FY2022-2023 Grant Guidelines & Application Process Q&A Document

Instructions: Please submit any questions that you have regarding the AEFLA grants, State grants, Perkins grants or WTCS Apply Portal to [grants@wtcsystem.edu](mailto:grants@wtcsystem.edu). We will review and then post the questions and responses to them in the appropriate sections below. Note that general questions will be listed first followed by AEFLA, State, Perkins and then WTCS Apply Portal.

# GENERAL QUESTIONS (applies to all grant categories)

## Will all FY22-23 grants be submitted through the WTCS Apply Portal?

Yes, the grant applications, any revisions and the triannual reports will all be submitted through the Apply Portal.

## Where can we find the FY22-23 grant applications?

Please go to the WTCS Apply Portal website at wtcs.smapply.io

# AEFLA (applies to all AEFLA grant categories)

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# STATE (applies to all state grant categories)

## When is the blackout date for questions regarding the State grant categories?

The blackout date will be Friday, January 7, 2022 at 4 pm (one week prior to when the State applications are due). The blackout date for questions relating to the WAT grant will be Monday, April 25 at 4 pm (one week prior to when the WAT applications are due).

## On Page 5 of the State Grant Guidelines (page 7 of PDF), a sentence was added under the Curriculum Development section: “A WIDS Course Outcome Summary should be included for any courses.” Currently our Academic Programming Manger save the Course Outcome summary in the “Documents” tab in WIDS.

## Are you looking for us to continue this practice, or are you asking us to attach this to the final report as well?

Continue current practice

## Many times, the curriculum modifications are minor/do not affect the foundation. Are we still to submit the Course Outcomes Summary?

Submit the Course Outcomes Summary for any course that was worked on as part of the grant.

# Career Pathway

## On the application consortium was an option, there is no mention of consortium applications in the guidelines. Are consortium applications accepted? If so, what are the limitations for the dollar amount and number of applications as lead or as a member?

Career Pathways grant applications should indicate “consortium” if the project meets the definition of Consortia as identified in the Glossary of Terms in the 2022-23 State Grant Guidelines. Dollar limitations for all applications are identified in the Funds Available and Additional Limitations section of the Career Pathways grant guidelines.

## Is interior wayfinding signage for a new program considered a “facility cost” or is it an allowable expense under this grant category?

Signage is considered a facility cost and therefore not allowable under the Career Pathways guidelines.

# Completion

## Can you please clarify, does “Increase/close gaps in …” mean “Increase rate of successful completion/transition/graduation…” or “Close gaps (between the special populations) in rate of successful completion/transition/graduation….”

This means increase rate of successful completion, transition from semester to semester, graduation, completion of a WTCS Pathway Certificate or AE/ELL course OR close gaps between identified populations in rate of successful completion, transition, graduation, etc.

## 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” is removed, and under funds available and additional limitations “pre-enrollment activities” use to allow an exception for transition services for students with disabilities. It appears that exception has been removed.

Yes, this is true. In 22-23 transition services will not be allowable in the Completion grant. It will still be allowable in Perkins Student Success grant.

## The Completion grant application looks like the Perkins applications, is this still a competitive grant?

Yes, this is a competitive grant and will be scored using the rubric posted on MyWTCS.

## If transition services for students with disabilities are no longer allowable in the Completion grant, are other disability resource services such as academic support for enrolled students still allowable?

Yes, all disability services for enrolled students are allowable in the Completion grant.

# Core Industry

## Can Professional Learning include reimbursement of tuition to a faculty member to obtain their Masters in their program area? Due to our articulation agreements with 4-years, we are seeing that some programs are now requiring specific transferred courses be taught by an instructor with their Masters due to their program accreditation.

Professional learning (PL) encompasses a wide variety of qualifying activities and can be attended in-person, hybrid and/or online. Examples of professional learning can include – but are not limited to – industry, train-the-trainer and/or technical training; equipment and/or software application training; professional development seminars; credential attainment such as certifications, diplomas, degrees, etc.; other continuing education.

Applicants must make the case and present evidence that any professional learning written into a grant:

• Is necessary and reasonable

• Supports grant outcomes and ultimately benefits students

• Occurs during the life of the grant

## Can Core Industry funds be used to build an Advanced Technical Certificate (ATC – aid code 11) on an existing associate degree? The ATC is currently moving through the WTCS Board approval process.

Aid code 11 programs will be added to the list of allowable program areas for development under the Core Industry and Developing Markets grant categories.

**New Advanced Technical Certificates (ATCs)** can be developed under a Core Industry grant if the following criteria are met:

• The activity is part of a pathway expansion of an existing “parent” program that is being developed by the grant, as is the case with Embedded Technical Diplomas and Pathway Certificates.

• Development of ATCs must be an activity or goal tied to grant outcomes that serve the grant’s parent/primary program.

• The ATC has been WTCS Board-approved by January of the grant application year (approval at or before the January WTCS Board meeting).

**Approved ATCs** qualify for grant funding as a primary program (not a pathway expansion or “child” program) following the same guidelines as Associate Degrees and Technical Diplomas. For Core Industry grants specifically, ATCs being funded as a primary program must have been WTCS Board-approved and offered for one year or more.

## Can Core Industry funds be used to expand an existing 1-year technical diploma program to a 2-year associate degree?

Expanding programming in high-demand fields within a college district is a fundamental purpose of Core Industry grants. The activity of expanding an existing program from a smaller to a larger credential fits within this definition and would be allowable as per grant guidelines for program aid codes 10, 11, 30, 31, 32, 50, and 61.

Additional guidelines:

•The larger credential must be approved at or before the January WTCS Board meeting of the grant application year.

•The larger credential must have a parent-child relationship to the grant’s primary program (the smaller credential), OR result in the suspension of the smaller credential via Title/Number Change process upon the sunset of the grant (in cases where an existing technical diploma has been determined unviable and has expanded into a larger credential).

•The primary program (i.e. the smaller credential that will expand into the larger credential) must be embedded within the new parent program, whether prior to the grant application or as an activity under the grant outcomes and performed during the grant period, OR suspended via Title/Number Change process upon the sunset of the grant.

## I just want to clarify that even though we already received WTCS approval to offer the AAS, we can still submit a Core Industry grant to hire staffing, purchase needed equipment, etc. to expand the existing 1-year TD to the associate degree program?

Yes - the college can hire staff, fund curriculum dev, etc. of the new, larger credential as long as such things are an activity under the grant.

## Could you please confirm that the course table is not required for FY23 Core Industry and Developing Markets grants this year? We don’t see a spot for it in the portal but want to ensure we are not overlooking something.

This is confirmation that the course table is not required for the FY23 Core Industry and Developing Markets grants.

# Developing Markets

## I don’t see any limitations on the types of new programs supported under the Developing Markets grant but wanted to confirm that we can apply for aid code 20 programs.

There are no restrictions on aid code 20 programs applying for this grant.

1. Would it be allowable to submit a single application for two liberal arts degrees – an AA and an AS or should a separate application be submitted for each degree type?

It is allowable to submit a single application for the development of an AA and AS program.

## Could you please confirm that the course table is not required for FY23 Core Industry and Developing Markets grants this year? We don’t see a spot for it in the portal but want to ensure we are not overlooking something.

This is confirmation that the course table is not required for the FY23 Core Industry and Developing Markets grants.

## Are new apprenticeship programs eligible under the Developing Markets grant category?

Apprenticeship programs are allowable under the Developing Markets grant category provided the new program meets the category eligibility requirements.

## If a program was offered to students for the first time in January 2021, is it eligible under Developing Markets? Or must it have started prior to January 2021? (so offered in Summer 2021, Fall 2021, Spring 2022?)

The interpretation is that the 1 year is from the date of the January System Board meeting, so in this case (FY 22-23) that would be January 2021.

# IET Development & Expansion

## IET programs must be focused on a WTCS-approved postsecondary credential. Where can I find a list of my college’s approved credentials?

Below are the steps to run a list of all the approved programs:

The first step is to select the “Go to WTCS Portal” button and log into the WTCS Portal (website: [Data Access | (wtcsystem.edu)](https://mywtcs.wtcsystem.edu/grants-data-reporting/data-access/)). If you are unable to access the WTCS Portal, contact your college Data Access Coordinator to request access. ([Data Access Coordinators | (wtcsystem.edu)](https://mywtcs.wtcsystem.edu/grants-data-reporting/data-access/data-access-coordinators/)).

After you are logged into the WTCS Portal, select the “All Approved Programs” link on the left side of the screen

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The last step is to run report PGM303 to see a list of all approved programs. This list can then be analyzed to identify short term credentials.

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1. Does “Cost of instruction for occupational courses, student support services, and student course materials associated with the IET” mean that only workforce training for a specific occupation (component 3 of IET) will be supported – or are “student support services” intended to cover the two other required components of IET: “adult education and literacy services and workforce preparation services”? (9.20.21)

All three components are covered.

1. If we choose, can we skip applying for this category in FY21-22 and write for this grant FY22-23 (application due March 18, 2022)?

Yes, you can apply for either or both years, it’s up to you as an applicant.

1. Are the State IET grants funded at 100%?

Yes, these grants will be funded at 100%.

## Does the “cost of instruction for occupational courses…” include team teaching instructional costs (both occupational and adult ed) to deliver the occupational course?

Yes

## To reduce admin costs (and if it makes sense for strategy), can we submit one application with multiple IETs, rather than through multiple grant applications?

Applicants can choose if they want to submit a single application with multiple IETs or one application for each IET (multiple applications).

## Can professional development be provided to non-college partners?

Yes, professional development can be provided to non-college partners. However, grant funds cannot be used for food related costs.

## What are allowable expenses that can be charged to the grant for coordinating teams to support the design and development of IET?

Examples of allowable expenses include supporting faculty/staff costs for working on IET planning and/or integrated curriculum, convening costs, etc. Food related cost is not an eligible expense item.

## Could we structure the FY22 grant application as a planning, coordination, and training period only and more of a "launch" in FY23?

Yes. However, it is expected that IET student enrollments will be supported by grant funding in the second year of the grant (FY23). Applicants may also propose to enroll new IET students in the spring of 2022 (FY22).

## Can promotion be considered as an allowable cost?

Yes, promotion is an allowable cost for this grant as long as it targets IET opportunities and populations that may be interested in these opportunities. However, it will be limited to 10% of the total project cost for both FY2021-2022 and FY2022-2023. Additionally, funded applicants will need to report on the results of the promotional strategies that were used.

## What will the 2nd term triannual for the FY2021-2022 grant consist of?

This report will be the same as the usual 2nd term triannual report for all of the other grants. Grant recipients will just not have to submit a 1st term report.

## Do we need to align the IET to DWD Hotjobs information or can we use local labor market information?

The proposed IET must be in a WTCS approved postsecondary credential with demonstrated labor market value.

## Is embedded career guidance and the cost of the 2 other required components of IET (not just workforce training) adult education and literacy services and workforce preparation services allowable as support costs - or is there some expectation that the college leverage other funds to provide these components?

All three components are allowable costs. However, the guidelines do ask if and how other funds/resources will be coordinated to help support this project.

## Could you please share when the IET application will be available in the WTCS grant portal?

Our goal is to have the application available by the first week of October.

## Is there $2,250,000 total available for both rounds of grants? Or $2,250,000 for each round?

$2,250,000 will be available for each round.

## Are instructional equipment/technology considered as an allowable cost for this grant?

Yes, but the total equipment cost (equipment major and minor together) can only be up to 20% of the total approved project cost. Additionally, applicants must be able to explain how the expenditure is connected to the development and expansion of the proposed IET.

## Can these funds be used to pay tuition?

This grant funding can pay for cost of instruction for a student’s IET, for several important reasons we must never characterize this as “it will pay for tuition”. Applicants should consistently talk about supporting “cost of instruction”.

## Does the new IET Development and Expansion grant opportunity need to focus on developing a new IET or can the purpose be to enhance an existing IET?

Colleges can submit grant applications to develop a new IET or to enhance/expand existing IET(s).

## Do IETs need to utilize college course and pathways, or can it be customized training?

The IET that is being proposed will need to utilize college course and pathways.

## Are we looking for general career/employment advancement, or is it more focused on WTCS programs/credentials?

The IET needs to be focused on WTCS program/credentials.

## Would faculty learning communities be considered an eligible expense under the grant?

Yes.  The grant guidelines identify one allowable activity as “Coordinating teams to support the design and development of IET.”  Grant applications must clearly describe connections between budget items and measurable objectives.

## Where can we find the rubric for the FY2021-2022 IET Development & Expansion grant?

Here is a link to the [WTCS FY 2021-2022 IET Development & Expansion grant rubric](https://mywtcs.wtcsystem.edu/wp-content/uploads/2021/10/WTCS-Grant-Application-Rubric-FY21-22-IET.pdf).

## We are planning to include the cost of instruction of both Adult Basic Education as well as occupational manufacturing training (Aid codes 10 and 31) into the IET Development & Expansion grant.  Is there a WTCS rule that makes it mandatory for colleges to charge tuition from students for Aid code 10 and 31, even if the cost of instruction is funded by a grant source? Would that be considered double dipping since we are receiving grant funds to pay the cost of instruction, and then charging students tuition on top of it?  We are trying to minimize this barrier for our students in IET programs.

WTCS has provided a Table H exemption for the IET Development & Expansion grant.  As a result, if colleges use funding from this grant to pay for the cost of instructions, they should not be charging tuition for students.

## Can we submit a grant application for an IET that involves pre-apprenticeship and the beginning of a credential?

Yes, this is allowable as long as the pre-apprenticeship integration includes an initial postsecondary course.

## Are students books an allowable grant expense?

Yes, this would fall under the budget line of supplies.  Applicants must clearly describe connections between budget items (such as student books) and the measurable objectives in the application.

## When is the blackout date for questions regarding the FY 2021-2022 IET Development & Expansion grant?

The blackout date will be Tuesday, November 9, 2021 at 4 pm (three days prior to the application due date of Friday, November 12, 2021 at 4 pm).

## When is the blackout date for questions regarding the FY 2022-2023 IET Development & Expansion grant?

The blackout date will be Friday, March 11, 2022 at 4 pm (one week prior to the application due date of Friday, March 18, 2022 at 4 pm).

# PERKINS (applies to all Perkins grant categories)

# Career Prep

## Do we need to continue to serve Foster Youth this year?

Yes, this is a population to be served each year. There were additional funds added to the “Base” funding for this purpose. This will be added to the FY2023-24 Guidelines.

# Student Success

## Under the *Funds Available and Additional Limitations* heading, the final bullet reads in part, “No funds will be awarded for the following activities:… pre-enrollment activities…” Previous guidelines explicitly noted pre-enrollment transition services for students with disabilities were the exception. The final bullet under the *Allowable Activities* is specific to transition services and seems to suggest this pre-enrollment activity is still allowable. Can colleges still use grant funds to support pre-enrollment transition services for students with disabilities?

There was confusion in the past about recruitment activities vs. transition services. To clarify we have listed them as two separate things. Pre-enrollment and general recruitment activities are not allowable in this grant. This grant does allow transition services for students with disabilities as well as other special populations, coaching, mentoring, and support with the enrollment process that helps students transition from secondary ed or the community into the college.

# WTCS APPLY PORTAL

## Can you delete the grants that were not funded?

The Apply Portal does not allow us to delete grants, but there is a sort function available. When in the portal, go to **My Applications**,you’ll see **All Applications** with a down arrow, click on the arrow and you’ll get a number of options to choose from. You can choose to look at the grants you are currently working on, those submitted, awarded or declined.

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