

High School Pupil Program Grant Application Webinar (Feb. 2016)

Welcome!

Important Directions:

- This webinar is scheduled to start at 9:00 am
- Please print a copy of the Grant Program Announcement (GPA) Budget Guidelines, Grant Application and PowerPoint materials available on High School Pupil website (wisconsinfastforward.com/prosperity/pupil/)
- Please mute your audio



→ BLUEPRINT FOR PROSPERITY

Grant Application Training Webinar

Department of Workforce Development
Bureau of Apprenticeship Standards (BAS) &
Office of Skills Development (OSD)

2016 Q1 - Round 3

Today's Agenda

Goal: To increase understanding of High School Pupil Application requirements and process.

- ❖ Wisconsin Fast Forward (WFF) – Blueprint for Prosperity High School Pupil (HSP) Overview
 - Review of WFF- HSP Program
 - WFF and HSP website links
- ❖ Applying for the HSP Grant
 - Key Points
 - Completing the Grant Application
 - Program Requirements and Expectations

Wisconsin Fast Forward (WFF)

- Legislation passed March 2013 for WFF / Funded by State General Purpose Revenue - designed to help address the state's need for skilled workers (demand-driven)
- 2013 Special Session AB 2 legislation supported Blueprint for Prosperity initiative that invested an additional \$35.4 million in WFF for grants to reduce technical college wait lists, support high school pupil training collaborations, and enhance employment opportunities for job seekers with disabilities
- **History of Funding:** HSP Rounds 1 and 2 funded a total of 75 projects to provide 2,051 Wisconsin high school students with skills training, industry-recognized credentials, and employment opportunities

Key Stakeholders

❖ Benefits Trainees

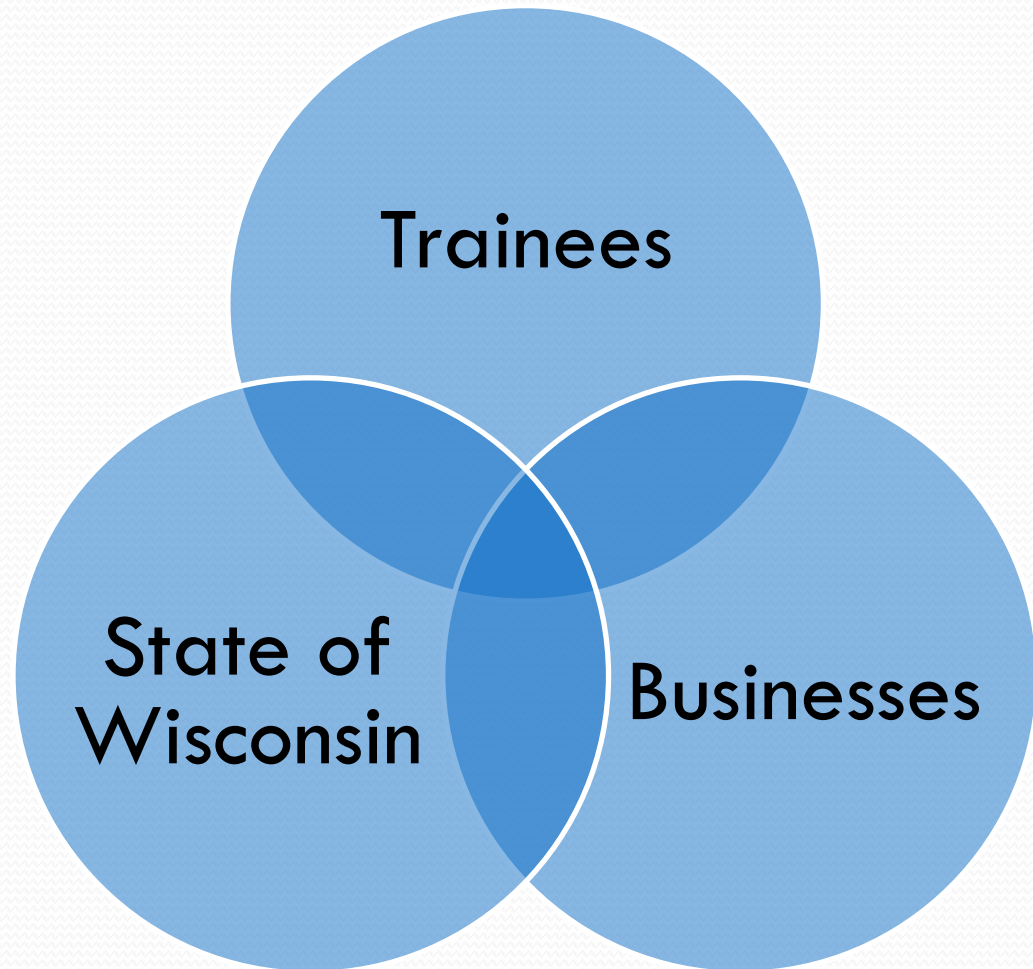
- ☒ Workforce Skills & Awareness
- ☒ Industry-Recognized Certificate
- ☒ Post-Program Employment Opportunities

❖ Benefits Wisconsin Businesses

- ☒ Skilled, Innovative Workforce
- ☒ Talent Pipeline
- ☒ Competitiveness

❖ Benefits State of Wisconsin

- ☒ Return on Investment (ROI) to taxpayers
- ☒ Transparent and Accountable



High School Pupil Process

- ☑ Grant Program Announcement (GPA) – Round 3
 - *Focused on industry-recognized certificates; high demand fields*
- ☑ Competitive round of funding
- ☑ Set application period with specified deadline
- ☑ Review and scoring by Evaluation Committee
- ☑ Recommendations to DWD Leadership
- ☑ Intent to Award Letter sent to successful applicants
- ☑ Applicant enters into contract with DWD
- ☑ Project start date with executable contract




High School Pupil Funding

- ➔ GPA Identification # - BP161HSP
- ➔ Up to \$3,000,000 available
- ➔ Grants may range from \$5,000 to \$150,000
- ➔ 50% match required (\$.50 match to \$1.00 grant)
- ➔ Due date: March 16, 2016
- ➔ Application Webinars: Feb. 12 & 16 from 9-11 am



Getting Started

 BLUEPRINT FOR PROSPERITY > PUPIL

Blueprint for Prosperity

Blueprint Archive

Skills Development Inquiry

Grant Program

Reports & Resources

What People Are Saying

Intent to Award Map

Press & Newsletters

Contact

Worker Training Grants for Wisconsin High School Pupils

Grant ID: BP161HSP

High School Pupil Worker Training grants support Wisconsin employer-driven workforce programs in collaboration with school districts, educational partners, and/or technical colleges to train and hire high school students. Partnerships include work-based learning, apprenticeship preparation, and dual credit models. Successful projects ensure that graduates receive industry-recognized certifications from the Career and Technical Education Incentive Grants Certification List for 2016 (CTE Certification List), as found below and detailed in the Grant Program Announcement, and obtain employment in documented high-demand fields.

Total funding set-aside: up to \$3,000,000
Award amount: \$5,000 to \$150,000
Match: \$.50 : \$1 (applicant provides half of the WFF grant amount)
Application Deadline: March 16, 2016 11:59 p.m.

HSP Grant Application Training Webinar


The Department of Workforce Development will hold High School Pupil grant application training webinars for organizations that are interested in submitting an application for Round 3 funding on the following dates:


(Expand date for WebEx login and password)


Friday, February 12th at 9:00 - 11:00 am


Tuesday, February 16th at 9:00 - 11:00 am

Pre-registration is not necessary.

 Worker Training Grant Program Announcement for Wisconsin High School Pupils: BP161HSP

 HS Pupil **Application** for Grant BP161HSP

 2016 CTE Certification List

 High School Pupil Budget Guidelines

Learn More

Press Releases

- *Blueprint for Prosperity:* DWD Secretary Announces Up to \$3 Million Available in Wisconsin Fast Forward-Blueprint for Prosperity School-to-Work Grants (Round 3)
- *Blueprint for Prosperity:* The Round 2 High School Pupil Grant Award Summaries contain descriptions of each application approved during the second Grant Program Announcement
- *Blueprint for Prosperity:* DWD Secretary Announces Intent to Award \$2.5 Million for Second Round of Innovative School-to-Work Grants
- *Blueprint for Prosperity:* DWD Secretary Announces Intent to Award \$2.1 Million for Innovative School-to-Work Models Around Wisconsin

Newsletter

- *Blueprint for Prosperity* Newsletter, May 2014
- *Blueprint for Prosperity* Newsletter, March 2014

<http://wisconsinfastforward.com/prosperity/pupil>

APPLICATION PROCESS

- Download and review GPA, Budget Guidelines, Frequently Asked Questions (FAQs), and Grant Application documents
- Submit Grant Application and all attachments as a single “pdf” file via email to: WFFHSPupil@dwd.wisconsin.gov
- **Due date is March 16, 2016 by 11:59 pm**
- **Grantee technical assistance will end 5 pm, March 16**

Grant Program Overview

Key Points:

- Eligible Applicants
- Target Pupil Population
- Trainees & Planned Placement Commitment
- Post Program Employment
- Certificate Training Program
- Allowable Expenses & Match
- Documentation Requirements
- Project Period



Eligible Applicants

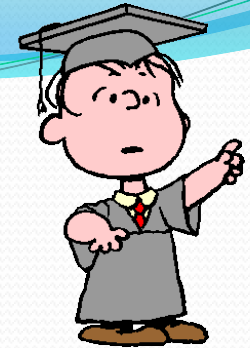
Applications from legal entities comprised of:

- One or more school districts
- Wisconsin Technical College
- Institute of higher education
- Employers
- Business organizations/associations
- Chamber of Commerce
- Other educational partners (e.g., CESA, Workforce Development Board, non-profits, etc.)

Eligible Applicants

Applicant Agency Key Points:

- Previous grantees that received HSP funding as lead fiscal agents with DWD-executable contracts in HSP Round 1 (Q2 2014) and Round 2 (Q1 2015) are not eligible to reapply for Round 3 funding.
- Previous grantees that received HSP funding as a lead fiscal agent and DWD-executable contract in a single round (either Round 1 or 2) are eligible to reapply provided a new training program and CTE Certification are proposed.
- Organizations submitting more than one application cannot exceed \$150,000 maximum on all applications combined.
- Applications may include more than one training program and CTE Certification in a single application.
- Applicant organization must employ the **Project Manager & Fiscal Manager.**



Target Pupil Population

- Restricted to seniors enrolled in a Wisconsin high school (during the 2016-17 school year).
- 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.*
- Students from private and alternative education schools (e.g., charter, virtual, etc.) are eligible to participate.

Number of Trainees & Pupil Planned Placements



- Applicants must list # of trainees targeted & # of planned placements (pre-project)
 - Pre-project planned placements = 80% of trainees (e.g., 24 of 30 total trainees)
 - Documented by employer letters of commitment that include post-program consideration for employment of successful completers
 - Post-program completion objective - 85% of planned placement (e.g., 85% of 24 planned placements = 20)
- ➔ Review:
- ✓ $30 \text{ pupils targeted for training} \times .8 \text{ (80\%)} = 24 \text{ pre-project planned placements}$
 - ✓ $24 \text{ planned placements} \times .85 \text{ (85\%)} = 20 \text{ post-program employment}$



Post-Program Employment

- Employment opportunities based on current conditions and/or future projections, and include:
 - ✓ 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 position, be selected for an interview, and be offered a position
 - ✓ Opportunity to interview for potential opening/position
- Employment offer must be full- or part-time paid employment
- Employment cannot be unpaid work experience



Certificate Training Program

- Training program must enable pupils to earn certificate from CTE Incentive Grant Certifications List (2016)
 - State Certified Work-Based Learning Program
 - Business & Industry Recognized Certifications
 - WTCS Certifications:
 - ✓ State-approved CPCs or ETDs
 - ✓ Applicant must provide program number
- May include supportive courses/certificates (e.g., First Aid, CPR, OSHA, etc.)



Certification Training Program

Types of training programs may include:

- Technical college/high school dual credit models
- Workplace-based or high-school-based transcript credit and industry-recognized certifications that are part of an embedded diploma
- Work-based learning programs
- Pre-Apprenticeships models
- Other skilled employment opportunities

Allowable Expenses



- Grant award \$5,000 to \$150,000 per grantee
- Applicants may submit multiple applications, but total request may not exceed \$150,000
- 50% match on grant award amount
- Match may be in-kind and/or cash
- Grant and match expenditures must be incurred during project period
- **No supplanting allowed**

Allowable Expenses

- Program coordination
- Instructional delivery
- Supplies and materials (items < \$5,000)
- Travel associated only with instruction
- Consultant/contractual for allowable services
- Pupil certification testing
- General grant administration (5% cap of direct costs)
- Allowable grant expenses are allowable for match

Allowable Expenses

Examples:

- Instructor's salary and fringe to provide training program
- Personnel cost to manage and implement the project, recruit students, and market the program
- Materials/supplies needed for training program, such as safety goggles, welding wire, welding gloves/boots textbooks, nursing supplies, etc.
- Certificate costs for Certified Nursing Assistant, ProStart, etc.
- Personnel costs to provide fiscal management, such as tracking expenses, preparing reimbursement requests, developing contracts, etc.

Grant Ineligible Expenses

Not allowed for grant or match:

- Purchase of real estate
- Purchase of capital equipment (item > \$5,000 & > 1 year lifespan)
- Construction or major remodeling
- Travel, meals, snacks, beverages, or lodging (*travel exception for instructor may be allowed*)
- Student incentives or rewards
- K-12 education
- Supplanting of any kind



Grant Ineligible Expenses

Not allowed for grant, but allowed for match:

- In-house training facilities
- Pupil wages, stipends, and/or fringe benefits
- Tuition reimbursement
- Administrative costs more than 5% of direct costs
- General office/classroom supplies
- General allocated operating expenses
- Ancillary and/or indirect costs associated with 38.14 contracts and other auxiliary contracts
- Student insurance premiums
- Curriculum development

Documentation



Documentation requirements:

- Letters of commitment from employers for planned placements
- Letters of commitment from partners for match, including pupil wages
- Memorandum of Agreement from consultants with itemized scope of services
- Attach all to application in a single pdf file
- Financials as indicated

Grant Review Process



- Application due March 16, 2016
- Grant Evaluation Committee reviews (~ 30 days)
- Applicant Presentations: In-person (preferred) or conference call (April 26-28 tentative)
- Committee scores and recommends to DWD program staff
- DWD program staff makes recommendations to DWD leadership based on Evaluation Committee results
- Final concurrence granted (early May)
- Intent to award letters sent to grantees
- DWD contracts sent to grantees for signature



Project Period

- Project begins with DWD-executable contract (signed by both parties and returned to DWD)
- Project period ends June 30, 2017
- Grantees will have 90 days to submit final reports and close out
- Entire project period, to include post-program outcome reporting and close-out activities, must be completed by September 30, 2017

Completing the Grant Application

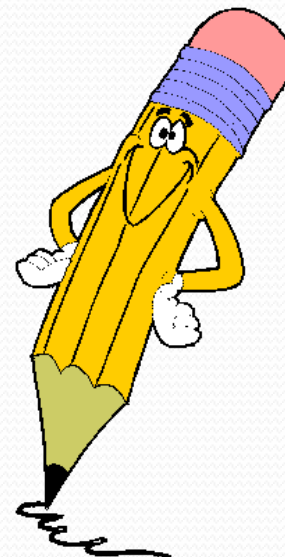
- **Cover Pages**

- A. Applicant Information
- B. Project Overview
- C. Project Partners

- **Application Narrative**

- 1. Project Overview and Need
- 2. Goals, Objectives, and Outcomes
- 3. Project Design & Implementation
- 4. Budget Summary & Budget Narrative
- 5. Letters of Commitment

- **80 points plus 20 additional points possible**



Completing the Grant Application

Cover Pages

A. Applicant Information

- ✓ Fiscal Manager & Project Manager must be employed by Applicant

B. Project Overview

- ✓ Number of pupils to be trained vs. pupil placements committed
- ✓ Ensure budget numbers match “Budget Summary & Narrative”
- ✓ Certificates (list all types, including any supportive coursework)

C. Project Partners

- ✓ Include Letter of Commitment or Support from each partner listed
- ✓ Ensure “Type of Partner” is checked

Completing the Grant Application

Grant Application Narrative

1. Project Overview and Need (10 points)

- a) Justify need for project; show how this is employer driven and addresses critical workforce problems.
- b) Demonstrate scope of the workforce need using local, regional, or statewide labor market data. How many job openings currently and/or expected?
- c) Explain how project will benefit employers and pupils based on identified needs, and build capacity of the workforce.

Completing the Grant Application

2. Goals, Objectives, and Outcomes (20 points)

- a) List total # of pupils to be trained / hired; describe hiring criteria (screenings, assessments, qualifications, etc.)
- b) What are your placement goals and how will you achieve? 80% or higher?
- c) Table 1 – Pupil Placement Table; must be documented by letters of commitment from employers



Completing the Grant Application

3. Project Design & Implementation (20 points)

- a) Project overview
- b) Description of certificate(s) additional courses, etc.
 - *Use categories from CTE Certification list*
 - *Must provide program number for WTCS*
- c) Implementation & Management Plans
- d) Collaborative partners and roles
- e) Business participation, workplace training needs, assessments
- f) Description of pupils targeted and statement of eligibility
- g) Pupil recruitment methods (including at-risk, special needs, etc.)
- h) Supportive services, including job placement
- i) Support for career pathway development
- j) Sustainability Plan

Completing the Grant Application

4. Budget Summary & Budget Narrative (20 points)

- Budget Summary must match amounts in Budget Narrative
- All items must be itemized to the degree possible
- Round to the nearest dollar for all items
- Include “Subtotal” amounts in Budget Narrative
- Administration costs capped at 5% of grant “Direct Costs”
- Pupil Wages are match only (must be documented by letters of commitment)
- Include letters of commitment for match amounts listed in budget
- Consultant/Contractual line items must have Memorandum of Agreement with itemized scope of services attached

Program Coordination

- Personnel time, costs, or services that relate to provision of services to participants, such as program management or coordination, marketing, and recruitment activities, such as (not meant to be exhaustive):
 - Planning, development, scheduling of activities
 - Organizing training program with partners
 - Data collection and reporting (not duplicating grant administration costs or activities)
 - Gathering student registration and post program completion
 - Serving as liaison between employers and partners
 - Recruiting students and employers; and holding orientation sessions

❖ **Allowed as: HSP grant request or match**

Instruction

- Personnel costs necessary for the delivery of instruction related to the training program (wage, salary, fringe)
- Include actual wages/benefits for time for:
 - Instruction delivery
 - Class preparation, if necessary (not curriculum development)
 - Other instructional tasks, like grading, etc.
- If not an employee of applicant agency, use Consultant/Contractual category for instruction

❖ **Allowed as: HSP grant request or match**



Travel

- Limited to personnel involved in instruction activities
- Available only for instructors - not allowable for program coordination activities or pupil travel
- Includes only mileage accumulated needed to deliver **instruction** between multiple sites
- Travel costs and registration fees for instructor to attend necessary training event may be allowable; does not include meals and lodging

❖ **Allowed as: HSP grant request or match (for allowable instructional delivery only)**

Supplies & Materials

- Items directly supporting instructional delivery and necessary to implement the project:
 - Training items like welding wire, safety goggles, welding gloves, nursing supplies, saws, drills, lathes, discs, food preparation items, etc.
 - Training materials, such as textbooks, CDs, videos, purchased curriculum
 - No capital equipment purchases ($> \$5,000$ with lifespan > 1 year)
 - “Operating lease” for capital equipment is allowable for grant or match (may need to be prorated; listed under Contractual)
 - “Capital lease” (lease to own) for capital equipment not allowable for grant; allowable for match (may need to be prorated)
- ❖ **Allowed as: HSP grant request or match (except capital equipment as noted above)**

Consultant/Contractual

- Costs directly related to the training program for services that use an outside vendor/supplier, such as:
 - contracts for program coordination, instruction, pre-employment assessments, space lease needs, etc.
- A copy of the quote, contract, or Memorandum of Agreement/Understanding with an itemized scope of services must be included with the grant application as an attachment.



Pupil Certification Testing

- Costs associated with actual pupil certification testing and not the instruction that leads to the certification:
 - Nursing Assistant Certification, ProStart, etc.
- Provide certificate name, cost or fee per test/certification, and provider of testing service



❖ **Allowed as: HSP grant request or match**

Administration Costs

- Personnel costs directly associated with administering the grant (not related to direct program services for participants):
 - Personnel costs for accounting, budgeting, financial and cash management; procurement, contracting, and purchasing; personnel management; payroll records/services; oversight and monitoring of administrative activities; and/or developing an information system/database or procedures related to administrative functions
- Over and above what is included in "Program Coordination"
- Does not include general "overhead and/or indirect costs"
- Cost allocation, if required, must be pre-approved
- Limited to 5% of "Direct Costs" of grant amount
- ❖ **Allowed as: HSP grant request or match**

Pupil Wages

- Projected wages and fringe benefits paid per hour to pupils during the training program
- **May only be used as a match**
- Must be documented by letter of commitment from employer

Completing the Grant Application

4. Budget, continued (TIPS)

- Read and follow the “Budget Guidelines” document
- Grant eligible expenses are allowable for match
- Try not to exceed 50% match; this is a contractual requirement
- Plan your project design components carefully
- Plan the budget with your business manager to keep projected costs as accurate as possible
- Budget amounts by line item are included in contract, which requires an amendment to revise

Completing the Grant Application

4. Budget, continued (TIPS)

- This is a reimbursement grant; grantees are reimbursed for expenses incurred and paid
 - Reimbursement requests need to align with the Budget Narrative as closely as possible
 - Budget revisions and project modifications should be kept to a minimum
- ➡ **Deadline for submittal of contract revisions or project modifications is December 31, 2016**

Completing the Grant Application

5. Letters of Commitment & Support (10 points)

- Letters of Commitment vs Letter of Support
- Letters of Commitment must be included for:
 - ☐ **Pupil planned placements for post-program employment opportunities, stating number of placements (Mandatory!)**
 - ☐ Attestation of all match (including pupil wages during training program)
 - ☐ Memorandum of Agreement/Understanding with itemized scope of services from consultants
- Letters of Support may be also be included

Completing the Grant Application

Additional Points (up to 20 points)

- First time applicant (5 points)
- Project targets pupils with disabilities and/or are considered at-risk (5 points)
- Project includes Pre-Apprenticeship Program or Youth Apprenticeship-to-Registered Apprenticeship Bridge Program (10 points)
- Other consideration items: strategic priorities, financial viability, underserved areas, potential for replication and/or expansion, prior performance, available funding

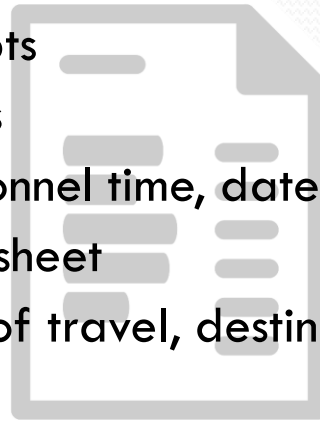
Grant Program Requirements

- Signed Contract, DET Security, W-9, and STAR Authorization Forms for grantee
- Student registration documents – must be signed by parent if under 18 and submitted before training program starts
- Student post-program completion information of employment status (by 9/30/2017)
- Online student reporting system in development
- Quarterly Progress Reports & Final Closeout Report



Grant Program Requirements

- Grantee will be reimbursed for expenses paid via Expenditure Report form
- Expenditure Report includes grant and match funds
- Expenditure Report must include documentation of all grant and matching funds incurred for any dollar or value amount, examples of which may include (list is not exhaustive):
 - ✓ Invoices with paid receipts
 - ✓ Paid receipts /sales slips
 - ✓ Payroll report with personnel time, dates of service, wage, services
 - ✓ Authorized, signed time sheet
 - ✓ Mileage log with dates of travel, destination, reason, rate per mile, personnel involved





Helpful Tips

Grant Submission Tips

- Organize all grant application materials, including letters of commitment and supporting documentation into a single “pdf” file.
- Submit via email no later than 11:59 pm on March 16, 2016 to WFFHSPupil@dwd.wisconsin.gov.
- Technical assistance ends at 5:00 pm on March 16, 2016.
- Submit early to avoid technical difficulties. Applications submitted after 11:59 pm on March 16 will not be considered.

FAQs

- ➔ Questions from field will be compiled into FAQ document
- ➔ FAQs will be posted on HSP website





Questions?

For questions related to the training webinar, Grant Program Announcement, budget guidelines, project planning, and grant application preparation, contact:

Lori Uttech-Hanson

Loretta.UttechHanson@dwd.wisconsin.gov

(608)267-6705

Good Luck!