



PROGRAM GUIDELINES

2011-12 JOB SKILLS PROGRAM

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PROGRAM GUIDELINES 2011-12 JOB SKILLS PROGRAM

PROGRAM OVERVIEW

The Job Skills Program (JSP) provides funding for customized, short-term and job-specific training for eligible businesses using dollar-for-dollar matching grants. Grants are awarded to educational institutions that partner with employers to undertake a JSP project. The participating employer must match the grant amount with cash or in-kind program support.

At the time of this writing the 2011 Legislature is in session and funding for the 2011-2012 Job Skills Program is pending final legislative decisions. The previous funding level, set at \$2,725,000 per year, is presumed until further notice. The application process is competitive when requests exceed available funds. Applications may be submitted at any time and awards are made on the basis of funding priorities and available funding. Projects must be completed by fiscal year end June 30, 2012.

GOVERNING LEGISLATION

The Job Skills Program is addressed in the Revised Code of Washington: RCW 28C.04.400 through .420, as amended in 1999 by Engrossed Substitute Senate Bill 5909 and in 2009 by Senate Bill 5554.

Legislative Declaration

RCW 28C.04.4000

The legislature declares that it is an important function of government to increase opportunities for gainful employment, to assist in promoting a productive and expanding economy, and to encourage the flow of business and industry support to educational institutions. Therefore, the legislature finds that it is in the public interest of the state to encourage and facilitate the formation of cooperative relationships between business and industry and educational institutions which provide for the development and significant expansion of programs of skills training and education consistent with employment needs and to make interested individuals aware of the employment opportunities presented thereby. It is the policy of the state of Washington to ensure that programs of skill training are available on a regional basis and are utilized by a variety of businesses and industries.

INTENDED PURPOSES OF JSP

Job Skills Program projects are to meet one or more of the following:

- Provide short-term training which has been designated for specific industries;
- Provide training for prospective employees before a new operation opens or when existing industry expands;
- Include training or retraining to avoid employee dislocation or where upgrading of existing employees would create new vacancies for unemployed persons;

- Serve areas with high concentrations of economically disadvantaged persons and high unemployment;
- Promote the growth of industry clusters;
- Serve areas where there is a shortage of skilled labor to meet job demands;
- Promote the location of new industry in areas affected by economic dislocation.

INTENDED TRAINEES

JSP supports three types of training projects, each a tool to enhance the competitiveness of Washington's economy and increase employment opportunities.

1. New Employee Training

Projects provide training for prospective employees before a new plant opens or when an existing company or industry expands. Applicants for training will be drawn from the general population. JSP is particularly interested in providing training and employment opportunities for individuals who are unemployed, victims of plant closures or layoffs, or public assistance recipients. In addition, the JSP applicants should develop goals and demonstrate plans to provide training and employment opportunities to individuals who are under-represented in the labor force—women, people of color, the older worker, and individuals with disabilities.

2. Retraining

Projects will draw trainees from the company's current employees. The company has determined that retraining is required in order to prevent the dislocation of those individuals selected for retraining and that the training will make the company more competitive within the industry.

3. Upgrade Training

Projects also draw trainees from the company's current workforce. The company must assure the training is available to all levels of the company as appropriate for the topic and that successful completers will be eligible for promotion or pay increases in accordance with company policies and bargaining agreements.

FUNDING PRIORITIES

Priority for funding may be given to applications:

- Proposing training that leads to transferable skills that are interchangeable among different jobs, employers, or workplaces;
- From firms in strategic industry clusters as identified by the state or local area;
- Proposing coordination with other cluster-based programs or initiatives including but not limited to, industry skill panels, centers of excellence, innovation partnership zones, state-supported cluster growth grants, and local cluster-based economic development initiatives;
- Proposing industry-based credentialing;

- Proposing increased capacity for education institutions that can be made available to industry and students beyond the grant recipients;
- Projects serving rural areas.

LEVERAGING AND COORDINATION

All JSP applicants are encouraged to leverage additional employment and training resources by coordinating with the local WorkSource operator, and other training service providers. In projects where new employees will be trained, each JSP applicant must coordinate with the local Employment Security WorkSource Center or WorkSource affiliate prior to submitting an application.

CUSTOMIZED TRAINING PROGRAM

In projects where new jobs are expected, the Customized Training Program (CTP) should be utilized when possible as a source of funding in addition to JSP funding. In the event that JSP funds are not available or the JSP project does not satisfy funding priorities, applicants may opt to participate in the CTP. In these cases, the JSP application can serve as the application for the CTP. For information on the Customized Training Program go to:

<http://www.sbctc.ctc.edu/college/e-wkforcecustomizedtraining.aspx> or contact Carol Melby at (360) 704-4340 or cmelby@sbctc.edu.

ELIGIBILITY OF PARTICIPANTS

JSP projects require an eligible educational institution and an eligible business or businesses.

1. Eligible Educational Institutions

An eligible educational institution must be a public secondary or postsecondary institution, an independent institution, or a private career school or college within the state authorized by law to provide a program of skills training or education beyond the secondary school level. This includes the community and technical colleges, secondary vocational programs, public colleges or universities with degree-granting authority, apprenticeship trusts, and private, for-profit or non-profit, nonsectarian educational institutions offering programs beyond the secondary level, provided that such institutions are registered with the Workforce Training and Education Coordinating Board or the Higher Education Coordinating Board or meet legal requirements for exemption from this requirement.

2. Eligible Business Partners

An eligible business partner must be a private corporation, institution, firm, person, group, or association concerned with commerce, trade, manufacturing, or the provision of services within Washington, or a public or nonprofit hospital licensed by the Department of Social and Health Services (DSHS).

Non-profit organizations meeting the description above are eligible. Government and municipal agencies including tribal governments are not eligible.

ROLES and RESPONSIBILITIES of PARTICIPANTS

Memorandum of Understanding:

The educational institution and the business partner are required to have a written and signed memorandum of understanding (MOU) or letter of agreement that documents the respective parties' roles and responsibilities.

Education Institution:

- 1. General Responsibilities** –The educational institution has general oversight responsibility of the project. It submits the concept paper and application; manages training delivered by the educational institution; manages any subcontracts of the project; manages the timeline; and completes required program reporting and accountability requirements.
- 2. Financial Responsibilities** – The educational institution has fiscal responsibility for the grant award. It manages the project budget; invoices the State Board for Community & Technical Colleges (SBCTC) monthly or quarterly for payment; collects and maintains all matching-dollar documentation provided by the business partner; and submits all required fiscal reporting and accountability documentation.

Business Partner:

- 1. General Responsibilities** – Active participation from the business(es) is expected in all aspects of the project including recruitment and selection of trainees, development of curriculum and training materials, implementation of the training project, and monitoring and evaluating the trainees and the overall training project. Business participants are responsible for providing information necessary for completion of the concept paper, application, and final report and for acting in good faith to carry out the project within the planned timeframe.
- 2. Social Security Numbers (SSNs)** - Trainee SSNs are expected to be provided by either the employee/trainee or the employer. SSNs allow the SBCTC to perform prescribed research with the Employment Security Department (ESD) regarding wage progression rates and other aggregate employment data. Employers and trainees may be assured that individual data and company data are not reviewed nor reported, only an aggregate of JSP data is measured and reported. This research helps document the impact of JSP on the workforce at large and is used to justify the state's investment of funds. Colleges are to apply security protocols for handling SSNs.
- 3. Financial Responsibilities** – The program requires that every dollar of JSP funding be matched dollar-for-dollar with private sector contributions. The business partner is responsible for assuring that grant dollars are matched dollar-for-dollar with either cash or in-kind financial support. Documentation of match must show that funds were expended in behalf of the JSP project. In addition to providing preliminary match documentation to the educational institution for planning purposes, the participating business is required to provide final match documentation according to fiscal guidelines in Appendix A. In the event that the business prefers not to send sensitive information (such as payroll information) off-site to the educational institution, the business must agree to allow SBCTC auditors to review match documentation on the business's premises.

Businesses are required to document all expenditures claimed as part of the company's match — whether cash or in-kind. **The quality of the company's match will be considered in competitive grants.** Companies that demonstrate a greater commitment to the project through quality match contributions (e.g., cash, equipment donations to schools) and greater partnership with the educational institution will be given greater consideration.

For details on the types of match allowed and the required documentation, please see *Appendix A: Fiscal Guidance, Matching Funds Requirements*.

JSP POLICIES

- 1. Wage Thresholds and Compensation** – A goal of the JSP program is to provide wages that result in a living family wage, and additionally, jobs that provide an employer-paid health benefits package and opportunities for wage progression. Applicants are advised to use the Self-Sufficiency Wage Calculator located at <http://www.thecalculator.org/> to verify that the lowest wages offered to trainees meet the threshold for living wages.
 - a.** In cases where the project demonstrates significant alignment to program priorities and considerable economic impacts in the local community, exceptions to the wage threshold may be considered at the discretion of the Executive Director of the SBCTC in consultation with the Workforce Training Customer Advisory Committee (CAC).
- 2. Company-based Instructors Reimbursed by JSP** – JSP will allow funds to be used to reimburse company-based instructors provided there is clear evidence that training is not currently a function of the employee's job. The SBCTC also suggests that company-based instructors receive train-the-trainer instruction from an educational institution prior to conducting the JSP training.
- 3. Social Security Numbers (SSNs)** – Trainee SSNs are expected to be provided by either the employee/trainee or the employer. SSNs allow the SBCTC to perform prescribed research with the Employment Security Department (ESD) regarding wage progression rates and other aggregate employment data. Employers and trainees may be assured that individual data and company data are not reviewed nor reported, only an aggregate of JSP data is measured and reported. This research helps document the impact of JSP on the workforce at large and is used to justify the state's investment of funds. Colleges are to apply their security protocols for handling SSNs.
- 4. Drug Testing** – Drug testing cannot be used as a pre-screening device for admission into a JSP training project. A company with a pre-existing drug testing policy or with plans to administer a drug test shall agree that passing the drug test will not be a condition for enrollment into the JSP project.
- 5. Conflict of Interest** – Educational institutions and their subcontractors will avoid organizational conflicts of interest and their staff will avoid personal conflicts of interest and the appearance of conflict of interest in disbursing JSP funds for any purpose, and in the conduct of procurement activities.

- 6. Workplace Basic Skills** – The SBCTC authorizes the use of JSP funds for the development of workplace basic programs at employers’ sites and for the development and delivery of customized workplace basic skills training as a component in a technical skills project. For the purposes of JSP, workplace basic skills training may include reading, writing, numeracy, computation, critical thinking/problem-solving skills, workplace ethics, and oral communication skills including vocational English-as-a-second language (ESL).
- 7. Subcontracting** – In the event that the educational institution does not have the capacity or expertise to provide the training required by the project or the business partner has identified a preferred and qualified training provider, the educational institution may subcontract for training delivery. Signed contracts must be in place before JSP-funded work can begin. For additional information on subcontracting, please see *Appendix A: Fiscal Guidance, Subcontracting*.
- 8. JSP Benefit to the College and Industry** – When a significant portion of the training is delivered by a subcontractor, the educational institution must take steps to secure benefit of the state’s JSP investment for the college/system or the greater industry. Plans for securing such benefits shall be included in the application. Benefits to the college and greater industry may include but are not limited to the following:

 - a. Development of new curriculum that can be used outside the JSP project
 - b. Enhancement of existing curriculum that can be used outside the JSP project
 - c. Faculty development opportunities
 - d. Student enhancement opportunities (field trips, internships, job shadowing, etc.)
 - e. Distance learning tools
 - f. Digital learning tools
 - g. Guest speakers (from the subcontractor or business) presenting to college classes, or industry groups
 - h. Creation of assessments, tests, job aids, software, training models, etc. that can be used again
- 9. Projects Spanning More Than One Fiscal Year** – Large projects and projects that start late in the fiscal year may need to continue into the next fiscal year. However, because of the nature of state funds, no forward funding between fiscal years is possible. Therefore, a new application and grant request must be made each year. Projects must be scaled so that the initial phase is completed by June 30th of the first fiscal year. Similarly, the second phase must be completed by June 30th of the second fiscal year. Application for the second fiscal year should be made in a timely manner to coincide with the plans for continuation. The Final Report for the initial year (or at a minimum a preliminary version thereof) must be received by the SBCTC before the continuation project can receive final approval for the second year of funding year.
- 10. JSP Express** – In an effort to encourage smaller or shorter projects, *JSP Express* eliminates the time and effort documentation required of college personnel for administration activities. The maximum dollar request for a **JSP Express Project** is \$30,000. The maximum that can be claimed for administration is **20 percent of the final amount spent of the total award**, and time and effort documentation for JSP activities of the educational institution can be

waived. All other Guidelines apply including company match and the match documentation requirements.

Example: If the entire \$30,000 award is invoiced by project end date, the total invoice for administration shall not exceed \$6,000. If only \$25,000 of the \$30,000 award is invoiced by project end date, the total for administration shall not exceed \$5,000.

Invoices must be submitted monthly or quarterly. In *JSP Express* invoicing for the time of college personnel should be spread equally across the grant period rather than held until the last invoice.

GENERAL POLICIES

- 1. Personnel Policies and Procedures** – All educational institutions shall have personnel policies ensuring that nondiscrimination in hiring practices is in compliance with Title VII, Civil Rights Act; Age Discrimination in Employment Act; Americans with Disabilities Act; Washington State Law Against Discrimination; and any applicable local civil rights statutes.
- 2. Participant Confidentiality** – Personnel records of JSP participants are private and confidential and may not be disclosed to the public. Information regarding the amount and recipients of JSP contract awards is public information. Financial, program, participant, and other records relevant to the JSP funded project will be available for review by the SBCTC.
- 3. Open Licensing Policy** – The SBCTC requires that all digital software, educational resources and knowledge produced as part of this competitive grant be placed under the Attribution license from Creative Commons. This license allows others to use, distribute, and create derivative works based upon the digital works, while still allowing authors to receive credit for their efforts. Please take the time to read the license at <http://creativecommons.org/licenses/by/3.0>. In the JSP application you will be asked to agree to allow the SBCTC to distribute the digital software, educational resources and knowledge created through this competitive grant under the terms of the Creative Commons Attribution License available at the website above. Creative Commons (CC) is a nonprofit corporation dedicated to making it easier for people to share and build upon the educational and scientific work of others, consistent with the rules of copyright.

ACCOUNTABILITY REQUIREMENTS

Following are the requirements for documenting, managing, and reporting JSP projects. To avoid duplication, if the requirement is further covered in Fiscal Guidance, then reference is made to its location in *Appendix A*.

- 1. Matching Funds Requirement** – *See Fiscal Guidance, Matching Funds Requirement.* The company is required to provide auditable documentation of employee wages and salaries for those claimed as match. In the event that the business prefers not to send sensitive information (such as payroll information) off-site to the educational institution, the business must agree to allow the SBCTC auditors to review match documentation on the business's premises. All other match must be documented as specified in *Appendix A*.

2. **Expenditure Accounting** – *See Fiscal Guidance, Expenditure Accounting.* Each JSP project must be maintained in a separate account. Any cash match from the business participant must also be placed in this account.
3. **Invoicing** – *See Fiscal Guidance, Reimbursement (Invoicing).* The college shall invoice for reimbursement using the Online Budget and Invoicing System (OBIS) as project expenses are incurred. Invoicing shall be done no less frequently than quarterly; monthly invoicing is preferred and encouraged.
4. **Student and Course Reporting Requirements** – *See Fiscal Guidance, Student and Course Reporting.* All job skills courses must be entered in the Student Management System (SMS) and coded by **fund source 4** (contract funded) and **fee pay code 41**. Only job skills students may be enrolled in the sections designated as job skills courses. All class reporting should be done quarterly.
5. **Subcontracts** – *See Fiscal Guidelines, Subcontracting.* Contracts with subcontractors must be in place before paid work can begin. These contracts are typically Client Services Contracts.
6. **Time and Effort Documentation** – *See Fiscal Guidance, Time & Effort Reporting.* A record of time spent on JSP activities must be available to support expenditures for all salaries paid from JSP grant funds. Time sheets must also be maintained by company personnel when wages or salaries for program coordination or instruction are claimed as part of the company match contribution.
 - a. **JSP Express** projects may waive the time and effort documentation requirement as long as the total grant award is \$30,000 or less. The maximum amount that the educational institution may invoice for administration efforts is 20 percent of the grant amount used.
7. **Property/Equipment** – *See Fiscal Guidance, Allowable Costs.* Any exceptions to this must be submitted as a formal waiver request to the SBCTC Program Administrator.
8. **Records Retention** – *See Fiscal Guidance, Records Retention.* The college must maintain records on trainees, curriculum, financial records, course records, time and effort, and any external audits.
9. **Final Report** – *See Fiscal Guidance, Final Report.* A final report is due July 13, 2012 to the SBCTC on each JSP project. The report form can be accessed in the Online Grant Management System (OGMS) under Grant Criteria.

APPLICATION PROCESS

Funds are awarded on a first-approved, rolling basis throughout the fiscal year. Applications are accepted through the last Wednesday of each month for review the following week. Applications are reviewed by a standing sub-committee of the Workforce Training Customer Advisory Committee on the first Wednesday of each month.

- ① **CONCEPT PAPER** – A concept paper must be submitted by the educational institution prior to the JSP application. Concept papers should not exceed five pages in length. The Concept Paper template is available on the OGMS at <http://apps.sbctc.edu/onlinegrants>. Submit an electronic copy as a single Word document to workforce@sbctc.edu.
- ② The applying educational institution will be notified by email of concept approval or a request to correct any deficiencies in the project. Approved concepts are advised to proceed with an application, and feedback is provided to assist with a successful application. Applicants should proceed to the application stage immediately to assure they are queued up for the committee review and available funding.
- ③ **APPLICATION** – The SBCTC staff will provide technical assistance to help identify approaches and ideas necessary to develop a successful project. Applications must be completed in the Online Grant Management System (OGMS): <http://apps.sbctc.edu/onlinegrants>.
- ④ **JSP EXPRESS** – Will follow the same steps as above. You may request to waive select application questions if the question does not apply to the circumstances. Contact the Program Administrator if you would like to waive a question or questions.

FUNDING PROCESS

Upon approval of your application, the project will be awarded a specified amount and an award letter will be sent to your institution. The letter will explain the terms and conditions of the award, the fiscal requirements, and how to access the grant award. Funds are accessed by invoicing the SBCTC for expenses as they are incurred. Documentation for all invoiced expenses must be kept on file for review by the SBCTC audit staff. **Projects must be completed no later than June 30, 2012.**

ADDITIONAL INFORMATION

The SBCTC staff will be available to answer questions about the programs and discuss specific project proposals. For more information about the Job Skills Program, please contact Carol Melby, Program Administrator at (360) 704-4340 or cmelby@sbctc.edu.

For information about the application process or OGMS, please contact Nanette Angel, Program Assistant, at (360)704-4336 or nangel@sbctc.edu.



Appendix A
JSP FISCAL GUIDANCE
2011-12 JOB SKILLS PROGRAM

FY12 Budget, Match, Invoicing & Reporting Guidance

BUDGET ACTIVITY: INSTRUCTIONAL

The following list identifies eligible JSP expenses for the Instructional activity (also known as a budget line or line item). Expenses are broken out by category (also known as a budget column) as follows.

Salaries, Wages & Benefits

Application Question 5A

Salaries, wages, and benefits for staff and faculty who directly provide instruction, training, and curriculum development. This also includes duties that are directly related to the delivery of instruction such as taking attendance and conducting student assessments.

In your budget narrative, please be sure to include all position titles to be funded by the grant, percents of effort/FTEF/hourly wage information, and a brief description of duties by position as they relate to the grant. If possible, please put each position on a new line of text.

Examples:

- Business Instructor, .2 FTEF, teaches customer service classes
Faculty, 50 hours @ \$35/hour, customized applied math class curriculum development
Instructional Technician, 10%, takes attendance, assists students in class, conducts student assessments

Goods & Services

Application Question 5B

Items with an individual acquisition cost of \$5,000 or less or a useful life of less than one year or services of a routine nature necessary to carry out instructional activities.

Examples: textbooks, instructional materials, copying, postage, fax, telephone, printing

JSP funds cannot be used to purchase capital outlays. Capital outlays are defined as items having a useful life in excess of one year and a per unit acquisition cost of \$5,000 or more.

Building Rental & Utilization

Application Question 5C

Building rental or utilization of space in support of instructional activities for the grant.

JSP funds can only be used if it is necessary to rent classroom and laboratory training space that does not belong to the grantee or employer.

Travel

*Application
Question 5D*

Travel costs associated with instructional activities. Only travel directly associated with the project is allowable and must conform to the regulations set by the state of Washington's Office of Financial Management (OFM).

Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual (SAAM) at <http://www.ofm.wa.gov/policy/10.90.htm>. Please note, when grantee reimburses travel under this grant using state funds, the same OFM travel rates and regulations must be applied.

Trainee travel is generally not covered by grant funds but is acceptable as match.

Contracts

*Application
Question 5E*

Covers instructional services provided by a sub-contractor (not employed by the college). All contracts must be directly related to activities under the JSP grant. Please note that the rules that apply to the educational institution under this grant must also be applied to the sub-contractor unless expressly implied otherwise in the *JSP Financial Guidance*.

In your budget narrative, please be sure to include the name of the subcontracting individual or organization, the deliverables of the contract, and the rate or the price of each deliverable.

Examples:

- *ABC Agency will provide four 6-hour classes in organizational effectiveness. Rate: \$125/contact hour; total price \$3,000*
- *XYZ Services will provide 8 hours of lean mfg training for each of 3 groups of 20 trainees. Price: \$1,500 per group; total price \$4,500.*

**BUDGET
ACTIVITY:
ADMINISTRATION**

Administration is defined as activities necessary for the proper and efficient performance of the project. No more than 20% of the grant may be used for administrative purposes. The allowable variance of 10% per budget cell does not apply to budgeted amounts in the Administrative activity.

Administration expenses are broken out by category (also known as a budget column) as follows.

**Salaries, Wages &
Benefits**

*Application
Question 5F*

Salaries, wages, and benefits for staff who provide administration and coordination activities including working with project partners, oversight of instructional personnel and subcontractors, recruiting, scheduling, registering students, managing and inputting student information, collecting and managing match documentation, invoicing, record keeping, reporting, and assuring the maintenance of all necessary documentation for the project.

In your budget narrative, please be sure to include all position titles to be funded by the grant, percents of effort/FTEF/hourly wage information, and a brief description of duties by position as they relate to the grant. If possible, please put each position on a new line of text.

Examples:

- *Project Coordinator, 10%, scheduling of trainings, record keeping,*

reporting, student registration

- *Director, .05 FTE, coordination with company personnel, coordination of instructors*
 - *Fiscal Technician, 20 hours @ 12/hour, invoicing*
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Goods & Services

*Application
Question 5G*

Items with an individual acquisition cost of \$5,000 or less or a useful life of less than one year or services of a routine nature necessary to carry out administration activities for the grant. Interagency agreements/MOUs (“contracts” between two or more public entities) must be budgeted and invoiced in this category.

Examples: copying, postage, fax, telephone, printing, interagency agreements with other colleges to provide training

JSP funds cannot be used to purchase capital outlays. Capital outlays are defined as items having a useful life in excess of one year and a per unit acquisition cost of \$5,000 or more.

Building Rental & Utilization

*Application
Question 5H*

Building rental or utilization of space in support of administration activities for the grant.

JSP funds can only be used if it is necessary to rent space for administration and coordination that does not belong to the grantee or employer.

Travel

*Application
Question 5I*

Travel costs associated with administrative activities. Only travel directly associated with the project is allowable and must conform to the regulations set by the state of Washington’s Office of Financial Management (OFM).

Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual (SAAM) at <http://www.ofm.wa.gov/policy/10.90.htm>. Please note, when grantee reimburses travel under this grant using state funds, the same OFM travel rates and regulations must be applied.

Contracts

*Application
Question 5J*

Covers administrative services provided by a private sub-contractor (not employed by the college). All contracts must be directly related to activities under the JSP grant. Please note that the rules that apply to the educational institution under this grant must also be applied to the sub-contractor unless expressly implied otherwise in the *JSP Financial Guidance*.

MATCHING FUNDS REQUIREMENT

JSP legislation requires that every dollar of JSP funding be matched dollar-for-dollar with private sector contributions. The private sector match may be either cash or in-kind. The company is required to provide auditable documentation of employee wages and salaries for those claimed as match. In the event that the business prefers not to send sensitive information (such as payroll information) off-site to the educational institution, the business must agree to allow SBCTC auditors to review match documentation on the business’s premises.

In-kind match requires documentation that demonstrates the fair market value of the contribution and the method of calculating its value to the project. Businesses will be required to document all expenditures—whether cash or in-

kind—that are claimed as part of the company’s match

A report of total match contributed by the private sector is required at the completion of the JSP project and must be approved by SBCTC before final payment will be issued. All costs expended for program purposes must be tracked regardless of funding source. All allowable matching costs should be reported even when the total of those costs are greater than the dollar-for-dollar match requirement. Tracking total match expenditures assists in more accurately representing total investment toward legislative goals.

In-kind match categories are given below along with documentation requirements.

Cash

*Application
Question 6A*

Required documentation: funds deposited from the private sector (business partner) in the educational institution’s specific JSP project account.

Employee Salaries & Benefits

*Application
Question 6B, 6C,
6D, and 6I*

This is for employees while engaged exclusively in a JSP project activity or function listed below.

Required documentation for all salaries & benefits: Documentation of employee salaries & benefits provided to the educational institution by the business partner for the purposes of project planning must be accompanied by the business partner’s signed attestation of accuracy. Payroll documentation of trainees is required for final reporting.

Trainees/Training

Required documentation: Wage/salary documentation (above), plus signed attendance documentation of all training hours during which match is claimed, that includes both trainee’s and instructor’s signatures.

Staff/JSP Coordination

Required documentation: Wage/salary documentation (above), plus signed log of hours that includes name, dates, times, JSP activity/function, and employee’s and/or supervisor’s signatures.

Instructors or Subject Matter Experts/JSP Instruction or Curriculum Development

Required documentation: Wage/salary documentation (above), plus signed log of hours that includes name, dates, times, JSP activity/function, and employee’s and/or supervisor’s signatures.

Administrative/JSP Planning & Management

Required documentation: Wage/salary documentation (above), plus signed log of hours that includes name, dates, times, JSP activity/function, and employee’s signature.

Goods & Services	Required documentation: Documentation of payment of invoice for goods and services purchased that were used directly in the JSP project. Usually copies of the invoice and payment will suffice.
Application Question 6E	
Travel	Required documentation: Documentation of payment for JSP related travel or documentation of JSP travel reimbursement to traveler. Usually copies of the invoice and payment will suffice.
Application Question 6F	
Instructional Contracts	Required documentation: The business partner may opt to pay directly a JSP training subcontractor as part of the project match. Usually copies of the invoice and payment will suffice.
Application Question 6G	
Capital Outlays	Required documentation: Documentation of payment of invoice for equipment purchased and used exclusively in the JSP project. Usually copies of the invoice and payment will suffice.
Application Question 6H	
Equipment Donated	Required documentation: Documentation of current fair market value of equipment donated to the educational institution. Please confer with SBCTC audit staff to establish documentation requirements for donated equipment claimed as match.
Other	Required documentation: SBCTC Program Administrator and Auditor prior approval.
BUDGET REVISIONS	SBCTC approval of a revised budget is required if there is more than a 10% variation in expenditure levels by main budget categories. The allowable variance of 10% per budget cell does not apply to budgeted amounts in the Administrative activity. Budget revisions must be submitted to SBCTC via the Online Budget & Invoicing System (OBIS – http://apps.sbctc.edu/obis2) no later than June 8, 2012.
	Please see guidance on how to format budget narrative explanations: http://www.sbctc.edu/college/e-grantbudget-fiscalinfo.aspx
INVOICING	Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant shall be requested or paid. All costs must be reported for the period incurred.
	Reimbursement requests must be submitted at least quarterly, but not more than monthly using the Online Budget and Invoicing System (OBIS – http://apps.sbctc.edu/obis2). For fiscal year 2011-12, all costs must be submitted for reimbursement in accordance with the following schedule.

Invoicing Due Dates	For expenses incurred: July 2011 – September 2011 October 2011 – December 2011 January 2012 – March 2012 April 2012 – June 2012	Invoice no later than: October 31, 2011 January 31, 2012 April 30, 2012 July 13, 2012
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REPORTING REQUIREMENTS Students, courses, and outcomes for JSP are required to be reported as follows:

Student & Course Reporting **Public Community and Technical Colleges**
 All JSP courses must be set up in the Student Management System (SMS) with an item number and a course title. Each JSP course must also be coded as *fund source 4* (contract funded) and *fee pay code 41*. This fee pay was initiated Summer Quarter 2004 and will be the sole means by which the SBCTC reports JSP students. Only JSP students may be enrolled in the sections designated as JSP courses. In the JSP Final Report to the SBCTC colleges are asked to:

- confirm that course was entered properly in SMS
- provide the course name and number of students enrolled for each JSP course taught.

Private Career Schools and Colleges
 Private career schools and colleges will report classes delivered and trainees served under JSP grants on an annual basis. A two-part report will be provided by SBCTC to private schools for student reporting. The report must include the program/course CIP codes, and provide individual student records, enrollments, and final status for hours of training completed. Courses must be assigned a CIP code that is meaningful to the area being trained. CIP codes can be found on the SBCTC website: <http://www.sbctc.edu/college/e-wkforceproftechprograms.aspx>. Student records must include the student's social security number that will be used for Unemployment Insurance (UI) matching and research purposes. Due to the sensitivity of the information contained in the report, strict instructions on completing the report will be provided. ***The deadline to submit this report and the final invoice is July 13, 2011.***

Final Report A final report summarizing the outcome(s) for this grant and a match summary report is required of all JSP projects and must be sent at the same time the final invoice is submitted to the SBCTC. The format for this report can be found in the Online Grant Management System (OGMS) at <http://apps.sbctc.edu/Onlinegrants> under *Grant Criteria*. Reports must be sent to workforce@sbctc.edu.

The deadline to submit this report and the final invoice is July 13, 2011.

FY12 Financial Information

GENERAL	Funding for JSP grants is provided to the SBCTC by the Washington State Legislature as provided in RCW 28C.04.400 through .420 and amended by the 1999 Legislature through Engrossed Substitute Senate Bill 5909.
ALLOWABLE COSTS	<p>All expenditures submitted for reimbursement under this grant must be necessary and reasonable for the approved grant project.</p> <p><i>Applicable Washington State Regulations</i> The State Administrative and Accounting Manual (SAAM) must be followed: http://www.ofm.wa.gov/policy/default.asp</p>
Unallowable Costs	<p>The following costs are explicitly disallowed:</p> <ul style="list-style-type: none">• Company-based instructors unless there is <i>clear</i> evidence that training is not currently a function of the employee's job.• Safety training: required training that is considered an ongoing responsibility of the company to provide for employees.• Vendor training: training that is provided by a manufacturer and tied to the purchase, lease, or installation of capital equipment, software, etc.• Capital outlays, which are defined as property or equipment with a useful life in excess of one year and a per unit acquisition cost of \$5,000 or more.• Indirect or overhead costs. For the purposes of this grant, indirect is defined as costs which may not be directly associated with the grant objective and are usually determined by a percentage to allocate to the objective.
Purchased Items	Non-capitalized property and equipment procured with JSP grant funds shall remain the property of the educational institution and must be under inventory control.
AGREEMENT ALTERATIONS, AMENDMENTS, AND TERMINATION	This grant award may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing by authorized personnel of the SBCTC. If, for any cause, either party does not fulfill its obligations in a timely and proper manner, or if either party violates any of the terms and conditions of the grant award, that party will be given the opportunity to correct the violation or failure. If failure or violation is not corrected, this grant award may be terminated immediately by written notice of the offending party to the other. In the event funding for this grant is withdrawn, reduced, or limited, or if additional or modified conditions are placed on such funding, the SBCTC may immediately terminate this grant award by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

EXPENDITURE ACCOUNTING	<p>These funds must be kept in an account separate from all other funding sources. Public community and technical colleges must account for these funds in Grants and Contracts (Fund 145). SBCTC reimbursement must be coded to sub-object S.</p> <p>The educational institution shall maintain all financial records according to generally accepted accounting procedures (GAAP) and have internal financial control systems in place to ensure that expenditures against the grant are reasonable and appropriate and that accounting records sufficiently and properly reflect all costs expended in performance of the grant.</p>
MONITORING	<p>SBCTC may schedule monitoring visits during and after the grant period to evaluate the fiscal progress and performance of the program and provide technical assistance. The purpose of monitoring is to ensure regulatory and contractual compliance on the part of grant recipients. To ensure compliance with grant requirements and to ensure that financial records support program expenditures, SBCTC staff will schedule on-site visits.</p>
Audit Requirements	<p>If a JSP grant and/or program are audited by an agency other than SBCTC, a copy of the audit report(s) must be submitted to SBCTC within 30 days of its issuance.</p>
RECORDS RETENTION	<p>Financial management systems shall reflect accurate, current, and complete disclosure of financial results of each state sponsored project. Grant recipients are to maintain books and records, supported by source documentation, that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by the SBCTC or its designee for at least 6 years after the dispersal of funds, the termination or expiration of the grant, or the resolution of litigation or audits related to the program, whichever is latest.</p> <p>Additional information on records retention may be found on the web: http://www.sbctc.ctc.edu/docs/general_retention_schedule.pdf</p> <p>In addition to financial records and supporting match documentation, the following documentation must be retained by the educational institution.</p>
Trainee Records	<p>Trainee records must be retained for each JSP project participant, to include attendance records. Please note, attendance records must be signed by the trainees and their supervisor or instructor. Additional trainee records to be retained might include pre- and post-assessments, checklists of accomplishments, etc.</p>
Curriculum Materials	<p>Curriculum materials are to be retained by the educational institution. Curriculum materials may include lesson plans, course synopses, exams, task analyses, videotapes and other media productions, manuals and workbooks, and any other instructional materials either purchased “off-the-shelf” or custom developed.</p>
Time and Effort	<p>Time and effort documentation or signed weekly logs must be available to support expenditures for all salaries paid from JSP grant funds. Time sheets must also be maintained for personnel who are loaned to the project as part of the company match contribution.</p>

**SUB-
CONTRACTING**

If the educational institution is contracting to a third party to deliver training services under this grant, a client services contract must be in place before paid work can begin. This contract should clearly delineate the services to be delivered and should at minimum include the following:

- Trainer’s name and social security number or name of training company and tax ID number
- Scope of work.
- Time period for completing scope of work.
- Total hours of instruction and preparation.
- Any assigned responsibilities for capturing and submitting trainee signatures, rosters, evaluations, etc.
- Rate of pay and total cost.
- Method for documenting performance and requesting payment.

Please note that the rules that apply to the educational institution under this grant must also be applied to the subcontractor, unless explicitly stated otherwise in the *JSP Financial Guidance*.

**TIME &
EFFORT
REPORTING**

For the purposes of JSP grants, educational institutions must document employee time spent on JSP activities in one of the following ways. (Educational institutions may use both options in a single JSP project.)

1. Official time and effort documentation

Educational institution employees whose salary is split between multiple accounts, one of which is a JSP grant, must keep a daily log of work activity that displays both the time worked chargeable to the grant or grants as well as the total time worked on the job. These reports must be reviewed periodically to determine if the actual time conforms to the budgeted time. Any variances must be reflected by adjustments to the accounting records.

Employees who are split between instruction and administration budget categories must also have time and effort documentation. This applies even to those employees who are paid 100 percent from this grant.

Please refer to the Time and Effort Reporting Guidance for additional information regarding time and effort reporting requirements. Time and Effort Reporting Guidance is available online:

<http://www.sbctc.ctc.edu/college/workforce/TimeEffortGuidelines.pdf>

2. A weekly log of hours worked on each JSP project

All logs must be signed and dated at least monthly by the employee and supervisor and kept on file.

**FISCAL
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