



FFY21 BFET Grant

August 13, 2020

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House Keeping

To help us in providing the best possible experience for attendees please remember to:

- Keep muted at all times unless presenting or speaking
- Turn off video cameras

This WebEx is being recorded and live captioned. If you need to or would like to follow the live captioning please use the link provided in the chat box.

Canvas Community

Launch Update

Phase 2

Things To Know

Timeline

- July 2, 2020: Application Released
- August 13, 2020: Application Due
- Mid/Late-August: Review & Feedback in OGMS
- Beg/Mid-September: College Revisions Due
- Late-September: Approval Status Notification
- October 1: Grant Begins

Online Grant Management System

- Contact your [OGMS Security Contact](#) for access to the 2020-21 Basic Food Education and Training grant.
- The [OGMS User Manual](#) is available under the “[How To](#)” tab in OGMS
- Contact your OGMS [Security Contact](#) if your question is not answered in the Manual
- Contact [Kari Kauffman](#), 360-704-1021 if your Security Contact cannot resolve your question

OGMS Login & Application Access

- If you've forgotten your OGMS username, contact your OGMS Security Contact
- If you've forgotten your OGMS password, use the "Retrieve my password" feature located [here](#)
- Save frequently to ensure you don't lose your work!
- Find and download Grant and Fiscal Guidelines, as well as other important documents, in the Grant Info link

Grant Application Overview

- Numbers are in alignment with your BFET Budget Workbook*
- NO changes made to grant sections or questions
- Participant reimbursement categories
 - Books, Clothing, Childcare, Housing, Personal Hygiene, Testing, and Transportation
 - Medical is now its own category – includes dental and vision
- Alternate form submissions
 - To be uploaded with grant application
 - Final grant approval will include approval of forms submitted
 - Your feedback in OGMS will let you know if your forms are approved or need revised

Narrative Expectations

BFET requires 100% up-front expenditures to receive 50% reimbursement. Your budget amounts are reflective of the max amount you can bill for, your narrative needs to tell us **where** the total amount (100%) of funds is coming from and **how** you are leveraging.

- **Know what we expect:**

- Salaries, Wages & Benefits – include a breakdown of ALL positions and titles, FTE/and or wage amounts
- Tuition – include number of students, cost per, and the sources you will leverage.
- Participant Reimbursements – for each category you offer, include number of students, cost per, and the sources you will leverage.

Narrative Examples (Salaries, Wages & Benefits)

1A. Describe your expenditures for General – Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTE/FTEF/hourly wage info, and a brief description of duties by position. NOTE: Positions included must provide services unique to BFET participants and may not include services offered to the general student population at no cost.

General		General
Salary and Wages	75,321.00	Employee Benefits 29,375.00

BFET/Workforce Coordinator/Navigator, 100% \$51,574 sal \$20,114 ben
Direct student service & administers BFET grant. Assists w/funding requests from 50% match & 100% funds. Substitutes for/supports BFET staff for accurate, seamless operations during peak workloads. Coordinates cross-training across workforce programs to leverage funding & referrals. Provides overall leadership & management for BFET staffing, planning, budgeting, invoicing & grant implementation. Manages BFET caseload to ensure current eligibility, enters unusual action codes, tracks data, monitors progress & generates reports for stakeholders. Oversees QC & compliance.

BFET/Workforce Navigator, 100% 43,721K sal \$17,051 ben
Direct student services; intake, IEP development, scholarship, navigates available resources, & case management. Prepares BFET caseload tracking, invitation & enrollment to BFET Canvas course/FB.

BFET Transitional Learning Advisor 100% \$41,200K sal \$16,068 ben
Direct student services, advises of BFET-specific HSE requirements, funding & BFET eligibility. Oversees intake, IEP development, academic & case management.

Prof-Tech/IBest Advisor .30 FTE \$14,146 (.3 of salary) \$5,517 ben
Direct student services, student-specific eligibility for prof/tech & IBest academic program requirements & BFET eligibility impact.

Narrative Examples (Tuition)

1F. Describe your expenditures for Tuition. Include related student fees, as applicable. Include the number of students you anticipate serving, cost per student, and the non-federal sources you will leverage.

Tuition
Tuition 500,000.00

Acceptable Narrative Answer:

\$500,000 to cover 50% of \$1,000,000 for tuition. 625 students at approx. \$1,600/student. Leveraged fund sources: SNG, WRT, OG, College Bound, private scholarships, local college grants and scholarships, BFET Reutilized funds.

Narrative Examples (Participant Reimb.)

1G. Describe your expenditures for Participant Reimbursement – Books and Training Supplies, including tools. Include the number of students you anticipate serving, cost per student, and the non-federal sources you will leverage.

**Participant
Reimbursement
Books 35,000.00**

Acceptable Narrative Answer:

Books for 140 students at approx. \$500/student. Leveraged fund sources: SNG, WRT, OG, College Bound, private scholarships, local foundation funds, BFET Reutilized funds, 3.5% Institutional Funds.

Submission of Grant Application

Review application for:

- Completed & signed documents (assurances, matrix, etc.)
- Alternate forms are uploaded
- Indirect letter is uploaded
- Completed narrative
 - Numbers (students, cost per etc.) match your BFET Budget Workbook
 - Grant amounts match what is in the 2020-21 BFET Grant Amounts document (located in grant information section of OGMS)



Questions????



Got Questions? Contact Us!

Program Questions:

Jennifer Dellinger, Workforce Education Administrator
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Fiscal Questions:

Karl Ludeman, Policy Associate
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OGMS, OBIS, & Invoicing Questions:

Kari Kauffman, Program Assistant
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