

**Wisconsin Technical College System
FY 2017-18 State Grant Guidelines Change Summary**

State Grants

Presented to the WTCS Board on September 13-14, 2016

State Grant Funds

The Wisconsin Technical College System (WTCS) invites technical colleges and other eligible organizations, where applicable, to apply for State funds to support projects during the program year July 1, 2017 – June 30, 2018.

State Grant funds provide support for areas within the technical colleges that have been identified by the Wisconsin Technical College System (WTCS), the Legislature and the Governor as priorities for state support. Annually, the System Board is required to approve guidelines for the distribution of funds made available through state grant appropriations.

These guidelines set forth the funding priorities for specific funds as directed by the Wisconsin Technical College System Board. Please review each program for unique criteria and compliance requirements.

Overall State Grant applications are due by January 20, 2017 with the exception of Apprentice-Related Instruction and Workforce Advancement Training applications.

Revising an Application Prior to an Award – Added revisions required for award are due April 21, 2017.

Revising a Funded Application – Added revisions to a funded application will not be accepted after May 31, 2018.

Uniform Application for State Administered Funds – Updated the application form to adequately capture two-year grant information. The same project number may be used; however, the last digit reflecting the fiscal year will be different.

Year Two Confirmation of State Administration Funds form – Created so colleges will not need to submit a complete year two grant application when applying for a Core Industry or a Developing Markets grant application.

Budget Narrative – Clarified if applying for a two-year grant, a budget narrative will be required for both year one and year two.

Definitions – Added cost-sharing and match definitions.

Grant Contact Persons – Updates made to the Development Markets grant and to the list at the end of the grant guidelines.

Apprentice-Related Instruction Grants

Funds Available and Limitations

Systemwide Apprenticeship Curricula –

#4 – Removed – Unnecessary match language.

Direct Instruction Support –

#4 – Removed – Unnecessary match language.

Career Pathways Grants

Funds Available and Limitations

#3 – Added – Example of a calculation for a state award.

#6 – Added – Roll over funds from one grant year to the next will not be allowed.

#7 – Emphasized – No administrative or indirect costs will be allowed.

Outcomes and Activities; Program Level Outcomes

#1 and #2 – Added – Example of a connected program.

Allowable Activities

Essential Elements of a Career Pathway – Added – Paragraph with a requirement to address two or more in the application

Student Level Education and Training Outcomes for students clearly engaged

in the identified career pathway(s) – Added – Suggested activities #11 –

Equipment purchases should be vital to the success of the pathway activities

Core Industry Grants

Funds Available and Limitations

#6 – Added – The college does not need to submit a year two application.

Instead, colleges should submit the new form, Year Two Confirmation for State Administered Funds, described in the Application Components section.

Added – Roll over funds from one grant year to the next will not be allowed.

#8 – Added – The grant may pay for salaries; however, it should not pay for salaries that will need to continue after the grant period unless a sustainability plan is developed (located in the Monitoring and Evaluation Process section of the application).

#16 – Clarified – It is acceptable to use assets developed by the grant in other programs and this can be discussed in the development of the application. Added that two-year grant applications will only refer to one program for the length of the grant. Core Industry grants are applicable only to aid codes 10, 30, 31, 32 and 61.

Developing Markets Grants

Purpose

Clarified – The Wisconsin Technical College System Board awards funds to support programs new to the district that have received **final program approval by the System Board at or before the January 2017** meeting.

Funds Available and Limitations

#3 – Removed unnecessary match language.

#5 – Emphasized – Individual applications **combined** may total up to \$200,000.

#6 – Added – The college does not need to submit a year two application. Instead, colleges should submit the Year Two Confirmation for State Administered Funds form described in the Application Components section.

Application Components

#2 – Two Year Grant Application – Added the college does not need to submit a year two grant application. Instead, colleges should submit the Year Two Confirmation for State Administered Funds form.

Emergency Assistance Grants – Included in the Grant Guidelines

Funds Available and Limitations

#14 – Added the 2017-18 Emergency Grant Funding distribution amounts, once finalized for 2017-18, will be shared with districts. When a district depletes this Emergency Grant fund to \$1,000 a request for additional funds may be made by completing the WTCS Emergency Assistance Grant Funding Additional Request form. Requests must be made through this form and all questions must be answered completely. Districts may request additional funding and awards will be made until the funding is depleted.

Application Components

- #3 – Clarified – Establish and submit an S4 client reporting record for those **who apply and receive funds from this grant**. Create another mechanism to record information on applicants who do not receive funds as well as the purposes of their requests. This information is needed for reporting purposes.

Data Collection and Reports

- #1 – Added to Triannual Reporting language – The WTCS will review Triannual Reports and compare fund use with expected needs. We reserve the right to reallocate funds to meet student needs.
- #2 – Added – Triannual Reports must include information (a-i) previously listed under the Emergency Grant Final Report.
- #3 – Added – Emergency Assistance Grant Final Report due by June 15, 2018. A website link to complete the Emergency Assistance Grant Final Report is provided.

Application for State Emergency Assistance Funds (SEAAPP) form – Created to replace the previous application form

Professional Development Grants – Restructured Grant Category

Student Support Grants

Funds Available and Limitations

- #9 – Added – Colleges receiving funds must have Student Services personnel (preferably cross-functional teams) attend the 2017 Student Success Summer Summit.
- #12 – Added – Costs related to special events which include meals, promotional materials, and/or high-cost speakers, are not allowed.
- #14 – Added – No direct student payments outside of emergency support service payments, such as internships, mentee stipends, etc.

Outcomes/Deliverables

- #4 – Clarified – Completion of WTCS Pathway Certificate, reported on the S9 record via client reporting.

Allowable Activities

- #1 – Clarified – Provide comprehensive case management and/or advising services to course-taking students considered at-risk (including program-enrolled students). These services may include wraparound student services, academic coaching, student alerts and interventions.

- #4 – Clarified – Provide required accommodation services including, but not limited to, assistive technology, adaptive equipment, instructional aids and devices and/or related services.
- #5 – Clarified – See outcomes/deliverables number five.
- #6 – Added – Provide ongoing career development services such as internships, service learning, mentoring, job shadowing, and/or portfolio development.
- #7 – Added – Provide individual and/or group tutoring conducted by staff, faculty and/or students.
- #8 – Clarified – Provide emergency dependent care and transportation assistance and/or provide referrals or access to these resources through other funding sources. Example: Two weeks maximum dependent care or one month of transportation *assistance (not to exceed \$500 per student, per academic year)*.
- #10 – Clarified – Provide and participate in professional learning opportunities designed to inform and reflect on best practices for serving students considered at-risk.

Workforce Advancement Training Grants

Funds Available and Limitations

- #2 – Added – Grant awards are made on a competitive basis.
- #8 – Added – Required revisions to initial applications must be received by the System Office within five (5) business days of notification. Required revisions received after five (5) business days may result in the delay of grant awards.

Application Review

Clarified – Applications for Workforce Advancement Training Grants will be reviewed by a committee.

Data Collection and Reports

- #1 – Workforce Advancement Training Grant Final Report – Added – Final reports not received within 90 days after the delivery of training may result in the withholding of WAT grant funds in subsequent projects.

Work-Based Learning Grants to Tribal Colleges – No changes

Supporting Veterans' Services – Removed

FY 2017-18 State Grant Process Timetable

System Board Review of Guidelines	9/14/16
District Plan Coordinators Grant Guidelines Meeting/Webinar	10/5-6/16
Grant Guidelines Follow-Up Webinars	October 2016
Districts Develop State Grant Applications	October – January 2017
Applications Due to the System Office	1/20/17
System Office Review of Applications	1/23/17 – 3/3/17
System Board Review/Approval of Recommendations	March 21-22, 2017
Grant Action Notices Sent to Districts	3/31/17
Fiscal Year 2017-18 Begins	7/1/17