

## BLUEPRINT FOR PROSPERITY – HIGH SCHOOL PUPIL TRAINING PROGRAMS BUDGET GUIDELINES

### General Expectations

**Overview:** These budget guidelines are designed to help prepare your budget for the training program. The Department of Workforce Development (DWD) realizes that these are proposed budgets and will work within reason with the applicant, should certain categories need revising. The DWD will not amend the total Blueprint for Prosperity (B4P) High School Pupil (HSP) Training Program grant amount once it is awarded. It should be noted that budget revisions should be kept to a minimum. **The deadline for submittal of any proposed contract revisions or project modifications is December 31, 2016.**

All costs included in the budget for the training program must be detailed and reasonable. Specifically, the funding sought from the Wisconsin Fast Forward (WFF) B4P HSP Program as well as match contributions from businesses, school districts, technical colleges and/or other educational and workforce partners must be itemized and supported by a letter of commitment included with the grant application.

Grant funds will be used to reimburse grantees for expenses incurred after the contract has been executed (signed by grantee and DWD and returned to DWD). Reimbursement requests must be supported by proper and acceptable documentation of both requested grant funds and reported match contributions. Documentation shall include copies of invoices with corresponding paid receipts, sales receipts/slips, payroll records showing wages earned and specific hours and dates of service, authorized/signed timesheets, mileage logs with destination/dates/rate per mile, etc. Note that all expenses incurred and match contributed in any dollar amount as reported in reimbursement request will require approved documentation. Failure to track and report expenses and matching contributions accurately may lead to disallowed costs. Funds made available under this grant shall not be used to supplant, any other federal, state, or local funds.

**Total Funds Allocated to the GPA:** Up to \$3,000,000

**Grant Amount:** From \$5,000 to \$150,000 per grantee. Grant and match expenditures must be incurred during the project period.

**Project Period:** Training programs may start as soon as the formal executed contract is in place (signed by DWD and grantee and returned to DWD). The department has the right to terminate an award offer if a signed contract is not returned by the grantee within 30 days of DWD issuance. The Expenses incurred before an executed contract is on file with DWD shall not be reimbursable. The project period ends June 30, 2017, after which grantees will have 90 days to submit final reports and close out. The entire project, to include post-program outcome reporting and close-out activities, must be completed by September 30, 2017.

**Grant-Eligible Trainees:** Eligibility for participation in the HSP Workforce Training Grant Program is restricted to seniors who are enrolled in a Wisconsin high school. For purposes of

this grant program announcement, seniors are those pupils who are on track to graduate or earn a high school diploma **by June 30, 2017**. A pupil who does not meet these criteria is considered ineligible to participate in HSP grant-funded training programs.

**Match/Cost Sharing Requirement:** The grantee is required to provide matching funds equal to 50% of the grant amount awarded. Match may be any combination of cash and/or in-kind sources that are necessary and reasonable to operate the program related to budget categories and associated *eligible* expenses and may come from any participants in the collaboration.

#### **Grant Eligible Expenses:**

- Instructional delivery and related materials.
- Costs associated with certification testing.
- Supplies and materials for training and/or instruction (an item must be less than \$5,000 and have a lifespan of less than one year).
- Activities associated with overall project coordination, pupil recruitment, marketing to stakeholders, and mentor training.
- Travel only associated with instruction.
- General grant administration activities (not to exceed 5% of grant amount requested).

#### **Grant Ineligible Expenses**

WFF grant funds and cash/in-kind match funds **may not** be used for:

- The purchase of real estate.
- The purchase of capital equipment.\*
- Construction or major remodeling.
- Travel, meals, snacks, beverages, conference (registration fees) and lodging costs of pupils, employees or staff (travel exception for instructor may be allowed).
- Student incentives or rewards (such as T-shirts, lanyards, water bottles, stress balls, pens, pencils, etc.).
- K-12 education (existing and/or general core curriculum).
- Supplanting of any other federal, state, or local funds used to support the HSP project.

WFF grant funds **may not** be used for (may use as cash/in-kind match):

- In-house training facilities (prorated).
- Pupil wages, stipends, or fringe benefits.
- Tuition reimbursement for training and/or post-secondary programming.
- Administrative costs totaling more than 5% of the “direct costs” of the grant award request.
- Ancillary and/or indirect costs associated with 38.14 and other auxiliary contracts.
- General allocated operating expenses (indirect cost rates), unless associated with required Cost Allocation Plan (see page 6).
- General office/classroom supplies (pencils, paper, ink, etc.).
- Student insurance premiums.
- Curriculum development.

\*While the purchase of capital equipment (defined as any one item that costs more than \$5,000 and has an expected life greater than one year), is not an eligible expense, either WFF funds or cash match funds may be used to lease capital equipment. Additionally, a fair rental amount may be used as an in-kind contribution if a partner allows use of capital equipment. The lease amount must be pro-rated to align with the project period, amount of time used for the training program, and/or number of students enrolled in the training if and when applicable.

### **Match Requirements**

WFF B4P HSP grant funds must be matched by contributions from the grantee or one or more partners in the application. The amount contributed must equal to 50% of the grant amount awarded (e.g., match of \$0.50 to \$1.00 grant award). All match items must be documented as specific support for the WFF B4P HSP project, and not as a general, regular donation made to the partner and/or applicant.

Match contributions shall be documented in the budget table, the contributing partners' narratives, and through letters of commitment. Letters of commitment/support should be included with the HSP grant application as detailed in the instructions.

**Allowable Match:** Any combination of federal/state/local cash and/or in-kind sources that are necessary and reasonable to operate the HSP program. Examples of allowable federal sources could be Carl Perkins, Tech Prep, Service Learning, and/or Workforce Innovation and Opportunity Act (WIOA) funds. Examples of allowable local sources could be community organizations, local businesses, individuals, chambers of commerce, or other sources that fund or support youth training activities such as HSP.

**Definition of Cash Match:** Any cash contributions provided by businesses or business organizations, foundations, individuals, state or local governments, and/or federal/state/local organizations. Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.

**Definition of In-kind Match:** Donations of services, staff time, instructional costs, or supplies that are necessary to operate the program but are not paid with HSP grant funds. In-kind costs may be paid for from other federal, state, or local sources, based on actual cash value (i.e., cost per hour for personnel, value of supplies, etc.). Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.

### **Budget Items: Summary and Definitions**

WFF B4P HSP funding may be used for various training related expenses such as personnel and fringe benefits associated with program coordination and instructors/trainers, supplies and materials (including pre-employment testing supplies, such as drug testing and background checks), consultant/contractual expenses, travel for trainers/instructors to provide instruction, and administrative costs. Funds made available under this grant shall not be used to supplant, any other federal, state, or local funds. Substitution of existing funds with WFF B4P HSP grant funds (supplanting) will be the subject of monitoring and audit. Violations may result in a range

of penalties, including suspension of current or future funds under this program, repayment of monies provided under this grant, and civil and/or criminal penalties.

**Program Coordination:** This category includes personnel time, costs, or services that relate to provision of services to program participants, such as program coordination, marketing, and student recruitment activities. This may include planning and development of activities, data collection and management of reporting requirements (not duplicating and/or associated with administrative costs), gathering/monitoring/reporting student registration and post-program completion information, recruiting activities, scheduling programs, holding orientation sessions for students, parents, and employers, serving as the liaison between employers and partners, and/or monitoring students at workplace, among other activities.

**Instruction:** WFF B4P HSP funds may be used to pay for actual staff time based on the rate of pay with reasonable fringe benefits. Matching (cash or in-kind) contributions should include payment for actual staff time based on rate of pay with reasonable fringe benefits. Tuition costs for trainees may be counted as a match. **Note:** Costs related to instruction that are provided by a consultant or as a contracted service should be included under Consultant/Contractual using grant funds or match contributions.

**Tuition:** WFF funds may not be used for trainee tuition. However, matching contributions may include tuition paid on behalf of the trainee to participate in the related training.

**Travel – (Instructor Only):** Travel costs (for mileage accumulated) are limited to personnel involved in “Instruction” activities only. Travel costs for instructors should be limited to that which is reasonable and necessary. WFF funds and cash/in-kind match funds may be used for the cost of instructional staff travel directly related to training. Travel costs of pupil trainees to and from training, work-based learning, and employment are not allowed as a project expense. Travel costs and registration fees for an instructor to attend a training event as deemed necessary to provide the workforce training program may be allowable as a project expense. In such cases, expenses related to meals and lodging associated with the training event would be not allowed.

**Supplies and Materials:** This includes supplies and materials necessary to implement the training program(s) and administer the project. Supplies and materials are those non-consumable materials required to directly provide training activities to pupils/trainees. Examples include safety goggles, welding gloves, welding wire or metal, nursing supplies, purchased curriculum, textbooks, CDs/videos, etc.

Supplies and materials requested through grant funds should be competitively procured at fair market value. Matching contributions shall include the current fair market value of contributed instructional materials that have been competitively procured.

Supplies and materials may include equipment purchases that cost less than \$5,000, such as drills, lathes, discs, welders, saws, nursing assistant training beds, baking/food preparation equipment, etc. Equipment purchased must be pertinent to the training program and is restricted by the capital equipment limitation discussed below. WFF B4P HSP funds may only be used for supplies and materials directly attributable to the training of program participants.

Total costs must be prorated (based on the percentage of HSP participants in entire class) if used by or purchased for an entire class that may include non-HSP program students.

Capital equipment may not be purchased with WFF grant funds. Capital equipment is defined as any one item that costs more than \$5,000 and has an expected life greater than one year. WFF HSP grant funds may not be used for the purchase of capital equipment. However, grant and/or matching funds may be used for an "operating lease" needed for a training program. In some cases, this cost may need to be prorated to the actual amount of time the equipment is used by students in the training program.

Note that a "capital lease" is not an allowable grant expense, which is a lease-to-own contract. A "capital lease" may be an allowable match as long as it is prorated to the amount of time students are using the equipment for the duration of the training program. If purchased for the training program by the applicant (or a partnering agency), this would be reflected as a match in the "Supplies and Materials" section of the application. Again, the total cost may need to be prorated for the amount of time the students are actually using the equipment during the training program.

Partial and/or incremental purchases submitted for individual reimbursement that are under \$5,000 each and result in, or total, a capital equipment purchase (over \$5,000) collectively will be denied. Furthermore, HSP grant funds shall not be used to purchase, or applied towards, a portion of a capital equipment expense (e.g., \$2,000 of grant funds towards a \$6,000 equipment purchase).

Matching contributions may include the fair market value of equipment donated to the project that is directly attributable to the training of program participants.

**Consultant/Contractual:** This section should include any consultant/contractual expense or service. Each consultant/contractual expense must be itemized in the Budget Detail section. This might include contracts for program coordination, instruction, pre-employment assessments, or space lease needs, among other activities.

A copy of the quote, contract, or Memorandum of Understanding with an itemized scope of services must be included with the grant application as an attachment.

WFF B4P HSP grant funds may be used to lease space to provide training if verified that this is necessary to the success of the program, and the rental rate based on competitive rates for the area in which the program will operate. (It is also allowed that a partner organization provide a cash match to cover rent or make an in-kind match of training space off-site. Partner facilities contributed as in-kind match must be valued at the actual cost to hold the training and should be prorated for the amount of time being used for purposes directly related to the project.)

When applicants use their own facilities at no cost to WFF B4P HSP, the cost or value of those training facilities/space is allowable as an in-kind match. Applicant facilities must be valued at the actual cost to the business and should be prorated for the amount of time/duration it is being used for purposes directly related to the project.

**Wages/Stipends of Trainees:** WFF funds may not be used for trainee wages. However, matching contributions may include wages and benefits paid to trainees during training.

**Administrative Cost:** The grant amount request for administrative costs is limited to 5% of "Direct Costs" of HSP grant funds. This includes personnel costs associated with overall administration of the program (not related to direct program services for participants), such as accounting, budgeting, financial and cash management; procurement, contracting, and purchasing; personnel management; payroll records/services; oversight and monitoring of administrative activities; and/or developing an information system/database or procedures related to administrative functions. Specific example activities may include preparing and submitting grant reimbursement requests, gathering and filing proper financial documentation records, overseeing or tracking budget expenditures and match contributions, developing/negotiating with consultants for contracted services, tracking and authorizing personnel timesheets, etc.

Note that the activities included under "Administrative Costs" should be over and above what is included in "Program Coordination". Expenses for personnel time shall be itemized by name/title, number of hours, wage per hour, and description of activities to be provided.

Cost allocation may be applied for grantee costs when an entity is required to use this methodology as part of its accounting practices. In such cases, preapproval must be granted by DWD, and a copy of the Cost Allocation Plan must be included with the grant application and provided with reimbursement request justification and documentation.

### **Post-Award Terms and Conditions/Reporting Requirements**

Grant applications funded under this announcement will be required to execute a binding contract with DWD. Grantees will also be required to submit expenditure reports (including documentation of expenses and match contributions), student registration documents, student post-program completion information/documents, progress reports, and a final project report. Budget revisions during the project period should be kept to a minimum. **The deadline for submittal of any proposed contract revisions or project modifications is December 31, 2016.**

In addition to these conditions, please note the following:

1. All grant applications funded under this announcement will be subject to program evaluation and monitoring.
2. All grant funds will be disbursed via electronic direct deposit into the grantee's account. To begin receiving electronic payments, grantees will be required to complete a STAR Authorization for Electronic Deposit of State of WI Payments form that will be provided with grant award materials.
3. All grant recipients are subject to audit of related expenditures by DWD staff and/or by an independent certified public accountant.
4. To the extent feasible and permissible by law, an applicant's request that trade secrets or other confidential information submitted remain confidential will be honored and the information will be treated as confidential only if: (i) the information is in fact protected confidential information such as trade secrets or privileged information, (ii) the information is specifically identified as confidential by the applicant, and (iii) no disclosure of the information is required by law or judicial order. If the application

results in a grant, the honoring of confidentiality of identified information shall not limit the right to disclose the details and results of this award to the public.

5. Grant awards shall be payable directly to grantees. As a reimbursement program, grant funds are intended to refund grantees for expenses incurred as part of project implementation. Reimbursement requests may be made on a monthly basis. All requests for reimbursement via the Expenditure Report must be submitted electronically to the Department by the close of business (4:30 pm CT) on or before the 5th day of the month. Expenditure Reports shall include documentation of all grant expenses and match contributions for any dollar amount. Documentation includes copies of invoices with corresponding paid receipts, itemized sales slips/receipts, payroll records of personnel that include wages earned with specific dates of services, signed/authorized time sheets, travel logs with destinations and rate per mile, etc. Grantees will subsequently encumber the funds according to the program details identified in the application to ensure that all contractors, vendors, suppliers and employees are paid accurately and on time. The grantee will comply with obligations and requirements as outlined and stated in the formal executed contract.

## **Contact Information:**

**For more information on the Grant Program Announcement, Grant Application, and Budget Guidelines, please contact the DWD High School Pupil Program Staff at:**

**[WFFHSPupil@dwd.wisconsin.gov](mailto:WFFHSPupil@dwd.wisconsin.gov)**