



CHANGE SUMMARY STATE GRANTS

FY 2018-19

Updated: **October 19, 2017**

State Grant Guidelines

Pages 1 – 56: Formatting Edit

- Page numbers updated throughout the whole document. (09/25/217)

Page 6: State Application Components

- “Abstract” word count changed from 300 words to 200 words. (09/25/217)
- “Statement of Need” word count changed from 500 words to 1500 words. (09/25/217)
- 2. Quarterly Data Submission dates were changed to(10/04/2017):
 - a. October 15, 2018;
 - b. January 15, 2019;
 - c. April 15, 2019; and
 - d. July 15, 2019.
- Data Collection and Reports – “Professional Growth” has been added to #1. It now reads:
 1. Client Reporting System applies to all grant categories except for High School to College Transitions for Career and Technical Education (CTE) Students and Professional Growth grants. (10/04/2017)

Page 6: State Application Components

- Under the Data Collection & Reports section, instructions 1 and 2 were edited for clarity, and these lines now read as:

All applicants shall comply with WTCS data submission requirements in the time frame required. The reporting requirements are as follows:

1. Client Reporting System applies to all grant categories *except* for Professional Growth grants.
2. Grantee requirements for **Client Reporting** include:
 - a) Complying with the established WTCS Client Reporting requirements;
 - b) Monitoring their data continuously; **and**
 - c) Submitting data **as required**.

Reference the Client Reporting Manual for reporting deadlines: [Client Reporting Manual](#). (10/19/2017)

Page 7: State Application Components

- 3. Triannual Report Submission dates changed to (10/04/2017):
 - a. **First term Triannual Report** (July 1 – October 31) must be received on or before *November 15, 2018*
 - b. **Second term Triannual Report** (November 1 – February 28) must be received on or before *March 15, 2019*

- c. **Third term Triannual Report** (March 1 – June 30) must be received on or before *November 1, 2019*

Page 11: Completion – Measurable Objectives

- Added another line item stating, *“If applicants provide transition services for individuals with disabilities the applicant will also report the enrollment in a program or course within one year of the provision of pre-enrollment transition/retention services.”* This line item is now numbered as #5 in this section. (09/25/217)
- Formatting Edit – The line items in this section were renumbered after the insertion of the additional objective stated above. (09/25/217)

Page 14: Core Industry – Funds Available and Additional Limitations

- Line item #9 - *“Funding is contingent on WTCS Board approval of any new program that may be developed from existing programs in response to industry need”* was removed and the remaining line items were renumbered. (09/25/217)

Page 15: Core Industry – Additional Application Components

- Statement of Need – changed from 500 words in the grant category to match the established 1500 word limit. (10/04/2017)

Application Form (STATE – general)

Page 3: Application Components - 17) Abstract, 18) Statement of Need

- 17) Abstract – changed from 300 words to 200 words. (09/25/217)
- 18) Statement of Need – changed from 500 words to 1500 words. (09/25/217)

Application Form (WAT)

Page 6: Application Component - 23) Overall Monitoring Process

- The word *“triannual”* was removed from the second bullet point of this section, and the bullet point now reads *“final reports”* rather than *“triannual and final reports.”* (09/25/217)

State Grant Application Rubrics

All Grant Categories

- Verified the point and percentage totals for all sections and corrected as necessary. (10/04/2017)
- **Intro Section:** Removed the statement that showed *“X pts. / Total pts.”* in the line identifying the *“Total Score”*. (10/04/2017)

Career Pathways

- **Section 4:** The “if applicable” was removed from the statement “*If applicable, cost-sharing is noted.*” Since cost-sharing is required, this would not be an optional line item within the application. (10/04/2017)

Completion

- **Intro & Summary Sections:** The total points available was changed from 48 to 42. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Core Industry

- **Intro & Summary Sections:** The total points available was changed from 42 to 76. (10/04/2017)
- **Section 2:** For the line item “*If applicable, describes how the professional development outlined in this proposal will support grant activities,*” the parenthetical statement “*If not applicable, +2 pts.*” was added for clarity about how to score this line item. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Developing Markets

- **Intro & Summary Sections:** The total points available was changed from 42 for Sections 1-4. The total additional points that are available in Sections 5 & 6 remains 8 pts. (10/04/2017)
- **All Sections:** The value of “0.5” was removed from the dropdown list. Now, the only option displayed is “0”. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Professional Growth

- **Intro & Summary Sections:** The total points available was changed to 44. (10/04/2017)
- **Section 3:** The line item “*Provides the name of program staff & title(s) who will be responsible for reporting client data (if applicable) to the WTCS office.*” was removed, because this is not a requirement for this grant category. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Workforce Advancement Training (WAT)

- **Intro & Summary Sections:** The total points available was changed to 70. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)