2023-2024 WFDA APPLICATION WEBINAR

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Marla Elmquist, Program Specialist, Fiscal
Kari Kauffman, Program Coordinator, Fiscal

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SBCTC STAFF INTRODUCTIONS

- Becky Wood, Program Administrator, WorkFirst, Student Support Programs

- Marla Elmquist, Contracts Specialist, Fiscal

- Kari Kauffman, Program Coordinator, Fiscal

- Andrea Schissler, Fiscal Specialist, Student Support Programs

OBJECTIVES

- Overview of FY24 WorkFirst Delivery Agreement Program Guideline terms, categories and policies

- Accessing Application in the Online Grant Management System (OGMS)

- Grant Application Overview

- Key Fiscal Terms, Categories, and Policies

- Q&A

GRANT OVERVIEW

- WFDA Purpose
- Streamlined application
  - Simplifies process and budget categories
  - Requires intentional and descriptive responses
- Complete **all** parts of the application
  - Sections embedded in OGMS
  - Attachments (requires upload)
    - Assurances
    - WFDA Matrices
- Alternate Attendance Forms

TIMELINE

- February 10, 2023: Application Released

- March 16, 2024: Application Due

- End of March through May: Review & Feedback in OGMS

- Late-June: Approval Status Notification

- July 1, 2023: Grant Begins

ONLINE GRANT MANAGEMENT SYSTEM QUESTIONS

- Contact your OGMS Security Contact for access to the 2023-24 WorkFirst Delivery Agreement grant.

- The OGMS User Manual is available under the "How To" tab in OGMS

- Contact your OGMS Security Contact if your question is not answered in the Manual

- Contact Kari Kauffman if your Security Contact cannot resolve your question

OGMS LOGIN & APPLICATION ACCESS

- If you've forgotten your OGMS username, contact your OGMS Security Contact

- If you've forgotten your OGMS password, use the "Retrieve my password" feature located [here](#)

- Create a new application for the FY20 WorkFirst Delivery Agreement

- Save frequently to ensure you don't lose your work!

APPLICANT INFORMATION & GRANT RESOURCES

- Enter your contact information on the Applicant Information screen
    - Be sure to avoid typos when entering your email address
    - Add OGMS as a safe sender

- Find and download Grant and Fiscal Guidelines, as well as other important documents in the Grant Info link

GRANT GUIDELINES

- Approved Activities for SBCTC Providers

- Clarifications & Modifications
  - After reviewing the list of minimum requirements, submit your alternate attendance form in OGMS as an attachment.

- Appendices

- Deadlines and Milestones

GRANT RESOURCES, CONTINUED

- In the Grant Information page, you will also find the:
    - FY24 WorkFirst Fiscal Guidelines
    - FY24 WorkFirst Planning Numbers
    - Matrices
    - Weekly Attendance Form – Minimum Requirements

FY24 PLANNING NUMBERS

- WorkFirst Funding Formula

- Let us know if you plan to apply for a lower amount

- These are *planning numbers* only
  - DSHS contract in July can change our system amount
  - Earmarked WFWS funds from the Legislature
    - **NEW!** WFWS Planning Numbers

ASSURANCES & UPLOADING DOCUMENTS

- Find the FY24 Assurances in the Assurances tab
    - Download and print for completion and signature

- Upload the Assurances and other documents as needed in the Attachments tab

QUESTIONS? PART 1

CONTENTS SECTION

- Each section must be completed before you can submit your application

- Click the Save button on every screen
  - Save frequently, as OGMS times out every 20 minutes

- Sections can be completed in whatever order you wish

- Brief demo of how to complete a Contents tab

SECTION OVERVIEW

- Section 1 – Grant and Fiscal Accountability

- Section 2 – Budget Narrative

- Section 3 - MISC.

GRANT AND FISCAL ACCOUNTABILITY

- Section 1 of the grant application

- Questions relate to:
  - Volume of federal grants a college has
  - Staff experience with federal grants
  - College's processes and procedures for handling federal grants

- Collaborate with your organization's grants office and/or your budget office on this section

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COMMUNITY AND
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BUDGET NARRATIVE

- Section 2 of the grant application

- Describe how funds from the grant will be used for specific activities
  - Work-Based Learning/Work Study
  - Vocational Education
  - Internal Controls
  - Life Skills
  - Basic Skills
  - Tracking and Monitoring
  - Student Supports
  - Administration

Example: "Quarterly WFWS award for each student is $2,850 for employment of 19 hours/week, 12 weeks/quarter with an average wage of $12.50/hour. 19 WFWS student slots this year, which includes 3 students for Summer, 6 students for Fall, 6 students for Winter, and 4 students for Spring. Total WFWS wages estimated at $54,150 and benefits estimated at $2,500."

BUDGET & BUDGET MATRIX

- Work with your organization's grants and/or budget office to build your budget

- Refer to narrative examples in Fiscal Guidelines

- Expenses must be necessary and reasonable
  - Costs must be reasonable compared to expected number of students

BUDGET ACTIVITIES

- Budget lines are also called "activities"

- Costs must be budgeted on the correct lines/activities and must be split across multiple lines/activities when necessary

SAMPLE BUDGET MATRIX

Line / Activity

Activity	Salary and Wages	Employee Benefits	Goods and Services	Building Rental & Utilizations	Travel	Contracts	Capital Outlays	Tuition, Books & Student Fees	Tools	Clothing	Emergency Costs	Personal Hygiene	Testing	Medical	Transportation	Indirect	Total
Student Support									6,500.00	6,500.00	40,000.00	6,000.00	3,000.00	0.00	11,000.00		73,000.00
Work-Based Learning	35,084.00	9,823.00	0.00	0.00	0.00	0.00	0.00										44,907.00
Vocational Education	38,246.00	10,708.00	0.00	0.00	0.00	0.00	0.00	115,000.00									163,954.00
WorkFirst Internal Controls	56,342.00	15,776.00	2,454.00	0.00	0.00	0.00	0.00										74,572.00
Life Skills	12,858.00	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00									16,458.00
Basic Skills	23,058.00	6,650.00	0.00	0.00	0.00	0.00	0.00	600.00									30,308.00
Tracking & Monitoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00										0.00
Administration	38,272.00	10,716.00	0.00	0.00	0.00	0.00	0.00									0.00	48,988.00
TOTAL	203,860.00	57,273.00	2,454.00	0.00	0.00	0.00	0.00	115,600.00	6,500.00	6,500.00	40,000.00	6,000.00	3,000.00	0.00	11,000.00	0.00	452,187.00

WORK-BASED LEARNING

- Paid (PT) or unpaid (WE) work experience or internships done in conjunction with training

- PT = WorkFirst Work Study only
  - Does NOT include federal and state work study

VOCATIONAL EDUCATION

- Costs associated with serving students in:
    - Vocational Education (VE)
    - Degree Completion (DC)
    - Pre-employment Training (PE)
    - Job Skills Training (JT)

INTERNAL CONTROLS

- Costs associated with identifying, documenting, and reporting monthly participation hours for WorkFirst students.

- Only include direct service costs (working directly with or directly on behalf of specific students)
  - Non-direct service costs must be budgeted in the Administration activity.

LIFE SKILLS

- Costs associated with delivery of Life Skills (LS) activities

- As defined in the WorkFirst Handbook, for example:
    - Instruction
    - Assessment
    - Curriculum design

BASIC SKILLS

- Costs associated with delivery of basic education including:
  - Basic Education for Adults (BE)
  - High School Completion (HS)
  - English Language Acquisition (ES)
  - High School Equivalency (HS) exam preparation
  - High School+ programs (HS or BE)
- Budget $25 Basic Skills "fee" as tuition
- High school equivalency (HSE) test fees
  - Must document that no other funds are available for this.

TRACKING & MONITORING

- Costs associated with developing, maintaining, and/or supporting information technology or computer systems used for tracking and monitoring.

- Does **not** include data entry, research work, report writing.

ADMINISTRATION

- Program/staff oversight, fiscal/budget work
  - See Fiscal Guidelines, page 6 for examples of administrative work
- 15% max. budget
- Indirect
  - Max. of 5% of salaries/wages

BUDGET CATEGORIES

- Budget columns are also called "categories"

- Costs must be budgeted on the correct categories

SAMPLE BUDGET MATRIX

Column / Category

Activity	Salary and Wages	Employee Benefits	Goods and Services	Building Rental & Utilizations	Travel	Contracts	Capital Outlays	Tuition, Books & Student Fees	Tools	Clothing	Emergency Costs	Personal Hygiene	Testing	Medical	Transportation	Indirect	Total
Student Support									6,500.00	6,500.00	40,000.00	6,000.00	3,000.00	0.00	11,000.00		73,000.00
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SALARIES/BENEFITS

- All position titles to be funded by the grant.

- Percentages of effort, full-time equivalent faculty (FTEF), full-time equivalent staff (FTE), or hourly wage information for each position to be funded from the grant. *(Fiscal Guidelines Appendix A)*

- A brief description of duties by position as they relate to the grant.

- Time & Effort documentation required

GOODS & SERVICES

- Goods

  - Instructional materials, computers, office supplies, etc.

  - May not meet definition of capital assets

  - Non-consumables must be retained

- Services –

  - HSE testing fees, copier/printer lease, interagency/interlocal agreements, etc.

BUILDING RENTAL

- Any rent charged to grant must be at or below fair market value (FMV) – affirm in grant narrative

- If college/foundation charges rent to programs in college/CBO/foundation-owned facility, must have policy that rent is charged to ALL programs, not just WorkFirst

TRAVEL

- Describe travel in narrative

- All state travel rules apply

CONTRACTS

- Guest speakers, external curriculum reviewers, etc.

- Describe contract purpose

- Rules that apply to your organization for this funding also apply to any contractors

CAPITAL ASSETS

- Must be approved by SBCTC prior to purchase

- Property or equipment with a useful life in excess of 1 year and a per unit acquisition cost of $5,000 or more

- Include details in budget

- Must be "special purpose" – not general purpose like furniture

TUITION, BOOKS, AND FEES

- For special populations or non-traditional training/employment students

- Must be part of broader effort to address CTE special populations' needs

- Any fees must be required

- Tuition and fees funds not given directly to students

- Can't charge tuition for a class if paying faculty for that class to WorkFirst grant

INDIRECT

- 5% of salaries/wages (but not benefits)

- Can claim indirect on work study wages

QUESTIONS? PART 2

SUBMIT YOUR GRANT APPLICATION

- Submit your application in the "Submit" tab

- If the application will not submit properly:

  - Check to ensure all the application tabs have been completed correctly (each tab will have a check mark on it)

    - If you are still unable to submit, check with your OGMS Security Contact. You may not have the correct permissions to submit the grant

APPLICATION FEEDBACK & APPROVAL

- Your application may require minor revisions before it can be approved for funding
  - You'll find feedback regarding these revisions in the "Feedback" tab
  - Respond to this feedback in the relevant section of the application
  - While making changes, be sure to save at the bottom of each applicable contents section

QUESTIONS & CONTACT INFORMATION

- Program:
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- Budget:
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- OGMS:
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