

## **Workforce Education Grants: Frequently Asked Questions**

Updated: August 2022

Included are frequently asked questions regarding Workforce Education Grant project ideas, grant match, fiscal, and other general questions. If you are unable to find an answer to a question, please reach out to Jamie Boettcher, [jamie.boettcher@state.sd.us](mailto:jamie.boettcher@state.sd.us) or 605.220.3441.

### **Q1: I'm not sure where to start. What are some examples of eligible projects?**

A1: The Workforce Education Grants will fund a wide variety of projects. Several sources are available to spark ideas:

- Check out the [2021 Workforce Education Report](#) for different projects, small and large, that transformed CTE programs, built partnerships with businesses and neighbor school districts, and connected students to postsecondary programs.
- SD Administrative Rule [24:10:47:03](#) outlines eligible Workforce Education Grant projects:
  1. Evaluation for alignment to postsecondary education and workforce demands;
  2. Development of career pathways or programs of study;
  3. Development of career guidance or work-based learning programs;
  4. Educator training;
  5. Facilities;
  6. Equipment; or
  7. Instructional materials.
- SD Administrative Rule [24:10:47:04](#) describes the areas which will receive scoring preference:
  1. A project evaluating local career and technical education systems for the purposes of redesigning approved secondary CTE programs;
  2. An innovative project demonstrating alignment to postsecondary education and South Dakota workforce needs and including work-based learning, dual or concurrent credit courses and any applicable CTSO;
  3. A project which includes collaboration between multiple secondary schools;
  4. A project demonstrating partnerships with postsecondary education and business or industry;
  5. A project including industry-grade practices, equipment, and student certifications;
  6. A project integrating academic content, work-readiness skills, and entrepreneurship education;
  7. A project increasing access to and support for approved secondary CTE programs in rural areas;
  8. A project including plans for sustainability; and
  9. A project which supports the retention of highly effective teachers, career counselors, and administrators for approved secondary CTE programs.

### **Q2: Can multiple programs in the same school district be included in the same grant application?**

A2: Yes, systemic efforts to improve CTE programs, including career development and work-based learning, are encouraged. All project elements in the application must be coordinated and justified to meet the purpose of the Workforce Education Grants: support and align secondary

school CTE systems with South Dakota's postsecondary education programs and workforce needs, developing the state's talent pipeline for workforce development and economic growth. Projects must serve students in middle and/or high school and be aligned to a currently approved CTE program or a program for which the districts intends to seek approval.

**Q3: Can the grant application include transportation costs for students to tour postsecondary programs?**

A3: Yes, the grant project can include transportation costs for postsecondary education and business partnership activities. It is critical that applications also identify plans for sustainability. In other words, how will the postsecondary education visits or business and industry activities continue after the grant funds end?

**Q4: What are some examples of match?**

A4: Match, whether from in-kind contributions or monetary donations, can come from a variety of sources. In-kind contributions might include time that industry professionals donate to advising, mentoring, or coaching for the project; equipment donated by a business or community organization; a portion of staff or administrator compensation that can be connected to the grant project; etc. Monetary contributions might come from donations, grants acquired during the Workforce Education Grant award period, investments made by the school district etc. All match funding must occur during the grant period.

**Q5: Can multiple sources of match be included in the project plan?**

A5: Yes. Match, whether in-kind or monetary, may come from multiple sources. All match sources, however, must be necessary and reasonable for accomplishment of the project objectives, provided for in the approved budget, and the values for the contributions of services and property must be established as they would for federal grants in accordance with the [CFR Part 200 Uniform Guidance §220.306](#). Match may be documented only in the grant award period.

**Q6: What documentation is needed if staff compensation is included as in-kind match?**

A6: Time and effort logs must be kept during the grant period to accurately track the percent of staff time devoted to the grant project. In addition, the total time invested over the life of the project must be documented and in accordance with the [CFR Part 200 Uniform Guidance §220.306](#). Keep in mind, this match is only eligible when the staff is necessary and reasonable for the accomplishment of the project's objectives.

**Q7: Does the fiscal agent need to use multiple accounting codes to track multiple funding sources?**

A7: Yes. All state grant revenues must be coded to 3129 (restricted state grants). Match sources will also need to be coded appropriately. For specific questions on financial tracking or reporting, please contact:

- Krislyn Norgaard, Division of Finance & Management  
[Krislyn.Norgaard@state.sd.us](mailto:Krislyn.Norgaard@state.sd.us)  
605.773.4748
- Bobbi Leiferman, Division of Finance & Management  
[Bobbi.leiferman@state.sd.us](mailto:Bobbi.leiferman@state.sd.us)  
607.773.5407

**Q8: If the fiscal agent plans to use a federal grant as part of its project match, what considerations must be made?**

A8: Due to the wide variety of possible projects under the Workforce Education Grants and the many nuances of federal regulations, applicants should become familiar with the requirements placed on federal grant expenditures or seek counsel from an expert in the school district if the match sources include a federal grant(s). The regulations outlined in the Code of Federal Regulations, [TITLE 2 – Grants and Agreements](#) provide relevant guidance. The [Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act of 2018](#) also details the eligibility and uses of funds for those dollars. To discuss specific situations related to the match sources for the Workforce Education Grant, contact Jamie Boettcher, [jamie.boettcher@state.sd.us](mailto:jamie.boettcher@state.sd.us) or 605.220.3441.