



→ BLUEPRINT FOR PROSPERITY

High School Pupil Workforce Training Programs Grant Application FREQUENTLY ASKED QUESTIONS

Question 1	Are we able to submit and/or be included in multiple grants if we are involved multiple programs?
Answer	<p>Applications can be submitted by businesses, 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, including a technical college.</p> <p>Each unique collaboration should submit a separate application under the competitive 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.</p>
Question 2	The limits indicate \$5k - \$150K per grantee – does that mean per grant application or is it limited by organization/entity?
Answer	<p>In the \$1.5 million set aside for the High School Pupil 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 3 applications for \$50,000 each, full funding under all 3 could occur if they all score competitively.</p> <p>The maximum amount each application can request is \$150,000 and must include a \$.50 cash or in-kind match on each \$1 of WFF funds requested. Nothing prevents businesses, 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 of the \$1.5 million.</p>
Question 3	What qualifies as business match?
Answer	Business match includes items that support/fund youth training activities such as services, staff time or supplies that are necessary to operate the program but are not paid with the WFF HS Pupil grant funds. Examples include: student wages, mentor time and training, facilities, equipment, and program administration costs. Costs must be verifiable and documentation maintained about how the value of in-kind match was determined



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Question 4	What is an industry-recognized certification?
Answer	<p>Industry-recognized certifications tend to have two or more of the following attributes:</p> <ul style="list-style-type: none"> • 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. <p>Examples of industry-recognized certifications include, but are not limited to:</p> <ul style="list-style-type: none"> • CNA • Dental Assistant • Pharmacy Technician • Machining Level 1 • Metalforming Level 1 • ServSafe • NIMS • NARI • CIH
Question 5	Page 2 of the grant application has a "3 rd " column that starts with # of pupils, is that supposed to be a grand total for the whole application or do I need to complete a new page for each occupation/certification?
Answer	No, the column with # of pupils, # of placements committed etc., represents the entire grant application totals.
Question 6	Will a YA student's certificate of occupational proficiency be sufficient to meet the industry recognized certification requirement?
Answer	No. It will serve as a bonus but one additional certificate needs to be incorporated if not already included. Example; CNA as part of the Health YA program is acceptable.
Question 7	The GPA states: "Tuition reimbursement for training and/or post-secondary programming, unless previously approved by OSD as a grant ineligible expenses." Can you clarify?
	WFF HS Pupil grant funding for tuition or scholarship assistance is not eligible and there are no conditions where this would be allowed, but we have received 'tuition' requests from applicants where the true nature of the question was a reimbursement of instructional costs rather than "tuition" funding, hence the suggestion to discuss tuition requests with OSD.



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Question8	What is the difference between Tuition and Instructional Costs?
Answer	<p><u>Instructional costs</u> are the costs related to instruction and delivery of current, new, or modified coursework that leads to an industry recognized credential. Costs such as professional development, travel, materials, tools (other than capital equipment) instructional technology, supplies and consumables necessary to meet the educational objectives of the activity may also be included.</p> <p><u>Tuition</u> is the money that is paid to an institution of learning (e.g. technical college, university, etc.) for the right to study and/or receive instruction. Tuition is not an eligible expense under the requirements of the Blueprint for Prosperity – High School Pupil Workforce Training Programs Grant, unless previously approved by the OSD.</p>
Question 9	What constitutes capital equipment or piece of equipment less than 5K with only a year life?
Answer	<p>Wisconsin Fast Forward HS Pupil grant funds and Cash/In-Kind Match funds may not be used for the purchase of capital equipment. Capital equipment is defined as any one item that costs more than \$5,000 and has an expected life greater than one year. While the purchase of capital equipment is not eligible for either the grant or match funding, in the equipment line of the budget you can prorate the cost of the capital equipment to the actual amount of time the student is training on it for the duration of the training time specified or if you need to rent capital equipment, this would be also allowed to the actual amount of time the student is training on it for the duration of time specified.</p>
Question 10	Can a gift in kind be a piece of equipment from a company that costs more than 5k?
Answer	<p>Wisconsin Fast Forward HS Pupil grant funds and Cash/In-Kind Match funds may not be used for the purchase of capital equipment. Capital equipment is defined as any one item that costs more than \$5,000 and has an expected life greater than one year. The purchase cost would not be eligible as in-kind match, but you could prorate the cost of the capital equipment to the actual amount of time the student is training on it for the duration of the training time specified or allocate the cost of renting the capital equipment for the actual amount of time the student is training on it for the duration of training time specified. This would be reflected in the equipment line of the budget.</p>
Question 11	Are Workforce Development Board's and technical colleges considered eligible legal entities for applications?
Answer	<p>Yes, Workforce Development Boards and technical colleges are considered eligible legal entities for the WFF HS Pupil Grant applications.</p>



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Question 12	Are the student participants required to be in paid employment during the training program period?
Answer	The training program must include paid employment during the training and/or a commitment of employment upon completion. Applications that have both will receive additional consideration during the application review process.
Question 13	Who may serve as the fiscal agent?
Answer	For purposes of the Wisconsin Fast Forward HS Pupil Grant, the applicant will also serve as the fiscal agent.
Question 14	Based on the time requirements of the program, is it possible for pupils in their Junior year to successfully participate in the program? How does this factor into the 85% completion rate?
Answer	The 85% job placement goal applies to any student you include in the program completion projection within the grant application. Ex.) If your funding request is based on 20 students, then the application must include placement commitments from businesses for 17 or more The entire project, to include post-program outcome reporting and close-out activities, cannot exceed 2 years. Completing juniors within that timeframe may be challenging although not impossible. For example, if you have juniors who plan to complete high school mid-year this allows for an additional 6 months for follow-up completion.
Question 15	What is a placement commitment?
Answer	Each successful grant application will include letters of support from participating businesses. The letters of support will specify a placement commitment of behalf of the participating business. By making a placement commitment, the participating business is committing to consider each training program graduate (from their training partnership only) for employment within six months of training completion.
Question 16	Who may be counted toward the 85% job placement rate goal in the grant application?
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. One of the program goals is to achieve a job placement rate of 85% of all students who will participate in and complete the training. Job placement outcomes may be either full time or part time employment within six months of training program completion. Successful grant applications will include a detailed plan that describes how the job placement projection will be achieved and supported by letters from the businesses.