



Contract Number	Contract Name
Contractor	Reviewer Name
Apprentice Utilization % by Certified Payrolls	Apprentice Utilization % by Affidavits
Initial Apprentice Utilization Plan Submittal Date	Project Office Recommendation (Pass/Fail)

Instructions

This checklist is intended to be a guide for Project Offices to approve or reject Good Faith Efforts (GFE). When evaluating the GFE, the Contractor is not required to meet every scenario. If apprentice utilization is below 10% on either certified payrolls or affidavits, send this checklist, the Contractor's GFE and the Project Office Recommendation to the State Construction Office for additional review. Upon final acceptance or rejection of the GFE and notification to the Contractor, upload to PWIA at a minimum: GFE checklist, GFE, determination letter to the Contractor, and any other relevant GFE documentation. Refer to GSP 1-07.9(3) and Construction Manual Section 1-07.9(3), Apprentice Utilization, for GFE requirements.

Each section below is evaluated as either **Acceptable** or **Not Acceptable**.

- **Section 1:** Boxes 1 and 2 are required on all GFEs. Failure to check these boxes results in a rejection of the GFE. Check all other boxes that apply.
- **Sections 2-4:** At a minimum, one of these efforts must be documented and submitted in addition to Section 1 requirements. If no evidence of 2, 3, or 4 is included, the GFE must be rejected. Check all boxes that apply. If no boxes apply, check 'Not included in GFE'.
- **Section 5:** If there are other obstacles the Contractor faced, use this space to summarize the circumstances and documentation provided.

1. Outreach to Apprenticeship Programs

Acceptable

Check each applicable box:

Contractor contacted applicable Washington State approved apprenticeship programs related to all scopes of work included on the submitted Apprentice Utilization Plan (Required)

Quarterly attempts or more frequent follow-ups were made throughout the life of the project (Required)

Formal requests for apprentices submitted with reasonable notice and to approved apprentice programs

Outreach occurred early enough to reasonably obtain apprentices

Communications were clearly documented

Other:

Examples of Acceptable Documentation

- Emails or letters to all applicable Washington State approved apprentice programs
- Emails or letters of responses from programs documented throughout the life of the project indicating:
 - No availability
 - Waitlists
 - Dispatch Limitations
- Call logs with dates, contacts, and follow-up attempts
- Outreach identifying:
 - Trade
 - Start Date
 - Duration
 - Number of apprentices requested
- Follow-up requests when project schedule changed or scopes of work changed
- Evidence of multiple attempts when no response was received and when no apprentices were available

Not Acceptable

- No outreach or incomplete documentation of outreach
- Outreach limited to a single attempt without follow-up
- Outreach limited to only a portion of trades identified on the Apprentice Utilization Plan
- Outreach occurred too late to be meaningful (i.e. after work has begun)
- No documentation provided
- Verbal outreach without written documentation
- Contacting non-approved apprentice programs or programs not applicable to project work
- Requests made for specific apprentices to fulfill multiple contract requirements (bypassing available apprentices to request specific race/gender)

Outreach to Apprenticeship Programs

Acceptable

Not Acceptable

2. Subcontractor Involvement

Acceptable

Check each applicable box:

Apprentice requirements flowed down to subcontractors at the beginning of the project

Documentation of Contractor monitoring subcontractor compliance in PWIA

Documented communication with subcontractors when shortfalls are identified

Apprentice requirements communicated continuously to subcontractors

Other:

Examples of Acceptable Documentation

- Subcontracts including apprentice utilization requirement
- Emails directing subcontractors to comply with apprentice requirements
- Three-week look-ahead schedule referencing scopes of work with apprentice programs
- Monthly printout and review of PWIA utilization reports showing subcontractors in and out of compliance with relevant correspondence to subcontractors
- Collaboration with subcontractors for resources to obtain apprentices

Not Acceptable

- No documentation of continuous subcontractor communication or oversight
- Contractor relied solely on subcontractors without monitoring their utilization
- No monitoring subcontractor labor hours until later in the project
- Acceptance of refusal by subcontractors or other firms to employ apprentices without documentation

Subcontractor Involvement

Acceptable

Not Acceptable

Not Included in GFE

3. Ongoing Monitoring and Adjustments

Acceptable

Check each applicable box:

Apprentice utilization tracked throughout the project

Updated Apprentice Utilization Plan when shortfall is identified, scope of work has changed, or work has been deleted

GFE submitted upon recognition of underutilization with updated actions to be taken by the Contractor

Additional outreach or adjustments made during construction

Other:

Examples of Acceptable Documentation

- Updated Apprentice Utilization Plans to adjust total project labor hours relative to apprentice hours
- Early submittal of GFE upon realization of underutilization of apprentices
- Contractor created utilization tracking sheets for themselves and subcontractors
- Internal emails identifying shortfalls mid-project
- Additional outreach or requests to approved apprentice programs made during construction
- Adjustments to scheduling to increase apprentice hours if allowed

Not Acceptable

- Monitoring occurred after project was complete or too late in the project to make corrections
- No corrective actions attempted during the project
- No updated Apprentice Utilization Plan submitted
- No discussion with WSDOT regarding corrective actions planned or taken

Ongoing Monitoring and Adjustments	Acceptable	Not Acceptable	Not Included in GFE
4. Anticipated or Unanticipated Barriers (DBE, TERO, Other Contract Requirements, Location, Off-Site Fabrication, Manufacturer, Emergency Work, or Non-Apprenticeable Hours)			
Acceptable <i>Check each applicable box:</i> ☐ Claimed barriers are credible and supported by documentation ☐ Contractor attempted reasonable alternatives to make up shortcomings of known or perceived barriers ☐ Other:			
Examples of Acceptable Documentation • Apprentice program emails verifying apprentice unavailability or decision not to work based on location or another factor • Documentation displaying how conflicting Contract requirements prohibited apprentice utilization • Evidence barriers were not anticipated or anticipated with alternative proactive planning • Documentation of geographic or dispatch limitations • Records showing attempts to make up shortfalls throughout the project work • Documentation demonstrating how off-site fabrication, manufacturing, or other non-apprenticeable hours contributed to the shortfall			
Not Acceptable • Undocumented barriers • Barriers used as justification with no alternative planning • Generic statements that apprentices were unavailable, chose not to work, or work was out of reach geographically			
Ongoing Monitoring and Adjustments	Acceptable	Not Acceptable	Not Included in GFE
5. Additional Notes/Comments			

PEO determination (if utilization is over 10%) or ASCE determination (if utilization is under 10%):

Does the GFE meet the requirements of GSP 1-07.9(3)? **YES** **NO**