



→ BLUEPRINT FOR PROSPERITY

January 2016

High School Pupil Workforce Training Programs

Grants of up to \$150,000

Applications must be submitted no later than:

March 16, 2016 by 11:59 pm CT

(Technical assistance ends at 5:00 pm on March 16, 2016)

Grant Program Announcement (GPA) #BP161HSP

STATE OF WISCONSIN



Department of Workforce Development

Contact Information

For inquiries on the Grant Program Announcement and Grant Application, please contact the High School Pupil Staff at:

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WISCONSIN FAST FORWARD – BLUEPRINT FOR PROSPERITY

In March 2013, Governor Scott Walker signed 2013 Act 9, also known as Wisconsin Fast Forward, into law with strong bipartisan support from both houses of the Wisconsin Legislature. The standard Wisconsin Fast Forward (WFF) program included \$15 million to provide employer-focused worker training grants, enabled the creation of the Office of Skills Development (OSD) at the Department of Workforce Development (DWD) to administer the grant program, and provided resources to expand the state's labor market information system.

In March 2014, Governor Walker signed legislation under his "Blueprint for Prosperity" initiative to invest an additional \$35.4 million into the WFF program. The additional funds support training grants to technical colleges; grants for collaborative projects among school districts, technical colleges, and businesses; and grants to enhance employment opportunities for persons with disabilities.

In May 2014, the first round of High School Pupil (HSP) Workforce Training grants funded 30 projects designed to train 949 high school students with industry-recognized credentials in partnership with employers around the state. The second round of awards, released in March 2015, funded 45 projects targeting upwards of 1,102 students for workforce training programs.

As with the standard WFF grant program, DWD is the lead state agency overseeing the WFF - Blueprint for Prosperity initiative. The OSD and Bureau of Apprenticeship Standards (BAS) within DWD serve as the points of contact and administer the HSP Workforce Training program through a transparent and accountable process. Additionally, the OSD and BAS work to encourage the development of innovative solutions at the local and regional level that bring together employers, educators, workforce development boards, and economic development organizations to meet area workforce demands.

The standard WFF program supports initiatives that provide sustainable short- and medium-term training and placement of workers in positions that offer trainees long-term professional growth and economic opportunity. Wisconsin Fast Forward - Blueprint for Prosperity further incentivizes employers to incorporate technical college pupils, high school pupils, and persons with disabilities into their workforce training strategies.

The long-term goal of WFF is to encourage partnerships between businesses and local or regional economic development organizations, workforce development boards, secondary and post-secondary educational institutions, private training providers, and other stakeholders. It is anticipated that the relationships developed through WFF and the Blueprint for Prosperity initiative will continue to flourish after the conclusion of each grant.

GRANT PROGRAM ANNOUNCEMENT (GPA) FOR HIGH SCHOOL PUPIL WORKFORCE TRAINING PROGRAMS

Nationally, labor force participation by youth has reached its lowest levels since World War II. Only about half of youth ages 16 - 24 held jobs in 2011. Furthermore, entry-level jobs for this generation are less available as older workers with more work experience and/or certifications fill these positions. As entry-level opportunities for work are filled by older workers, the tasks of transitioning into adulthood are delayed and development of the future workforce is slowed. The result of this delay equates to a waste of talent and earning potential which has dire consequences for this population in the development of job-readiness skills, life-long earning potential, and overall strength of our national economy.¹

Statistics reveal that the average annual labor force participation rate for Wisconsin youth ages 16 to 19 was 51.3% in 2014, a significant decrease from the rate of 61.5% in 2005. The 2014 average unemployment rate was highest among African American youth at 47.3%, followed by 28.5% for Hispanics, and 15.8% among Caucasian youth.²

Conversely, skills gap data demonstrates that many entry level jobs, accessible with some post-secondary training and education, remain unfilled in high need industries such as manufacturing. Specialized training for industry certifications in concurrence with the last year of high school can motivate youth and provide valuable work-based experience necessary to launch them into adulthood.

¹ Youth and Work: Restoring teen and young adult connections to opportunity. (2012). Kids Count Policy Report. Annie E. Casey Foundation. www.aecf.org

² U.S. Department of Labor, Bureau of Labor Statistics. Current Population Survey, 2014 (Monthly Data for Wisconsin)

Grant Program Announcement Summary

The department seeks applications from Wisconsin businesses in collaboration with school districts, technical colleges, employers, and/or other partners to provide workforce training to seniors who are enrolled in Wisconsin high schools. **For purposes of this Grant Program Announcement (GPA), seniors are those pupils who are on track to graduate or earn a high school diploma by June 30, 2017.** In addition to receiving a high school diploma, successful graduates of the program should receive post-training employment opportunities in high-demand fields with industry-recognized certifications.

Funds available through this GPA will enable these collaborations to offer employer-driven workforce training programs that provide trainees with market-relevant workplace readiness and technical skills, leading to industry-recognized certification(s) in a high-demand field per the Career and Technical Education Incentive Grants Certifications List for 2016 (CTE Certifications List).³ Projects must select certifications from the following three categories within the CTE Certifications List only:

- State Certified Work-Based Learning Programs.
- Business & Industry Recognized Certifications.
- Wisconsin Technical College Certifications.*

Please refer to the HSP Program website for the CTE Certifications List, which can be found at <http://wisconsinfastforward.com/prosperity/pupil/>. ***NOTE:** Wisconsin Technical College System (WTCS) Certifications must be “State-Approved” Career Pathways Certificates (CPCs) OR “State-Approved” Embedded Technical Diplomas (ETDs). CPCs and ETDs are approved sets of classes that make up a stackable credential. The applicant must provide the course number assigned by the Technical College for the CPC or ETD that can be verified with the WTCS.

The CTE Incentive program was established on December 11, 2013, by Wisconsin Act 59.⁴ The Wisconsin Department of Public Instruction (WDPI), in consultation with DWD and WTCS, developed the CTE Certifications List to help school districts offer high-quality career and technical education programs that mitigate workforce shortages in key industries or occupations.

DWD will ensure accountability and transparency of program outcomes by working with grantees to track and monitor program participants. Grantees will be required to collect and submit to the DWD enrollment and post-program completion information on all pupil trainees, which may include data related to grade level, academic status, student risk factors, demographics, attending high school, high school graduation, type of training program(s), program completion date(s), certification(s) earned, employment opportunities, employment status, enrollment in post-secondary education or training, and other indicators, as needed.

³ Wisconsin Department of Public Instruction, Division of Career and Technical Education. CTE Incentive Grant Certifications List (2016). Refer to the following website for the CTE Certifications List: <http://dpi.wi.gov/sites/default/files/imce/cte/pdf/approvedcerts.pdf>

⁴ Wisconsin State Legislature. 2013 Wisconsin Act 59. (2013). <https://docs.legis.wisconsin.gov/2013/related/acts/59>

HSP grant-funded projects include new training programs that enable youth to obtain certification from the CTE Certifications List in coordination with workplace experiences. Examples may include:

- Technical college/high school dual credit models.
- Workplace-based or high-school-based transcript credit and industry-recognized certification(s) that are part of an embedded diploma.
- Work-based learning programs.
- Pre-Apprenticeship models that allow for seamless transition into Wisconsin's Registered Apprenticeship programs.
- Other skilled employment opportunities.

The intent of the HSP program is to provide start-up seed money for new, innovative, and successful workforce training programs that can be sustained and/or institutionalized for the long term once grant funding ends. Therefore, previous grantees that received funding as lead fiscal agents with DWD-executed contracts in HSP Round 1 (GPA #BP142HSP) **and** Round 2 (GPA #BP151HSP) are not eligible to reapply for HSP Round 3 (GPA #BP161HSP) funding. Previous grantees that received HSP funding as a lead fiscal agent and DWD-executed contract in a single round (either round one or round two) are eligible to reapply provided a new training program and CTE Certification are proposed. The application will not be considered if it is an expansion or continuation of a previous grant-funded training program area.

Targeted Business Size: Any

Type of Trainees: Eligibility for participation in the HSP Workforce Training Grant Program is restricted to seniors who are enrolled in a Wisconsin high school. For purposes of this GPA, seniors are those pupils who are on track to graduate or earn a high school diploma **by June 30, 2017**. A pupil who does not meet these criteria is considered ineligible to participate in HSP grant-funded training programs.

Project Period: Training programs may start as soon as the formal executed contract is in place (signed by DWD and grantee and returned to DWD). Expenses incurred before an executed contract is on file with DWD shall not be reimbursable. The project period ends June 30, 2017, after which grantees will have 90 days to submit final reports and close out. The entire project, to include post-program outcome reporting and close-out activities, must be completed by September 30, 2017.

Total Funds Allocated to the GPA: Up to \$3,000,000

Grant Amount: From \$5,000 to \$150,000 per grantee. Grant and match expenditures must be incurred during the project period.

Match/Cost Sharing Requirement: The grantee is required to provide matching funds equal to 50% of the grant amount awarded. Match may be any combination of cash and/or in-kind sources that are necessary and reasonable to operate the program related to budget categories and associated *eligible* expenses and may come from any participants in the collaboration.

Application Process: The department shall solicit applications for grants by preparing and publishing a notice of the availability of the GPA on the department's website, and distributing copies of the GPA on request. The GPA and application documents are found at: <http://wisconsinfastforward.com/prosperity/pupil/>.

Opportunity Category: Competitive

Important Dates:

- Grant Application Due Date: **March 16, 2016 by 11:59 pm Central Time**. (Note: Technical assistance ends at 5:00 pm on March 16, 2016).
- Anticipated award announcements: **No later than May 16, 2016**.

Eligible Applicants: The department will accept applications from legal entities comprised of employers or business organizations, school districts, educational partners and/or technical colleges. Partnerships of these entities are strongly encouraged. **Previous grantees that received funding as lead fiscal agents with DWD-executed contracts in HSP Round 1 (GPA #BP142HSP) and Round 2 (GPA #BP151HSP) are not eligible to reapply for HSP Round 3 funding (GPA #BP161HSP). Previous grantees that received HSP funding as a lead fiscal agent and DWD-executed contract in a single round (either round one or round two) are eligible to reapply provided a new training program and CTE Certification are proposed. The application will not be considered if it is an expansion or continuation of a previous grant-funded training program area.**

Applications must identify the Applicant, Project Manager, and Fiscal Manager, as follows:*

- The Applicant refers to the one organization that will enter into the contract with DWD, receive the grant funds, and be responsible for project implementation, reporting, and funds management. Project Name is a title that you choose to use for your project.
- The Project Manager refers to the person who will serve as the primary contact and/or project director for the program and must be employed by the Applicant agency.
- The Fiscal Manager refers to the person who will be in charge of the financial portion of the grant. The person named as the Fiscal Manager on the application must be employed by the Applicant. This person will be responsible for handling the grant funds, keeping receipts and records, submitting reimbursements, preparing for financial audits and submitting the final financial report.

****(Note: The Project and Fiscal Managers must be employees of the Applicant Organization).***

Grant Eligible Expenses (See HSP Budget Guidelines):

- Instructional delivery and related materials.
- Costs associated with certification testing.
- Supplies and materials for training and/or instruction (an item must be less than \$5,000 and have a lifespan of less than one year).
- Activities associated with overall project coordination, pupil recruitment, marketing to stakeholders, and mentor training.
- Travel only associated with instruction (see Budget Guidelines).
- General grant administration activities (not to exceed 5% of grant amount requested).

Grant Ineligible Expenses (See HSP Budget Guidelines):

- Purchase of real estate.
- Purchase of capital equipment (item greater than \$5,000 and more than one year lifespan).
- Construction or major remodeling.
- Travel, meals, snacks, beverages, or lodging (see Budget Guidelines for travel exception).
- Student incentives or rewards (mugs, lanyards, T-shirts, pens, pencils, water bottles, etc.).

- K-12 education (existing and/or general core curriculum).
- In-house training facilities.
- Pupil wages, stipends, and/or fringe benefits (allowed only for match).
- Tuition reimbursement for training and/or post-secondary programming.
- Administrative costs that total more than 5% of the "direct costs" of the grant award request.
- General office/classroom supplies (pencils, paper, ink, etc.).
- General allocated operating expenses (indirect cost rates).
- Ancillary and/or indirect costs associated with 38.14 and other auxiliary contracts.
- Student insurance premiums.
- Curriculum development.

Outcomes: To assess impact, DWD will work with grantees to gather and monitor information on all training program participants. As such, grantees will be required to collect and submit to the DWD registration/enrollment and post-program completion information on all pupil trainees, which may include data related to grade level, academic status, student risk factors, demographics, attending high school, high school graduation, type of training program(s), program completion date(s), certification(s) earned, employment opportunities, employment status, enrollment in post-secondary education or training, and other indicators, as needed. Work-based learning components that are part of credential attainment (such as work-based learning associated with Youth Apprenticeship), will not apply towards post-training program employment opportunities and/or job placements.

Successful Applications Should Include the Following:

- Active and documented participation of businesses in determining workplace training needs.
- Description of pupils targeted for the training program, including attestation that they are on track to graduate from high school by June 30, 2017.
- Plans for working with disadvantaged populations, to include: at-risk students, students with disabilities, students with economic disadvantages, and/or minority students.
- Description of pupil recruitment methods, including outreach to parents.
- Description of training certification program that includes how credits will be earned towards a high school diploma and certification/post-secondary credential.
- Certifications must be from the approved CTE Certifications List available on the HSP website at: <http://wisconsinfastforward.com/prosperity/pupil/>.
- Regional or local labor market data to support the selection of specific industry sectors or career pathways, including the number of job openings expected for the occupational training certification.
- **Planned Placements (80%):** The number of pupils served by the grant project and the number

of placement commitments, as evidenced through letters of commitment from the employer, may not be more than a 20% difference. *[e.g. Applicant Ace Manufacturing applies for a grant to train 35 pupils for certification in NIMS-Machining Level 1. The number of planned placements supported by letters of commitment from employers must be at least 28 to stay within the 20% ratio of pupils trained to planned pupil placement.]*

- Sustainability plan for program continuation after the grant ends.
- Letters of commitment and/or support from all employers, partners, and other stakeholders participating in the project.

Grant Scoring and Evaluation:

Applications will be rated on an 80-point scale, based upon the following point values:

- Section 1: Project Overview and Need (up to 10 points)
- Section 2: Goal, Objectives, and Outcomes (up to 20 points)
- Section 3: Program Design and Implementation (up to 20 points)
- Section 4: Budget (up to 20 points)
- Section 5: Letters of commitment (up to 10 points)

***Additional points (up to 20 points):** When assessing applications, 20 bonus points will be given for these additional considerations:

- First time applicant (applicant did not receive funds from a previous HSP grant as a lead Fiscal Agent with executed contract). (5 points)
- Project targets pupils with disabilities (served by an Individualized Education Plan) and/or who are considered at risk (as per school district's definition of at-risk). (5 points)
- Project includes a Pre-Apprenticeship Program or Youth Apprenticeship-to-Registered Apprenticeship Bridge Program (10 points)

Other items that may receive consideration are strategic priorities, financial viability, underserved geographic areas, potential for replication and/or expansion, prior performance, and available funding.

The grant evaluation, scoring, and awarding process will consist of the following steps:

- (1) Grant applications will be reviewed and scored by a Grant Evaluation Committee (recruited by DWD) that will make funding recommendations to DWD program staff.
- (2) Based on the Evaluation Committee's results, DWD program staff will make funding recommendations for DWD Leadership review.
- (3) Final concurrence on award recommendations will be granted by the OSD Manager.

Employer Letters of Commitment:

Letters of commitment will be required from participating employers to indicate the planned number of job placements the employer anticipates having and the number of pupils the employer will consider for interviewing and/or hiring. The employer's letter should also include commitments to any match funding and/or participation in the planning and implementation of the training program. Work-based learning components that are part of credential attainment (such as work-based learning

associated with Youth Apprenticeship), will not apply towards post-training program employment opportunities and/or job placements.

Partner Letters of Commitment and Support:

Letters of commitment from school districts, technical colleges, and/or other educational partners should include an attestation regarding match resources that are available to contribute to the project.

Educational partners may include but are not limited to:

- Workforce Development Boards.
- Intermediary educational and training organizations, such as a CESA.
- State recognized youth program providers, such as Youth Apprenticeship Consortia, Boys and Girls Clubs, Fresh Start.
- Licensed Vocational Education Coordinators/Career and Technical Education Coordinators.

The WTCS, WDPI, and DWD are available to provide consultation services to:

- Connect business owners to local technical college career prep coordinators and embedded diploma programs developed in high-demand fields.
- Connect schools to local businesses and technical college resources for planning, delivery and implementation of programming directed at high school seniors.
- Provide information and consultation to schools and businesses in order to navigate instructing and mentoring youth.
- Support schools and businesses to recruit pupils for these experiences.
- Support businesses to build strategies to ensure quality youth programming and mentoring.
- Provide materials and training to assist in understanding child labor laws.

Post-Award Terms and Conditions/Reporting Requirements:

Grant applications funded under this announcement will be required to execute a binding contract with DWD. Grantees will also be required to submit expenditure reports (including documentation of expenses and match contributions), student registration documents, student post-program completion information/documents, progress reports, and a final project report.

In addition to these conditions, please note the following:

- (1) All grant applications funded under this announcement will be subject to program evaluation and monitoring.
- (2) All grant funds will be disbursed via electronic direct deposit into the grantee's account. To begin receiving electronic payments, grantees will be required to complete a STAR

Authorization for Electronic Deposit of State of WI Payments form that will be provided with grant award materials.

- (3) All grant recipients are subject to audit of related expenditures by DWD staff and/or by an independent certified public accountant.
- (4) To the extent feasible and permissible by law, an applicant's request that trade secrets or other confidential information submitted remain confidential will be honored and the information will be treated as confidential only if: (i) the information is in fact protected confidential information such as trade secrets or privileged information, (ii) the information is specifically identified as confidential by the applicant, and (iii) no disclosure of the information is required by law or judicial order. If the application results in a grant, the honoring of confidentiality of identified information shall not limit the right to disclose the details and results of this award to the public.
- (5) Grant awards shall be payable directly to grantees. As a reimbursement program, grant funds are intended to refund grantees for expenses incurred as part of project implementation. Reimbursement requests may be made on a monthly basis. All requests for reimbursement via the Expenditure Report must be submitted electronically to the Department by the close of business (4:30 pm CT) on or before the 5th day of the month. Expenditure Reports shall include documentation of all grant expenses and match contributions for any dollar amount. Documentation includes copies of invoices with corresponding paid receipts, itemized sales slips/receipts, payroll records of personnel that include wages earned with specific dates of services, signed/authorized time sheets, travel logs with destinations and rate per mile, etc. Grantees will subsequently encumber the funds according to the program details identified in the application to ensure that all contractors, vendors, suppliers and employees are paid accurately and on time. The grantee will comply with obligations and requirements as outlined and stated in the formal executed contract.