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FREQUENTLY ASKED QUESTIONS

Question 1	Are we able to submit and/or be included in multiple grants if we are involved multiple programs?
Answer	Applications can be submitted by employers, business organizations/associations, school districts, technical colleges, and/or education partners to create workforce programs to train and hire high school pupils. Each application must include at least one business and at least one school district, technical college, and/or education partner. The workforce programs should provide high school pupils with market-relevant work readiness and technical skills, optimally leading to an industry-recognized certification(s) in a recognized high-demand field. Any one of the members of the collaboration may be the applicant. Each unique collaborative partnership may submit a separate application under the competitive Grant Program Announcement (GPA). For example, if the technical college is working with a group of manufacturing businesses and a school district to create a manufacturing focused program and related certifications; this could be considered a collaboration under one application. If the same technical college is working with a different school district and consortium of health care providers for a health care focused program and related certifications, this could be collaboration under a different application.
Question 2	If our agency served as the lead fiscal agent and was awarded the HSP grant in Round 1, are we able to apply for Round 3?
Answer	Previous grantees that received HSP funding as a lead fiscal agent and DWD-executed contract in a single round (either Round 1 or Round 2) 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.
Question 3	If our agency served as the fiscal agent and was awarded the HSP grant in only one previous round of HSP funding, are we able to apply for Round 3 for the same training program and CTE Certification if we partner with new school districts or schools?
Answer	While your organization is eligible to apply for Round 3 funding, your application must proposes a new training program and CTE Certification area compared to your previous grant-funded program even if you are partnering with new school districts, employers, or other partners.
Question 4	If our agency served as the lead fiscal agent and was awarded the HSP grant in both previous rounds of funding (Round 1 and Round 2), are we able to apply for Round 3 of the HSP grant?
Answer	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).
Question 5	The limits indicate $5k - $150K per grantee – does that mean per grant application or is it limited by organization/entity?
Answer	In the funding allocation for the HSP Grant Program Announcement (GPA), there is a $150,000 award limit for each applicant. For example, if the grant request is $150,000 and you only receive a partial award of $100,000, then the $100,000 would be counted toward the limit. Another scenario could be if the technical college is the applicant on three applications for $50,000 each, full funding under all three could occur if they all score competitively.

	The maximum amount each application can request is $150,000 and must include a $.50 cash or in-kind match on each $1 of HSP grant funds requested. Nothing prevents employers, business organizations, school districts, technical colleges, or education partners from being part of multiple applications that in total exceed $150,000, provided that no applicant is awarded more than $150,000.
Question 6	What qualifies as a "match"?
Answer	Match includes both in-kind services and cash that support/fund the project's youth training program and activities such as services, staff time, or supplies that are necessary to operate the program but are not paid with the WFF HSP grant funds. Examples include: student wages, mentor time and training, instruction, facilities, supplies and materials, and program administration costs. Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.
Question 7	What is an industry-recognized certification?
Answer	The workforce training program must provide high school pupils with market-relevant work readiness and technical skills, leading to an industry-recognized certification(s) in a high-demand field per the **Career and Technical Education (CTE) Incentive Grant Certifications List.** Projects must select from the approved 2016 Certifications List only, which is posted in the HSP website at http://wisconsinfastforward.com/prosperity/pupil/. ***Industry-recognized certifications tend to have two or more of the following attributes:** • The certifying organization is nationally recognized within the industry sector; • The certifying agency may be a State of Wisconsin agency; • The certification is endorsed by multiple companies within the industry sector; • The certification makes the holder more "desirable" or "hirable" by companies within the industry sector; • The certification requirements, training, and skill assessments are reviewed, validated, and/or endorsed by industry sector representatives; • The certification may provide entrance into further education and training if desired by the certification holder. ***Examples of industry-recognized certifications from the CTE Certifications List for 2016 include, but are not limited to:** • Youth Apprenticeship Certificates (as noted on list) • National Institute for Metalworking Skills (NIMS)-Machining Level 1 • Manufacturing Skills Standards Council (MSSC) – Safety Module • Assistant Child Care Teacher (ACCT) • Certified Nursing Assistant (CNA) • Wisconsin Technical College State Approved Embedded Technical Diploma • CompTIA – A+, CompTIA – Strata, or CompTIA – Cloud Essentials • Co-op Skill Standards Certificates in Construction, Marketing, Food Service, etc.

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Question 8	May the training program involve a "locally-approved" certificate program developed by a technical college that is not a Wisconsin Technical College System (WTCS) "State-Approved" Career Pathway Certificate (CPC) or "State-Approved" Embedded Technical Diploma (ETD)?
Answer	No. Only **existing** WTCS "State-Approved" Career Pathway Certificates (CPCs) or "State-Approved" Embedded Technical Diplomas (ETDs) accessible by high school students are eligible for the HSP Grant Program. Applicants that select an eligible WTCS program must include the course number assigned for the CPC or ETD that can be verified with the WTCS.
Question 9	Will a Youth Apprenticeship student's certificate of occupational proficiency be sufficient to meet the industry recognized certification requirement?
Answer	Yes.
Question 10	May projects include other types of certificates or courses that are not on the CTE Incentive Grant Certifications List for 2016
Answer	***Projects must first provide at least one training program that enables participants to earn a certificate from the CTE Incentive Grant Certifications List for 2016.*** Once this requirement is met, projects may include other certificates or courses that support the CTE certificate or training program area, such as OSHA 10, CPR, First Aid, etc.
Question 11	What constitutes capital equipment?
Answer	Capital equipment is defined as any one item that costs more than $5,000 and has an expected life greater than one year. HSP grant funds may not be used for the purchase of capital equipment. However, as per the HSP Budget Guidelines (page 5), and "Section 4.2: Budget Narrative" of the HSP Grant Application under line item (e.)"Consultant/Contractual", you may use grant and/or matching funds for an equipment "operating lease" needed for a training program. In some cases, this cost may need to be prorated to the actual amount of time the equipment is used by students in the training program. Note that a "capital lease" is not an allowable grant expense, which is a lease-to-own contract. A "capital lease" may be an allowable match as long as it is prorated to the amount of time students are using the equipment for the duration of the training program. If purchased for the training program by the applicant (or a partnering agency), this would be reflected as a match in line item (d). "Supplies and Materials" in "Section 4.2: Budget Narrative" of the application. Again, the total cost may need to be prorated for the amount of time the students are actually using the equipment during the training program. Also note that HSP grant funds shall not be used to purchase, or applied towards, a portion of a capital equipment expense (e.g., $2,000 of grant funds towards a $6,000 equipment purchase). Furthermore, partial and/or incremental purchases submitted for individual reimbursement by a grantee that are under $5,000 each and result in, or total, a capital equipment purchase (over $5,000) collectively will be denied.
Question 12	Can a gift in kind be a piece of equipment from a company that costs more than $5,000?
Answer	As stated in Question 12, capital equipment is defined as any one item that costs more than

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	$5,000 and has an expected life greater than one year. The total purchase cost would not be eligible as a match, but you could prorate the cost of the capital equipment to the actual amount of time the students are training on it for the duration of the training time specified. If gifted or donated to the training program, this would be reflected as a match in line item (d). "Supplies and Materials" in "Section 4.2: Budget Narrative" of the application.
Question 13	Are Workforce Development Boards and technical colleges considered eligible legal entities for applications?
Answer	Yes.
Question 14	Are pupils required to be in paid employment during the training program period?
Answer	Pupils are not required to be in paid employment while they are participating in the "instructional" component of the training program (e.g., during the school year while being trained in the CTE certificate program area and before they earn their certificate). However, the training program must include a commitment of an employment opportunity by employer partners upon completion of the training program and high school (which is referred to as a "post-program employment opportunity").
Question 15	Who may serve as the fiscal agent?
Answer	For purposes of the HSP Grant, the applicant will also serve as the fiscal agent.
Question 16	What is the difference between the 80% planned placement goal and 85% post-project employment rate?
Answer	Each successful grant application must include a projection of the number of students who will participate in and complete the training as well as written commitment from participating businesses (e.g., "planned placement"). One of the program goals is to achieve a job placement rate of 85% of all students who will complete the training (e.g., "post-program placement rate"). Job placement outcomes may be either full time or part time paid employment after program completion. Successful grant applications will include a detailed plan that describes how the job placement projection will be achieved and supported by letters of commitment from employers. The 80% "planned placement" goal is the number of placements that employers anticipate they can commit to at the time the grant application is submitted (pre-project) as evidenced by letters of commitment. Commitments may include known openings, intent to interview, projected employment vacancies, and/or hiring of qualified applicants. This number should equate to at least 80% of the students trained in the project. For example, if your project proposes to train 30 students, then the application must include planned placement commitments from businesses for 24 or more (e.g., 30 x .8 = 24 pupils) Applicants should then aspire to achieve a goal of actually placing at least 85% of the pre-project planned placements after program completion ("post-project placement rate"). So, in the example above, the goal would be 85% of the 24 pupils (20 or more) placed in employment within 90 days of the end of the project period (e.g., 24 x .85 = 20 pupils).

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Question 17	In terms of students, who is eligible to participate in the training program?
Answer	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 training programs.
Question 18	May pupils from private schools, or who are homeschooled, able to participate in the program?
Answer	Yes.
Question 19	What is planned placement commitment, and what may qualify as a post-program employment opportunity?
Answer	Each successful grant application will include letters of commitment from participating businesses/employers that specify a placement commitment for a post-program employment opportunity. By making a placement commitment, the participating business is committing to considering a successful completer of the training program (from their training partnership only) for a post-program employment opportunity. Commitments for employment opportunities are based on current conditions and/or future projections and include known openings, intent to interview, projected employment vacancies, and/or hiring of qualified applicants. Below are examples of post-program employment opportunities: ✓ Opportunity to apply for position, but not be selected for interview based on qualifications ✓ Opportunity to apply for position and be selected for an interview based on qualifications ✓ Opportunity to apply for position, be selected for an interview, but not be offered a position based on qualifications ✓ Opportunity to apply for a position, be selected for an interview, and be offered a position ✓ Opportunity to interview for potential opening/position Note that employment offer must be full- or part-time paid employment, and cannot be unpaid work experience.
Question 20	How long must employment for successful completers be maintained after graduation for post-program employment opportunities?
Answer	The department does not have mandatory timeframe for post-program employment.
Question 21	What if a pupil who successfully completes the program decides to pursue post-secondary education and not continue employment? Will grantees be penalized if some pupils do not seek employment and/or decide to pursue other options after completing high school?
Answer	Grantees will be able to report on these outcomes as part of post-program reporting requirements on each participant. Grantees will not be penalized if some program completers decide to pursue other options.

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	As stated in Question 21, while no specific duration of time for employment is required by the grant program, this information will be used by the department to conduct an overall evaluation of the initiative and assess progress made on goals and outcomes. The department is aware that participating students may be employed full or part-time and/or pursue other post-secondary options, such as military, technical college, 4-year college/university, other training or employment, and so forth. Grantees will have an opportunity to report on all of these possible outcomes.
Question 22	Can we include a local unit of government, such as a fire department, as a business partner committing to post-program employment opportunities?
Answer	Yes.
Question 23	Will work-based learning programs, such as youth apprenticeships, apply to the 85% post-training program placement rate?
Answer	Grantees will be required to report on post-program employment outcomes of all training program participants (whether they completed or not). In this context, post program is when the student completes the training program, earns the certificate(s), and completes high school. The project period ends June 30. 2017, Grantees will then have 90 days (or until September 30, 2017) to submit final reports, provide information on post-program outcomes, and close out. In the Youth Apprenticeship (YA) program, paid work-based learning is a required component that the student engages in during the training program. This does not qualify as a post-program employment opportunity for purposes of the HSP program. The student must have completed the YA program and then be offered regular employment for this to apply as post-program employment. Once the student completes and earns the Level One or Level Two YA certificate, the same YA employer that provided work-based learning may choose to offer the student regular employment that is no longer part of the YA program. This type of employment does apply to post-program employment. The work-based learning that a student participates in to complete the requirements of the YA program will not apply to post-program employment opportunities.
Question 24	What if a certification is not on the CTE Incentive Grant Certifications list for 2016? Are we able to request adding a new certification for Round 3 of HSP?
Answer	Applicants are first required to implement training programs in which students are able to earn at least one certificate from the CTE Incentive Grant Certifications List for 2016. If this component is lacking, the application will not be considered. Certifications may be added to this list through a formal application process. The deadline for the 2016 list was November 15, 2015. As such, no new certificate programs may be added to the 2016 list. New certifications can be added each year by request of a school district administrator or high school principal. See DWD's website at http://dwd.wisconsin.gov/det/cteincentive for more information and to obtain an application.

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Question 25	Can "travel" costs for instructors include worksite visits?
Answer	No. Travel costs for instructor worksite visits is not allowable as a grant expense, or as a match. Travel is only allowable from grant funds or match if it is associated with instructors who may need to travel between sites to deliver instruction as part of the training program. For example, an instructor must travel between three different high schools to provide instruction for welding classes. In this case, the travel associated with the instructor is allowable as he/she must travel to different school sites involved in the grant program to deliver instruction
Question 26	Can grant funds be used for student travel? Would student travel be allowable as a match?
Answer	No, grant funds cannot be used for student travel, and is not an allowable match.
Question 27	Can grant funds be used for the program coordinator to travel? Could program coordinator travel be applied towards the match?
Answer	No, grant funds cannot be used for travel associated with program coordination, and is not allowable as a match. Travel is only an allowable expense from grant or matching funds when it is associated with an instructor traveling between sites to provide instruction to participating pupils. (See Question #25).
Question 28	If we received subcontracted funds from a previous round of the HSP grant and did not serve as the fiscal agent, are we eligible to apply and serve as the fiscal agent for Round 3 of HSP funds?
Answer	Yes. If you were a contracted provider or consultant on one, or both, of the previous HSP grant program rounds, you are eligible to serve as the applicant and lead fiscal agent for the HSP grant in Round 3. If you had served as the lead fiscal agent on both previous rounds, you would not be eligible to apply (please see Questions #2-4 of FAQs).
Question 29	What does Supplant mean?
Answer	Generally, supplanting occurs when a grantee reduces State, Federal or local funds for an activity specifically because other State, Federal or local funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, the new grant funds must be used to supplement existing State, Federal or local funds for program activities and may not replace State, Federal or local funds that have been appropriated or allocated for the same purpose. Supplant means to "take the place of." Supplement means to "add something to complete a thing." It is important for you to begin a new program or to supplement a program rather than to supplant one. You should be able to clearly describe how you plan to begin a new program or supplement a current program in order to improve that training program.

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