PERKINS NON TRADITIONAL EMPLOYMENT AND TRAINING GRANT

2019-20 GRANT GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
PO Box 42495
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**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
</tr>
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<tbody>
<tr>
<td>Applications available in OGMS</td>
<td>April 18, 2019</td>
</tr>
<tr>
<td>Applications due for first consideration</td>
<td>May 16, 2019</td>
</tr>
<tr>
<td>Billing deadline for all expenses incurred through September 30, 2019</td>
<td>October 31, 2019</td>
</tr>
<tr>
<td>Billing deadline for all expenses incurred through December 31, 2019</td>
<td>January 31, 2020</td>
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<tr>
<td>Billing deadline for all expenses incurred through March 31, 2020</td>
<td>April 30, 2020</td>
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<tr>
<td>Last day to apply for a grant</td>
<td>May 31, 2020</td>
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<tr>
<td>Final budget revision deadline</td>
<td>June 15, 2020</td>
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<tr>
<td>Projected end date of grant</td>
<td>June 30, 2020</td>
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<tr>
<td>Billing deadline for all expenses incurred through June 30, 2020</td>
<td>July 15, 2020</td>
</tr>
<tr>
<td>Final reports due in OGMS</td>
<td>July 31, 2020</td>
</tr>
</tbody>
</table>

**Grant Contacts**

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Overview

The term ‘non-traditional fields’ means individuals of one gender make-up less than 25 percent of the individuals employed in a field of work. Funds support projects to improve non-traditional (gender) enrollment and completion in career and technical education (CTE) programs.

Applicant Guidelines

Who May Apply

Washington state community and technical colleges.

How Does the Provider Apply

Access the 2019-20 Perkins Non-Traditional Employment and Training grant application through the Online Grant Management System (OGMS).

If you do not have an account, contact your organization’s Security Contact for access; you will also need your Security Contact to give you permission for FY20.

Submit completed grant applications to the SBCTC through OGMS no later than May 31, 2020 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on May 31, 2020. Grant funds will not pay for costs incurred prior to the grant approval date and/or before July 1, 2019. For funding to start as of July 1, 2019, submit applications no later than May 17, 2019.

Application Process

The college may replicate a previous project from the system or design an original project. Descriptions of non-traditional Replication projects are found in the Replication Project database/book.

All projects must address measurable outcomes in the plan and final report.

Colleges are encouraged to partner with business and industry, neighboring colleges, Tech Prep consortiums, secondary schools or labor to fund larger projects.

We suggest writing applications in Microsoft Word. Then cut and paste the plan into OGMS to protect from losing your work, if the OGMS application times out.

The assurances from the college’s Perkins Plan cover these funds.

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant’s ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Funding

Funding for 2019-20

A total of $75,000 is available (up to $5,000 per project). Funds depend on federal budgets and Workforce Training and Education Coordinating Board (WTECB) policy.
Non-traditional funds are available July 1, 2019 and must be expended by June 30, 2020.

Grant funds will not pay for costs incurred prior to the grant approval date or before July 1, 2019, whichever is later.

Colleges are initially limited to funding one non-traditional project with a $5,000 limit. Colleges may apply for a second project, if funds remain available after November 1, 2019.

**Use of Funds**

Funds may NOT be used solely for brochures and posters. These items may only be funded as part of a deliberate strategy and/or program or event.

Funds may not be used for promotional (giveaway) items, banners, displays and tablecloths. For more information, please refer to the Fiscal Guidelines for this application.

**Reporting**

Final reports are due July 31, 2020. Final report forms are on the [SBCTC website](https://www.sbctc.edu). Final reports must be uploaded as an attachment to the grant in OGMS.