

## Table H - Process to Add Items

### I. TABLE H DEFINITIONS

- a. “Day” means “business day”
- b. “District exemption request” should ideally be submitted to Table H manager prior to district applying for the grant, as whether or not the exemption is granted may impact how/if the grant application is written.
- c. “Table H Contact Group” will be organized on Microsoft TEAM hosted by WTCS. Submitter and Approvers will have access to exemption documents stored in this location.

### II. ROLES AND RESPONSIBILITIES

- a. WTCS Table H Manager: system office staff in charge of managing Table H requests, reviews, communications and publications.
- b. Table H Contact Group:
  - i. Submitters: District point of contact for system office. Submit requests to and receive correspondence from Table H manager.
  - ii. Approvers: Authorized organization representative at district. Review and approve requests made by their district and request by other districts.
  - iii. Back-ups: Each district must identify one or more back-up(s) for Submitter and Approver roles.

### III. PROCEDURES AND TIMELINES

#### a. **Systemwide – Blanket Exemption Mandates from WTCS**

- i. DEFINITION: Exemption applies to all districts awarded this grant. Grants can be added by system office authority, per grant guidelines.
- ii. TIMELINE:
  - 1. WTCS Table H Manager receives notification from WTCS Grants Office that a grant should be exempt per grant guidelines.
  - 2. Within 1 day of this notification, WTCS Table H manager must notify Table H group of exemption (include effective/expiration dates).
  - 3. Within 3 days of each district who applied for funds receiving their grant award notification, they must notify WTCS Table H manager whether or not they were awarded the grant.
  - 4. Within 1 day of any district notification of funds received, WTCS Table H manager adds grant to Table H.

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### **b. Systemwide - Blanket Exemption Requests from Districts**

- i. **DEFINITION:** Exemption applies to all districts awarded this grant, or specific course(s) funded under this grant as indicated. Grants or courses will be added based on district request.
- ii. **TIMELINE:**
  1. Within 1 day of received request, WTCS must contact Table H contact group to gather information.
  2. Within 5 days of contact from WTCS, Table H contact group must respond.
    - a. Lack of response from districts within the required timeframe indicates that they will be taken to mean that they will not use that grant.
    - b. If all impacted districts do not support the exemption, WTCS Table H manager will convene impacted district contacts from the Table H contact group within 2 days. If consensus is achieved, proceed to next step. If consensus is not achieved, begin district level request process.
  3. Within 2 days of response due date from districts, WTCS Table H manager must submit the request to WTCS Provost for approval.
  4. Within 5 days of receipt of request, WTCS Provost must approve or deny the request.
  5. Within 1 day of Provost decision, WTCS Table H manager must notify Table H group of decision (include effective/expiration dates).
  6. Within 3 days of each district who applied for funds receiving their grant award notification, they must notify WTCS Table H manager whether or not they were awarded the grant.
  7. Within 1 day of any district notification of funds received, WTCS Table H manager adds grant to Table H.

### **iii. REQUEST INFORMATION REQUIRED:**

1. CFDA/ALN/State Grant Number
2. Grant Program Name
3. Requesting District
4. Contact: Name, Email, Phone
5. Effective Date (Grant Start Date)
6. Expiration Date (End of Grant Cycle)
7. Purpose of grant program/instruction
8. Type of request: Systemwide or District
9. Scope of request: Grant or Course Level
  - a. If course level, include course details (number and title)

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10. Copy of grant guidelines
11. Statement guaranteeing that grant award will cover value of exempted tuition. Use [Table H Appendix A] to document Tuition Equivalent compared to Grant Revenue.
12. **Email information to WTCS Table H Manager:**  
[Carolann.Nelson@WTCSsystem.edu](mailto:Carolann.Nelson@WTCSsystem.edu)

### **c. Individual District Exemptions (ex: NCJTC, etc)**

- i. **DEFINITION:** Exemption applies only to requesting district(s) that are awarded this grant, or specific course(s) offered by the requesting district that are grant funded. Grants or courses will be added based on district request, if approved by WTCS.
- ii. **TIMELINE:**
  1. Within 1 day of received request, WTCS must contact Table H contact group to ensure no other districts are impacted.
    - a. If other districts are receiving or plan to apply for grant funds, they must respond with details including if grant funds will be used to cover cost of instruction, which courses are impacted, etc.
  2. Within 5 days of contact from WTCS, Table H contact group must respond.
    - a. Lack of response from districts within the required timeframe indicates that they will be taken to mean that they will not use that grant.
  3. Within 2 days of response due date from districts, WTCS Table H manager must submit the request to WTCS Provost for approval.
  4. Within 5 days of receipt of request, WTCS Provost must approve or deny the request.
  5. Within 1 day of Provost decision, WTCS Table H manager must notify impacted district(s) of decision (include effective/expiration dates).
  6. Within 3 days of each district who applied for funds receiving their grant award notification, they must notify WTCS Table H manager whether or not they were awarded the grant.
  7. Within 1 day of any district notification of funds received, WTCS Table H manager adds grant to Table H.

### **iii. REQUEST INFORMATION REQUIRED:**

1. CFDA/ALN/State Grant Number
2. Grant Program Name
3. Requesting District
4. Contact: Name, Email, Phone
5. Effective Date

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6. Expiration Date
7. Purpose of grant program/instruction
8. Type of request: Systemwide or District
9. Scope of request: Grant or Course Level
  - a. If course level, include course details (number and title)
10. Copy of grant guidelines
11. Statement guaranteeing that grant award will cover value of exempted tuition. Use [Table H Appendix A] to document Tuition Equivalent compared to Grant Revenue.
12. **Email information to WTCS Table H Manager:**  
[Carolann.Nelson@WTCSsystem.edu](mailto:Carolann.Nelson@WTCSsystem.edu)