WFF Standard Program Grant Administration

FREQUENTLY ASKED QUESTIONS

Question 1	What is retainage and why am I not receiving my full reimbursement request?
Answer	*Per your contract we retain 2% of your eligible expenses from each reimbursement request. At closeout, OSD may release full retainage if all contract deliverables and reporting requirements are met, including: timely reporting, sufficient documentation of reported expenses, and placement outcomes. All or a portion of retainage may be withheld if contract deliverables and requirements are not met.*

Question 2	What can I spend my grant money on?
Answer	*You may spend your grant money on the budget categories approved in your contract according to the plan specified in your application. If you need to deviate from this plan, contact OSD for approval before incurring any costs not approved in the grant. Costs incurred prior to OSD approval will not be reimbursed. Please match, as closely as possible, the reimbursement request with your grant application budget summary and training plan. Your request will be compared to the original budget detail and/or any approved budget modifications as per your final contract.*

Question 3	What types of expenses are not allowed?
Answer	*WFF Grant Funds may not be used for: (may use Cash/In-Kind match for)* • *Trainee wages, stipends or fringe benefit* • *Administrative costs that total more than 10% of the total requested funds* *Cash and In-Kind Match Funds may not be used for: (may use WFF Grant Funds for)* • *Instructional materials that total more than 20% of the total match budget* *While the purchase of capital equipment (defined as any one item that costs more than $5,000 and has an expected life greater than one year), is not an eligible expense, either WFF funds or cash match funds may be used to rent capital equipment. These expenses must be described in the grant proposal and listed in the grant budget. Additionally, a fair rental amount may be used as an in-kind contribution, if a partner allows use of capital equipment. These expenses need to be described in the grant proposal and listed in the budget.* *While no project funds may be used to support K-12 education, funds may be used to provide training to high school or student-age trainees who work for a business partner or are seeking full-time work.*

Question 4	What proof of expenses must be submitted with my request for reimbursement?
Answer	*You must be able to document any expense incurred for which Wisconsin Fast Forward Funds are being requested and for expenses being used as match.*
	When submitting your request for reimbursement, copies of receipts and/or paid invoices will be required for all expenses that are more than $500.00.
	You should keep all original receipts filed in your possession to provide documentation for auditing purposes. Additionally, all expenses must be itemized individually with your reimbursement request.
	Example: *A list of supplies should be itemized with cost per item (Binders for Course ABC: 20 @ $5 each = $100).*
	To provide documentation for personnel or time commitment, please list name and/or position of person with the date or time period, number of hours worked on the project, wages paid per hour, benefits and how calculated, and a description of the service provided.
	Example: *Jon Smith, Instructor for Course X (June 1-7), taught 40 hours x $30/hour (includes fringe) = $1,200. Please do not submit time sheets or pay stubs from project participants. However, proof of payment and activity should be available in the case of an audit.*
	In summary, examples of documentation include: • *Receipts / invoices for consultants, equipment, supplies, and other services* • *Proof of Payment for all expenses incurred that are more than $500.00.* • *Spreadsheet listing personnel and/or trainees involved with wage per hour and time/date committed to project (includes instructional time, program/curriculum development, administration, trainees, etc.)* • *Itemized list of supplies and/or materials with cost per item* • *Travel costs, such as a mileage log with number of miles and cost per mile, etc.* • *For Instructional Operating Expenses like utilities, include how you calculated project costs and the basis for doing so as well as proof of payment of overall bill.*
	If requesting reimbursement for more than one item, please include details for all items in a spreadsheet (or in the WFF Supporting Documentation Excel Template) detailing the reimbursement request / match expenditures and include it along with each Expenditure Report. All match expenditures must be documented and submitted just like reimbursement expenditures. However, the total will be combined on one line in the actual reimbursement request document.
	Expenditure Examples: (1) Program/Curriculum Development: • Training Supervisor (Name) x 80 hours x $35/hr. = $2,800 (to develop "40-hour Machining X Course") (2) Instruction: • Machining Instructor (Name) x 20 hours x $30/hr. (includes fringe) = $1,200 ("Machining X Course 1") (3) Instructional Materials: • 50 course binders x $5/ea. = $250 (See attached paid invoice) • 50 goggles x $7/ea. = $350 (See attached paid invoice) (4) Travel: • 200 miles x $0.50/mile = $100 (for Machining Instructor (Name) to travel to training site and

	provide instruction for Machining Course 1)
	(5) Administration Costs: • Company "ABC" Finance Director (Name) x 10 hours x $30/hr. = $300 (to track and document project activities and trainee participation for month of July). **Match Examples:** (1) Wages/Stipends • List all trainees by name, dates of training, course and training time. Use actual hourly wages and benefits to calculate total spent. If multiple trainees have the same wage, one calculation may be completed. • 50 trainees x $15/hr. (All trainees in Course ABC have same starting wage) x 40 hours (List

Question 5	**What type of expenses can I turn in for administration**?
Answer	*All grant expenses, including administration costs must be directly related to the grant. The 10% for administration is meant to help you offset the additional cost of managing and reporting on your grant project. It is not meant to cover general operating expenses. Administration expenses may include time spent collecting grant data, requesting reimbursement, and filing grant reports. Additional expenses for grant travel, office supplies, etc. may also be valid with documentation of the expense and its connection to the grant. WFF administration funds cannot be used to cover general percent allocation of operating expenses like utilities, office supplies, etc. that are not tied directly to the grant. Any cost allocation accounting for administration costs must be pre-authorized by OSD.*

Question 6	**What type of documentation will provide proof of payment?**
Answer	*A zero balance invoice showing payment received* *A bill showing previous balance paid will cover the previous balance* *A cancelled check showing both front and back that matches invoice (please black out account number)* *An invoice marked paid by the company receiving payment* *Wire transfer documentation (please blackout account number)* *Receipt showing payment (Examples: Cash receipt, online receipt showing credit card payment)* *A letter from the payee confirming account has been paid referencing total amount and invoice number* *Credit card statement showing purchase amount and vendor information (please blackout account number)* *Image of the original check with check number, accompanied by a bank statement showing check number clearing (please blackout account numbers)*

Question 7	Can we get reimbursed for transportation expenses for trainees?
Answer	*Transportation costs can be used for unemployed, underemployed, or new hire trainees as **MATCH only**. Bus fare or employer provided transportation costs can be used. If it is employer sponsored transportation, the rate of bus fare in the area or the per mile turn-down rate used by State employees for mileage reimbursement, whichever is less.*

Question 8	How do I submit my reimbursement request?
Answer	*Reimbursement requests must be submitted through the Department of Workforce Development's **COntract Management & Expenditure Tracking (COMET)** system. The COMET supplier portal is located at:* http://webapps.dwd.state.wi.us/COMET.
	You must register as a supplier to access COMET. Instructions for how to register as a supplier in COMET can be found here: https://dwd.wisconsin.gov/comet/pdf/supplier_registration.pdf.
	Instructions on how to submit a reimbursement request invoice through COMET can be found here: https://dwd.wisconsin.gov/comet/pdf/wff_submit_invoice.pdf.
	All COMET User Aids (including the ones linked above, videos, FAQs, and more) can be found here: https://dwd.wisconsin.gov/comet/