workforce Development Fund state or federal funding?

A: 100% state funding.

Q: Can Workforce Development funding support a long-established registered apprenticeship program for which our college provides the Related Supplemental Instruction?

A: Yes, provided the registered apprenticeship program is considered “professional-technical” in nature and your proposed needs for funding conform to the intent and purposes described in the program guidelines.

Q: What happens if a project qualifies for Invest in Washington funds but the cost exceeds \$82,000? Can the full cost of the project be funded?

A: Yes! Applications submitted for the Invest in Washington (IIW) priority won’t be limited to the IIW level of \$82,000; regular WDF funding will be used to cover any project costs that aren’t covered by IWW. SBCTC will work out the correct “blend” of fund sources for successful proposals that are submitted for the Invest in Washington priority. For example, 2 proposals met IIW priority in FY25 and both proposals exceeded the IIW amount available. SBCTC split the IIW funding evenly between the 2 successful proposals and funded the balances with WDF funds.

Q: How do the priority review points work for projects identified as Invest in Washington for the project type?

A: When selecting the type of proposal in Section A of the application, projects designated and meeting the requirements for Invest in Washington (IIW) receive 10 bonus points in the review rubric. These priority points apply to the proposal as long as the proposal meets the IIW specifications, regardless of how much of its final funding award actually come from IIW.

Q: My college would like to apply for an individual grant. Can we also be part of a consortium if the other college is the lead? (not a COE)

A: Yes!

Q: Is there an Excel template to download and attach for the Budget & Equipment List?

A: Yes! There is one worksheet for single applications and a different worksheet for consortium applications.

Q: We are working with [a state agency] to start a new program related to an occupation that the state agency regulates. Could this funding potentially help offset our startup costs? Maybe under the economic development?

A: Yes, that concept could be a good match for WDF funding. However, if there is state funding through another state agency or other state sources to develop the program, then SBCTC cannot award funding through WDF. If the state agency is currently requesting funding from the legislature specifically for this kind of program, meaning FY26 funding from another source is unknown, then the college may apply for funding and later, say when the state operating budget passes, withdraw from consideration if the program gets funded by other sources.

Q: If 2 colleges in a district apply independently for a WDF award, would they be competing against each other? [This question can be extended to address, more generally, what happens when there are more requests than available funding.]

A: Each individual application is scored and reviewed by the committee against the rubric. The committee evaluates each proposal on its own merits relative to the rubric. Then, if there are more requests than available funds, we have them review a ranked list using the scores they awarded from the rubric. That ranked list is the last part of the review and only used if the committee must make ranked recommendations due to insufficient funding to cover all proposals.

The committee and SBCTC staff may recommend scaled funding: Should we be very close to being able to cover every application, we may reach out to some or all applicants to request a modest scale-back so all can be funded.

Alternatively, if both colleges have a shared project, then they could apply as a consortium. Then it's a single application evaluated as such.