**CPA WISEgrants FAQ**

Fund Management and Assurances

1. My WISEgrants Administrator cannot access the Carl Perkins grant

* The Administrator is either in the wrong year or
* The Administrator has not given themselves access “view” access Carl Perkins

1. Who is the WISEgrants Administrator for my district?
   * Check the district [listing](https://apps2.dpi.wi.gov/ldsutil/admin/lookup?nodsa=y)
2. I am a CTE Coordinator, my Security Administer has given me access to Carl Perkins in WISEgrants, however I cannot complete the questions or budget.
   * You have “view only” access. You will need to obtain “edit access” as well.
3. My agency is the Fiscal Agent for the consortium, how do I get access to member district portal?

* The fiscal agent for a consortium, does **not** need to access to the member district portal. Once the district authorizer indicates they wish to join a consortium and signs the verification form in the system, the fiscal agent will have access to the funds.

1. How will DPI know who the consortia fiscal agents are?
   * Current (2018-2019) fiscal agents have been downloaded into system. If we are notified that a district or CESA will no longer be a fiscal agent for the coming year, DPI WISEgrants team will make adjustments in the system.
2. How will the WISEgrants system know which districts belong to a consortium?
   * All districts are informed of their funds via the WISEgrants Landing Page. Each district determines if they wish to keep and manage their funds, surrender funds back to DPI or join a consortium. Districts complete this via the Funds Management Page. If joining a consortium the district will select the consortium lead from a drop-down menu. (A service agreement should be in place between the two parties.)
   * A consortium verification form will need to be signed by the member district via WISEgrants. Once signed, the fiscal agent will see the district added to their list in WISEgrants which will be reflected in the allocation/subaward to the fiscal agent.
   * Funds are awarded on an annual basis, so even though a district may have a 3yr. contract with a fiscal agent, they will have to manually select the fiscal agent within WISEgrants.
3. Who signs the assurances, the consortium fiscal agent or each member district signs their own.
   * An “Authorizer” for the fiscal agent signs the assurance documents on behalf of the consortium. It is the fiscal agent’s responsibility to ensure that member districts follow the laws and policies outlined.
4. How will District Designee be entered?
   * This will be handled through a document located on the Perkins Application webpage and will be uploaded to the LVEC/CTEC Contact google form.

CPA Application

1. Who completes the application?

* It is expected that the CTE Coordinator is the system “user” for the Carl Perkins grant application. Meaning, that they have formulated the answers, created the budget and submit the application. It is likely that someone from the fiscal agent’s business office will have access to the budget section as grant claiming also occurs through the WISEgrants system. The fiscal agent’s WAMS Application Administrator provides access to the Carl Perkins application within the WISEgrants system.

1. Can we use our Vice Principal’s WAMS ID to complete the application?

* No, WAMS ID’s are attached to an email and functions within the system are tied to those emails. As a result, communication, notices, messages are communicated via the email address of the person who submits the application. As in the past, the fiscal agent contact person for DPI and the Carl Perkins program is the licensed LVEC/CTEC.

1. Can the responses to narrative questions be cut and pasted from a word document into the narrative fields?
   * Yes, however charts and images cannot.
2. Will applicants be able to save and edit portions of the application prior to submission?
   * Yes. However, once submitted, only the budget may be edited after review.
3. Will it continue to be an annual application process?
   * The current CTE narrative and Program of Study sections shall be edited for any updates.
   * The Budget and Non-compliance with Core Indicators must be completed annually.
4. Where can a LEA find labor market information?
   * [www.worknet.wisconsin.gov/worknet/](http://www.worknet.wisconsin.gov/worknet/)
5. Do the application questions have to be filled out in order?

* Yes and no. Applicants may access any part of the application at any time, but may not submit their application (incl. budget) until all sections have been completed

1. What if I don’t see an item listed in the drop-down menu of the budget section?
   * Options were updated for the 2019-2020 application to be more reflective and accurate.
   * Choose the closest option and describe in the detail field. If nothing provided is even close, contact the grant specialist, to discuss the possibility of adding limited options to the system.
2. For the budget section, do the red arrows mean the field is required?
   * Yes
3. In the budget section, there is no Multiple POS option.
   * Correct, if the line item is allowed to have Multiple POSs, the POS is not required to be indicated. For example, POS information is not required for administrative costs, transportation or substitute pay.
   * If it is a required field (such as for the purchase of capital objects) applicants will have to choose one POS for the allocation of funds.
4. Can building renovations be paid for with Perkins?
   * Most often the answer is, no. This is because the spending “assumptions” cannot be proven. Districts typically have general purpose funds to use for renovation and physical classroom upgrades when needed. [SubSec 200.403 of OMB Guidance].
5. What kinds of costs can be expended for Special Populations?
   * To provide direct assistance for tuition, transportation, books and supplies to individuals who meet definition of a Special Population if the following conditions are met:
     + Students are SP and participating in CTE activities for a POS
     + The assistance is needed to address barriers to successful participation in CTE;
     + Direct assistance is one element of a larger set of strategies designed to address the needs of SP, including those preparing for NTO. Funds must supplement and not supplant assistance that is otherwise available from non-federal sources. For example, funds should not be used to provide transportation to SP if non-federal funds are or were previously made available for SP students participating in non-career and technical education programs and would have been available to CTE students in the absence of Perkins IV funds. Direct cash payments to students are not allowed.
     + Can funds be used to conduct outreach and recruitment? Yes, if it provides information and is limited to CTE programs. Advertising is not permitted.
6. What types of documentation must fiscal agents obtain when reimbursing districts?
   * Receipts or other documentation of how and when funds were spent must be obtained prior to reimbursement for expenses and accurately reported to DPI when claiming.
7. Can fiscal agents purchase items for implementation of a POS within a district?

* The fiscal agent is the purchaser of items and remains the property of the fiscal agent on behalf of the consortium and should be available to use by others.
* Can a fiscal agent provide funds to a district to purchase an item for which the member district will pay a portion of the cost.
  + Capital and non-capital objects that have a life-span in excess of a year, must benefit all members of the consortium. The consortium, not the district owns the object purchased, so it not make sense for the district to pay a portion of the cost. In the case of supplies such as workbooks, that have a shelf life of a year, the district may pay a portion. Fiscal agents may not provide funds in advance of a purchase, they may only reimburse funds after proper documentation/receipts have been provided.

Grant Review

1. Will LEAs be assigned a grant application reviewer and know who that is?
   * Yes, reviewers will be assigned and contact list provided to applicants within WISEgrants and the DPI CTE Carl Perkins website.
2. How will I know if my application has been approved?
   1. Reviewers will indicate “Approved” following the review. A WISEgrants message will be sent to the CTE Coordinator email.
   2. Likewise applications will be “Returned” when corrections or clarification is needed. A WISEgrants message will accompany the returned application. Once corrections are made, the application must be resubmitted by the applicant.
3. Will there be a formal notification?
   1. The WISEgrants electronic/automated approval is the official notification of an approved application, which allows expenses to incur after July 1.