



Apprentice Utilization Plan for PLA Projects - Instructions

The Apprentice Utilization Plan (AUP) is to be completed by the prime Contractor. The Plan shall be submitted to the Port of Seattle. Please submit this Excel workbook as a Submittal.

Instructions:

Please enter information on the anticipated trades, hours, and workers for the project on the "Data Entry" tab. All Contractors, Subcontractors, and Suppliers required to pay Prevailing Wages shall be included. Click the "Update Summary" button at the top when you have entered or updated your plan information. The "Plan Summary" tab will aggregate the information you have entered and show the planned utilization by craft and the overall project. Do not edit any information directly on the "Plan Summary" tab. Then enter your answers to the questions on the "Narrative" tab about your existing union agreements (if any) and planned strategies to reach the apprenticeship goals.

Per section 01 32 45 Apprenticeship Program, the following apprentice goals apply:

- * Apprentice utilization goal: at least 15% of total labor hours, per craft, are performed by approved apprentices
- * Apprentice inclusion goal: at least 21% of apprentice hours by people of color
- * Apprentice inclusion goal: at least 12% of apprentice hours by women
- * Preferred Entry apprenticeship goal: at least 1 in 5 apprentices used on the project overall are graduates from an approved Pre-Apprenticeship program
- * Facilitate the entry of veterans utilizing the 'Helmets to Hardhats' program (per Article 10 of the PLA)

Compliance with apprentice goals will be monitored via your Electronic Payroll (EPI), which shall be submitted via CDS at least monthly.

More information on Port of Seattle Project Labor Agreements: <https://www.portseattle.org/Business/Labor-Partners/Labor-Agreement>

More information about Registered Apprenticeship in WA: <https://lni.wa.gov/Licensing-Permits/Apprenticeship/offer-a-registered-apprenticeship>

More information on Apprenticeship Preparation Programs: <https://lni.wa.gov/Licensing-Permits/Apprenticeship/Apprenticeship-Preparation>

CMS portal: <https://docmgmt.portseattle.org/>

CDS portal: <https://hosting.portseattle.org/cds/>

- ** Goals are to be met on a 'per trade' basis

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Apprentice Utilization Plan for PLA Projects - Summary

Contract #: _____

Prime: _____

Contract Name: _____

PLA? Yes _____

Craft							Sum of #
	Sum of # Workers - Peak	Sum of # Workers - Average	Sum of Total Labor Hours	Sum of Apprentice Hours	Sum of # Apprentice s	Apprentice Utilization %	Apprentices graduated from Pre- Apprentice Program
(blank)						#DIV/0!	
Grand Total						#DIV/0!	



Apprentice Utilization Plan for PLA Projects - Narrative

Contract #: _____

Prime: _____

Contract Name: _____

PLA? Yes _____

Please provide a narrative describing how apprenticeship goals on this project will be met. Address the requirement for goals to be met on a 'per trade' basis on PLA projects. Also include specific actions that will be taken to meet inclusion goals for the overall project.

Please provide a narrative on how the Preferred Entry apprenticeship goal will be met.