



March 30, 2018

High School Student Certifications

**Grants to Technical Colleges to Certify High School Students in
Industry-Recognized High Demand Fields**

Grants up to \$100,000

Grant Program Announcement
GPA # FF181HS1

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High School Student Certifications

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.

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.

Grant Program Announcement (GPA) Summary: This reimbursement funding opportunity is offered as part of an expanded Wisconsin Fast Forward program. Technical Colleges, in collaboration with school districts, employers, and/or other partners, may apply for awards from \$5,000 to \$100,000. This GPA will enable these collaborations to offer workforce training programs that provide sophomores, juniors, and seniors who are enrolled in Wisconsin high schools with market-relevant workplace readiness and technical skills, leading to industry-recognized certification(s) in a high demand field.

Projects must only select certifications from the following five categories within the Class of 2019 Certifications List at http://wisconsinfastforward.com/prosperity/pupil/2019_cte_certification_list.pdf:

- State Certified Work-Based Learning Programs – DWD Youth Apprenticeship (YA)
- State Certified Work-Based Learning Programs – DPI Cooperative Educational Skill Standards (Skills Co-Op)
- Business and Industry Recognized Certifications
- Wisconsin Technical College System (WTCS) Certifications*
- Wisconsin Certified Pre-Apprenticeship Programs

***NOTE:** 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 offer a stackable credential. The applicant must provide the course number assigned by a Wisconsin 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*. 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.

*<https://docs.legis.wisconsin.gov/2013/related/acts/59>

OSD 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 high school trainees, which may include data related to grade level, academic status, student risk factors, demographics, high school name, high school graduation, type of training program(s), program completion date(s), certification(s) earned, enrollment in post-secondary education or training, and other indicators, as needed.

Application Forms, Instructions, Checklists, and Process: Applications must be submitted using the application form associated with the grant opportunity. You can access the application and related guidelines at: http://www.wisconsinfastforward.com/wff_standard.htm.

Project Period: June 30, 2018 – June 30, 2020

Grant Amount: From \$5,000 to \$100,000 is available per grantee. Grant expenditures must be incurred during the Project Period. All eligible grant expenses will be reimbursed as per individual contract specifications when expenses are:

- Documented by the grantee per their contract
- Approved by OSD

Match/Cost Sharing Requirement: The grantee is required to provide matching funds equal to 50% of the grant amount awarded. Match may be from 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.

Grant Evaluation Rubric and Scoring: Wisconsin Fast Forward is a competitive grant program. All applications will be reviewed by internal and external reviewers and rated on a 100-point scale, based upon the following point values:

- Project Need (up to 20 points)
- Training Program Design, Cost and Implementation (up to 20 points)
- Training Objectives and Outcomes (up to 20 points)
- Economic Impact (up to 15 points)
- Capacity Building (up to 10 points)
- Economic Opportunity Enhancements (up to 15 points)

The Evaluation Rubric and Scoresheet is available at: http://www.wisconsinfastforward.com/wff_standard.htm. 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.

Important Dates: Grants are due by Monday, May 14, 2018 at 3 p.m. Complete applications must be submitted electronically to WisconsinFastForward@dwd.wisconsin.gov.

GPA Released:	March 30, 2018
Proposals Accepted Via Email:	Email complete applications and attachments to WisconsinFastForward@dwd.wisconsin.gov by 3 p.m. on May 14, 2018.
Intent to Award Announcement:	June 18, 2018
Anticipated Contract Start Date:	June 30, 2018
Funding Disbursement:	On a rolling basis, upon verification of approved submitted purchases, purchase orders, invoices, and related project costs.
Contract End Date:	June 30, 2020

Eligibility: For an application to be considered for funding, the following conditions must be met:

- A Wisconsin technical college must be the applicant.
- Complete description of the training plan(s) must be submitted for each industry-recognized certification(s) in a high-demand field per the CTE Incentive Grants Certifications List.
- Timelines for certification must be incorporated into the proposal.
- The application will not be considered if it is a continuation of a previous grant-funded training program.

Eligible Expenses: Expanded WFF funds shall be used for high school student certifications project direct expenses. These include:

Grant Eligible Expenses (See Budget Guidelines for details):

- Instructional delivery and related materials.
- Costs associated with certification testing.
- Supplies and materials for training and/or instruction (an item must cost less than \$5,000 and have a lifespan of less than one year).
- Activities associated with overall project coordination, recruitment, marketing to stakeholders and mentor training.
- Travel associated with instruction, for trainers only.

- General grant administration activities (not to exceed 10% of grant amount requested).

Ineligible Expenses (See Budget Guidelines for details):

WFF 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 (existing and/or general core curriculum).
- Student incentives/rewards.
- Trainee transportation costs.
- Student wages and fringe benefits (may use this expense as cash/in-kind match).
- Tuition reimbursement (may use this expense as cash/in-kind match).

Supplement not Supplant: All funding identified as "leveraged" or "in-kind" must be new funds and cannot replace existing federal, state or local government funding. 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.

Letters of Commitment: Partner Letters of Commitment or Support should include attestation regarding partnership expectations, the number of students and any other elements that inform the program. Any source of leveraged funds must also clearly indicate the source of the funding and describe how it supplements the project.

Contract: The Expanded WFF Technical College High School Student Certifications Program applications that are funded under this GPA will be required to execute a binding contract with DWD before any expenses are incurred for which reimbursement is expected.

Grant Reporting Requirement: Grantees will be required to submit regular project updates with reimbursement requests, trainee progress reports, pre- and post-training reports, and a final project report.

Additionally, applicants and their partners may be subject to program and fiscal audits by the DWD as defined in the contract. The funded project should produce quantifiable outcomes and impacts for the high school students, school districts, Wisconsin technical college and the State of Wisconsin.

The applicant should address the goals and projected outcomes for the proposed training program, such as:

- Grade level of targeted students and the number of students trained.

- Plans for working with disadvantaged populations, to include: at-risk students, students with disabilities, students with economic disadvantages, and/or minority students.
- Description of recruitment methods, including outreach to parents.
- Description of the 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 WFF website at: http://wisconsinfastforward.com/prosperity/pupil/2019_cte_certification_list.pdf.
- 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.
- Sustainability plan for program continuation after the grant ends.
- Letters of Commitment and/or Support from all partners and other stakeholders participating in the project.

Post-Award Terms and Conditions/Reporting Requirements:

Grantees will be required to collect and submit via DWD's Youth Online Data Application (YODA)* 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, 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 toward post-training program employment opportunities and/or job placements.

***YODA Dashboard:** For General information, instructions for Logon creation, and DET System Access request, visit: <https://dwd.wisconsin.gov/youthapprenticeship/register.htm>

- 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, which is a of State of Wisconsin payments form that will be provided with grant award materials.
- 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. 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.