Updated August 28, 2023.

**SBCTC considers answers in this Questions and Answers (Q&A) document to be the only official source for answers related to this funding source, aside from the Program Guidelines. Questions (Q) and answers (A) are presented in reverse order, showing the most recently received questions at the top of the document. This is so that colleges may check back frequently during the application process and easily see new Q&As. This document will be updated throughout the 2023-24 fiscal year.**

Q: Can a school save an incomplete application and then return and pick up where they left off?

A: Yes, you can save an incomplete application, and return to it later. When you log back in, and your application was saved, it will show up as “in process”. There will be an option to “edit” on the left-hand side of the grant name/application.

Q: The fy24-wa-cdl-budget-tracking-worksheet.xlsx could not be attached to the application due to its size and the limitation of OGMS (4MB). How do I submit the required worksheet?

A: SBCTC is investigating the issue with OGMS. For the meantime, zip the worksheet and attach this compressed file instead.

Q: What if I can’t attend the WA CDL Grant informational webinar on 8/28/2023?

A: The webinar will be recorded on Monday the 28th, and then posted on the website for those who cannot attend.

Q: Question 3C of the application asks for a description of how CDL student files will be managed and distinguishable from non-CDL student files. What does non-CDL student mean?

A: Non-CDL student refers to non-CDL grant students. Your answer should describe how you will be able to distinguish between grant and non-grant students.

Q: I understand that the WA CDL Grant may be used to help students with their childcare and some other types of needs so the student can go to school. Can we reimburse the student for those costs?

A: The WA CDL Grant can only be used to reimburse the PCSC/SD for direct expenditures that they make on behalf of students. Schools must pay directly for childcare or other fees and may not reimburse students for these expenses.

Q: I’m confused what kinds of costs should be included in the different sections of the budget, like what is goods and services versus capital outlays. Where can I get more information about this?

A: The WA CDL Grant guidelines provide an explanation of these costs in the What to Invoice section beginning on page 12, and includes a description of capital assets, contracts, and goods and services. Please check with program staff if you need further clarification.

Q: Where can I learn more about using the Online Grant Management System (OGMS).

A: The OGMS User Manual is online: [OGMS User Manual 1.1 (sbctc.edu)](https://ogms.sbctc.edu/docs/OGMS_UserManual.pdf), and can also be accessed in the “How To” tab once logged into OGMS.

Q: Will there be more grant money available next year?

A: Funding for PCSC/SD contracts has been allocated for FY24 = $1,000,000 and FY25 = $1,000,000. Independent applications for funding will need to be submitted for each year. We anticipate announcing the FY25 WA CDL Grant for funding from July 1, 2024, through June 30, 2025.

Q: How will SBCTC communicate with me if they have questions about my application? How will I know the status of my application once I turn it in?

A: The OGMS system will be used to notify applicants of their application status. It is important that you make sure you have included accurate contact information in OGMS for this purpose.

Q: I do not see any eligibility requirements for students anywhere in the grant guidelines or application guidelines, but there are numerous references to determining eligible students in the application itself. The only mention I see in the guidelines is that students must be Washington residents and need training or retraining as a CDL driver. This would encapsulate all of our students as we only handle CDL training.

A: In your application you will be asked to describe your process to determine student eligibility. The grant requires students to meet your eligibility requirements and to be Washington residents. We also ask schools to describe their efforts in expanding services and eligibility to underserved populations, as identified in the WA CDL Grant funding legislation: veterans and veteran spouses, and underserved populations to include foster care and homeless transition populations and previously incarcerated persons

Q: We’ve been attempting to track placement rates but getting communication from students after they graduate is hit and miss. What do we do if we don’t have documented placement data?

A: If you do not have documented placement data for your students, you will need to enter “0” in response to this question. Your application will be evaluated based on the response you provide in the narrative section explaining why your placements are less than 40%.

Q: The grant overview states that for FY24 and FY25, $1,000,000 per year is available for PCSC/SD contracts. Does that mean each school awarded will get $1,000,000 each year? Or is it similar to last year, where private schools like ours share that award amount split evenly amongst other private schools awarded?

A: The total funding for all PCSC/SD contracts will be $1,000,000 each year. The amount of your award is based on your request. We may scale the amount of the award based on grant review and recommendations for funding. This is a competitive application and not all schools are awarded the same level of funding.

Q: Regarding award usage allowance, the guidelines states a minimum of $500,000 must be used for tuition assistance, and a maximum of $500,000 can be used for expansion resources. Does this mean if you apply for less funds for expansion resources, you can use more of the funding for tuition assistance? Or are you just awarded less based on that lesser expansion request?

A: A maximum of $500,000 of the $1,000,000 total available funding may be awarded to non-student assistance expansion resources. Our goal is to make sure that participating schools continue to emphasize the provision of student financial assistance. Applications for contracts that use 100% of their award for student financial assistance are appropriate. Please review the section of the guidelines on Application Review to see how points are awarded to proposals. Up to 50 points may be given to proposals for how they meet needs for student financial assistance. If you are planning to emphasize the use of your own resources for other expansion needs, you should describe this in your proposal; up to 25 points may be given for your description and justification of the amount budgeted for expansion resources.