WASHINGTON COMMERCIAL DRIVERS LICENSE GRANT (WA CDL GRANT)

2023-2024 GRANT GUIDELINES

Workforce Education

Washington State Board for Community and Technical Colleges

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Olympia, WA 98504

SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	August 24, 2023
Application Webinar (participation optional)	August 28, 2023
Applications due in OGMS	September 11, 2023
Funding begins	October 1, 2023

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Terminology Used in This Application

WA CDL Grant– Washington Commercial Driver's License Grant Program

ETPL – state Eligible Training Provider List

FAFSA – Free Application for Federal Students Aid, federal student financial aid application.

FY – Fiscal Year (July 1-June 30)

PCSC – Private Career School or College

SDs – K-12 Washington School Districts

WRT – Worker Retraining Program

SBCTC – State Board for Community and Technical Colleges

SAP – Satisfactory Academic Progress

OGMS – Online Grant Management System

OBIS – Online Budget Invoicing System

Program Overview

The State Board for Community and Technical Colleges (SBCTC) is committed to helping industry thrive in Washington State and to continue the development of a skilled workforce. The WA CDL Grant funds will support student access to education and training programs for helping industries that employ commercial drivers and school bus drivers fill critical employment gaps.

The WA CDL Grant was established to increase workforce development in trucking and trucking-related supply chain industries and the school bus driving industry. The Washington State Legislature provided initial funding for this purpose in the 2022 Supplemental Budget. Additional funding has been appropriated for the 2023-2025 biennium. A total of $1,000,000 per year will be available for PCSC/SD contracts in FY24 and FY25. The WA CDL Grant Fund is administered by the State Board for Community and Technical Colleges (SBCTC).

Through the WA CDL Grant, SBCTC makes student financial assistance and enrollment expansion resources available through contracts with eligible Private Career Schools and Colleges (PCSC) and Public K-12 School Districts (SDs) that are selected through a competitive application process. PCSCs and SDs are responsible for administering student financial assistance and maintaining records pertaining to the use of WA CDL Grants. The CDL Grant Fund may be used exclusively to fund financial assistance for enrolled students and for specific expenses necessary to expand CDL training capacity.

Training Provider Eligibility

Private career schools and colleges (PCSCs) that have a license in good standing, are operating in the state of Washington, and are on the state Eligible Training Provider list (ETPL), may apply for WA CDL funds. PCSCs must have a physical presence in Washington to apply for these funds.

School Districts (SDs) in the State of Washington K-12 system that have a school bus driver training program may apply for these funds.

CDL Program Administration Overview

It is the responsibility of the PCSCs and SDs who administer WA CDL Grants to ensure compliance with all WA CDL Grant guidelines.

These responsibilities include:

- Maintaining up-to-date and complete student files and retaining these files in accordance with Washington state government records retention rules. (State Government Records Retention Schedules - WA State Archives - WA Secretary of State - Washington State Archives)

- Screening students for admissions qualifications to CDL, related supply chain programs, or school bus driving instructional programs by following the school's published admissions requirements, including any admissions requirements that assess the suitability of the prospective student for employment in commercial driving or school bus driving.

- Student eligibility admissions must not require completion of a FAFSA.

- Providing students with current labor market information for their field of study and the PCSC's or SD's completion and employment placement rates prior to the students' enrollment in training.

- Adhering to the PCSC's/SD's Satisfactory Academic Progress (SAP) attendance and refund policies.

- Documenting program completion, withdrawal or leaves of absence for any student that receives WA CDL Grant funding.

- Maintaining complete master WA CDL Grant files for each year in contract with SBCTC and retaining these files in accordance with Washington state record retention rules.

- Maintaining a complete and comprehensive ledger of financial transactions for each student.

- Invoicing SBCTC no more frequently than monthly and no less frequently than quarterly, per quarterly deadlines published in WA CDL guidelines.

- Ensuring that WA CDL Grant funding is only:
  1. applied as published tuition/fees and billed at the actual amount awarded to each student not to exceed $2,000 maximum per student per unique instructional program, and

  2. applied to approved CDL expansion resources and billed within the amount allocated based on actual expense, and

- Maintaining a current business license with Washington Secretary of State authorizing the school to operate in Washington State.

- Responding to all funding surveys, file review requests and other administrative requests from SBCTC staff by provided deadlines.

- Submitting the year-end report by the deadline.

CDL Funding Overview

Total funding available for PCSC/SD contracts in FY24 is $1,000,000. Total contracts to PCSCs/SDs will be allocated at a minimum of $500,000 for student financial assistance and a maximum of $500,000 for CDL enrollment expansion resources. WA CDL Grant funds may only be used for:

- **Student financial assistance to support published tuition for students' training, and reimbursement of direct expenditures for fees associated with driver testing, and other reasonable and necessary student support services, including childcare costs.** Funding for financial assistance is provided at a rate of $2,000 per student per program per grant fiscal year. WA CDL Grants should be combined with other student aid and must not exceed the maximum per student rate, or the published total charged for program tuition.

- **Expansion Resources:** CDL expansion resources include budgeted expenditures for equipment purchase or upgrades, expansion of training space, curriculum development and instructor training. All funding awarded for CDL expansion resources must only be used for approved necessary expenses to expand enrollment capacity. Grantees will be required to track expenses and invoice SBCTC for reimbursement. Limits apply to the Expansion Resources categories with maximum amounts for funding that may be provided per contract, and per fiscal year.

- Please see the allowable costs sections for details on page nine of the grant guidelines.

Master CDL File Requirements

PCSCs and SDs are required to maintain a master file of WA CDL Grant materials for each year in contract with SBCTC. The master file must be retained for at least six years following the completion of the contract or the last date of inquiry by the state of Washington, whichever is later.

The master file must contain the:

- *Course catalog* that contains published hours and credits (if applicable) and published rates for the program WA CDL Grant students may enroll in, and the PCSC's attendance and academic progress policies. Any addenda throughout the year must be included.

- *Graduation/completion rates* for all students and for a subset of all WA CDL Grant students. How to calculate the completion rate: The rate is calculated over the most recently completed fiscal year. For 2023-24, the most recently completed fiscal year is fiscal year 2023 (July 1, 2022 – June 30, 2023). The formula for the rate is:

  - All Successful Completers ÷ All Exiters = Completion Rate

- *Current local labor market information* (LMI) for occupations related to the instructional program(s) in which WA CDL Grant students are enrolled. PCSCs are required to provide this information to each WA CDL Grant student prior to enrolling them in CDL training.

- *Up to date invoicing, and related accounting records.*

- *Copies of all review/audit information, reports and supporting documentation.*

- *Signed Assurances document.*

- *Any other applicable program information.*

Student File Requirements

The PCSC or SD must maintain student WA CDL Grant files that are easily distinguishable from other student files. Student files must be retained for at least six years following the completion of the contract or the last date of inquiry by the state of Washington, whichever is later.

Below is detailed information regarding the documents that the contractor must maintain in student files.

Student Eligibility Categories and Documentation

WA CDL Grants are for Washington state residents who need training or retraining that will assist them in obtaining commercial driving, school bus driving, or closely related supply chain industry employment. PCSC and SDs must obtain and keep on file documentation that proves each WA CDL Grant student's enrollment in an instructional program(s) or course of study that is approved by SBCTC.

Important: Student enrollment documentation must clearly demonstrate that the student was enrolled using Grant funds in an approved instructional program prior to or on the same date as grant funding is awarded. Payment may be retroactively made on behalf of a current student as long as the payments are made for the current fiscal year and only for the terms when the student was enrolled. Please review the examples provided in the Retroactive Payments Section.

Attendance and Satisfactory Academic Progress (SAP)

PCSCs/SDs must maintain accurate attendance records and up-to-date transcripts that show academic progress for each WA CDL Grant student.

Program Completion, Withdrawal, Leaves of Absence

PCSCs/SDs must maintain records that document the date of the student's completion, withdrawal or leave of absence.

Student Ledger

An accurate ledger of accounts for each grant-funded student must be maintained. The ledger must contain all charges to the student's account and all payments made on the student's account, regardless of source. The source of each payment and charge must be identified and a date that the charge to the student or the payment on the account was applied must be included. Examples of charges include tuition, testing fees, or childcare. Examples of payments include student pay, other financial aid, WIOA and WA CDL Grant. Any refunds made to the student or to a funding source (including WA CDL Grant) must be shown and a running balance must be included. Student ledgers must clearly identify how all WA CDL grant payments are applied for each student.

Crossover Students

Students who are enrolled in programs that span more than one fiscal year are called crossover

students. Each fiscal year begins July 1st and ends June 30th. Contractors can continue to fund these students into the second fiscal year ONLY under the following circumstances:

- The PCSC/SD is awarded a contract for the next fiscal year.

- The student has not exceeded the maximum funding threshold.

Financial Assistance Allowable Costs

Published tuition and fees only - Grant funds may only be used as student financial assistance for the actual tuition and direct expenses by the school for enrolled students. Direct expenses may include fees associated with driver testing, and other reasonable and necessary student support services, including childcare costs. Fees and childcare payments must be made directly to the provider(s), not to the student(s). The PCSC or SD must maintain appropriate accounting records, and provide supporting documentation upon request by SBCTC, for the direct expense payments.

Grant funds may not be used for courses or programs repeated by a student that were previously funded through the WA CDL Grant.

Combining Tuition Assistance Resources – Grant funds may be combined with other funds to pay for tuition but may not pay for the same tuition to which other funds are applied. For example, a student's tuition may be $5,000. In this example, the student may be eligible to receive up to $2,000 in WA CDL Grant funding. The student may receive a separate grant for $4,000. The PCSC may only invoice SBCTC for the $1,000 tuition balance.

Note: WA CDL Grant funds may never be given or refunded to a student. Grant funds may only be applied to tuition or returned to SBCTC. PCSCs may not bill at a different rate or exceed the maximum tuition assistance per student.

Expansion Resources Allowable Costs

- **Equipment upgrades or new equipment purchased for training purposes.** Funding for equipment capital assets applies for durable equipment with per unit cost of $5,000 or more. Equipment upgrades, purchases, leases and/or repairs may be provided at a $25,000 maximum per contract, and per fiscal year. Funding is limited to equipment that is necessary for the school to expand enrollment capacity.

- **New training spaces and locations to support capacity needs and expansion of training to veterans and veteran spouses, and underserved populations including foster care and homeless transition populations and previously incarcerated persons.** Funding for training spaces may be used to offset the cost of obtaining and for the upkeep of expanded training areas and may be provided at a $25,000 maximum per contract, and per fiscal year.

- Faculty curriculum development and instructor training for driving, repair, and service of technological advancements facing the industries. Funding applies only to employee wages and benefits while participating in curriculum development and instructor training. Funding applies only to curriculum development and training needed to support expanded enrollment capacity. Funding may be provided at a $6,000 maximum per contract, and per fiscal year.

Grant Award Timing

WA CDL Grant funds can be awarded after a student is admitted and enrolled in an approved CDL instructional program. The PCSC/SD is responsible for determining and documenting the first date a student is eligible to have grant funds applied to their tuition. This date must be entered in the Student Financial Assistance tab of the Budget Tracking Worksheet for each student.

IMPORTANT: Acceptable documentation must be on file prior to awarding any grant funding to eligible students.

PCSCs/SDs must document that the student:

- Was enrolled at the time tuition was due for any tuition assistance which is retroactively applied to the student's account (only applies to retroactive payments)

Waitlist of Students

If a PCSCs/SDs finds that demand for grant funds exceeds their contracted amount, they may elect to maintain a waitlist of eligible students who could receive funding if it becomes available. An active waitlist supports any requests for additional funding. It also enables the PCSC/SD to spend the contract amount more readily if enrolled CDL students drop classes or otherwise become ineligible to receive funds.

All waitlisted students must have complete student files as described in the Student File Requirement section at the time of placement on waitlist. If funding becomes available for a waitlisted student, the PCSC/SD must ensure current attendance and requirements are met.

Refunds

If a WA CDL Grant student officially or unofficially withdraws during a term after the PCSC/SD has billed for the tuition assistance for that term, funds may need to be returned to SBCTC. Contact SBCTC staff for assistance in this process.

If a student officially or unofficially withdraws during a term before the PCSC/SD has billed for the tuition assistance for that term, the PCSC/SD cannot bill for any portion of the student's tuition.

All grant funds collected from student refunds may be re-awarded to other WA CDL Grant students within the same fiscal year.

Each school will follow their own usual refund policy.

- The PCSC/SD is not required to refund the SBCTC WA CDL Grant when students drop out or withdraw and are not entitled to a refund.

- If the total tuition has been paid at the time of dropout or withdrawal, and the school policy prorates refunds, then the refund goes to the SBCTC WA CDL Grant fund (not the student).

- The SBCTC requests that the school provide:

  - Information about how they resolved the issue.

- A copy of the refund policy they used.

- Student account information.

- The school must not charge the WA CDL Grant for unpaid tuition after the student drops out or withdraws.

- The school must adhere to the grant guidelines for student ledger requirements.

Retroactive Payments

PCSCs, or SDs may choose to claim retroactive tuition payments for the current year's WA CDL Grant beginning the first day of the grant award.

Payment may be retroactively made on behalf of a current student for the current fiscal year for the terms when the student was enrolled.

Student enrollment documentation must clearly demonstrate that the student was enrolled in an approved instructional program at the time tuition was due for the tuition assistance.

Satisfactory academic progress must be met for any term towards which CDL tuition assistance will be retroactively applied.

Examples are provided below to better illustrate determining the first date eligible and whether retroactive payments are allowed:

- **Newly Eligible Example:** Midway through a term, a student becomes eligible for CDL. Their program is an approved CDL program.

  Determination: First date eligible is the date of the event that made the student eligible and must be documented. Funding may be provided for the current term and following terms as allowed by the CDL program. The PCSC cannot award for previously completed terms during which the student was not eligible.

- **Eligible in Previous Fiscal Year Example:** A student realizes that they are eligible for CDL midway through their CDL-eligible program of study. The student provides eligibility documentation with a date showing eligibility starting in February of the previous year.

  Determination: First date eligible is the earliest date of enrollment in the current fiscal year. The student may receive funding for the current term and any previous terms occurring in the current fiscal year. The student cannot receive retroactive payments for terms in the previous fiscal year, even though they have demonstrated eligibility.

Calculating and Submitting Invoices (OBIS)

PCSCs/SDs use the Online Budget and Invoicing System (OBIS) to submit invoices. OBIS users must have a username and password. Users obtain this information from their designated OBIS Security Administrator. A user manual is available in the Resources section of OBIS. SBCTC will provide additional information regarding OBIS to PCSCs/SDs that are new to the SBCTC funding process.

When to Invoice

PCSCs/SDs may not invoice more than monthly and must bill for all activities within a fiscal quarter by the invoice billing dates detailed below. PCSCs/SDs may invoice SBCTC for the allowable student financial assistance for each eligible student at the beginning of a term, or later in the term. Schools may only bill one-time for the reimbursement of all financial assistance provided to an individual student per program. The total for all student financial assistance may not exceed $2,000 per student per enrolled program per year.

Examples:

Credit-bearing PCSCs may bill at the time tuition is due at the beginning of each term for the number of credits each eligible student is enrolling in for that term. For example, an eligible student is enrolled for 10 quarter credits for fall quarter. The PCSC may elect to bill for those 10 credits at the time tuition is due or at a date later in the fiscal quarter.

Hourly PCSCs that are continuously enrolling and do not have quarters or semesters with tuition due dates may elect to bill for hours after they occur. This makes sense for longer-term programs that make on-going payment arrangements for students. PCSCS with short-term hourly training, may find it makes more sense to bill at the time tuition is due (first day of training) or wait until the student completes training.

Quarterly billing deadlines must be followed regardless of your school's billing practice. If you have no WA CDL expenses for which to bill, please submit a $0 invoice in OBIS for that time period.

Quarterly Billing Due Dates

For expenses incurred	Invoice no later than
October – December	January 31, 2024
January – March	April 30, 2024
April – June	July 15, 2024

What to Invoice

The PCSC/SD may bill for the total tuition assistance available to each eligible student for the term of the invoice. Expenditures for approved CDL Expansion Resources may be billed in the term the expenditures take place. Capital assets and/or title must be delivered and usable within the invoice time frame. Grant funds invoiced by a PCSC/SD must not exceed the tuition and fees charged to each student, or the approved actual CDL expenditures.

Capital Assets

Capital assets are defined as any item with a useful life of more than one year and a per unit cost of $5,000 or more. (This is the federal definition of "equipment.")

All capital assets purchased with funds from this grant must be approved in OGMS (for applications) or OBIS (for revisions) by the SBCTC *prior to purchase.*

Contracts

Professional or technical services provided by a consultant (contractor) to accomplish a specific study, project, task, or other work statement. Rules that apply to the grant recipient (the college) under this grant must also be applied to the contractor.

Examples: Lease, or Maintenance agreements.

Goods and Services

Goods and services for the WA CDL program. Note: any goods and services purchased that will not be used exclusively for the WA CDL Grant program must be split among other funding sources.

Goods: Items with an individual acquisition cost of less than $5,000 or a useful life less than one year.

Services: Services of a routine nature necessary for carrying out grant activities.

Examples: office supplies used for conducting the program, vehicle/equipment parts or supplies, tools, oil, telephone, utilities, and services such as vehicle maintenance, janitorial services, computer maintenance, copier maintenance, and shredding services.

Non-consumable items purchased shall remain in the property of the grant recipient.

Funds may not be used to acquire equipment (including computer software) that results in a direct financial benefit to any organization representing the interest of the acquiring entity or its employees or any affiliate of such an organization.

Invoice Certification

With each submission of an invoice, the applicant must certify that each student appearing on the invoice has been reviewed for and documented as eligible to receive Grant funds, in accordance with the FY24 WA CDL Grant Guidelines, and that all funds invoiced for have been reviewed and determined as allowable in accordance with the FY24 WA CDL Grant Guidelines. The completed and current Budget Tracking Worksheet must accompany each invoice.

Requests for Contract Changes

If throughout the year the applicant experiences higher or lower demand than anticipated or would like to make program changes that are on the WA CDL program mix, the applicant can request changes to their contract. For more information on making changes to the program mix, contact Danny Marshall (dmarshall@sbctc.edu).

Increasing or Decreasing Funding

SBCTC staff surveys applicants during the year to monitor actual and obligated expenditures. Through this process, applicants have an opportunity to request either a reduction or an increase in their contracted amount. Applicants are encouraged to notify SBCTC as soon as possible if funds need to be returned. Funds cannot be returned after June 1 of each fiscal year.

When requesting a change of funding, applicants must provide a justification for their request,

including the total amount billed and obligated (promised to students but not yet billed for), and a fact-based rationale for additional funding. Applicants are encouraged to maintain a waitlist of eligible CDL students. See the [Waitlist of Students section](#) for more information.

SBCTC staff will consider all such requests and retains the sole discretion to approve or deny any such request.

Making Changes to the Program Mix

The program mix document is submitted during the WA CDL Grant application process and becomes incorporated as part of the contract with the applicant. The programs on the mix document have been reviewed and determined eligible for the WA CDL program. WA CDL students may only enroll in those programs. WA CDL expansion funds may only be used for pre-approved costs that are necessary to expand enrollment in programs on the approved program mix.

If the applicant would like to add or remove programs or make changes to existing WA CDL programs during the contract year, the program mix document must be updated and approved to reflect the change and if necessary, a new catalog or addendum must be submitted.

For more information on making changes to the program mix, contact [Danny Marshall](#).

Funding Surveys

SBCTC staff will conduct funding surveys throughout the year to monitor actual and obligated expenditures and to ensure applicants are spending down their contracts. These surveys are contractually required administrative activities and must be completed and submitted to SBCTC by the deadlines provided.

Take Back Policy

Because all grant funds must be spent by June 30th, the SBCTC has instituted a take back policy. This ensures that funds that will not be used are redistributed so that students at another PCSC/SD can benefit from grant funds.

If the applicant does not bill 40 percent of the contract funds by January 31, 2024, the SBCTC may reduce the contract up to the difference between 40 percent of the contract and the amount billed to date.

If the applicant does not bill 75 percent of the contract funds by March 31, 2024, SBCTC may reduce the contract up to the difference between 75 percent of the contract and the amount billed to date.

To avoid application of the take back policy, applicants are encouraged to notify SBCTC as soon as possible if funds need to be returned, submit invoices regularly and by the quarterly deadlines, and respond to all surveys in a timely manner.

Reporting, Desk Reviews, and Audit Requirements

Desk Reviews & SBCTC Audits

The applicant must comply with any and all records requests made by the SBCTC. The SBCTC staff may conduct desk reviews or an audit of the applicants' current and past student and master WA CDL files at any point within the six-year file retention period.

When a request for files is made by the SBCTC staff, the applicant is required to submit complete documentation by the given deadline. Documents must be submitted electronically via the SBCTC Secure Upload Engine (SUE). The SBCTC will provide detailed submission instructions at the time of request.

Periodic Site Review

The SBCTC staff may periodically visit the applicant to review processes, procedures, and files. A follow-up letter from the SBCTC will document the outcome of the visit and include recommendations for improved compliance or stipulations for continued participation in the program. The applicant must address any recommendations for continued participation in the WA CDL program.

In the event that site visits and review or audit findings discover non-compliance with student eligibility or other requirements, the applicant may be required to reimburse the SBCTC any grant funds that were incorrectly invoiced. The applicant also may be placed on probationary status. Further non-compliance during the probationary period may result in suspension from participation in the WA CDL Grant.

In cases of egregious non-compliance, SBCTC may cancel the contract and redistribute funding to other participating schools.

Final Report and Invoice

The applicant must submit their final report for all activities at the time the final invoice for the fiscal year is submitted. The final report, the Program Mix, final invoice with the required accompanying Budget Tracking Worksheet, and requested supporting documents for FY24 are due no later than July 15, 2024.

Minimum Criteria for PCSC

There are certain minimum criteria that must be met before a PCSC's application can be considered for funding. Not meeting the minimum requirements as described below may result in the application being deemed ineligible. PCSCs interested in applying should review the following criteria carefully before proceeding. Please note: Applications will not be reviewed prior to the submission deadline.

1. *Washington Location and Licensure:* The PCSC must have a training facility in Washington

State and be licensed or authorized to provide training by the appropriate regulating state agency. The PCSC must be included on the State of Washington Eligible Training Provider List. Most schools are licensed by the Workforce Training and Education Coordinating Board. A current valid license or authorization letter must be provided as part of the application package.

2. *State ETPL:* Each program that the PCSC will provide student financial assistance for must be included on the Washington State Eligible Training Provider List.

3. *Minimum Completion Rate:* The PCSC must monitor, measure, and document the completion rate of the entire student body. The completion rate must be 40 percent or greater.

    How to calculate the completion rate: The rate is calculated over the most recently completed fiscal year. For this application, the most recently completed state fiscal year is 2023 (July 1, 2022 – June 30, 2023). The formula for the rate is:

    Successful Completers ÷ All Exiters = Completion Rate

    Successful Completers are those students who completed and/or graduated from their program during the reporting period (state fiscal year 2023 for this application).

    All exiters means any student who is no longer enrolled at the PCSC by the end of reporting period. This includes those who successfully completed their program or those who were expelled, withdrew due to active military, incarceration, death, or illness, or who dropped and had not reenrolled by the end of state fiscal year 2023.

4. *Technology Requirements:* Applications and invoicing are submitted online and most communication takes place by email. The PCSC must have regular access to the internet, check email regularly, and have access to Excel-compatible software.

5. *Properly completed application:* The complete application must be submitted by the deadline, including all required documents uploaded into OGMS. Failure to meet the application standards initially can result in a delayed contract and awarding of funds, or a declined application.

Application Evaluation

Contracts for WA CDL funding are awarded on a competitive basis. Applying for funding does not guarantee that an applicant will receive funding.

Applications for WA CDL funding are reviewed by the SBCTC staff and may be reviewed by an external committee of subject matter experts to determine that it meets minimum criteria. Applications that do not meet the minimum criteria will not be eligible for funding.

An eligible application will be evaluated based on:

- A clear understanding of CDL program requirements, as evidenced in application responses, including all required documents.

- Applications that include student financial assistance.

- For applications that include equipment, instructional space, and/or faculty curriculum development/instructor training, funding requested clearly justifies that the needed expenses are necessary to expand enrollment capacity.

- Applicants' previous performance as a WA CDL Grant contractor (if any). This includes but is not limited to:

    - compliance with program requirements,
    - responsiveness to administrative requests and deadlines,
    - past funding levels,
    - and the ability to meet the contracted target.

- ETPL records of performance obtained from the Workforce Training and Education Coordinating Board.

The Application Review Panel will award up to 100 points to each application for funding. The breakdown of points awarded will be:

- Expansion CDL capacity through the award of financial assistance to students = 50 points

- Description of outreach and inclusion of underserved populations = 10 points

- Level of previous performance in student completion and placement = 10 points

- Description and justification for budgeted expansion resources = 25 points

- Previous WA CDL contract experience = 5 points

Contracting

A contract will be issued by SBCTC after the application has been approved, and the applicant has completed any required modifications, if applicable. Applicants that would like to view contract terms prior to applying may contact the fiscal staff at educontracts@sbctc.edu.

Required Modifications

The applicant must submit all required modifications to SBCTC within two weeks of receipt of the feedback. The final date will be communicated via email at the time the SBCTC provides feedback. If the applicant fails to submit modifications by that time, the applicant will be ineligible to participate in the WA CDL Grant for the upcoming fiscal year.

Appendix A: Application in OGMS

The following information details required information in the application. It is organized as a step-by-step guide for completing each section of the application in the order in which it appears in OGMS.

Application Sections

Tab 1 – Applicant Information

1. Contract Contact: Please enter contact information for the staff person responsible for completing the application and who should be contacted with questions or information about the status of the application.

2. Secondary Contact (optional): Enter the information for a secondary contact.

3. Legal business name: Provide the legal business name of your school. Any awarded contracts will be written to this business name.

4. Confirmation that PCSC applicant is a current, fiscal year 2023-2024 WRT contractor.

5. Confirmation that PCSC/SD applicant is on the state Eligible Training Provider List (ETPL)

6. Confirmation that SD applicant is a part of the K-12 system under the oversight of the Office of Superintendent of Public Instruction in the State of Washington

7. Check the box when the information is complete and click Save.

Tab 2 – Specific Assurances

All applicable assurances must be read, printed, signed, uploaded into OGMS, and kept on file unless otherwise indicated. An authorized representative of the PCSC/SD must enter the agreement and be identified before clicking the submit button in this section.

Tab 3 – Contents (Sections 1-4)

Section 1 - Minimum Eligibility for Consideration

1A.a. Legal business name: provide the legal business name of your school. Any awarded contracts will be written to this business name.

1A.b. Doing Business As name (DBA): Provide your school's DBA. Payments for any awarded contracts will be made out to this DBA.

1B. Campus Location(s). Enter the physical address of all campuses where you intend to serve CDL students.

1C. Check this box if you are a current, fiscal year 2023-2024 PCSC WRT grant contractor or a State of Washington K-12 School District.

1D. Check this box if your PCSC is on the state Eligible Training Provider List (ETPL).

This section addresses the minimum eligibility criteria that a PCSC must meet to be considered for funding. If the applicant is a SD this section may be skipped.

1E. Check to skip this section.

Completion Rate. The completion rate for all programs must be .40 (40%) or greater Successful Completers.

1E.a. Enter the number of students who successfully completed their program in fiscal year 2023 (July 1, 2022 - June 30, 2023).

1E.b. Enter the number of students who exited during fiscal year 2023. Please see the description of exiters in the Minimum Criteria for PCSC section in the Program Guidelines.

1E.c. Rate (Successful Completers ÷ All Exiters). Enter the rate of successful completers as a decimal. For example, enter 80% as .8.

1E.d. Narrative box. If the rate is not .40 (40%) or greater, please explain why.

1E.e. Employment placement rate for successful completers. Enter the number of successful completers who are employed.

1E.f. Successful Completers. Enter the number of students who successfully completed their program in fiscal year 2023 (July 1, 2022 - June 30, 2023). This is the same number as in 1E.a.

1E.g. Employment Rate (Successful Completers who are employed, 1E.e ÷ Successful Completers, 1E.f). Enter the rate as a decimal.

1E.h. Narrative Box. If the employment rate is not .40 (40%) or greater, please explain why.

1E.i. Technology Requirements Applications and invoicing are completed online and most communication is done by email. The PCSC must have regular access to the internet, check email regularly, and have access to Excel-compatible software. Check the box to certify the PCSC meets these technology requirements.

1E.j. Notification of Business Change: Check the box to certify that the school will provide notice to SBCTC prior to any legal name or business change within the life of the contract.

Section 2 – Student Enrollment

This section captures the applicant's funding request for student financial assistance and how these funds could be used to expand enrollment.

2A. Student Financial Assistance request. This appears in your OGMS application as <u>Student Support</u>. This is the planned level of enrollment of eligible students for the state fiscal year 2024 (July 1, 2023 - June 30, 2024). Enter a whole number.

2A.a. New students. Enter the number of students that will be new for the period of the project in state fiscal year 2024 (not crossovers). Only whole numbers are accepted.

2A.b. Crossover students (only applicable for applicants that hold a contract for the prior contract year, state fiscal year 2023). If currently serving CDL students, enter the number of students (if any) that will be crossovers from state fiscal year 2023. If your PCSC/SD does not have crossover students for FY23, enter 0. Only whole numbers are accepted.

2A.c. Looking at your number of new and crossover students that you estimate to enroll in CDL courses, based on your eligibility requirements, how many do you expect to qualify for WA CDL financial assistance? This is the number of students you are planning to budget $2,000 each for.

2A.d. Provide a narrative justification for the student support request. Explain how the number of requested students were determined and the rationale for expected eligible student enrollment.

Section 3 – PCSC/SD Administrative Requirements

3A. Check the box to certify that all appropriate staff have reviewed fiscal year 2023-24 WA CDL Grant Guidelines. The Grant Guidelines can be found in the Grant Info section, link located under the Feedback button.

3B. Check the box to certify that student files will be distinguishable from non-CDL students, and that the applicant will maintain CDL student files for at least six (6) years.

3C. Describe how CDL student files will be managed, including how CDL student files will be distinguishable from non-CDL student files.

3D. Provide the title(s) (name is optional) of the staff responsible for managing student eligibility files.

3E. Describe the process used to determine student eligibility (i.e. interview, assessment questionnaire, at what point in the enrollment process, etc.). This process must satisfy the SBCTC standards and expectations. See CDL Program Administration Overview.

Check each box to attest that procedures will be followed for all eligible students.

3F.a. Check the box to certify CDL students are provided with career or occupational outlook in the local labor market for their field of study prior to enrollment.

3F.b. Check the box to certify CDL students are provided with current completion and employment rates for students attending the PCSC prior to enrollment.

3G. Describe how CDL students' satisfactory academic progress and attendance status will be monitored and confirmed prior to the applicant submitting billings. Accompanying documentation to be attached as described in Section 4 of application.

3H. Describe how actual attendance is documented for CDL students.

3I. Describe how program completion will be tracked and documented for CDL students.

3J. Applicants must maintain a master CDL file for each fiscal year in contract, as described in the WA CDL Grant Guidelines. Please describe what documents will be maintained in the master

file. For more information, see the Master CDL File Requirements section of the WA CDL Grant Guidelines.

3K. A ledger of accounts for each student must be maintained. The ledger must clearly identify the amounts and the dates of all charges and all payments to each individual student's account. Accompanying documentation is to be attached as described in Section 4 of the application. Check the box to certify that the applicant maintains a ledger of accounts that meets program and fiscal standards for each student. For more information on accounting standards, see the WA CDL Grant Guidelines.

3L. Describe how the WA CDL Grant charges and payments will be noted and clearly identified on the student ledger.

Section 4 – Budget Narrative

Student Financial Assistance (appears in your OGMS application as **Student Support**)

4A. Describe how funds will be used for Student Support – Tuition & Fees. Describe the type of anticipated assistance provided to the students, the rationale for it, and method for determining the amount of assistance necessary for students. The maximum student financial assistance funding per student per program is $2,000. Calculate the total funding requested by multiplying $2,000 by the number of students requested in 2Ac. Enter the total amount of student financial assistance you are requesting.

Expansion Resources

Equipment Upgrades, Repairs, or Purchases (appears in your OGMS application as **Enhancement Funding**)

Equipment purchased with grant funds shall remain the property of the grant recipient and under their inventory control.

An equipment worksheet must be completed and attached to the application to identify all expenditures planned for this expansion resource area. Specific equipment items and the cost must be identified for both upgrades and repairs.

The maximum allowed per grant contract is $25,000.

4B. Describe how funds will be used for Equipment Upgrades, Repairs, or Purchases – Goods and Services.

4C. Describe how funds will be used for Equipment Upgrades, Repairs, or Purchases – Contracts

4D. Describe how funds will be used for Equipment Upgrades, Repairs, or Purchases – Capital Assets. Capital Assets are defined as property or equipment with a useful life of more than one (1) year and a per unit acquisition cost of $5,000 or more. All capital assets purchased with funds from this grant must be approved in OGMS (for applications) or OBIS (for revisions) by

the SBCTC prior to purchase. Describe how these expenditures will be used to expand enrollment capacity.

New Training Spaces and Locations (appears in your OGMS application as **Operating**)

You must describe the elements included and how these expenditures will be used to expand enrollment capacity. The maximum allowed per grant contract is $25,000.

4E. Describe how funds will be used for New Training Spaces and Locations – Goods and Services.

4F. Describe how funds will be used for New Training Spaces and Locations – Contracts

Curriculum Development and Instructor Training (appears in your OGMS application as **Curriculum Development**)

4G. Describe how funds will be used for Curriculum Development – Salaries, Wages and Benefits. Expenditures are only allowed for employee salaries/wages and benefits that lead to a new curriculum or integration of technological improvements in CDL training. Explain how costs were determined and how these updates will impact the expansion of CDL training. The maximum allowed per grant contract is $6,000.

Section 5 – Attachments Checklist

This section addresses the attachments required to complete the application. To attach documents, click on the Attachment Tab in OGMS. If you are a SD, complete only sections 5A, 5E, 5F, and 5G. If you are a PCSC, complete all sections.

Prior to attaching any of the required documentation to your application, you must ensure that your college blacks out or removes any social security numbers, names, and other identifiable student information.

Please ensure that you follow the student coding convention, example:

123-000-2024, where:

    123=school code as assigned by SBCTC
    000=3-digit student number as assigned by the school
    2024=fiscal year

5A. *Budget Tracking Worksheet.*

- The second tab asks for General Contact Information.

- The third tab – Program Mix – identifies the programs the PCSC/SD will offer to eligible students. The program mix tab must include the program title as it appears in the most current school catalog, CIP Code for each identified program, the total length of the program in weeks, and the total published tuition for the program. The worksheet will not be considered complete without these sections filled up.

- The fourth tab – Equipment Worksheet – shows the requested equipment upgrades,

repairs, or purchases. See section 4B above, or the grant guidelines for the definition of a capital asset. Use this sheet to list the capital assets purchased for approval in OGMS (for applications) or OBIS (for revisions) by the SBCTC prior to purchase. Also show the equipment upgrades and repairs that apply as goods and services and/or contracts. If you do not intend to request equipment upgrades, repairs and/or purchases designate N/A in the appropriate section(s).

- These three (3) tabs in the worksheet need to be completed before uploading to the application.

A link to download a blank template can be found in the Grant Info section, located on the upper right of the OGMS screen.

See Appendix B in this document for more information.

Check the box after you have uploaded a worksheet.

5B. *Current License.* Check the box to certify you have attached a current license from the appropriate licensing body that has approved your school to provide training. To attach a document, click on the Attachment Tab in OGMS.

5C. *WA ETPL.* Check the box to certify you have attached documentation showing that your program(s) have been placed on the ETPL. Proof of ETPL must be provided for each program for which the school will be providing student financial assistance. To attach a document, click on the Attachment Tab in OGMS.

5D. *School Catalog.* Check the box after you have uploaded the current school catalog (or web site link to an online catalog saved in a document) to OGMS. The catalog must contain:

- hours and/or credits, and the tuition/fees/rates for each program found in the program mix.

- a published refund policy.

- satisfactory academic progress policy, and

- attendance policy.

Large files may need to be split into separate files to upload them.

5E. *Student Enrollment Tracking.* Check the box to certify you have attached screenshots or printouts from a database or spreadsheet that identifies how student enrollment is tracked, including attendance, withdrawals, and academic progress. *Black out or remove any social security numbers, names, and other identifiable student information before attaching this material.*

5F. *Billing Ledger, and Invoicing.* Check the box to certify you have attached screenshots or print outs from a database or spreadsheet that address the following:

1) examples of backup documentation the school will have on file to support billings, and

2) screenshots or print outs of your student ledger. Please refer to the Student Ledger description, and requirements on pages 8-9. *Black out or remove any social security numbers, names, and other identifiable student information before attaching this material.*

5G. Completed and Signed Assurances.

Check the box to certify you have read, agreed to the terms, completed, signed, and attached the FY24 WA CDL Grant Assurances.

Tab 5 - Submit

- Once all sections of the application are complete, enter your name, title, and phone number. Click the Submit button.

Appendix B: Budget Tracking Worksheet

The Budget Tracking Worksheet has been developed to support applicants in fully and accurately identifying all training programs that WA CDL funding will be applied to. Use of the worksheet is required and is incorporated into the applicants' WA CDL contract.

General Information

- The worksheet consists of five different tabs and has several pre-programmed aspects to minimize administrative burden.

- Applicants must maintain backup documentation that supports their billing. This includes the student ledger, transcripts, attendance, and proof of satisfactory academic progress.

- Certain cells or entire tabs may be locked to preserve the integrity of the worksheet. If changes are needed in one of these areas, contact SBCTC.

- The worksheet is intended as an electronic document and is not designed for printing.

- The entire worksheet must be submitted in OGMS as an Excel workbook. It may not be emailed. When submitting, please add the school's name to the title. For example, "FY24_SchoolName_BudgetTrackingWorksheet".

Sections of the Worksheet

General Contact Information

Most of this section must be completed by the applicant as part of the WA CDL application. This information auto-populates cells throughout the worksheet. The SBCTC will update this section with the approved contract amount if the applicant is selected.

Please inform the SBCTC and update the contact information in this section about staff changes during the contract year.

Program Mix

The Program Mix tab is completed by the applicant during the application process and must include all training programs proposed for eligibility for WA CDL Grant funds. A complete Program Mix is a minimum requirement to be considered for a WA CDL contract.

Important Note: The Program Mix document is only considered complete when each cell is completed for each program included on it. The only exception is if no additional comments exist.

Once the Program Mix is approved and incorporated into the contract, any changes to it must be made by request to SBCTC. Only adjustments to existing CDL programs will be considered.

A table of all CIP Codes (Classification of Instruction Programs Codes) is included to assist with the creation of the program mix document.

Equipment Worksheet

The Equipment Worksheet should indicate your requested equipment upgrades, repairs, or purchases and/or equipment upgrades and repairs that apply as goods & services and/or contracts.

Schools awarded a contract will also use this worksheet to request a revision of funding (if applicable) and for invoicing.

Student Financial Assistance

The Student Financial Assistance tab is for use by schools that have been awarded a contract.

Contract awardees must maintain backup documentation that supports their billing. This includes the student ledger, transcripts, attendance, and proof of satisfactory academic progress.

The Student Financial Assistance worksheet must be completed and submitted with each invoice in OBIS. Use this format for your filename: FY24_SchoolName_StudentFinancials_Date.

Washington State Board for Community and Technical Colleges