



CHANGE SUMMARY STATE GRANTS

FY 2018-19

Updated: **October 19, 2017**

State Grant Guidelines

Pages 1 – 56: Formatting Edit

- Page numbers updated throughout the whole document. (09/25/217)

Page 6: State Application Components

- “Abstract” word count changed from 300 words to 200 words. (09/25/217)
- “Statement of Need” word count changed from 500 words to 1500 words. (09/25/217)
- 2. Quarterly Data Submission dates were changed to(10/04/2017):
 - a. October 15, 2018;
 - b. January 15, 2019;
 - c. April 15, 2019; and
 - d. July 15, 2019.
- Data Collection and Reports – “Professional Growth” has been added to #1. It now reads:
 1. Client Reporting System applies to all grant categories except for High School to College Transitions for Career and Technical Education (CTE) Students and Professional Growth grants. (10/04/2017)

Page 6: State Application Components

- Under the Data Collection & Reports section, instructions 1 and 2 were edited for clarity, and these lines now read as:

All applicants shall comply with WTCS data submission requirements in the time frame required. The reporting requirements are as follows:

1. Client Reporting System applies to all grant categories *except* for Professional Growth grants.
2. Grantee requirements for **Client Reporting** include:
 - a) Complying with the established WTCS Client Reporting requirements;
 - b) Monitoring their data continuously; **and**
 - c) Submitting data **as required**.

Reference the Client Reporting Manual for reporting deadlines: [Client Reporting Manual](#). (10/19/2017)

Page 7: State Application Components

- 3. Triannual Report Submission dates changed to (10/04/2017):
 - a. **First term Triannual Report** (July 1 – October 31) must be received on or before *November 15, 2018*
 - b. **Second term Triannual Report** (November 1 – February 28) must be received on or before *March 15, 2019*

- c. **Third term Triannual Report** (March 1 – June 30) must be received on or before *November 1, 2019*

Page 11: Completion – Measurable Objectives

- Added another line item stating, *“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.”* This line item is now numbered as #5 in this section. (09/25/217)
- Formatting Edit – The line items in this section were renumbered after the insertion of the additional objective stated above. (09/25/217)

Page 14: Core Industry – Funds Available and Additional Limitations

- Line item #9 - *“Funding is contingent on WTCS Board approval of any new program that may be developed from existing programs in response to industry need”* was removed and the remaining line items were renumbered. (09/25/217)

Page 15: Core Industry – Additional Application Components

- Statement of Need – changed from 500 words in the grant category to match the established 1500 word limit. (10/04/2017)

Application Form (STATE – general)

Page 3: Application Components - 17) Abstract, 18) Statement of Need

- 17) Abstract – changed from 300 words to 200 words. (09/25/217)
- 18) Statement of Need – changed from 500 words to 1500 words. (09/25/217)

Application Form (WAT)

Page 6: Application Component - 23) Overall Monitoring Process

- The word *“triannual”* was removed from the second bullet point of this section, and the bullet point now reads *“final reports”* rather than *“triannual and final reports.”* (09/25/217)

State Grant Application Rubrics

All Grant Categories

- Verified the point and percentage totals for all sections and corrected as necessary. (10/04/2017)
- **Intro Section:** Removed the statement that showed *“X pts. / Total pts.”* in the line identifying the *“Total Score”*. (10/04/2017)

Career Pathways

- **Section 4:** The “if applicable” was removed from the statement “*If applicable, cost-sharing is noted.*” Since cost-sharing is required, this would not be an optional line item within the application. (10/04/2017)

Completion

- **Intro & Summary Sections:** The total points available was changed from 48 to 42. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Core Industry

- **Intro & Summary Sections:** The total points available was changed from 42 to 76. (10/04/2017)
- **Section 2:** For the line item “*If applicable, describes how the professional development outlined in this proposal will support grant activities,*” the parenthetical statement “*If not applicable, +2 pts.*” was added for clarity about how to score this line item. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Developing Markets

- **Intro & Summary Sections:** The total points available was changed from 42 for Sections 1-4. The total additional points that are available in Sections 5 & 6 remains 8 pts. (10/04/2017)
- **All Sections:** The value of “0.5” was removed from the dropdown list. Now, the only option displayed is “0”. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Professional Growth

- **Intro & Summary Sections:** The total points available was changed to 44. (10/04/2017)
- **Section 3:** The line item “*Provides the name of program staff & title(s) who will be responsible for reporting client data (if applicable) to the WTCS office.*” was removed, because this is not a requirement for this grant category. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)

Workforce Advancement Training (WAT)

- **Intro & Summary Sections:** The total points available was changed to 70. (10/04/2017)
- **All Sections:** Section totals and percentages were verified and updated when necessary. (10/04/2017)
- **Section 5, Review Summary, Scoring Section:** In Section 5, row 98 was included in the count for that section (changing the total possible points for the section from 14 to 16), and the formulas used in the Scoring Section and the Review Summary to tally the total points awarded per section were updated to include the additional points from this row. (12/18/2017)