

Table H - Annual Review Process

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 - Review of all Table H items based on expiration date

- a. DEFINITION: Review and determine renewal or removal of items prior to expiration date of item.
- b. TIMELINE:
 - i. WTCS Table H Manager monitors expiration dates, and contacts Table H Contact Group three months prior to expiration date.
 - 1. Within 5 days of contact from Table H Manager, districts reply with one of these options:
 - a. “No Cost Extension – same grant, no additional funding”
 - b. “Supplemental – same grant/more funding”
 - c. “No Extension”
 - d. “Changes to Grant/Course”
 - e. (If District-specific and program has not changed) “Intends to Re-Apply”

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Districts should also notify Table H Manager at this step if the ALN has changed on the Supplemental.

2. Within 5 days of feedback deadline from districts, WTCS Table H manager must notify Table H group of intent to renewal or removal of item:
 - a. If any impacted district indicated “No Cost Extension” or “Supplemental” or “Intends to Re-Apply”, the item will be renewed and the expiration date updated. The ALN will be updated as needed.
 - b. If all impacted districts indicated “No Extension”, the item will be removed from Table H upon expiration date.
 - c. If any impacted district indicated “Changes to Grant/Course”, then they must begin the process to Add a New Item. The current item will be removed from Table H upon expiration date if no other district is renewing their grant without changes.
3. Within 5 days of determination of renewal or removal, Table H Manager will update expiration dates and republish Table H.