

FY2027-2028 Grant Guidelines & Application Process Q&A Document

Instructions: Please submit any questions that you have regarding the State grants, Perkins grants or WTCS Apply Portal to 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 State, Perkins and then WTCS Apply Portal.

The Rural Health Transformation grant has it's own FAQ and can be found on MyWTCS. <https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/miscellaneous-grants/>

GENERAL QUESTIONS (applies to all grant categories)

1. 8/11/26 – Could you clarify the request for the first five digits of a project to be unique within a fiscal year? An example would be the Assistance to Firefighters grant, the period of performance crosses two fiscal years.

Grants in a single fiscal year for example FY27-28, will all have an “8” as the last digit of the project number. The first five digits of the project number with a last digit of “8” must all be unique.

2. 8/11/26 – Can you discuss how encumbrances work with the period of performance?

An encumbrance is an accounting placeholder to let you know funds have been committed for a specific future expenditure but are not yet spent (ex. a Purchase Order is created). All expenditures must be made within the period of performance of the grant. Any expenditure that is received after the grant period will not be eligible for reimbursement.

3. 8/11/26 – Have there been any updates made to the rubrics this year?

Yes, you should always refer to the current year's posted rubrics to write your grants.

4. Will all FY27-28 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.

5. Where can we find the FY27-28 grant applications?

Please go to the WTCS Apply Portal website at wtcs.smapply.io. The FY27-28 applications will be available on or before August 4.

6. Grant reporting, do all grants (1 and 2-year) have a final report?

Both 1 and 2-year grants have a final report at the end of the first year. For a 1-year grant, when the report is approved, it will move to a closed grant. For a 2-year grant, at the end of year one, when the final report is approved it will move to 2nd mid-year report.

7. Can measurable objectives be changed in a revision?

No, at this time the activities can change but not the measurable objectives.

8. How often will the Q&A be updated?

The Q&A will be updated at a minimum weekly.

Procurement Questions

1. For services under \$50,000, does this follow the academic or calendar year?

The service follows the length of the contract, which should be within the grant period (July 1 – June 30).

2. How specific does the description of the equipment need to be?

If the function and type of 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

1. 8/11/26 – Has WTCS produced a specific guide to address program income?

There is not a specific guide, there is information in the Perkins Guidelines.

2. Does program income apply to all grants?

Program income **applies to federal grants only**, which is currently 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.

3. 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)

1. 8/11/26 - Equipment: is it overall total for equipment costs or per item?

Per the SFR instructions on MyWTCS the per item cost dictates the line item the expense belongs to. If there is a grant limit, i.e. 50% of the grant may be spent on equipment, that refers to total equipment costs.

2. If professional development occurs early in the next fiscal year, can a college pay for registration and basic airfare costs in one fiscal year (with college funds to secure a spot and save money) and then be reimbursed for those costs from a state grant when the new grant year begins?

This is allowable in State General Purpose Revenue grants.

3. Can you provide a link to the rubrics?

<https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/application-forms/>

4. Regarding sustainability - We are supposed to describe ways outside of the operational budget. I don't know another way to "sustain" other than to state, "Seek external funding opportunities." How will that be looked at?

Sustainability plans that include more detail often score higher on this rubric criterion. Describing how the program is tied to other supporting initiatives such as career pathways, student success and support programs at the college and/or part of the WTCS mission and vision, future grant and/or other internal/external funding opportunities, community partnerships, advisory/employer relationships, etc. help to explain the college's plan to bolster the named program.

8. 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.

9. 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 1, 2027, at 4 pm
- IET Development and Expansion Grant - the blackout date is Monday, March 8, 2027, at 4 pm
- WAT grant - the blackout date is Thursday, April 26, 2027, at 4 pm

Career Pathway

1. Are hospitality costs for food and beverages allowed in the FY27-28 Career Pathways grants?

Yes, hospitality costs are allowed. The limit has been removed. When including hospitality costs ensure the need for the costs are well documented in the grant application.

2. If a grant is approved for a cluster/general approach and name multiple programs in the grant, does this “Individual programs may not be funded for more than two consecutive grant periods.” restriction still apply, or does it only apply to projects that focus on a single program?

If the grant covers a specific cluster of programs, the two consecutive grant periods requirement would apply, and the already approved programs must be named and identified. If the approach is an institutional or policy change that covers multiple clusters or all programs, it would not apply.

3. Can a Career Pathway grant focus on an institutional/systemic change that impacts all career pathway programs? If so, does the requirement to identify a specific program/program number and approval date apply?

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 the focus is an institutional/systemic change that can have an impact on all programs. 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.

4. Can a single grant application include more than one approved program?

Yes, as long as the programs are approved and identified in the grant by name and number.

Completion

Core Industry

1. If the grant supports the development of new or revised curriculum and the instructional delivery of the new or revised curriculum, can the instructional delivery of the courses only be a one-time delivery? Or can a new or revised course be offered multiple times during the grant period with the grant supporting the instructional delivery for each course section?

The Core Industry grant category does not quantify instructional delivery; colleges may request to fund instructional delivery in a manner that is appropriate for and in alignment with the grant project outcomes. If it makes sense to incorporate multiple instances of instructional delivery during the life of the grant project, Core does not prohibit this. As with all grant activities, please ensure that the need for instructional delivery is clearly defined.

Verbiage from Core Industry grant guidelines, Allowable Expenses:

Instructional Delivery

- Newly developed or modified curriculum and expanding upon delivery methods for existing approved programs.
- Adaptation of instructional delivery such as accelerated programs or various online delivery methods.

2. Are Advanced Technical Certificates eligible under Core Industry if offered for a year or more?

ATCs are named as allowable in Core grants if they meet the standard requirements of having been approved and offered for a year or more.

3. Can the Core grant be used to create an ITS (Individualized Technical Studies) degree

The short answer is no, ITS do not qualify for inclusion in Core Industry grants.

The longer answer is that ITS are not named in Core Industry grant guidelines as allowable, and I will explain a little bit about why that is the case:

- 1) **ITS are not WTCS Board-approved programs and thus do not meet the “prior approval” program requirements outlined in Core Industry grant guidelines.** ITS are special-case associate degrees offered and documented by colleges and recognized internally by the System Office, but do not exist as formally approved WTCS programs with open student enrollment and completions.
- 2) **ITS are intended to serve a single student who would not otherwise be able to attain the desired education by taking any other program or combination of programs offered by the college.** ITS must not supersede existing WTCS-approved programs, and they should not be created with the intent of open enrollment; program areas that are new and might be relevant and useful to a larger population as indicated by industry demand should follow the standard program approval process or be organized as a local certificate.

All of that being said, a college could create a Core Industry grant application for a qualifying, existing, WTCS-approved program and feature pathway development as an activity. Simply put, you could do curriculum work to the primary program to set it up for pathway expansion and/or ease of progression along the pathway. You could not create an ITS, however.

Developing Markets

1. Is an existing program with a new name/number eligible for the Developing Markets grant?

If the program went through a program approval process it could be eligible. If it did not go through the approval process, then the program is not eligible.

Retitled/renumbered programs would qualify for Developing Markets funding if initial program approval occurred within the last year (from date of grant application) and the program has not been offered or has been offered for up to a year.

2. Are new Advanced Technical Certificates (ATC's) eligible under the Developing Markets grant?

ATC's are eligible for the Developing Markets grant. Any credential having gone through the WTCS program approval process (concept review and program approval) would qualify for funding under Developing Markets.

3. Can a college run more than one section of a course for one-time delivery funding support as part of a Developing Market request? Or would only one section of the course be covered under the grant?

It's allowable to run more than one section of a class, especially if there are enough students that need to be served by the course.

Emergency Assistance

1. When is the final report due for the Emergency Assistance grant?

Per the guidelines, the mid-year is due on or before February 15, and the final report due on or before August 15.

IET Development & Expansion

1. What is considered a student barrier?

For the purposes of the IET Development and Expansion grant, the 10% limit for student barriers is restricted to situations which may make it difficult for a student to attend classes or complete the program, this could include unexpected emergencies. Allowable expenses may include—but are not limited to—transportation assistance, emergency childcare, temporary housing support, or other urgent needs that directly impact a student's ability to participate in and complete their IET program. These expenses would go in line 8.0 – Other.

A student barrier could also be basic needs to complete the courses within a program. Course instructional materials or supplies (welding protective clothing, scrubs), etc. not covered by program and materials fees would be listed in line 7.0-Supplies.

All expenses must be necessary, reasonable and aligned with the goals of the grant.

Workforce Advancement Training (WAT)

PERKINS (applies to all Perkins grant categories)

1. 8/11/26 - Are the grant due dates shown in the Grant Summit slideshow, correct?

The slide in the Grant Summit showed the due date for the new two-year grant document (narrative) was December 2027. The date should have been December 2026 with a grant start date of July 1, 2027. The May 2028 date is correct, the grants will be due May of 2028 with a grant start date of July 1, 2028.

2. 8/11/26 - Is the funding expected to stay the same per year, or will the current annual amount need to be spread over two years?

Perkins grants will remain a one-year appropriation. Each year there will be a budget specified for each funded grant with flex funds available to use for the HS to College or any other basic grant. Each year

the grant submitted will have a new detailed budget. The only change is that the grant document (narrative) submitted for 28-29 will be an updated version of the 27-28 grant document (narrative).

3. 8/11/26 – What's going to replace the MOE?

We can document the MOE at the system level as a state investment in CTE that meets the federal requirements.

4. 8/11/256 – When are the FY27-28 Perkins grants due.

All Perkins grants are due per the guidelines December 14, 2026.

Targeting Attainment Gaps

Career Prep

Strengthening Programs

Student Success

AEFLA Grants

1. Are updates required for any or all of the following forms:

Form 2 – Key Personnel

Form 3 – Program Profile

Form 5 – Documentation of Demonstrated Effectiveness

GEPA form

Instruction by Location Form

Integrated Education and Training Planning Tool form If updates are required,

Should strikethrough and underline be used?

All forms should be updated each year. Please submit new forms instead of using strikethrough and underline for these forms.

WTCS APPLY PORTAL

1. Can colleges see the archived grants/other documents (grant documents, grant reports, budgets)?

Due to portal limitations, we must archive grants when the year is final, and all reports have been submitted and approved. We highly recommend you keep copies of the documents uploaded to the WTCS Apply Portal. On a very limited basis, we may be able to help.

2. Is there a way to search or organize the grants so we don't have to scroll through so many grants to get to the one we need?

Due to portal limitations, this is not possible. We have put in this request, but Survey Monkey has not updated this feature yet.

3. Regarding revision, once a revision is submitted and approved, it becomes the new "original" submission. So, if you need to submit a second revision, you will work from the most recent submission. Is this correct?

Yes, everyone on your team should work off the new, same grant application & information. Please see the WTCS Apply Portal User Guide for instructions for first and subsequent revisions. The guide can be found here (very bottom of the page), <https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/egrants-apply-portal/>