

Workforce Innovation Grant Post-Award Frequently Asked Questions (FAQs)

REVISIONS

This document was created on December 2, 2022, to answer specific to post-award questions.

Awards Overview

1. When were the Round 2 grant awards announced?

Award announcements were made by email in June 2022.

2. Is there a list and description of programs that received grant awards in both rounds?

Descriptions of all 27 awards made across both rounds of WIG funding are [available online](#). Details for each award include program description, award amount, location, and counties served.

3. What is the timeline for the use of award funds?

For awards made in Round 1 of the grant program, the Performance Period is December 14, 2021, through June 30, 2025. For awards made in Round 2 of the grant program, the Performance Period is June 20, 2022, through June 30, 2025.

Budget/Funds

4. Is it possible to revise our budget once it has been submitted?

Yes. Budget revisions can be made during the Performance Period. Transfer of funds among cost categories of greater than 10% must be reviewed and pre-approved by DWD. You can request approval by submitting a revised budget spreadsheet along with a rationale for the proposed change(s) to BWTGrants@dwd.wisconsin.gov. Transfer of funds among cost categories of 10% or less are allowed without DWD approval. Please note that budget revisions cannot increase the total grant amount.

5. Where do we find our Purchase Order (PO) number and project name for our Financial Request Forms?

Upon final execution of the grant agreement, a Purchase Order with the PO # and payment remit details was sent to your primary contact(s).

Some grantees included a "Project Name" in their initial application. In these cases, the "Project Name" is identified in the grant agreement. If your grant agreement does not include "Project Name" then please enter the name of your organization in this field.

6. Do we need pre-approval for our equipment purchases?

Yes. All equipment purchases require pre-approval. Per 2 CFR Part 200.1, equipment is defined as "tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000."

In many cases, equipment and other capital asset purchases have been pre-approved and are identified in Attachment A or Attachment G of your grant agreement. Should you need to request approval for additional equipment or capital asset purchases, please submit a description of the equipment/asset(s) to be purchased, the per unit acquisition cost, and the total cost of the purchase to BWTGrants@dwd.wisconsin.gov for review and approval ahead of your projected need. Approval can also be requested during the semi-annual reporting period by completing Section 3: Capital Expenditures of the WIG Semi-Annual Report and Payment Request form ([Form DETW-19457-E](#)).

Monitoring & Reporting

7. What is the COMET System?

COMET is the **Contract Management and Expenditure Tracking System** for the Department of Workforce Development (DWD)/Division of Employment and Training (DET). It is the system all WIG awardees must use to submit their required monthly Financial Status Reports.

8. Will there be any technical assistance training available for submitting Financial Status Reports in COMET?

Yes. Technical assistance was provided in an online webinar on September 28, 2022. This training was recorded and is available on the WIG SharePoint. Additional resources related to COMET reporting are also available on the WIG SharePoint.

9. Do I need to file paper copies of the COMET expenditure reports?

No, paper copies of the electronic expenditure reporting forms are not required and will not be accepted. Financial Status Reports (FSRs) must be submitted electronically via the COMET application.

10. When will COMET reports be posted to the web?

COMET reports will be posted to the web each morning, updated with information processed the previous business day.

11. How can I tell if DWD has received my expenditure report?

The next business day after you submit a report, you can check that your information appears on the Financial Status Report on the COMET website. If your report is submitted after 2:00PM, it may take an additional business day for your report to appear on the website.

12. What are the reporting requirements?

Reporting requirements for each grantee are outlined in Article 8 of their respective grant agreement.

In general, Grantees must submit a monthly Financial Status Report via COMET to report on grant expenditures and obligations. Grantees must also submit a WIG Semi-Annual Report and Payment Request Form ([Form DETW-19457-E](#)) in December and June of each year of the grant's Performance Period.

DWD may request additional information on an ad hoc basis to comply with U.S. Department of Treasury / American Rescue Plan Act reporting requirements or based on the individual aspects of a grantee's project.