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

<table>
<thead>
<tr>
<th>Contract/Project Name</th>
<th>Contract No</th>
<th>Report Submit Date</th>
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<tbody>
<tr>
<td>Prime Contractor</td>
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<td>Apprentice Utilization Requirement</td>
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Comments

* Include labor hours and count for all trades, including those performed by Subcontractors.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Contractor or Subcontractor</th>
<th>Occupation</th>
<th>Total Hours</th>
<th>Apprentice Hours</th>
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Apprentice Utilization ______%  Grand Total

Completed By  Email

Title  Phone