WISCONSIN
TECHNICAL COLLEGE
SYSTEM

State Grants

2018-19
Guidelines

**Applications with exception of
Apprentice-Related Instruction and Workforce Advancement Training
are due January 25, 2018**

Dr. Morna K. Foy, President

Table of Contents

Section 1 -
Grant Category Descriptions
and Policies

Overview

The Wisconsin Technical College System (WTCS) invites Wisconsin technical colleges and other Wisconsin eligible agencies, when applicable, to apply for State grant funds to support projects during the program year of July 1, 2018 – June 30, 2019.

State funds provide support for areas within the technical colleges that have been identified by the Wisconsin Technical College System (WTCS). Guidelines for the distribution of funds made available through state grant appropriations are approved annually by the System Board. Please review each program for unique criteria and compliance requirements.

> ***State grant applications are due by January 25, 2018 with the exception of Apprentice-Related Instruction and Workforce Advancement Training applications.***

Requirements

If an eligible applicant elects to accept State grant funding, the recipient must comply with all the requirements set forth in these guidelines and all applicable rules and policies prescribed by the WTCS Office. These requirements include grant application formats, program evaluations, data collection and reporting requirements. This includes complying with State Single Audit Guidelines, Standards, and Procedures. In addition, grant recipients must comply with any and all requests for printed or electronic copies of products created as a result of State grant funding.

Applications can only be submitted in the identified priority areas. In addition, they can only be considered for approval if they meet the criteria and sufficient funds are available. Please note that the WTCS Office may require revisions to applications before final approval.

Client Reporting System

All technical colleges that receive grant funds administered by the WTCS Office are to report information related to course enrollments through the Client Reporting System (CRS).

Enrolled students receiving two hours or more of services must be reported in CRS. There are a number of grant activities that are not to be reported in the Client Reporting System, **however, the outputs of all activities will be reported in narrative form via the submission of Triannual Reports.**

The [Client Reporting System Users' Guide](#) has been developed to provide guidance and assistance to colleges and other applicants. Questions related to specific reporting requirements should be directed to the grant manager(s).

Questions regarding the Client Reporting System and the technical reporting requirements should be directed to:

Mike Carney, 608-266-0021 or carneym@wtcsystem.edu (through November 2017)
Anna Richter, 608-267-2485 or anna.richter@wtcsystem.edu

Grant Suspension and Termination

If it is determined that the funded grant is either not going to meet the stated goals and/or the grant recipient has failed to comply with the terms of the grant, the WTCS Office may, upon notice to the grant recipient, suspend or terminate a grant in part or in whole.

Suspension

The WTCS Office staff will provide written notice of suspension to the recipient and the recipient's president or executive director. The notice will state the reason(s) for the suspension, any corrective action required of the grant recipient, and the effective date of suspension. Suspensions shall remain in effect until the grant recipient has taken action satisfactory to the WTCS Office. The WTCS Office staff will provide written notice of the end of the suspension to the recipient. No funds shall be spent or reimbursed during the suspension.

Termination

WTCS Initiated Termination – If a suspended grant is not able to come into compliance, the grant will be terminated by the WTCS Office. The WTCS Office staff will provide written notice of the termination to the recipient. The notice will state the reason(s) for the termination together with an effective date. Any unspent funds (including encumbrances where the service date has not yet occurred) will not be reimbursed by the WTCS Office. Any expended funds not reimbursed by the termination date will need to be requested within 30 days after the termination date.

Grant Recipient Initiated Termination – If a grant recipient needs to terminate a grant, written notice must immediately be sent to the grant manager(s) and grants@wtcsystem.edu. The notice will state the reason(s) for the termination together with an effective date. Any unspent funds (including encumbrances where the service date has not yet occurred) will not be reimbursed by the WTCS Office. Any expended funds not reimbursed by the termination date will need to be requested within 30 days after the termination date.

Cases of suspension and termination may affect future awards to the grant recipient.

Copyrights

When eligible material for copyright protection is developed with WTCS Office administered State grant funds, an applicant is free to copyright the materials or permit others to do so, except that the WTCS retains an irrevocable right to reproduce, publish or otherwise use the work for its purposes.

Product Request Authority

All State grant recipients must comply with any and all requests made by employees of the WTCS Office for printed or electronic products created using State grant funding.

What Regulations Apply to State Grant Programs?

1. Ch. 38, Technical College System, Wis. Stats.
2. State Single Audit Guidelines, Standards, and Procedures. This document is available from:
   WI Department of Administration
   Document Sales and Distribution Section
   P.O. Box 7840
   Madison, WI 53707-7840
   (608) 266-3358 (General Information)

Acknowledgment of State Grant Funds

When issuing statements, press releases, requests for proposals, bid solicitations, and/or other documents describing projects or programs funded in whole or in part with State grant funds, all grantees shall clearly state the dollar amount of State grant funds in the project and acknowledge the receipt of State grant funds in the statement.

Web Resources

The Wisconsin Technical College System provides grant information and the CRS User Guide on its website. Check the grant home page regularly for new or updated information.

The address is: http://mywtcs.wtcsystem.edu/grants.

The address of the Client Reporting System User Guide is:
http://mywtcs.wtcsystem.edu/data-systems-grp/data-system-manuals/client-reporting-system

Questions regarding grants, applications, and guidelines information should be directed to the WTCS Grants Coordinator via email at grants@wtcsystem.edu.

State Project Numbers List

WTCS DISTRICTS	
Category	Appropriation / Purpose
Career Pathways	124-129
Core Industry	124-139
Developing Markets	124-149
Completion	124-169
Work-Based Learning Grants to Tribal Colleges	180-119
Apprentice-Related Instruction	124-119
Emergency Assistance	104-119
Professional Growth	124-159
Workforce Advancement Training	124-179

PROJECT NUMBER: XX – XXX – XXX – XXX

(Applicant ID) - (Activity) - (Appropriation) - (Purpose)

APPLICANT ID: assigned by WTCS

ACTIVITY: assigned internally by the college applying for the grant

APPROPRIATION: reference chart above

PURPOSE: reference chart above

Uniform Guidelines

Many of the WTCS State grants have similar requirements. Those components are described in this section. For any additional components, limitations, exceptions, etc., please see the individual grant category sections.

State Grant Limitations

The following are the standard uniform limitations for all state grants. Any exceptions to this list will be noted under each grant category description.

1. All State grant awards are made on a competitive basis, except where noted.
2. Applications will only be accepted from Wisconsin Technical College System Districts, Wisconsin tribal colleges and eligible Wisconsin agencies where noted.
3. There is a limit of one grant application per Wisconsin Technical College District per grant category, except where noted.
4. Projects will funded up to 100 percent (100%) of the total approved project costs, except where noted.
5. Subcontracting is allowed for services with partners (such as community-based organizations, other educational institutions, businesses, correctional institutions, etc.) that have demonstrated effectiveness in providing support to students. Subcontracting expenses may be funded up to 25 percent (25%) of the total approved project costs.
6. Administrative costs will be allowed up to five percent (5%) of the total approved project costs.
7. All travel must comply with district travel policy. Out-of-state travel may be funded if it is clearly related to the grant objectives. No funds will be awarded for international travel.
8. Supply items may be funded up to 20 percent (20%) of the total approved project costs.
9. Funds may not be used for direct student tuition reimbursement.
10. There will be no direct student payments outside of emergency assistance service payments.

Curriculum Development

In accordance with grant requirements, approved curriculum deliverables must be uploaded to the WTCS WIDS Repository allowing for dissemination to WTCS colleges. Specific curriculum products will vary according to goals of the funded project (s). More detailed curriculum resources (ex., DACUM charts, linking matrices, performance assessment tasks, learning plans, handouts, PowerPoint presentations, etc.) may be required based on scope of the approved project. Grantees may contact WIDS for guidance in curriculum deliverables.

Any curriculum created will be developed in and made available via the WTCS WIDS Repository at https://wtcsystem.wids.org.

> *Grant applications must state that curriculum created with funding will be developed in WIDS and shared via posting at the* <u>WTCS WIDS Repository site</u>.

State Application Components

When completing the *WTCS Grant Application Form (State)*, please refer to the following uniform application components listed below. Any additional or unique application components will be provided in the individual grant category sections.

17. Abstract (200 words or less)

- The purpose of the project.
- The most significant objectives addressed in the grant.
- A brief summary of the KEY activities of the grant.

18. Statement of Need (1500 words or less)

- Define the issue(s) as it occurs in your local service area and the audience you plan to serve. Use local data (including Client Reporting) whenever available.
- Identify gaps and/or challenges in current services and/or activities that, if not addressed, may contribute to the persistence or scope of the issue(s).
- If this is a continuing grant, include data on effectiveness if funded in a previous year.

19. Goals, Objectives, Activities, and Evaluation

20. Overall Monitoring Process

Note: The <u>combined total</u> submitted materials responding to **Application Components 17 – 20** should not exceed 10 pages.

Application Review

Applications will be reviewed using the Review Criteria Rubric. All forms and documents pertaining to grants, including the Review Criteria Rubric, is available online at: http://mywtcs.wtcsystem.edu/grants/grant-application-forms/

Data Collection and Reports

All applicants shall comply with WTCS data submission requirements in the time frame required. The reporting requirements are as follows:

1. Client Reporting System applies to all grant categories *except* for Professional Growth grants.

2. Grantee requirements for **Client Reporting** include:
   a) Complying with the established WTCS Client Reporting requirements**;**
   b) Monitoring their data continuously; **and**
   c) Submitting data **as required.**

   Reference the Client Reporting Manual for reporting deadlines: *Client Reporting Manual*.

3. Triannual Report submissions must be received by the following dates:
   a. **First term Triannual Report** (July 1 – October 31) must be received on or before *November 15, 2018*

b. **Second term Triannual Report** (November 1 – February 28) must be received on or before *March 15, 2019*

c. **Third term Triannual Report** (March 1 – June 30) must be received on or before *November 1, 2019*

Submit Triannual Reports electronically to grants@wtcsytem.edu
All required forms are located at: http://mywtcs.wtcsystem.edu/grants/grant-application-forms

WTCS State Grant Categories

Career Pathways

Request for Proposals
CSDA #292.124

Purpose

The Wisconsin Technical College System Board awards funds to create, expand and/or implement career pathways. Career Pathways offer an efficient and student-centered approach to training and education by successfully articulating the appropriate secondary, adult basic education, postsecondary education and training, career and academic advising, and supportive services to enter and progress in a career. This term generally refers to a series of connected education and training strategies and support services that enable individuals to secure stackable industry relevant credentials and obtain employment within an occupational area and to advance to higher levels of future education and employment in that area.

Funds Available and Additional Limitations

1. $4,000,000 will be available for these purposes.

2. Projects will be funded at 75 percent of the total approved project cost. For example, if the project total is $100,000, the state award will be $75,000.

3. A limit of two individual applications and one consortium application per district may be submitted. The maximum combined award for two individual grants is $300,000, for a total combined project cost of $400,000. The maximum award for a consortium grant is $450,000, for a total project cost $600,000.

4. Grant projects will be funded for one year.
   - Districts may reapply for competitive second-year funding that builds on or further develops the first year activities if colleges have met or exceeded their first year planned outputs.
   - Second year funding is dependent on the applications summary of previous year's performance, as well as current year competitiveness.

5. Major/minor equipment (purchase or lease) may be funded up to 20 percent of the total approved project costs.

6. Please describe the duties of **project staff** versus their general job title.

7. Identify the WTCS program, at both the cluster and pathway level, that are the focus of the pathway within the application. Example: Health; Medical Assistant, 31-509-1

Measurable Objectives

Objectives must have one or more of the following for students clearly engaged in the identified career pathway(s):

1. ABE/ELL educational level gains
2. High school diploma or equivalency attainment
3. Dual credit earned within a pathway
4. Dual credit applied to WTCS programs
5. Persistence in a career pathway
6. Attainment of a pathway credential

The following elements are key to the development and/or enhancement of successful Career Pathways. Please address two or more of these elements in your application.

1. Identifying career pathway multi-entry points; stacked credential, career pathway bridge, high school dual enrollment.
2. Identifying career pathway multi-exit points; including obtaining of a credential, obtainment of employment, and continuation into subsequent program.
3. Supporting services in the classroom and beyond.
4. Addressing student re-engagement following an exit point.
5. Addressing promotion and recruitment to market the pathways(s) and its entry points.
6. Re-engaging with students following an exit point; determining how the pathway will support re-entry.
7. Identifying how the grant activities will connect the pathway with community partners.

Allowable Activities

The following is a list of suggested activities.

1. Engage in new, innovative, and/or expanded instruction.
2. Develop and/or maintain supportive services.
3. Provide professional learning opportunities for faculty and staff.
4. Establish dual credit agreements.
5. Support employer liaison and/or engagement.
6. Implement alternative instructional methodologies (i.e., flipped classrooms, accelerated schedules, etc.) to enhance student success.
7. Provide instructional and career pathway-related staff development and planning, such as interdisciplinary work between college faculty and high school teachers/general education, ABE, and occupational programming.
8. Provide career pathway planning services (navigator, career pathway planning tools, case management, transfer advising, etc.) and associated technical assistance.
9. Support new, innovative, or expanded pathway-related career exploration activities.
10. Support career pathway-focused learning activities, such as internships, service learning, mentoring, job coaching, and job shadowing.

WTCS Contact Persons:

Mark Johnson (608) 266-1272

Ann Westrich (608) 261-4588

Completion
Request for Proposals
CSDA #292.124

Purpose

The Wisconsin Technical College System Board awards funds to create, expand, and/or implement innovative strategies through direct services to students enrolled in post-secondary courses, ABE/ELL as defined in Administrative Bulletin 12-04, and direct services that transition students through career pathways. The goal is to support students, specifically those considered at-risk, which may include, but is not limited to, students with disabilities, students of color, military service members, first generation, etc. through specific completion points, such as course completion, completion of subsequent semesters, and completion of programs or Wisconsin Technical College System Pathway Certificates.

Funds Available and Additional Limitations

1. $3,000,000 will be available for these purposes.
2. Projects will be funded at 75 percent of the total approved project cost.
3. The maximum amount of the award is $225,000; for a total project cost of $300,000.
4. Major/minor equipment (purchase or lease) may be funded up to 10 percent of the total approved project costs.
5. No funds will be awarded for general outreach; recruitment events; pre-enrollment activities (except transition services for students with disabilities); financial aid services; occupational, ABE, or ELL instruction; remedial instruction; testing fees; and curriculum development.
6. Payment of student tuition, fees, supplies, books, and materials are not allowed.
7. Costs related to special events which include meals, promotional materials, and/or high-cost speakers, are not allowed.

Measurable Objectives

1. The successful completion of courses with success defined as a minimum grade of 2.0.
2. The successful transition from semester to semester (with a GPA of 2.0).
3. Graduation from a program.
4. Completion of WTCS Pathway Certificate, reported on the S9 record via client reporting.
5. If applicants provide transition services for individuals with disabilities, the applicant will also report the enrollment in a program or course within one year of the provision of pre-enrollment transition/retention services.
6. If applicable, completion of ABE/ELL courses at the 30, 31, 10, 20, and 50 level.

Allowable Activities

The following is a list of suggested activities.

1. Provide comprehensive case management and/or advising services to course-taking students considered at-risk (including program-enrolled students). These services may include wrap-around student services, academic coaching, student alerts, and interventions.
2. Provide counseling and/or career services which may include personal, educational and career development support as well as proactive behavioral and crisis intervention services.

3. Provide specific targeted services based on student need such as financial literacy, career assessment and planning services, student success and study skills workshops, and support groups.

4. Provide required accommodation services including, but not limited to, assistive technology, adaptive equipment, instructional aids and devices and/or related services.

5. Provide specialized transition services for individuals with disabilities from secondary schools as well as adults from the community. Transition services may include but are not limited to individualized program planning, career exploration, study skills training and enrollment assistance. This activity includes its own measures. See objectives number five (5) above.

6. Provide ongoing career development services such as internships, service learning, mentoring, job shadowing, and/or portfolio development.

7. Provide individual and/or group tutoring conducted by staff, faculty and/or students.

8. Provide emergency dependent care and transportation assistance and/or provide referrals or access to these resources. Example: Two weeks maximum dependent care or one month of transportation *assistance (not to exceed $500 per student, per academic year)*. A completed **Methods for Distributing Emergency Payments Form** must be attached to the application if funds for these services are requested. Forms are located at: http://mywtcs.wtcsystem.edu/grants/grant-application-forms

9. Provide and participate in professional learning opportunities designed to inform and reflect on best practices for serving students considered at-risk.

Additional Application Components

There are additional required components that must be included with any application to the Completion grant category. The special instructions for the additional components are as follows:

➢ If emergency dependent cost transportation assistance funding is requested, a completed **Methods for Distributing Emergency Payments Form** must be submitted.

➢ If applying for (and subsequently receive) funds from this grant, a S4 Client Reporting Record must be established and submitted.

WTCS Contact Persons:

Colleen Larsen (608) 266-3738

Karen Showers (608) 267-9458

Methods for Distributing Emergency Payments

Direct Payments for Emergency Dependent Care and Transportation Assistance

Direct payments may only be made for emergency dependent care and transportation

1. Describe how participant eligibility for receipt of direct emergency payments will be made and the method the applicant will use to determine whether or not a participant is an eligible participant.

2. Describe the process the applicant intends to use to select eligible participants to receive direct emergency payments and the amount each participant will receive.

3. Identify who or what agency will be the recipient of the direct emergency payment(s); e.g., the participant, applicant, or etc.

Core Industry

Request for Proposals
CSDA #292.124

Purpose

The Wisconsin Technical College System Board awards funds to help ensure that WTCS approved programs that have been offered for one year or more, in core industry areas, provide industry relevant education and training using rigorous curricula, current technology, and related services in System Board approved programs. These grants may expand programming in core industry areas within the district. Priority may be given to grant projects that reflect inter-district collaboration between Wisconsin Technical Colleges and/or enhance the efficiency and effectiveness of educational programming.

Funds Available and Additional Limitations

1. $6,000,000 will be available for these purposes.
2. A limit of two individual applications per district, for a maximum award of $500,000 (the maximum amount of the award is the same whether it's a one or two year individual grant).
3. One inter-district consortium application may be submitted per district, for a maximum award of $750,000 (the maximum amount of the award is the same whether it's a one or two year consortium grant).
4. Applications may be written for either a one-year or two-year grant.
5. If the project design is principally paying for salary, a sustainability plan must be developed and located in the Overall Monitoring Process section of the application.
6. Intended purpose of technology purchases/upgrades must be specified in the application.
7. Facility costs are not allowed. This includes ongoing maintenance, building construction, rent, and remodeling.
8. Major/minor equipment (purchase or lease) may be funded up to 50 percent of the total approved project costs.
9. The application will pertain to one program and should have the program name and number identified within the application's title. It is acceptable to use assets developed by the grant in other programs and this can be discussed in the development of the application. 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.

Measurable Objectives

Curriculum Development
Describe the developing curriculum, including a description of how the modification or development of this curriculum will support the attainment of necessary skills and knowledge within the program.

Instructional Services
Describe how the identified Instructional Services address the following:

1. Expanding existing System Board approved program.
2. Adapting curriculum for System Board approved programs that have been offered for one year or more, including technical or methodological changes in program delivery.
3. Delivering instruction in newly developed or modified curriculum and expanding upon delivery methods for existing System Board approved programs.
4. Providing support services, such as: counseling, advising, tutoring, Adult Basic Education (ABE), and/or related activities.

Allowable Activities

A list of suggested allowable activities for Core Industries are below in no particular order.

1. Purchase and/or lease of technologies and/or equipment (the purchase of technology and equipment must have documented support by an advisory focus group or ad hoc committee members). Furthermore, project activities must provide for the integration of technology and/or equipment into new or existing curriculum.
2. Provide professional learning opportunities for staff in the use of technologies and/or equipment relevant to the core industry area.
3. Integrate new technologies and/or equipment into the curriculum.
4. Adapt alternative curriculum delivery options (e.g., accelerated programs or online delivery).
5. Purchase instructional materials and/or software.
6. Provide instruction which is a result of curriculum and/or instructional modifications or adaptations
7. Provide support services.

Additional Application Components

There are additional application components that must be addressed when applying for the Core Industry grant category with the *WTCS Grant Application Form (State)*. The special instructions for the additional components required in the Statement of Need are as follows:

18) Statement of Need (1500 words or less)

➢ Describe any additional funding that is being coordinated to support this project. Include AEFLA, Perkins, or other federal funds.

➢ Identify the basis upon which the occupational area has been identified as a "core industry" by the district.

- Describe the industry drivers that necessitate the changes in the core industry programming being sought.
- Provide documented evidence (advisory committee, DACUM, industry focus group, survey, letters of support, etc.) showing industry support for the proposed grant application including program curriculum modification and/or equipment/technology purchase.
- Provide ad hoc or advisory committee roster (with name and affiliated organization) and minutes of relevant meetings. Along with being relevant, minutes should be current (within the past 365 days).

WTCS Contact Persons:

Jim Mackey (608) 266-0790

Katie Roberts (608) 266-8887

Developing Markets

Request for Proposals
CSDA #292.124

Purpose

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 2018** meeting. These funds can be used for: development of curriculum and related instructional materials, technology and software; the purchase of major/minor equipment; staff development; and the delivery of instruction.

Funds Available and Additional Limitations

1. $1,500,000 will be available for these purposes.
2. Grant projects will be funded for up to two years.
3. Applications may be written for either a one-year or two-year grant.
4. Major/minor equipment (purchase or lease) may be funded up to 50 percent of the total approved project costs.
5. A limit of two individual applications per district, for a maximum award of $200,000 (the maximum amount of the award is the same whether it's a one or two year individual grant).
6. Service agreements and other fees are not allowed.
7. Remodeling and building expenses are not allowed.
8. Instruction costs are allowable up to a one-time delivery of the entire program.

Measurable Objectives

Curriculum Design
Development of relevant, rigorous post-secondary curriculum (and related instructional materials), technology/software, and assessment strategies to support the attainment of knowledge and skills necessary for degree and diploma programs.

Professional Learning
Activities which develop or enhance instructional staff skills and knowledge. This may include the creation and/or implementation of pedagogical strategies to improve instructional technique.

Instruction
Delivery of curriculum by qualified faculty using appropriate technology and instructional equipment in programs that are new to the district.

Allowable Activities

The following is a list of suggested activities:

1. Implement a new program, including a) expenses related to the development of career pathways for the new program and the cost of informational materials to support student enrollments in the new program.

2. Expand curriculum which includes the development of a DACUM, along with strategies to facilitate the development, implementation, and assessment of industry validated skills including Technical Skill Attainment assessment strategies.

3. Provide professional learning opportunities for faculty and staff that directly relate to the development and/or enhancement of district instructional staff skills and knowledge. This may include the development and/or implementation of pedagogical strategies to improve instructional techniques.

4. Provide instruction for a one time delivery of newly developed curriculum.

5. Create an advisory committee; all Wisconsin Technical College System Board approved programs must have an advisory committee.

WTCS Contact Persons:

Tim Weir (608) 266-0995

Brandon Trujillo (608) 266-1599

Work-Based Learning Grants to Tribal Colleges

Targeted Funds
CSDA #292.180

Purpose

The Wisconsin Technical College System Board awards funds for Work-Based Learning Grants to tribal colleges to provide occupational training and/or work-based learning experiences to youth and/or adults at Lac Courte Oreilles Ojibwa Community College and the College of Menominee Nation.

Funds Available and Additional Limitations

1. $594,000 will be available in gaming revenue in each year of the biennium for these purposes.
2. Grants are awarded on a formula basis, and each grant award will amount to $297,000.
3. Applications will only be accepted from the tribal land grant colleges of Lac Courte Oreilles Ojibwa Community College and the College of Menominee Nation.
4. Major/minor equipment (purchase or lease) may be funded up to 10 percent of the total approved project costs.

Allowable Activities

The following is a list of suggested activities.

1. Provide youth apprenticeship opportunities for high school age youth and/or adults.
2. Provide other work-based learning for high school age youth.
3. Provide employability skills for high school age youth.
4. Provide basic skills and/or occupational skills training for incumbent workers in order to upgrade job skills.
5. Provide basic skills and/or occupational skills training for unemployed adults in order to increase opportunities for locating and retaining employment.
6. Provide occupational training for high demand occupations.
7. Establish and support the development of programs of study including existing program improvement/expansion, development and/or implementation of new programs, and/or increase the rigor of work-based learning programs.
8. Promote access and participation in nontraditional occupational training and/or employment.
9. Provide counseling and/or career services which may include personal, educational and career development support as well as proactive behavioral and crisis intervention services.

10. Provide specific targeted services based on student need such as financial literacy, career assessment and planning services, student success and study skills workshops, and support groups.

11. Provide ongoing career development services such as internships, service learning, mentoring, job shadowing, and/or portfolio development.

<u>WTCS Contact Person</u>:

Alejandro Nuñez (608) 261-4593

Individual Grant Categories with Additional Documentation Requirements

Apprentice-Related Instruction

Request for Proposals
CSDA #292.124

Purpose

The Wisconsin Technical College System Board awards funds for the development and maintenance of system-wide apprenticeship curricula and direct support for contractually-required apprentice-related instruction that cannot be provided through normal district budgeting processes. These projects enable the WTCS to respond to cyclical industry demands with current occupational curriculum, to provide a supply of skilled workers for rapidly-developing industries, and ensure continuity of apprenticeship training during periods of temporary expansion or contraction of labor demand.

Funds Available and Additional Limitations

$500,000 will be available for both Systemwide Apprenticeship Curricula and Direct Instruction Support purposes.

Systemwide Apprenticeship Curricula

1. Funds will be made available, on an invitation only basis, for activities that support the development and maintenance of Systemwide Apprenticeship Curricula.
2. Major/minor equipment (purchase or lease) is not allowed.
3. Activities will reflect the priorities of the WTCS Office in consultation with the Systemwide Apprenticeship Curriculum Committee.
4. No advertising or marketing costs are allowed.

Direct Instruction Support

1. Funds will be made available on an invitation only basis for activities that support Direct Instruction for apprentices.
2. Applications will only be accepted from Wisconsin Technical College System Districts. Subcontracting is not allowed.
3. Grant awards are made on an ongoing basis. Grant projects will be funded for one year.
4. Districts may use grant funds to offset the additional costs associated with being the primary district in a collaborative program agreement and incidental costs related to convening stakeholder meetings.

Funds will be awarded to eligible districts in either of the following categories:

1. **Systemwide Apprenticeship Curricula**

   - Ensuring that industry (State Apprenticeship Committee) approved apprenticeship curricula are used for all WTCS programs of apprentice-related instruction (Aid Code 50).
   - Ensuring that the curricula in use by the districts are aligned with statewide standards, as approved by the State Trade Apprenticeship Advisory Committees.
   - Reviewing and revising curricula, on a five-year rotational basis, and as otherwise needed.
   - Providing for the adaptation of curriculum for alternative delivery (e.g., accelerated programs, on-line delivery, etc.).
   - Developing articulation agreements with outside institutions for Associate of Applied Science degree credit for apprenticeship completion.

2. **Direct Instruction Support**

   - Promoting inter-district collaborative partnerships for the regional delivery of apprenticeship-related instruction.
   - Supporting classroom delivery (instructor salary, fringe, travel expenses) not possible through normal district budget process.
   - Responding to industry demand outside of normal budget process. This industry demand could be due to:
     - Unanticipated growth in demand for apprentice-related instruction classes resulting in the need to add or split additional sections at a district.
     - Unanticipated growth in demand for apprentice-related instruction resulting in the need to replicate a program at another district.
     - Emerging demand for new, rapidly emerging apprenticeship programs in response to demand from multiple employers seeking related instruction for their apprentices.
     - Support for low-enrollment programs in which colleges are obligated to complete apprentices and enrollments fall below district minimum class size.
     - Customized instruction for single-employer sponsors provided the related instruction will be kept open to apprentices and journey workers from similar employers. Closed instruction is subject to contracting provisions *Wis. Stat.* 38.14(3)(c)2.

Measurable Objectives

Systemwide Apprenticeship Curricula

1. Increase the number of programs with an industry-validated curriculum. For apprenticeship, this process includes formal review by the Department of Workforce Development-Bureau of Apprenticeship Standards designated State Trade Apprenticeship Advisory Committee.
2. Increase the number of WTCS Program Outcome Summaries, competency profiles, course outcome summaries and supporting curriculum materials, and share all such materials created with WTCS partners through the WTCS Apprenticeship Curriculum Repository.
3. Increase the number of State Trade Committee approved curricula posted or linked to the BAS website [www.wisconsinapprenticeship.org] for existing trade information and standards.

Direct Instruction Support

4. Number of sections served efficiently.
5. Number of apprentices served.
6. Number of related instruction hours taught.
7. Number of apprentices continuing or completing their program of apprentice-related. Instruction.

Allowable Activities

Systemwide Curriculum Development

1. Develop and maintain WTCS apprenticeship curriculum in the WTCS WIDS Repository.
2. Document approved and vetted curricula on the DWD website.
3. Develop new curriculum products to meet industry needs.
4. Review existing curriculum products and make changes in response to industry-identified needs.
5. Develop and implement targeted WTCS apprentice-related courses and units. Courses must be either systemwide Paid Related Instruction (PRI) or systemwide Unpaid Related Instruction (URI).
6. Align statewide curriculum and program activities. Alignment may refer to aligning curriculum courses and outcomes across colleges or aligning outcomes to external industry validated standards.
7. Create course outcome summaries (above-the-line) and learning plans (below-the-line) for targeted trades.
8. Implement alternative instructional methodologies (i.e., flipped classrooms, online accelerated, etc.) to enhance student success.
9. Encourage and assess use of curriculum through professional development activities for faculty and distribution of approved statewide curriculum products.
10. Adapt or modify non-WTCS developed curriculum (instructor or industry-owned) to meet current standards and formats used by the technical colleges (WIDS).

11. Develop WTCS CPL (Credit for Prior Learning) models and articulation agreements with non-WTCS institutions and industry associations with focus on Associate of Applied Science degree completion.
12. Develop assessments of industry-based apprenticeship instructor training.

Direct Instruction Support

13. Support classroom delivery (i.e., instructor salary, fringe, and travel expenses) not possible through normal district budget process. This can include expenses for instructors traveling amoung colleges in support of regionl delivery.
14. Cover incidental expenses related to annual meetings of stakeholders to discuss projected enrollments and industry training needs.
15. Cover incidental expenses related to ongoing operation of collaboratice partnerships for the regional delivery of apprentice-related instruction.

Additional Application Components

The following special instructions are in addition to the general instructions in Section 2 of this guidelines document. An application to the Apprentice-Related Instruction grant category shall include the following:

1. **WTCS Grant Application Form (State)**
   18. Statement of Need (may exceed 500 word limit):

   Include the following for Systemwide curriculum:

   Example for Systemwide Curriculum:

Program	Program Participation with Enrollments
Plumbing Apprentice	12 Colleges, 302 Apprentices
Cook-Chef Apprenticeship Program Alignment State Model	2 Colleges, 15 Apprentices

   Describe involvement of apprenticeship partners, including Department of Workforce Development-Bureau of Apprenticeship Standards, including local and/or state apprenticeship committees. Include the approval date of the WTCS Apprenticeship Coordinators Council.

   Describe only those activities supported with State grant funds.

Application Review

Applications for both Systemwide Apprenticeship Curricula and Direct Instruction Support will be reviewed by the grant manager in consultation with the Apprenticeship Coordinators Council.

Data Collection and Reports

All applicants funded under this category shall comply with WTCS data submission requirements in the timeframe required. ***Failure to meet grant expectations and the requirements listed below may result in grant suspension or termination.*** The requirements include the following:

1. **Client Reporting System applies to Apprentice-Related Instruction Grants**
   a. **Direct Instruction Support:** Participant data must be reported in the Client Reporting System and applicants must have outcome data documented in their participant files.
   b. **Systemwide Curriculum:** All curriculum materials developed will be made available on the WTCS Apprenticeship Curriculum Repository. State Trade Committee approved curriculum will be made available on the DWD-BAS website.
2. **Triannual Report** submissions must be received by the following dates:
   a. **First term Triannual Report** (July 1 – October 31) **is not required for either Direct Instruction Support or Systemwide Apprenticeship Curricula grants.**
   b. **Second term Triannual Report** (November 1 – February 29) must be received on or before *March 15, 2018* **and is required only for Direct Instruction Support grants.**
   c. **Third term Triannual Report** (March 1 – June 30) must be received on or before *November 1, 2018* **and is required for both Direct Instruction Support and Systemwide Apprenticeship Curricula.**

Submit Triannual Reports electronically to grants@wtcsytem.edu
Forms are located at: http://mywtcs.wtcsystem.edu/grants/grant-application-forms

WTCS Contact Person:

Nancy Nakkoul (608) 266-8669

Emergency Assistance
Request for Proposals
CSDA #292.104

Purpose

The Wisconsin Technical College System Board awards funds to offer emergency assistance grants to eligible Pell recipients (defined below) who experience unforeseen financial emergencies. The goal is to assist eligible students who are experiencing unplanned events that may affect their ability to stay in school.

Funds Available and Additional Limitations

1. $320,000 will be available for these purposes.
2. Grant allocations will be made following the FY 2017-18 Emergency Assistance Grant distribution amounts.
3. No administrative costs allowed.
4. Each technical college must designate an employee with the authority to disburse the student emergency assistance grant funds to eligible students.
5. Eligible student means a student enrolled in a technical college whose expected family contribution, as defined in s.39.437 (3) (a), is less than $5,000.
6. Financial emergency means an unplanned event causing an unanticipated expense that would cause an eligible student to not complete the term. No funds shall be used to cover the following types of expenses: tuition, textbooks, student fees, alcohol, tobacco, groceries, entertainment, legal services, and/or legal violations resulting in fines/forfeitures.
7. Eligible students MUST submit an application to request funds, and written proof (such as a bill, receipt, etc.) identifying the nature and amount of the expense as well as the third-party to whom this amount is owed.
8. A decision on student applications and disbursement of grant funds to a student if a grant is awarded, shall be made within five (5) business days of the student's application.
9. A technical college may NOT award more than two (2) grants to the same student in any academic year.
10. If a student applies for a second grant in the same academic year, a technical college shall require the student to undergo a financial counseling session with a financial aid professional before the grant may be awarded.
11. The total of all emergency grants made to a student in the same academic year may NOT exceed $500.
12. Student emergency assistance grant funds may only be disbursed in the following ways:
    a. By check made payable to the student and delivered to the student.
    b. By check made payable to the third-party identified and delivered to the third-party or to the student.

c. By electronic fund transfer or other electronic deposit to an account maintained by the student at a financial institution.

13. Funds may NOT be disbursed in cash.

The 2018-19 Emergency Grant Funding distribution amounts, once finalized for 2018-19, 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.

Allowable Activities

1. Provide emergency financial assistance for students facing unanticipated medical expenses, vehicle repairs, dependent care, housing, utilities, and/or transportation. Example: medical treatment or vehicle repair (not to exceed $500 per student, per academic school year).

Additional Application Components

1. An application for the Emergency Assistance Grant must include the following:
    a. Provide a student application process which includes disbursement procedures.

    b. Identify the person (name and contact information) with the authority to disburse emergency grant funds to eligible students.

    c. 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.

    Grant application is located at: http://mywtcs.wtcsystem.edu/grants/grant-application-forms

2. Triannual Reports MUST include the following information:

    - The number of student emergency grants awarded;

    - The number of student emergency grant requests denied;

    - The number of students receiving student emergency grants (unduplicated);

    - The total amount of student emergency grant money awarded;

    - The total amount of student emergency grant money available, but not awarded;

    - The number of students who received a student emergency grant and completed a degree or credential;

- The number of students who received a student emergency grant and transferred to another postsecondary institution;

- The number of students who received a student emergency grant and did not complete the term in which the grant was awarded; and

- The types of expenses for which students requested student emergency grants.

3. [Emergency Assistance Grant Final Report](#) (due by June 30, 2019). Completion of the Final Report which includes the following information for the academic year (July 1, 2018 – June 30, 2019):

- The number of student emergency grants awarded;

- The number of student emergency grant requests denied;

- The number of students receiving student emergency grants (unduplicated);

- The total amount of student emergency grant money awarded;

- The total amount of student emergency grant money available, but not awarded;

- The number of students who received a student emergency grant and completed a degree or credential;

- The number of students who received a student emergency grant and transferred to another postsecondary institution;

- The number of students who received a student emergency grant and did not complete the term in which the grant was awarded; and

- The types of expenses for which students requested student emergency grants.

WTCS Contact Persons:

Colleen Larsen (608) 266-3738
Karen Showers (608) 267-9458

Professional Growth

Targeted Funds
CSDA #292.124

Purpose

The Wisconsin Technical College System Board awards funds to support professional development activities and occupational competency training in the Wisconsin Technical College System. Grants in this category will be awarded for programs that promote the following:

1. Instructor awareness of and expertise in a wide variety of newly emerging technologies
2. Integration of learning technologies in curriculum and instruction
3. Use of instructional methods that involved emerging technologies

Funds Available and Additional Limitations

1. $1,000,000 will be available for these purposes.
2. Grant awards are made on a formula basis.
3. A limit of one application for Professional Development funds and one application for Occupational Competency funds may be submitted per district.
4. The first step in the application process is to obtain written approval from the WTCS Office via Mandy Johnson regarding your concept proposal. **This step should be completed and approved by December 8, 2017.**

Professional Development

1. A 50 percent match is required. For example, if the state award requested is $50,000, required match is $25,000 for a total project cost of $75,000.
2. No payment for substitute instructors will be allowed.
3. One (1) position may be funded through the grant project. The position funded must directly support professional development activities. Multiple positions are not allowed.
4. Stipends are limited up to 60 percent of the total professional development project cost. Stipends should be listed under "No. 2 Salary/Fringe" on the grant budget.
5. Software costs are limited to 30 percent of the total grant project costs.
6. Any item that is not classifiable in Budget lines 1.0 – 7.0 may be classified as "Other." Other costs are limited to 40 percent (40%) of the total grant project cost. Examples may include contractual services and honorariums.

Occupational Competency Program

1. Occupational Competency funding will be up to 20 percent of the total grant allocation amount for each district.
2. Projects will be funded up to 50 percent of the total approved project cost.

3. Funds shall only be used to partially pay the salaries and fringe benefits of technical college faculty participating in the program. Funds should be listed under "No. 2 Salary/Fringe" on the grant budget.
4. Businesses participating in the project shall certify that no current employee of the business will be terminated or laid-off from employment as a result of participation in the program.

Measurable Objectives

Professional Development

1. Increase/maintain peer coaching and/or mentoring programs.
2. Increase/maintain staff orientation and/or onboarding programs.
3. Enhance alternative instructional methodologies.
4. Purchase new instructional materials or equipment that supports district professional development.
5. Increase professional learning activities relevant to the college education and student services initiatives.

Occupational Competency

1. Update occupational competency resulting from participation in the program.
2. Integrate updated occupational currency to the classroom through curriculum updates.
3. Improve knowledge and skills in occupational area resulting from participation in the program.
4. Provide technological updates and advancements to education department resulting from participation in the program.

Allowable Activities

Allowable Activities must promote the following:
1. Build instructor awareness of and expertise in a wide variety of newly emerging technologies (e.g., training for new software/hardware to be used in programs, attending webinars or seminars focused on emerging trends in higher education, etc.). Activities must detail how the research of new technologies will be presented to faculty and staff.
2. Integrate the learning of new technologies into curriculum and instruction. Activities must detail how professional development and/or Occupational Competency Program activities will integrate to the classroom environment.
3. Practice instructional methods that incorporate emerging technologies.

Professional Development

Grant activities may include, but are not limited to, the following list:

1. Develop, enhance, and/or maintain a peer coaching/mentoring program.

2. Develop, enhance, and/or maintain a program to ensure that staff maintains currency with new skills and knowledge in their content area.
3. Development and/or delivery of in-service(s) activities.
4. Development of a promising practices website.
5. Support the availability of online coursework
6. Develop and/or participation in a faculty and/or staff learning community.
7. Review and assess the current mentoring, professional learning, diversity and/or orientation/onboarding programs.
8. Develop and/or participate in workshops.
9. Purchase, develop, and/or integrate new instructional materials or software necessary to provide professional learning activities.

Occupational Competency

Grant activities may include, but are not limited to, the following list:
1. Enroll in temporary work experiences to stay informed on the current roles and operations of related business or industry.
2. Develop, enhance, and/or maintain contemporary knowledge base regarding related business or industry.
3. Development and/or participation in a faculty and staff learning community.

Additional Application Components

Due to differing match calculations of the Occupational Competency program and the Professional Development grant, it will be necessary to have two (2) separate Standard Financial Reports (SFR), and two separate grant applications. Please note the specific requirements for each option below:

    a. Technical College faculty participating in the Occupational Competency program will be required to submit the [Occupational Competency Participant Portfolio](#) to the district office contact within 60 days of completion of participation.

    b. The [Occupational Compentency Participant Tracking form (Excel)](#) must be submitted and updated along with each triannual report to grants@wtcsystem.edu.

WTCS Contact Person:

Mandy Johnson (608) 266-1287

FY19 Professional Development Allocation

District Name	Faculty & Prof. Nonfaculty # *	Faculty & Prof. Nonfaculty %	Prof. Dev. Staff Allocation	Prof. Dev. Base Allocation	Total Prof. Dev. Allocation
Blackhawk	157.8	2.77%	$ 9,967	$ 40,000	$ 49,967
Chippewa Valley	354.2	6.21%	$ 22,372	$ 40,000	$ 62,372
Fox Valley	542.2	9.51%	$ 34,247	$ 40,000	$ 74,247
Gateway	442.5	7.76%	$ 27,950	$ 40,000	$ 67,950
Lakeshore	178.0	3.12%	$ 11,243	$ 40,000	$ 51,243
Madison Area	834.0	14.63%	$ 52,678	$ 40,000	$ 92,678
Mid-State	151.7	2.66%	$ 9,582	$ 40,000	$ 49,582
Milwaukee Area	996.9	17.49%	$ 62,968	$ 40,000	$ 102,968
Moraine Park	228.3	4.01%	$ 14,420	$ 40,000	$ 54,420
Nicolet Area	114.1	2.00%	$ 7,208	$ 40,000	$ 47,208
Northcentral	278.7	4.89%	$ 17,604	$ 40,000	$ 57,604
Northeast Wisconsin	536.0	9.40%	$ 33,856	$ 40,000	$ 73,856
Southwest Wisconsin	127.8	2.24%	$ 8,072	$ 40,000	$ 48,072
Waukesha County Area	239.7	4.21%	$ 15,140	$ 40,000	$ 55,140
Western Wisconsin	279.6	4.91%	$ 17,660	$ 40,000	$ 57,660
Wisconsin Indianhead	238.0	4.18%	$ 15,033	$ 40,000	$ 55,033
Wisconsin	5,699.5	100.00%	$ 360,000	$ 640,000	$ 1,000,000

Source: STF310C, Staff List Subtotals by Position Class and District, State FTE Standard

* Position Classes: Counselor, Librarian, Instructional Specialist, Professional Non-Faculty, and Instructor

Fiscal Year 2016

Occupational Competency Participant Portfolio

As stated in the Professional Development Guidelines, Technical College faculty participating in the Occupational Competency program will be required to submit a written portfolio evaluation describing the work experience received and the specific applications of that work experience within the faculty member's teaching assignment(s).

Each participant must complete a portfolio describing their experience and how their participation in the program will impact their classroom environment. The participants must also provide feedback indicating the employer's perspective on the relevance or efficacy of the Occupational Competency program within their field. Portfolios can include photos, documents, or other content created while taking part in the program.

Each portfolio should speak to the following criteria:

1. How the participant improved instruction resulting from participation in the program.
2. How skills improved in occupational area resulting from participation in the program.
3. Technological updates and advancements in specific education department resulting from participation in the program.
4. Development, enhancement and/or maintenance of business/industry knowledge
5. Development and/or participation in a faculty and/or staff learning community

Participant portfolios should be submitted to the district office within 60 days of completion of the program.

<u>WTCS Contact Person</u>:

Mandy Johnson (608) 266-1287

Occupational Competency Participant Portfolio

Participant Reflection

Name: _____

WTCS District: _____

Partnering Business/Industry: _____

Location of Participation: _____

Dates of Participation: Beginning _____   Ending _____

Please attach any photos/documents/certificates connected to participation in the program. Please reflect on your experience while responding to the following questions:
   1. Describe the occupational competency improvement objectives you intended to meet by taking part in this program.

   2. Evaluate the effectiveness in meeting your objectives.

   3. Describe how the experience in the field has developed or enhanced your knowledge of the industry.

   4. How has participation in the program improved your instruction?

5. What technological updates and advancements have you learned that would be beneficial to your education department?

6. How has the college encouraged development and/or participation in a faculty learning community based on the training you have received from the industry?

_____   _____

Signature of Participant   Date

Occupational Competency Participant Portfolio

Supervisor Reflection

Name: _____

WTCS District: _____

Faculty Member reviewing: _____

Partnering Business/Industry: _____

Location of Participation: _____

Dates of Participation: Beginning _____   Ending _____

Please reflect on your experience while responding to the following questions:

1. How has the participant improved instruction resulting from participation in the program?

2. How has the college encouraged development and/or participation in a faculty learning community based on the training the faculty member received from the industry?

_____   _____
Signature of Supervisor   Date

Occupational Competency Participant Portfolio

Business/Industry Reflection

Name: _____

Partnering Business/Industry: _____

Location of Business/Industry: _____

WTCS District: _____

Dates of Participation: Beginning _____   Ending _____

Please reflect on your experience while responding to the following questions:

1) Evaluate the effectiveness of the training program from your business/industry viewpoint.

2) Describe what benefits and/or difficulties you and your business encountered while participating in this program.

3) What recommendations for improvement/modification in the program would you offer?

_____   _____

Signature of business/industry representative   Date

Please complete this form and return to your College contact.
Thank you!

Workforce Advancement Training (WAT)

Request for Proposals
CSDA #292.124

Purpose

The Wisconsin Technical College System Board awards funds to promote increased investment in the development of incumbent workers, improve Wisconsin businesses' productivity and competitiveness, augment the state's economic base, support career pathways and expand technical college training and technical assistance services to businesses and industry. Grants will be awarded to upgrade the skills and productivity of employees of established businesses operating in Wisconsin, with the additional objective of supporting regional workforce and economic development efforts. Training under these grants must focus on occupational skills but can include a combination of occupational, academic, and employability topics or courses. Grants will also be awarded for market expansion or business diversification services to established Wisconsin businesses.

Funds Available and Additional Limitations

1. $4,000,000 will be available for these purposes. An allocation of $3,500,000 will be made available to fund training for General Businesses and $500,000 will be made available to fund training for Small Businesses.

2. Districts may apply for State grant funds of $2,500 to $200,000 per application.

3. Applications will only be accepted from Wisconsin Technical College System Districts and consortia of districts. (The limitations and allowable activities in these guidelines apply to all districts in a consortium.)

4. Initial applications will have a May 1, 2018 due date;

5. Districts may submit a maximum of 12 applications prior to May 2, 2018.

6. Required revisions to initial applications must be received by the WTCS Office within five (5) business days of notification. Required revisions received after five (5) business days may result in the delay of grant awards.

7. Proposals related to employers previously served by the college under a Workforce Advancement Training Grant will be accepted; however, if funding requests exceed funds available, the WTCS Office may give preference to proposals involving employers not previously served.

8. Applications may involve training services or technical assistance for an individual employer or multiple employers. Consortium applications should have a consistent theme to be funded, and the majority of the training offered should be received by all consortium employers. Examples would be training on similar topics (welding, industrial

maintenance, OSHA, MSSC, etc.) or employers from the same industry sector (Wood Product Manufacturing, Industrial Machinery Manufacturing, Agricultural, etc.) or some other reasonable consolidation.

9. Purchase or lease of instructional materials, software or equipment may be funded up to 25 percent (25%) of the total allowable project cost. Instructional material costs for nationally portable, industry skills certifications are allowed and not subject to the 25 percent (25%) limitation.

10. Costs related to obtaining nationally portable, industry skills certifications are allowed. Other assessment costs are not allowed.

11. Staff development costs directly related to the delivery of the instruction up to 15 percent (15%) of total allowable salary and fringe benefit costs are allowed.

12. Grant activities may start at any time during the fiscal year after the initial application deadline; however, it will be expected that training will begin within 90 days of the award of the funds. Districts must designate either June 30, 2019, or August 31, 2019, as the end date for their grants.

13. The contract with the business may include costs not covered by the grant as consistent with normal district contracted training policy and practice.

14. Remodeling and building expenses are not allowed.

Allowable Activities

These State grant funds are intended to support instructional activities that improve employed workers' occupational skills or provide market expansion or business diversification assistance. In support of this objective, these other activities are allowable:

1. Assess the learning needs of employees to determine knowledge and skills they need to more effectively perform current or future job assignments.

2. Develop curriculum that applies directly to employees' occupational tasks.

3. Provide professional learning opportunities for college instructional staff to develop the expertise needed to offer the proposed training.

4. Purchase supplies, equipment, video, computer software, or other instructional materials directly related to the instructional activities completed under the grant. (Allowable expenses may be funded up to the policies and percentages listed in the limitations section.)

5. Support basic skills or English Language Learning instruction directly related to the occupational skill training provided under the grant.

6. Provide technical assistance to an employer which will result in the advancement of existing employees through a career pathways approach or additional hiring of new employees.

Additional Application Components

An application to the Workforce Advancement Training grant category shall include the following:

- **WTCS Grant Application Form** (WAT)

- **Salary and Fringe Rates**

  When costing out salary and fringe costs for faculty and staff, use projected actual costs that estimate salary and fringe costs. For grant purposes, the contract rate may not include overhead or indirect costs. *As with all WTCS grants, reimbursements will be made based on actual expenditures*.

- **Attachment A Small Business Certification Statement**

  Please complete this if you are applying for a Small Business grant.

Data Collection and Reports

All applicants funded under this priority shall comply with WTCS data submission requirements in the time frame required. The requirements are:

- **Workforce Advancement Training Grant Final Report**

  The final report is due **90 days** after the delivery of training. Final reports not received within 90 days after the delivery of training may result in the withholding of WAT grant funds in subsequent projects.

- **Standard Financial Report** (SFR 1) Electronic Version: Microsoft Excel

  The Final Standard Financial Report is due 45 days after the end of the award period.

- **Contract Reporting System applies to all Workforce Advancement Training Grants**

- **Client Reporting System applies to Workforce Advancement Training Grants**

  The data elements on the Client Grant Demographic Record usually required for clients receiving services from any grant activity *do not* have to be reported. Grant activity records only need to be submitted if they are being used to report WAT grant numbers, in which case only the grant number and basic identifier fields need to be reported. The alternative to submitting grant activity records is to report the WAT grant number on the course records.

- **WTCS Economic Impact Survey**

  All employers receiving services under this grant category are **required** to complete the web-based WTCS Economic Impact Survey for contract training within 120 days of completion of training.

- **Attachment A – Small Business Certification Statement**

  When applying for Small Business WATG funds, colleges are required to verify that all participating businesses meet the Workforce Advancement Training Grant small business definition. Attachment A must accompany the grant application.

- **Applicants *must* use the current WAT Grant application form.**

Submit applications and reports electronically to grants@wtcsytem.edu

WATG application forms are located at: http://mywtcs.wtcsystem.edu/grants/workforce-advancement-training-(wat)/forms

<u>WTCS Contact Person</u>:

Scott DuBenske (608) 266-0025

Section 2 -
Grant Application Process
and Related Information

This section contains copies of the forms needed to apply for State grant funds, instructions, and additional information such as definitions, instructions on how to report grant activities and accomplishments, funding levels, and WTCS contact persons, etc.

Grant Applications

Grant Application Submission

Applicants **must** submit their application **no later than 4 p.m. on January 25, 2018**. Late applications will not be accepted. It is recommended that applicants submit their grant application **three to five days** in advance of the deadline. The WTCS Office requires an *electronic submission only*, no paper copies. Applications must be submitted in PDF format and sent to grants@wtcsystem.edu by the application deadline.

Application Requirements:
Each grant application **(one PDF document)** must consist of the following components and be compiled in the following order by the application deadline.

1) WTCS Grant Application Form (STATE);
2) Budget
3) Standard Financial Report (SFR-1)
4) Attachments required by the grant category guidelines:

This file should be named with the 11-digit grant project number followed by an underscore and the date of submission (Example: **15-301-146-129_1.18.18**). The first **five** (5) digits of the project number must not be duplicated.

Forms are located at: *WTCS Grant Application Forms.*

Application Review and Scoring
The WTCS Office coordinates the application review process. A panel of reviewers selected for their experience in the fields, will review and score the applications based on the criteria in the application scoring rubrics, unless otherwise noted under the grant category.

WTCS Office staff develops recommendations for the Wisconsin Technical College System Board (WTCSB) to take one (1) of three (3) actions on all grant applications: (1 approved, 2) approved with revisions, or 3) disapproved. The WTCS President and Vice Presidents review these recommendations. The President provides final recommendations to the WTCS Board for final approval. Applicants will receive official notification of the grant award(s) status from WTCS Office staff.

Reference the MyWTCS website to view category rubrics.
http://mywtcs.wtcsystem.edu/grants/grant-application-forms.

Appeal Procedures
Applicants may request an administrative hearing to review the decision of the Wisconsin Technical College System Board (WTCSB) with respect to an application for State funds. This hearing is not intended to review the merits of the grant proposal, but to determine whether the review process was conducted in a fair and equitable manner for all grant proposals in the category for which an appeal is requested. The request **must be** made in writing and **must be**

submitted to the President of the Wisconsin Technical College System (WTCS) within thirty (30) days of WTCSB action. The request must identify the action for which the hearing is desired. All written communications should be addressed to President, Wisconsin Technical College System (WTCS), 4622 University Avenue, P.O. Box 7874, Madison, WI 53707-7874.

Within thirty (30) days of receipt of a request for an administrative hearing, the President of the WTCS will appoint a hearing examiner and hold a hearing on the appeal. The hearing will be recorded and minutes or a transcript will be provided on request. Within ten (10) days of the administrative hearing, the applicant petitioner will be informed in writing of the action taken on its appeal and related reasons. A more complete description of the System Board's procedures and requirements for holding an administrative hearing are detailed in Ch. TCS 4 of the Wisconsin Administrative Code and Ch. 227 of the Wisconsin Statutes.

Revising a Funded Application
After receiving a grant award, applicants may find their circumstances require a change to the grant. Grant recipients **should discuss changes** with the appropriate WTCS grant manager(s) **prior** to submitting a formal revision, if one is required.

A revision **must be** submitted if the project budget changes within a budget line by **20 percent (20%) or more**.

Sometimes, costs of budgeted items change even though there are no changes to outputs and/or activities. If the change is **less than** 20 percent (20%) in the receiving line item, **no approval is required;** however, recipients are **strongly encouraged** to notify the WTCS grant manager(s) of the changes by e-mail.

To prepare and submit a revision follow the procedures below:

1) Update the **WTCS Grant Application Form (STATE)**.
2) Enter current date.
3) Select **YES** for entry #4 on the form.
4) Make changes to the grant application narrative, Budget and/or Standard Financial Report (SFR) as necessary.
5) **DO NOT DELETE any text**, instead - **underline** new text and ~~strikethrough~~ existing text that is no longer applicable.
6) Do not include attachments.
7) Submit an electronic copy of each **entire** revised application as one **PDF** document.
8) Include a short description on what the revision pertains to in the body of the email.

Revisions should be e-mailed to grants@wtcsystem.edu. Name the e-mail attachment using the original file naming structure, revision number and date. For example, **01-567-124-197R1_4.3.18**. Subsequent revisions for the same project number should end in **R2, R3**, etc.

All revisions, budgets and grants **must** be discussed with and **approved by** the WTCS Office grant manager(s) prior to being submitted to grants@wtcsystem.edu. All formal revisions must be approved by WTCS prior to implementation. Recipients are notified of an approved revision/modification by e-mail.

Planned State Grant Funds Available for FY 2018-19

Grant Category	Amount
Apprentice-Related Instruction	$500,000
Career Pathways	$4,000,000
Core Industry	$6,000,000
Developing Markets	$1,500,000
Emergency Assistance	$320,000
Professional Development	$1,000,000
Student Support	$3,000,000
Workforce Advancement Training	$4,000,000
Work-Based Learning for Tribal Colleges	$594,000
Total State Grant Funds Available	$20,914,000

Glossary of Terms

Ad-hoc Advisory Committee: A group comprised of knowledgeable prominent and credible members in their field of expertise, usually employers, from within and outside the technical college, without a formalized committee structure.

Administration: Non-instructional activities of a grant necessary and reasonable for the proper and efficient management of a grant, including the supervision of project activities, coordination, and administrative support. Administration does not include curriculum development activities, personnel development, or research activities. Any cost, indirect or direct, that supports the management of the grant is administrative in nature.

Adult Basic Education (ABE): Instruction at the 0 - 8.9 grade levels in reading, communication skills (writing, speaking, listening), mathematics, social and physical sciences, health, critical thinking, financial literacy, health literacy, basic computer literacy and employability skills needed to function effectively in society. The curricula of beginning and intermediate ABE courses shall assist adult students in the development of the skills necessary to process both written and oral information, and to derive meaning from the information that can be applied to specific tasks. See [Administrative Bulletin 12-04 Revised 6/3/14](#).

Adult Secondary Education (ASE): ASE comprises instruction which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0-12.9). ASE is typically used for students who are working toward a high school equivalency diploma as well as for students who already have a diploma but who need additional preparation to continue with their postsecondary or career goals. Included in ASE are *developmental* courses, which are specifically designed for individuals who, upon seeking admission to a post-secondary program, are substantially deficient in foundation competencies. Developmental courses also serve individuals who wish to strengthen foundation competencies before applying for admission to a post-secondary program. Also included are *remedial* courses, which are designed for individuals whose deficiencies in foundation competencies are not extensive enough to warrant denying them admission to a post-secondary program. Each remedial course consists of portions of an approved developmental course, selected to efficiently address a student's specific deficiencies.

Advanced Technical Certificates: System Board approved certificates (9-12 credits) that include at least six (6) credits of advanced technical occupational content. These certificates will address emerging knowledge and skill training needs for projected long-term job growth.

Advisory Committee: A committee comprised of knowledgeable prominent and credible members in their field of expertise, usually employers, from within and outside the technical college.

Aid Codes(s): The first two digits of a program and course number.

Alignment: A process to create comparison matrices and/or compare program curricula. For transfer purposes, technical colleges are expected to show how their program curriculum compares to the systemwide approved program curriculum through use of a matrix comparing courses, competencies, or program outcomes. Program alignment is a professional development activity in which the instructors from the program come together to create matrices. [See also Systemwide Aligned Curriculum defined below.]

Apprenticeship: A structured program of work-based training for skilled occupations determined to be apprenticeable by the Department of Workforce Development (DWD-BAS) or the federal USDOL (Department of Labor) Office of Apprenticeship (USDOL-OA). Apprenticeship combines structured on-the-job learning under the supervision of experienced (journey) workers with related classroom instruction. Apprentices are full-time workers, sponsored by employers, employer associations, or labor/management groups that hire and train to industry standards described in a multi-party agreement overseen by DWD-BAS. WTCS colleges provide the related instruction portion of apprenticeship programs. Standalone apprentice-related instruction is designated as Aid Code 50, also known as paid related instruction (PRI).

Approved System Board Program: Advanced Technical Certificates, Technical Diplomas or Associate Degree programs approved by the Wisconsin Technical College System Board. WTCS Pathway Certificates and Embedded Technical Diplomas are approved by an internal process on behalf of the System Board.

Articulation Agreements: Course to Course agreements created to allow high school students to take college level courses and gain dual credit while still in high school. These agreements are facilitated by Technical College Career Prep Coordinators in partnership with their secondary high schools.

Assistive Technology Device: Any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. [20 U.S.C. Chapter 33, Section 1401 (25)].

Career Clusters: An organizing tool defining education for post-secondary education and careers using broad clusters of occupations and pathways with validated standards that ensure opportunities for all students regardless of their career goals and interests. Career Clusters are groupings of occupations and industries.

Career Pathways: A series of connected educational programs, training strategies, and related support services that enable individuals to secure industry-relevant certification, obtain employment within an occupational area, and advance to higher levels of future education and/or employment within a targeted occupational area.

Career Pathway Bridge: Helps adults in need of basic skills or English Language Learning succeed in a career pathway. Bridges consist of courses that link basic skills development with occupational skills development and accelerate the transition from pre-college to college level work.

Case Management: A process used to identify, manage and verify (if necessary) specific activities of each individual participating in programs to ensure attainment of program goals.

Client Reporting: One of three main computer databases used by the WTCS Office to manage student and course activities and the activities of the grants provided to the 16 Wisconsin Technical Colleges.

Community-Based Organization (CBO): A private, non-profit organization of demonstrated effectiveness which is representative of communities (or significant segments of communities) and which provides job training services. It can also be defined as an organization of demonstrated effectiveness serving non-reservation Indians (including the National Urban Indian Council), as well as Tribal governments and Native Alaskan groups.

Competitive Grants: Each grant application is scored using established grant criteria within a particular grant category.

Consortia: An alliance or association of interested entities including a district and an external partner.

Core Industries: Vary by region within the state and are defined by the district based on one or more defining characteristics which include, but are not limited to:
- Large number of employees
- Identified "driver industry" by DWD, other external evaluator
- Significant corporate tax base
- In existence for at least five years, usually longer
- Provides a long-standing service needed in the community
- Significant local/regional/statewide economic impact
- Projected high employment demand
- Projected increase market demand
- Projected increase in production capacity
- Other economic indicator (specify)

Cost Sharing: the specific portion of the project costs that are not funded by WTCS grant. Cost sharing is the percentage of the total project costs to be contributed by the grantee (for example – grant funds may be awarded up to 75 percent (75%) of a project, requiring the grantee to provide the remaining 25 percent (25%) of the project).

Credit-for-Prior-Learning (CPL): Assessment of formal and informal education and training experiences provided by employment, community service, or other life experiences including non-WTCS registered apprenticeship programs.

Curriculum Materials: Instructional and related or supportive material, including materials using advanced learning technology in any occupational field which is designed to strengthen the academic foundation and prepare individuals for employment at the entry level or to upgrade occupational competencies of those previously or presently employed in any occupational field, and appropriate counseling and guidance material.

DACUM: Acronym for "Developing a Curriculum."

Diversity: Diversity encompasses an array of experience including, but not limited to, age, race, ethnicity, gender, religion, disabilities, socio-economic status, sexual orientation, gender identity, and national origin. An appreciative awareness of diversity provides the foundation for the understanding that individuals are shaped by this array of experience. Diversity services focus on addressing the specific needs of students that identify as members of historically under-represented and/or under-served populations as defined by federal, state, and local law.

English Language Learning (ELL): A program of instruction designed to 1) help eligible individuals who are English language learners achieve competence in reading, writing, and speaking the English language; 2) aid eligible individuals in the attainment of a secondary school diploma or its recognized equivalent; 3) transition eligible individuals to postsecondary education and training or employment.

Equipment: tangible property (other than land and/or buildings) used in the operations of business. Examples of equipment include: devices, machines, tools, and/or vehicles.

Formula Grants: A proportional allocation for a technical college that may vary from year to year because of changing circumstances within the defined criteria.

Four-Year Articulation Agreements: Program-to-program partnerships with four-year public and private colleges and universities. (Source: http://www.witechcolleges.org/transfer/agreements.php)

General Business: For WAT Grant purposes, refers to any qualified business that has not been certified as a small business.

Individuals with Disabilities: Any individual with any disability <u>as defined in section 3(2) of the Americans with Disabilities Act of 1990</u>. This includes any individual who has a physical or mental impairment that substantially limits one or more of the major life activities, has a record of impairment; or is regarded as having impairment. Disability categories include mentally handicapped, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired persons, or persons with specific learning disabilities.

Inter-district Collaboration: Multiple colleges within WTCS working cooperatively on a proposed grant project.

Match: Match means the specific portion of the project costs that are not funded by WTCSB. Match requires the grantee to provide additional funds according to a specified percentage (for example, a requirement of 50 percent (50%) matching funds is determined by multiplying the grant funds by 50 percent).

Military Service Member: A person who has served or is serving under honorable conditions in the U.S. armed forces, in forces incorporated as part of the U.S. armed forces, in the National Guard, or in a reserve component of the U.S. armed forces.

Modification: A change in a project's spending such that funds will be shifted between budget line items, resulting in less than a 20 percent (20%) change in the receiving line item. The WTCS grant category manager(s) must be notified of modifications with an e-mail. If the change is 20 percent (20%) or more in the receiving line item, see Revision definition.

Program Modification: A change of 20 percent (20%) or more of an existing program curriculum.

Programs of Study: A sequence of instruction (based on recommended standards and knowledge and skills) consisting of coursework, co-curricular activities, work-site learning, service learning, and other learning experiences. This sequence of instruction provides preparation for a career. Local teams made up of all stakeholders involved should be part of the development of Programs of Study.

Revision: A change in a project's spending such that funds will be shifted between budget line items, resulting in an increase of 20 percent (20%) or more in the receiving line item. The WTCS grant manager(s) must be notified of and approve all revisions by submitting a formal grant revision. If the change is less than a 20 percent (20%) change in the receiving line item, see Modification definition.

Small Business: For WAT Grant purposes, refers to a business that certifies that it employs 250 or fewer workers or has an annual gross income of $10,000,000 or less.

State Trade Apprenticeship Advisory Committee: Industry stakeholders regularly convened by the Bureau of Apprenticeship Standards through standing State Trade Apprenticeship Advisory Committees. These committees advise the Bureau on the content, structure and delivery of apprenticeship training for their trade. Each committee typically meets twice per year, in spring and fall.

Stipend: A fixed sum of money paid for services or to defray expenses. Stipends include mentor fees, internships, honoraria, contract fees for presenters and/or facilitators, fellowships and other similar payments.

Supplies: general-purpose consumable items which commonly have a shorter life span in use than equipment and machines, and which are stocked for recurring use.

Sustainability Plan: A plan for activities to be carried out beyond the grant period.

Systemwide Aligned Curriculum: Systemwide aligned curriculum offers faculty throughout the state opportunities to draw from best practices, facilitates student transfer of credits and increases employer confidence that all graduates are meeting comparable competencies.

Alignment of system-wide curriculum includes alignment of program outputs, course number, course title, course description, course competencies, performance standards, course prerequisites, course credits and program credits. Curriculum can be aligned at both the course level and the program level.

Transition Services Activity Description: Provide specialized transition services for students with disabilities from secondary schools as well as adults from the community. Transition services may include but are not limited to individualized program planning, career exploration, study skills training and enrollment assistance. This activity includes its own output measure.

Transition Services for Students with Disabilities: A coordinated set of activities designed within an output-oriented postsecondary approved programs process which promotes movement from secondary education or the community to postsecondary approved programs or from postsecondary programs to related employment. The coordinated set of activities shall be based upon the individual student's needs, taking into account the student's disabilities, preferences and interests.

Tutoring Services/Academic Coaching: Activities with regard to content area in which staff or peer tutors provide instructional assistance with regard to specific lessons or questions. These activities do not constitute a course enrollment and do not generate FTEs.

Wisconsin Bureau of Apprenticeship Standards (BAS): Housed under the Department of Workforce Development (DWD), has specific responsibility for administering apprenticeship program standards.

WTCS WIDS Repository: Formerly known as Curriculum Bank, this is a WTCS online site (https://wtcsystem.wids.org) for development of and sharing of WIDS-based curriculum projects. In many grant categories there is a requirement that identified curriculum products be developed in WIDS and then posted to the WTCS WIDS Repository so that other colleges and partners may have access to them. More detailed information is available in the specific grant guidelines and/or from the grant manager(s).

Youth Apprenticeship Program: A work-based learning program registered with the Department of Workforce Development (DWD) Bureau of Workforce Training that provides structured occupational experience for high school students who are at least 16 years of age/junior status.

WTCS Contact Persons

If questions arise concerning the preparation of applications or with project management, the following members of the WTCS Office staff can be contacted.

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The Wisconsin Technical College System does not discriminate on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or this state or use or nonuse of lawful products off the employer's premises during nonworking hours. The WTCS is in compliance with state and federal equal opportunity and affirmative action laws and regulations including Title VI of the 1964 Civil Rights Act as amended, Title IX of the Education Amendments of 1972 as amended, Section 504 of the Rehabilitation Act of 1973 as amended, Title II of the Americans with Disabilities Act of 1990 as amended, Title VII of the 1964 Civil Rights Act as amended, the Age Discrimination Act of 1975 as amended, and Wisconsin Fair Employment Law. Inquiries regarding equal opportunity may be directed to the Affirmative Action Officer, Wisconsin Technical College System, P.O. Box 7874, Madison, Wisconsin 53707-7874; telephone (608) 266-1766 or Wisconsin Relay System at 711. Website: www.mywtcs.wtcsystem.edu