



PUBLIC WORKS APPRENTICE PROGRAM APPRENTICE UTILIZATION PLAN INSTRUCTIONS

City of Spokane
808 W. Spokane Falls Blvd.
Spokane, WA 99201
Rev. 01/17/2017

REQUIREMENTS FOR APPRENTICESHIP UTILIZATION PLAN

- *Plan to submitted thirty (30) days prior to start of construction.
- *Plan provides an estimated outcome for utilization for the prime contractor and all subcontractors, to the best of your knowledge
- *Estimated hours and work times are reasonable within the scope of work
- *The plan demonstrates that you intend to meet or exceed the requirement
- *The plan shall be revised as more information becomes available or changes are experienced in such things as subcontractors, apprentice availability or the project schedule
- *Subcontractor contracts greater than \$100,000 requires a separate Apprenticeship Utilization Plan.

TIPS FOR CREATING YOUR APPRENTICE UTILIZATION PLAN

- * Include all subcontractors, regardless of whether or not they will be using apprentices
- * Get an estimate from each subcontractor of how many hours they will perform on the project and how many of those hours will be performed by apprentices.
- * Make sure that each contractor that has committed to using apprentices is enrolled in a State-Approved Apprenticeship Program – this is a requirement of Apprentice Utilization.
- * Update the plan as the schedule changes or new contractors come on to verify that you can still meet the requirement through utilization.

Questions:

Contact Public Works Apprentice Program ▪ apprentice@spokanecity.org ▪ 509-625-6031



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Submission of this form is due thirty days prior to start of work.

Contract/Project Name		Contract No	Report Submit Date	
Prime Contractor		Apprentice Utilization Requirement		
Comments				
* Include labor hours and count for all trades, including those performed by Subcontractors.				
			Estimated	
Start Date	Contractor or Subcontractor	Occupation	Total Hours	Apprentice Hours
	Apprentice Utilization _____%	Grand Total		
Completed By		Email		
Title		Phone		