

Expanded WFF Grants

Technical College Grants - Training Teachers to Teach in Dual Enrollment Programs

SFY18-19 Grant Program Guidelines

The Wisconsin Fast Forward program encourages increased collaboration between Wisconsin's workforce, employers, local or regional economic development organizations, workforce development boards, post-secondary institutions, and private training providers to develop and execute business-led training programs. These training programs are designed to provide sustainable, short- and medium-term training and placement of workers in positions that offer trainees long-term professional growth and economic opportunity. To maintain a strong environment for private-sector job creation, Wisconsin must train workers to fill the employment demands of growing and expanding employers. It is anticipated that the relationships developed through Wisconsin Fast Forward funded training programs will continue to flourish after the Wisconsin Fast Forward grant has ended.

Expanded Wisconsin Fast Forward Program: The standard Wisconsin Fast Forward (WFF) program is a state funded grant program to provide employer-focused worker training grants. The Office of Skills Development (OSD) at the Department of Workforce Development (DWD) administers the grant program. Additionally, OSD works to encourage the development of innovative solutions at the local and regional level that bring together employers, educators, workforce development entities and economic development organizations to meet area workforce demands. The 2018-19 biennial budget allows for expanded Wisconsin Fast Forward initiatives to meet identified needs.

This funding opportunity is for **Technical Colleges** that can demonstrate a critical need to train high school teachers to meet proposed new standards for dual enrollment. This allows Wisconsin high school students to take college coursework while fulfilling high school graduation requirements. A dual enrollment program is defined as a course of study designed to provide high school students the opportunity to gain credits in both technical college and high school, including transcribed credit programs or other educational services provided by contract between a school district and a technical college. Dual enrollment is a key component of student success. Dual enrollment helps to address Wisconsin's skilled worker shortage by accelerating students into the workforce, while offering a strategic opportunity for students and their families to reduce the costs of higher education.

Proposed new educational requirements from the Higher Learning Commission (HLC, the regional accreditation entity covering Wisconsin) for instructors involved in dual credit programs has created a situation where students could lose recognition of their dual credits and higher education institutions could lose their accreditation unless high school teachers' credentials match those of institutions of higher learning. In addition to creating problems for technical colleges, accreditation loss could impact recognition of qualifications by employers and impact student transfers to other colleges or institutions.

The HLC has determined that all accredited higher education institutions that award dual credit must ensure the quality and integrity of such offerings and their comparability to the same college credit offered on the institution's main campus. Teachers who teach dual enrollment courses in general education must have master's degrees in the subject they are teaching. Other options to meet this requirement include at least a four-year

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degree and 18 graduate credit hours in the subject they are teaching. Under HLC rules, higher education institutions must comply by September 2019, although institutions can apply for an extension through 2022.

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is a membership organization that accredits dual enrollment programs and provides standardized tools and policies to help ensure that the college courses taught by high school teachers are as rigorous as those taught by the sponsoring technical college and is a source of additional information related to accreditation standards. The alignment of credentials and requirements is critical to ensuring that high school students receive credits for successfully completing dual credit work.

Legislative Authority: Find a summary of expanded Wisconsin Fast Forward initiatives on pages 716-723 in the 2017-17 Wisconsin Biennial Budget at:
https://docs.legis.wisconsin.gov/misc/lfb/budget/2017_19_biennial_budget/045_comparative_summary_of_budget_recommendations_governor_and_joint_committee_on_finance_by_agency/workforce_development.pdf.

Program Overview

Purpose: This Grant Program Announcement (GPA) is only available to Wisconsin Technical Colleges for activities related to certification of high school instructors to teach courses in which students are eligible to receive dual credit in high school and technical colleges. This program is intended to train teachers to meet the certification requirements for dual enrollment so that students can be assured of receiving appropriate credits at the high school and college level.

Technical colleges must identify the subject areas for credentialing, partnerships with appropriate high schools in their service area and a timeline for addressing the credentialing need(s) identified in their proposal. Successful proposals will include the counts of high school classes and students that would be impacted by high school teachers losing their dual enrollment accreditation (if they teachers do not receive the additional training); the count of teachers participating in training who receive certification that meets accreditation standards for dual enrollment and the count of teachers who receive credit towards dual enrollment.

Grant Program Highlights:

Total Grant Program	Up to \$3,000,000 available to Technical Colleges
Grant Size	Minimum Grant: \$25,000 - Maximum Grant: \$300,000
Eligible Applicants	Wisconsin Technical Colleges
Use of Grant funds	Activities related to training and certification of high school instructors to teach courses in which students are eligible to receive dual credit in high school and technical colleges.

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Goals	Increase the number of certified teachers to meet the new dual enrollment standards of the Higher Learning Commission.
Terms of Award	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of June 30, 2018. All grant expenditures must be completed by June 30, 2020.
Leveraged Funding	Applicants that demonstrate the ability to leverage additional funding in partnership with grant collaborators will receive additional points in the grant evaluation process.

- A. **Target Population:** This program is intended to train teachers to meet the certification requirements for dual enrollment so that students can be assured of receiving appropriate credits at the high school and college level.
- B. **Application Schedule:** Complete applications must be submitted electronically by 3 p.m. on Tuesday, April 17, 2018.

GPA Released	March 7, 2018
Proposals accepted via email	Email complete applications and attachments to wisconsinfastforward@dwd.wisconsin.gov by 3 PM on April 17, 2018
Projected Grant Awards Announcement	May 17, 2018
Anticipated Contract Start Date	June 1, 2018
Funding Disbursement	On a rolling basis, upon verification of approved submitted expenses.
Contract End Date	June 30, 2020

General Contracting Information

- A. **Program Administration:** This program is offered by the Wisconsin Department of Workforce Development and funded by State of Wisconsin general program revenues. The grant application process will be administered by the Wisconsin Fast Forward Grant Program.
- B. **Grants Range:** Applicants may submit applications requesting grants between \$25,000 and \$300,000. Applicants can apply for multiple academic and technical areas of dual enrollment certification.
- C. **Eligible Expenses:** The intent of the program is to allow Wisconsin Technical Colleges to partner with Wisconsin schools so that high school teachers meet the eligibility requirements of dual enrollment

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certification applicable to programs at the technical college level. Expenses directly related to this goal will be defined in individual project contracts.

These fees can include:

- Expenses related to the eligibility requirements of certification at the applicable technical college level.
- Incorporation of WTCS Best Practices to ensure qualifications of Dual Enrollment High School Teachers (such as WTCS Faculty hourly wage/rate for mentorship or program design assistance to ensure that college courses taught in the high school are delivered with the same content, rigor and evaluation standards of those taught on the WTCS campus).
- Nominal stipends to high school districts to reimburse districts for the cost of hiring a substitute while the dual enrollment high school teacher is attending training and related meetings (such as WTCS College courses in the subject area that is taught in high school).
- Membership fees for the National Alliance of Concurrent Enrollment Partnerships (NACEP).
- Scholarships or tuition for teacher training fees for dual enrollment certification must be done in coordination with high schools to ensure that recipients are teachers in the subject area(s) most critical to the success of dual enrollment opportunities in the Technical College area of that school.

D. Ineligible Expenses: Wisconsin Fast Forward funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, traditional public or private Kindergarten–12th grade education, trainee wages, fringe benefits, or trainee transportation costs.

E. Supplement Not Supplant: Substituting existing funds with state grant funds will result in additional fiscal monitoring and may result in an audit. Violations of permissible expenses may result in suspension of current or future funds under this program, repayment of monies awarded under this grant and possible civil and/or criminal penalties.

F. Reimbursement

- a. Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any funds from WFF. WFF will accept purchase orders as 'incurred expenses' to help facilitate cash flow for recipients who may have difficulty meeting expenses before receiving funds. WFF will provide online invoicing and instructions.
- b. Upon submission of complete invoices with proper documentation, payments will be disbursed via Automated Clearing House (ACH) transactions.
- c. In compliance with the Office of the State Comptroller rules and regulations, no grant recipient shall expend grant funds until a contract has been fully executed with WFF. Upon contract execution recipients will be allowed to incur costs. Costs must be incurred between contract execution and up to (and including) June 30, 2020. No expenses incurred after June 30, 2020 will be reimbursed by this program. Requests for reimbursement may be submitted to WFF no later than September 30, 2020.
- d. Grantees will forfeit any remaining award unused after the contract expires. WFF shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.

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- e. As a condition of funding WFF will require that awardee provide outcome reporting as determined by the individual grant contract.

Grant Program Details

A. Eligibility

- a. Applicants may apply for no more than one grant.
- b. Applicants can cover multiple areas of dual enrollment curricula.

B. Review of Applications

- a. The department and an impartial evaluation committee will evaluate grant applications for compliance with grant guidelines and specifications cited in this document and assign a score based on the selection criteria below.

C. Selection Criteria

- a. Applications will be selected based on overall scores in the following areas, with a possible total of 100 base points. See the Grant Evaluation Rubric at http://www.wisconsinfastforward.com/wff_standard.htm.

Selection Criteria	Base Points
Project Need	20
Economic Impact	15
Training Program Design, Cost & Implementation	20
Capacity Building	10
Training Objectives & Outcomes	20
Economic Opportunity Enhancements	15

- b. In the event of a tie score between proposals, awards shall be made to proposals using Wisconsin higher education entities in preference to out-of-state entities.