

# Subsidy Funding Policies and Procedures

## 1. GENERAL POLICIES AND PROCEDURES

### 1.1 INTRODUCTION

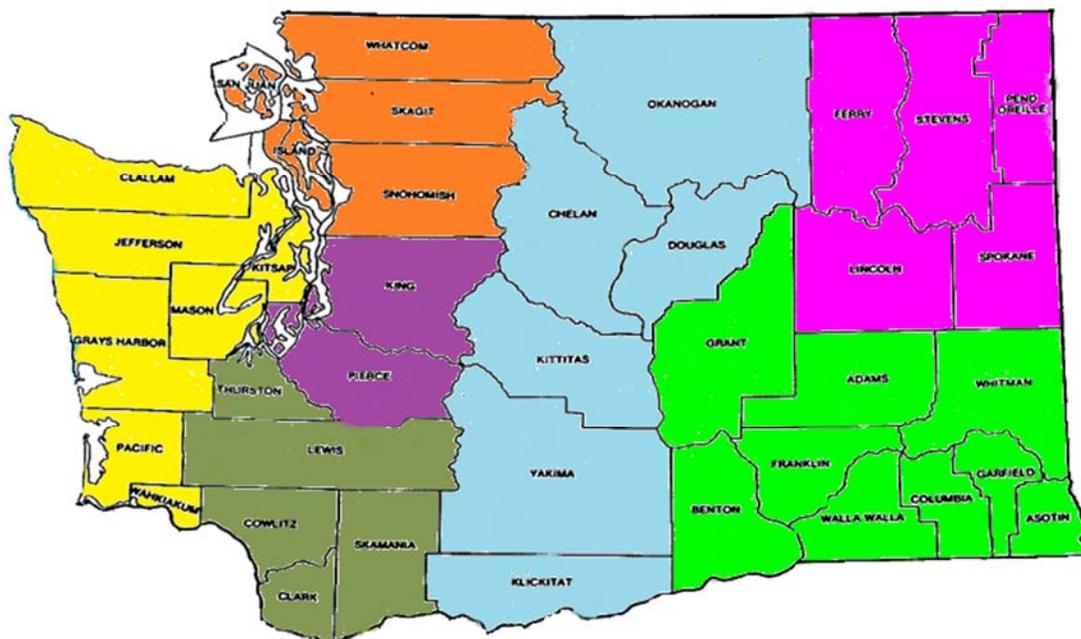
Subsidy funding is available through the Department of Licensing for motorcycle safety training schools to provide motorcycle safety education license endorsement training at a reduced cost only to Washington residents or military personnel stationed in Washington State.

DOL will make subsidy funding available through a grant-like process. If a contractor wants to provide subsidized training opportunities, they must apply for subsidy funding through the process outlined in Section 1.3, *Application Process*. Contractors are not required to provide subsidized training.

### 1.2 FUNDING DISTRIBUTION

Subsidy funds will be appropriated by region across the state. The seven funding regions are defined as:

- a) West Region including Clallam, Jefferson, Kitsap, Mason, Grays Harbor, Pacific, and Wahkiakum Counties
- b) Northwest Region including San Juan, Whatcom, Skagit, Island, and Snohomish Counties
- c) West Central Region including King and Pierce Counties
- d) Southwest Region including Thurston, Lewis, Cowlitz, Clark, and Skamania Counties
- e) Central Region including Okanogan, Chelan, Douglas, Kittitas, Yakima, and Klickitat Counties
- f) Northeast Region including Ferry, Stevens, Pend Oreille, Lincoln, and Spokane Counties
- g) Southeast Region including Grant, Adams, Whitman, Benton, Franklin, Walla Walla, Columbia, Garfield and Asotin Counties



The amount of funding dedicated to each region will be determined based upon on the number of registered motorcycles in the region and the number of endorsed and trained students living in that region. Prior to each subsidy funding application period, DOL will publicize the amount of funding available in each region for that funding period.

### 1.3 APPLICATION PROCESS

DOL will make subsidy funding available through a grant-like process in conjunction with the State's biennial budget cycle.

To apply for subsidy funding, contractors must submit to WMSP:

- a *Motorcycle Safety Training Subsidy Funding Application*, located in Section 2, *Appendices*. Your application will include information such as:
  - the region you are applying for to provide subsidized training\*,
  - how much subsidy funding you are requesting,
  - what your training goals are (to include the number of students you intend to train, broken down by subsidized vs. unsubsidized students and type and level of training course),
  - the number of instructors you employ (or contract with) to provide motorcycle training at the schools you will provide subsidized training, and
  - the training sites where you will provide subsidized training including site hours of availability and restrictions.
- a business plan detailing:
  - why you are interested in providing subsidized training,
  - how you will promote motorcycle training and advertise your training school to meet your training goals outlined in your application. This could include but is not limited to advertising plans and outreach efforts, and
  - an outline of your potential class schedule.

\* If a contractor wants to apply for funding in multiple regions, they must submit separate application forms and business plans for each region they are applying for funding in.

### 1.4 AWARD PROCESS

Subsidy funding will be awarded by region and may be awarded to multiple contractors within a region. Contractors that are awarded funding within a region may use that funding at multiple training sites within that region, but the funding may only be spent within the region it was awarded.

Funding will be awarded based on each contractor's application. The subsidy funding allocation process will be based on factors, such as:

- The region/area(s) the school is providing training services;
- The number of service providers selected for a region;
- The type of training to be provided;
- The proposed number of students that will be trained;
- The hours of operation, training course availability, site restrictions, and number of instructors;
- The thoroughness and comprehensiveness of the applicant's business plan describing:
  - how the school will meet their goals for the number of students they propose to train;

- how they will promote both motorcycle training and their training school to meet their goals; and
- the ability of the business to sustain itself on an ongoing basis for the entire subsidy funding period.
- The ability for the training school to align themselves with and support the state's Target Zero goal to reduce traffic fatalities on Washington roads to zero by 2030. Emphasis will be given to those training schools that are innovative and advanced in their business planning, and marketing and outreach efforts.
- The quality of the services provided by each training school as measured by performance monitoring, audits and customer feedback, as applicable.

Once funding is awarded, contractors will be reimbursed a per student subsidy rate for each subsidized student they teach as outlined in Section 1.6, *Subsidy Compensation*. Schools will not be paid for any services that exceed the amount of subsidy funding they were awarded.

## 1.5 SUBSIDIZED TRAINING – COST TO STUDENTS

Contractors may not charge a Washington resident receiving subsidized training more than:

- fifty dollars (\$50) for those students under the age of eighteen (18), and
- one-hundred twenty-five dollars (\$125) for those students eighteen (18) years or older and military personnel of any age stationed in Washington State.

Additionally, schools must not charge subsidized students any additional fees, or pass on expenses to the student, for anything required to participate in training.

## 1.6 DETERMINING SUBSIDY TRAINING ELIGIBILITY (7/16)

### **WASHINGTON RESIDENTS:**

For a Washington resident to qualify for a subsidized training course, they must present to the training school or a training school representative, one of the following documents:

- Washington Driver's License
- Washington Instruction Permit
- Washington Identification Card

Providing a Washington personal identification code (PIC) number only will not be sufficient proof of residency.

### **MILITARY PERSONNEL:**

For military personnel stationed in Washington to qualify for a subsidized training course, they must present to the training school or a training school representative a valid, unexpired military identification card.

Dependents of active duty military personnel stationed in Washington do qualify for subsidy and must present to the training school or a training school representative a valid, unexpired military dependent identification card.

Retired military personnel do not qualify for subsidy unless they are a Washington resident and can present to the training school or a training school representative one of the following documents:

- Washington Driver’s License
- Washington Instruction Permit
- Washington Identification Card

**DOCUMENTATION:**

Contractors must provide WMSP with the following:

- For Washington residents – the PIC number displayed on the driver’s license, instruction permit, or identification card must be documented on the course completion report
- For military personnel stationed in Washington – document the individual as “Military” on the course completion report

**1.7 SUBSIDY COMPENSATION**

Subsidy funding will be paid to contractors at a per student rate after the student takes the training course. Reimbursement will only be provided only for students who attend DOL-certified license endorsement training.

The per student subsidy rates are standardized for all motorcycle training schools and are not-to-exceed rates, meaning you may submit a lesser amount per student for reimbursement. The subsidy is intended to compensate the school for the expense of the training beyond the fee paid by the student.

Subsidy rates will be reviewed and may be adjusted prior to each funding period or as needed during a funding period to address regional need, coverage, and/or market demand.

No payment will be made for students who register for the course but fail to attend (“no shows”). Payment will not be withheld if the student attends but fails to complete the course, or who completes the course unsuccessfully. No reimbursement shall be provided for non-paying, military personnel.

DOL will reimburse contractors providing subsidized training according to the following Subsidy Rate table:

Subsidy Rate Table

SUBSIDIZED LICENSE ENDORSEMENT TRAINING COURSES		SUBSIDY REIMBURSEMENT RATE PER STUDENT
Two-wheel Novice Course	– Over 18 years of age	\$135.00
Two -wheel Novice Course	– Under 18 years of age	\$210.00
Two -wheel Intermediate Course	– Over 18 years of age	\$70.00
Two -wheel Intermediate Course	– Under 18 years of age	\$145.00
Two -wheel Advanced Course	– Over 18 years of age	\$67.00
Two -wheel Advanced Course	– Under 18 years of age	\$142.00
Three-wheel Novice Course	– Over 18 years of age	\$195.00
Three -wheel Novice Course	– Under 18 years of age	\$270.00
Three -wheel Advanced Course	– Over 18 years of age	\$95.00
Three -wheel Advanced Course	– Under 18 years of age	\$170.00

## 1.8 SUBSIDY INVOICING PROCEDURE

To receive subsidy reimbursement, schools must submit a completed invoice on form A19-1A, located on [www.dol.wa.gov](http://www.dol.wa.gov), according to the following invoicing periods:

Courses taught between the:

- 1<sup>st</sup> and 15<sup>th</sup>, invoices must be postmarked by the 25<sup>th</sup> of the same month, and
- 16<sup>th</sup> and the last day of the month, invoices must be postmarked by the 10<sup>th</sup> of the following month.

If the 10<sup>th</sup> or 25<sup>th</sup> day of the month falls on a weekend or state holiday, or DOL is otherwise closed due to unforeseen circumstances, the due date will be extended until close of business the following business day to submit invoices. Any invoice postmarked after the above due dates may not be processed until the following payment period. In order for DOL to close out the budget at the end of each biennium, DOL will not honor invoices submitted after July 31<sup>st</sup> of odd-numbered year.

Each invoice must include (but is not limited to) the following information:

- DOL contract number
- The total number of subsidized students trained in that period broken out by course type
  - two-wheel
    - novice
    - intermediate
    - advanced
  - three-wheel
    - novice
    - advanced
- The amount of reimbursement per student and total for the period
- Contractor original signature

The complete and accurate corresponding class course completion report(s) must be and attached to the A19-1A invoice. See example of A19-1A form in Section 2, *Appendices* with sections highlighted that must be filled out. All invoices are subject to approval by DOL prior to payment. Incomplete invoices maybe delayed in processing.

Completed invoices may be submitted by mail to:

Department of Licensing  
Washington Motorcycle Safety Program  
PO Box 9030  
Olympia WA 98507-9030

Or by email to:

[motorcycle@dol.wa.gov](mailto:motorcycle@dol.wa.gov)

All payments are subject to the compliance with training and funding requirements outlined herein, and upon the submission and approval of an invoice.

## 1.9 REDISTRIBUTION OF FUNDING

DOL reserves the right, in its sole discretion, to re-distribute funding based on factors including, but not limited to:

- a) DOL business needs,

- b) the effectiveness and execution of the contractor's business plan, as proposed in its application for funding, towards meeting their goals submitted in the subsidy funding application process. Contractors will be given an opportunity to improve prior to withdrawal of any funding.
- c) the quality of the services provided as measured by performance monitoring, audits and customer feedback; and
- d) customer demand.

The reduction or increase of subsidy funding will become effective upon written notification through a unilateral amendment to Contractor not requiring the Contractor's signature. Invoices submitted for amounts beyond the revised Subsidy Funding amount will not be paid.

## 1.10 DATES, DEADLINES AND UPDATES

All information regarding:

- amount of subsidy funding available,
- date funding applications will be available,
- due date for funding applications,
- funding award dates,
- any changes or updates to the *Subsidy Funding Policies And Procedures*, and
- any updated or new information regarding subsidy funding and/or subsidized training

will be announced and maintained on [www.dol.wa.gov](http://www.dol.wa.gov).

## **2. APPENDICES**

### **2.1 FORMS**

*Training Subsidy Funding Application*

*A19-1A, Invoice Voucher*

*A19-1A, Invoice Voucher with highlights of sections to complete*