FY2024-2025 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)

## 8/16/23 – Are we going to 2 grant reports for 23-24?

Yes (AEFL – Re-Enry, Comprehensive, IELCE, Targeted Focus, Innovative IET. Perkins – Career Prep, Capacity Building, High School to College, NTO, Strengthening Programs, Student Success, Tribal Colleges. State – Apprenticeship Direct Support, Career Pathways, Completion, Core Industries, Developing Markets, Emergency Assistance, IET Development and Expansion, Professional Growth, Occupational Competency, Work-Based Learning.) These will also have two reports for FY24-25.

The **Meat Talent and Police Academy** grants will still need the 3 reports.  All of our monitoring documentation we've provided to DOA about these grants uses triannual reporting.

## 8/1/23 - Will all FY24-25 grants be submitted through the WTCS Apply Portal?

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

## 8/1/23 - Where can we find the FY24-25 grant applications?

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

# **AEFLA** (applies to all AEFLA grant categories)

## 9/18/23 - On AEFLA, there is a 5% travel limitation noted on the budget/SFR spreadsheets for all categories. However, that limitation is only mentioned in the guidelines in the context of IET. Is the 5% just for IET, or for all AEFLA grants?

The 5% limitation has been on all the AEFLA grant spreadsheets for the last several years so we will continue that requirement.

## 8/18/23 - There was a form that Ben sent out as an IET planning tool for this current year. If we do a grant for this FY, do we have to fill this form out? Is this something we’ve had to do previously? There are many forms that we’ve been required to submit. Is this new or something that has always been done?

The IET Planning Tool has been used since 2018. If a provider is planning to offer Integrated Education & Training supported by AEFLA or GPR IET grant funds, then they must submit the IET Planning Tool. The IET Planning Tool is a fillable PDF found [here](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aefla/wisconsin-aefla-performance-accountability/). The completed form should be sent to [grants@wtcsystem.edu](mailto:grants@wtcsystem.edu)  A WTCS Office team reviews the submission and provides feedback within two weeks of receiving the completed form. Providers of AEFLA/GPR funded IET should submit the completed form before the IET begins and they start reporting participation through Client Reporting.

## 8/1/23 - Where can I find the funding charts for the five AEFLA grant categories for the FY 2024-2025 grant applications?

The funding charts for the Five AEFLA grant categories will be posted on the [MyWTCS](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aefla/aefla-documents/) website.

## 8/1/23 - Where can I find the FY 2024-2025 AEFLA Maintenance of Effort (MOE) amount for the Comprehensive grant?

The FY 2024-2025 AEFLA MOE amount will be posted on the [MyWTCS](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aefla/aefla-documents/) website.

# **Procurement Questions**

## 8/16/23 – For services under $50,000, does this follow the academic or calendar year?

The service follows the length of the contract.

## 8/16/23 – How specific does the description of the equipment need to be?

If the function and type of the equipment is grant eligible it can be listed in the grant. If the equipment meets the thresholds of your college’s procurement process, that process must be followed.

# **Program Income Questions**

## 8/18/23 – Update - What do we do if our SFR’s don’t have a program income field?

The FY23-24 SFR’s don’t have the program income question. **If you incur program income**, add the amount manually toward the bottom of the SFR. SFR’s from FY24-25 and going forward will have the question on the form. **It is not necessary to report “no” program income on the 2023-2024 SFR.**

## 8/16/23 – Does program income apply to all grants?

Program income **applies to federal grants only**, which at this time is Perkins and AEFLA. Any additional federal grants that we get that we subaward, we will notify colleges that program income applies during the grant conference.

## 8/16/23 – If you have program income for a grant event, can you purchase food?

Program income should be used for costs that are typically allowable under Federal guidelines. Because food is not typically allowed under Federal guidelines, you should not use program income to purchase food.

# **STATE** (applies to all state grant categories)

## 11/17/23 - What happens if there are discrepancies with the detailed budget, SFR and budget summary in my competitive grant application?

If there are discrepancies in these three areas, you will lose points in the budget section of the rubric.  The totals in each budget line item for these three areas should match.  We’ve set up the detailed budget spreadsheet so that the amounts in the total lines should automatically be pulled over and appear on the SFR sheet.  If you delete or alter the formulas that we have set up in the detailed budget spreadsheet, it will change/impact what gets pulled over into the SFR.  To complete the budget summary section, you just have to copy the totals from each line item from the SFR.

## 8/16/23 – Will special grants like the Meat Talent and Police Academy programs have two reports?

These grants will still need the 3 reports.  All of our monitoring documentation we've provided to DOA about these grants uses triannual reporting.

## 8/1/23 - When is the blackout date for questions regarding the State grant categories?

All blackout dates for questions relating to the following grants are one week prior to the application due date.

* State Grants - the blackout date is Friday, January 5, 2024, at 4 pm
* IET Development and Expansion Grant - the blackout date is Friday, March 8, 2024, at 4 pm
* WAT grant - the blackout date is Wednesday, April 24, 2024, at 4 pm

# **Career Pathway**

## 11/28/23 - Can you please speak to and define what constitutes a non-traditional student according to WTCS? Is it defined by age? Enrollment status? Employment status?

The typical “traditional” student enrolls full time directly following their K-12 experience and falls within the age span of 18-24. Thus, a non-traditional student falls outside of those parameters.

## 8/16/23 – Can gas cards, food cards or bus passes be added as a supply line item?

No, they cannot be added, not an allowable expense.

## 8/16/23 - The guidelines state “No funding is permitted for consultants, speakers, facilitators, or other similar services.” How are you defining “consultant”?

A consultant is a professional who provides advice or services in a particular area of specialization. A college that does not have personnel with the appropriate level of specialization within an area of focus for the grant project may elect to use the subcontracting process to ensure that the needs of the grant project are met. Subcontracting expenses may be funded up to 25 percent of the total approved project costs (per uniform guidelines). When electing to use the subcontracting process, the grant application must clearly describe why the service provided is critical to the successful completion of the grant project goals and measurable outcomes.

## 8/15/23 - Career Pathways grant, bullet point #9 stating “Funding for individual positions is limited to no more than .90 FTE per position.” If we have 3 full-time people who hold the same title/position, so 3 FTE’s who are advisors for example, we could charge .90 FTE for each of them? .90 x 3 FTE = 2.7 FTE. Or are you saying we would only be able to charge 1 advisor @ .90?

This item refers to each individual position funded by a Career Pathways grant. Multiple positions can be funded within a Career Pathways grant as long as none of the individual positions is funded at >90% FTE using CP grant funds. (i.e., 1.0 FTE funded at 90% CP grant funds and 10% other funds is allowable). We recommend identifying the source of the additional funding (in the case of any 1.0 FTE positions) within the application.

## 8/15/23 - Given the development that The University of Wisconsin System will now accept WTCS students who earn associate of arts or science degrees in liberal studies to transfer to UW schools with junior standing, will the Career Pathways grant allow us to forgo the program requirement and instead focus on Transfer Pathway Degrees?

With respect to the interpretation of the guidelines that suggest that a specific program(s) must be identified in the application in order to be eligible, this is not entirely accurate as a CP project may focus on other aspects of student support without specifically identifying a program of study.   If a program of study is the focus of the grant proposal, that program must be identified in the application as referenced in the guidelines.

There is no language in the guidelines to prohibit an application focused on transfer pathways since transfer is one type of “pathway.”  I highly recommend that you and your team review the Career Pathways grant rubric as you continue to develop the proposal; certain aspects of the transfer pathways focus may be difficult to fully represent in an application (as defined in the rubric).

# **Completion**

## 11/27/23 – Do all activities need to be new and innovative?

No, while being innovative is one element of the rubric, it is not a requirement of all activities.

## 11/21/23 – Do we need to focus the grant on all populations with gaps demonstrated in the data chart?

You should fill out the chart completely and then choose the populations (1 or more) from the chart to focus the activities on, keeping in mind the goal of the grant is to close completion gaps. You can elaborate on data from the chart in your focused need.

## 11/21/23 – How should we represent our measurable objective?

You should include both the percentage and number of students.

## 11/21/23 – Can we outreach to students that fall into our targeted populations?

Pre-enrollment outreach is not allowable.

## 11/21/23 – Can we have several activities that address multiple population groups?

Yes, this is allowable.

## 11/21/23 – Can we have several activities that only focus on one population group?

Yes, this is allowable.

## 11/21/23 – If students are in HS but enrolled in transcripted/dual credit courses, would they count as our students and therefore activities would not be pre-enrollment activities?

If the student is reported to WTCS via the client reporting system, then they are considered enrolled at the college.

## 11/17/23 - Must colleges include data for the first-generation row in the data chart? If so, how do we find this data?

The first gen row in the table is just an example of an "other" population your college could include in the spaces below with your own data if it pertained to measurable objectives or activities you wanted to propose.

## 11/14/23 – Can colleges focus activities on populations or courses not included in the data chart or Student Success dashboard?

You can focus on any completion gaps (in course completion, retention or program completion) that you identify at your college in the grant. If you're focusing on data points not already in the data chart add a line to the bottom of the chart and include this population. You can also include the data in the focused need section to justify the activities.

## 11/14/23 - What years are complete that should be used for the 24-25 Completion Grant data chart? the Completion grant guidelines.

* 1. Fall to spring retention: FYs 21, 22, 23
  2. 3-year program completion: Cohort Years 19, 20, 21
  3. Course Completion 2.0 or Greater GPA: FYs 21, 22, 23

## 11/3/23 – Within the grant guidelines for the completion grant, there is a bullet point that says, “Costs related to special events that include meals, promotional materials, and/or high-cost speakers are not allowed.” Could you please provide clarity on how the Education Directors define a “special event,” in terms of the following limitation in the Completion grant guidelines.

Special events are events that are new, stand alone, and not a part of the regular college services/offerings. The purpose of the limitation is to prevent one and done high-cost events vs. using funding to build capacity that will address gaps in a more long-term manner. Some events (for example a training that will directly address gaps in student success) may be allowable but colleges would need to pay for the food, high-cost speakers, and promotional items with other funds.

# **Core Industry**

## 8/16/23 – If a specific piece of equipment is changed, but it is still within the functionality and intended purpose in the grant, is a revision required?

If a specific piece of equip is written into a grant, but when the college goes to make the purchase, the item is on backorder, greatly delayed, experienced a price hike or they noticed another "like/kind/quality" equip option that is a better value than the one they originally wrote into the grant. Those are all cases where (unless bumping over the 20% line item threshold) a revision would not be necessary.

## 8/1/23 - For grant eligibility, does WTCS consider program “new” if it goes through the program title/number change process? For which grant categories would such a program be eligible, Core Industry or Developing Markets?

WTCS does not consider a program “new” by virtue of having gone through the program title/number change process. A program that has undergone a title/number change would be eligible for Core or Developing Markets funding depending upon the eligibility status of the “old” program title/number:

* 1. Brand new, unoffered programs and programs that have been offered up to one year that undergo a title/number change during those respective time periods would be eligible for Developing Markets funding. The eligibility of the “old” program (new/never offered or offered up to one year) determines eligibility for the “new” program title/number.
  2. Programs that have been offered for one year or more that undergo a title/number change would be eligible for Core Industry funding. They are not considered “new” just because they went through a title/number change; the eligibility of the “old” program (offered for one year or more) determines eligibility for the “new” program title/number.

**Note**: In certain cases, WTCS may determine that a title/number change qualifies a program for Developing Markets and/or Core Industry grant funding within specific grant cycle(s) based upon the status of the updated program (“new” title/number) rather than upon the status of the “old” program. This determination may occur when substantive program changes are necessitated by third-party accreditation requirements and/or System-level modifications and result in a System-wide title/number change.

**Impacted Programs for Grant Cycle FY24-25:**

Program 31-512-1 Surgical Technologist – Title/Number Changed to 10-512-1 Surgical Technology: Program 31-512-1 Surgical Technologist experienced a System-wide title/number change in 2022. Colleges offering program 31-512-1 (with updated title/number of 10-512-1 – use this new program number when applying for grant project funding) may apply for grant funding according to the below guidance:

1. 10-512-1 Surgical Technology is eligible for Developing Markets grant funding if brand new/never offered or offered for up to one year. This applies only to programs that have undergone title/number change from 31-512-1 Surgical Technologist to 10-512-1 Surgical Technology.

10-512-1 Surgical Technology is eligible for Core Industry grant funding if offered for one year or more. This applies only to programs that have undergone title/number change from 31-512-1 Surgical Technologist to 10-512-1 Surgical Technology.

# **Developing Markets**

## 12/19/23 – Do charts/graphs with words count towards the 1,500 word limit in the statement of need section?

No

## 11/17/23 – Are installation costs for equipment allowable in the Developing Markets grant?

Installation costs for equipment are allowable.  Examples of allowable installation cost would be electrical/power to be installed in the location for equipment, or proper HVAC for a piece of equipment to be installed.

# **IET Development & Expansion**

## 3/5/24 - When speaking to supplies, specifically textbooks, if there is an online component/online code as an additional cost to students but is necessary for the completion of instruction, that would still fall under course material? And fall under supplies on the detailed budget sheet?

Yes to both.

## 2/12/24 - For the 10% limit on addressing student barriers which could cause the student to leave the program, what are some examples of allowable costs? Can it be emergency grants to students ($X for utility bills, rent assistance, transportation)? If the student barriers are things like books, work boots, or scrubs, should those be included in Supplies? What about purchasing meals or groceries for students?

The intent of the 10% limit bullet point is to help address barriers that would cause a disruption in the student progress in the program. It is up to each college to determine the extenuating circumstance that would cause the student to be unsuccessful. If a college wants to utilize funds to address student barriers, they should include the cost in budget line 8.0 and designate that as funds to help address barriers for students. Within the grant application (grant document - activities), the college should then provide some examples of what they feel the barriers could be.

## 2/12/24 - For the 15% limit on team coordination for IET design/development, what are some examples of allowable costs? Can it be meeting pay for faculty?

Funding in this category could be used to pay for transportation to and from meetings and staff time. There may be other expenses related to team coordination for IET design and development and it is up to the college to determine what those needs are. Make sure that there is also a connection between the grant activities and budget regarding what cost are for coordination for IET design/development.

## 2/12/24 - Cost of instruction for occupational courses is allowable. Are instructional costs for AE and Literacy services and Workforce Preparation services allowable as well? So, I interpreted “occupational courses” to mean the Workforce Training component of an IET, where we have an occupational/program instructor delivering program coursework i.e, a welding course. AE/ELL instructors provide the AE/Literacy and Workforce Prep instruction that support the Workforce Training coursework. We just wanted to clarify if this grant funding covers only the cost of instruction for “occupational courses” (Workforce Training), or if it also covers the cost of instruction for AE/Literacy and Workforce Prep coursework as well.

Grant funds can be used to cover the cost of instruction for “occupational courses” (Workforce Training) and the cost of instruction for AE/Literacy and Workforce Prep coursework as well.

## 2/5/24 - Up to ten percent (10%) may be used to address student barriers which could cause the student to leave the program. What are examples of activities that address student retention that fall under this 10% rule? Does this include salary/fringe for student support services/case management position(s) that provide retention services?

The intent of ten 10% bullet point is to help address barriers that would cause a disruption in the student progress in the program. It is up to each college to determine the extenuating circumstance that would cause the student to be unsuccessful.

## 2/5/24 - IETs must be developed in high demand fields leading to a WTCS-approved credential within a career pathway. Does this include aid code 19 district certificates?

It is possible to develop an IET around a local certificate as long as all of the local certificate course credits are embedded within a WTCS approved credential in career pathway and is of value in the workplace as determined by local employers.

## 1/31/24 – Could you clarify the award amount for the IET grant. We see language about it being a one or two-year project with an amount of $200,000. Is that $200,000 per year for a total of $400,000 for the entire project or $200,000 for the entire project for either one or two-year project length?

$200,000 is for the entire project for either one or two-year project length.

## 8/18/23 - There was a form that Ben sent out as an IET planning tool for this current year. If we do a grant for this FY, do we have to fill this form out? Is this something we’ve had to do previously? There are many forms that we’ve been required to submit. Is this new or something that has always been done?

The IET Planning Tool has been used since 2018. If a provider is planning to offer Integrated Education & Training supported by AEFLA or GPR IET grant funds, then they must submit the IET Planning Tool. The IET Planning Tool is a fillable PDF found [here](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aefla/wisconsin-aefla-performance-accountability/). The completed form should be sent to [grants@wtcsystem.edu](mailto:grants@wtcsystem.edu)  A WTCS Office team reviews the submission and provides feedback within two weeks of receiving the completed form. Providers of AEFLA/GPR funded IET should submit the completed form before the IET begins and they start reporting participation through Client Reporting.

# **Oral Health**

## 2/22/23 – Lakeshore is appreciative of the opportunity to submit for the Oral Health Grant. We currently anticipate using a portion of the budget towards construction costs. I understand construction expenses should be noted in Line 8.0 Other, and wondered if construction costs per square foot with details noted in the description will be accepted vs. an itemized list?

Grant application must describe the construction process, overall projected cost and provide an itemized list of expenses. All construction projects must follow normal WTCS processes for facilities construction approval. Provide documentation of discussion with college Facilities Director.

## 2/22/23 – If our entire equipment and infrastructure costs are about $1.9M, should we mention that in our application anywhere? Will WTCS be allocating funds from colleges who do not apply or who apply for less than their allocation to other districts who may need additional funding?

There is no need to share that the entire equipment and infrastructure costs could be about $1.9M. WTCS will notify the colleges of any additional funding if available.

## 2/22/23 – When we list equipment in the budget, would you like each item listed separately? For example, some of the equipment is bundled, so an addition of 1 dental chair may include 15 different components (Chair, light, hosing). Do you want the total cost of adding 1 dental chair, or should we itemize each component in the application and budget?

If a piece of equipment is “bundled”, on the detailed budget sheet you could just say Dental chair bundle.  If things are truly separate, then list accordingly.

## 2/22/23 – Is professional development for instructors an eligible budget expense?

Professional development is eligible, but activities should be described.

## 2/22/23 – Are marketing expenses eligible to add to the budget?

Marketing should not be listed in your application budget. You may list expenses related to student recruitment and enrollment activities.

## 2/22/23 – Do the colleges have to submit the floor plans along with the grant applications?

No. All construction projects must follow normal WTCS processes for facilities construction approval. Provide documentation of discussion with college Facilities Director.

## 2/22/23 – What does it mean that funds must be encumberedno later than 6/30/2025?

Connect with your financial office to clarify the process.

## 2/22/23 – WTCS shared that they will be allowing simultaneous Concept/Program review and approval to expedite the new program process for colleges since these are all aligned programs. Would WTCS provide/allow flexibility in regards to WTCS Board review/approval requirements for building and remodeling projects related to this grant?

No.

## 2/22/23 – Can in-kind items count as financial match?

No.

## 2/22/23 – Can salary/fringe be used for the 20% match?

No. The 20% match must be used for the eligible purposes of the grant.

## 2/22/23 – Are projects currently underway eligible to be reimbursed with these funds?

Yes, but only for expenses that occur during the period of performance of the grant.

## 2/22/23 – Are program accreditation fees eligible expenses?

New program accreditation fees are allowable. Ongoing accreditation fees are not an allowable expense.

# **Workforce Advancement Training** (WAT)

## 

# **PERKINS** (applies to all Perkins grant categories)

## 8/16/23 – Is Dependent Care, Transportation related costs and fees allowable in all Perkins grants? Is that stated in the general guidelines somewhere? Or is it only specifically stated under NTO?

At this time, it is only stated in the NTO grant. For FY24-25, the costs will be allowed in the NTO, Student Success and Strengthening Programs grants.

# **Capacity Building**

## 8/16/23 – Can we compensate students for their time when we’re collecting their voices?

You can compensate students for their grant participating activities –capacity building grant work and time. No incentives are allowed. Note: the hope is that grant activities will be part of creating an ongoing process to include student voices in Perkins work rather than one off situations.

# **Career Prep**

# **NTO**

# **Strengthening Programs**

# **Student Success**

# **WTCS APPLY PORTAL**

## 8/16/23 - Are there any changes to the organization of the portal anticipated?

This is a limitation of the portal and for the foreseeable future will remain the same.

