

# Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$) Grant Guidelines

**Category #155-117 for Fiscal Year 2016-17 Applications**  
**Category # 155-119 for Fiscal Year 2018-19 Applications**  
**Category # 155-120 for Fiscal Year 2019-20 Applications**

## **Purpose**

In 2015, the U.S. Department of Labor awarded the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards (DWD-BAS) a \$5 million grant through the federal American Apprenticeship Initiative Act. Titled Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$), the grant supports expanding registered apprenticeship programs into three H-1B visa-qualified and high growth sectors of advanced manufacturing, health care, and information technology.

By the end of the grant period, the initiative will result in 1,000 new apprentices and 542 up-skilled incumbent workers. Systemwide curricula for eight new occupations in the three sectors will be developed under an apprenticeship program learning model. Five of these eight will be in the information technology sector, two will be in the health care sector, and one will be in advanced manufacturing. In addition to the post-development launch of the eight new programs, three existing advanced manufacturing apprenticeship programs – maintenance technician, industrial manufacturing technician, and welder-fabricator -- will be expanded into new areas of the State. Other key parts of this work will involve outreach to and partnership with prospective industry employers and workforce development boards and collaboration across government and non-profit agencies to ensure that the grant goals are reached.

The Wisconsin Technical College System (WTCS) is a partner in these efforts. As a DWD-BAS WAGE\$ grant sub-awardee, the WTCS will administer and award \$816,750 in funds to eligible WTCS college districts under two sub-categories: Systemwide Apprenticeship Curricula and Direct Instruction Support.

The grant period runs from October 1, 2015-September 30, 2020.

## **Funds Available and Additional Limitations**

\$518,400 will be available for Systemwide Apprenticeship Curricula and \$298,350 will be available for Direct Instruction Support purposes.

### **Systemwide Apprenticeship Curricula**

1. On an invitation-only basis, a single award will be granted to one Wisconsin technical college to act as fiscal agent and manage grant activities that support the development of Systemwide apprenticeship curricula for the eight new targeted occupations.
2. Subcontracting with WIDS is required.
3. Administrative costs are allowed up to eight percent (8%) of total project cost.
4. Projects will be funded at 100 percent (100%).
5. Major/minor equipment purchase or lease is not allowed.
6. No advertising or marketing costs are allowed.

### **Direct Instruction Support**

1. Applications will only be accepted from Wisconsin Technical College System District Colleges.
2. Eligible programs are limited to those targeted under the WAGE\$ grant and include the following:
  - Mechatronics
  - Welder Fabricator
  - Maintenance Technician
  - Industrial Manufacturing Technician
  - Five new Information Technology Apprenticeship programs, TBD.
  - Two new Healthcare apprenticeship programs, TBD.
3. Funds will be made available on an invitation-only basis to provide supplemental monetary support for provision of related classroom instruction when there is an unanticipated gap between projected District budgeting and actual cost of instruction. Examples of this circumstance include:
  - In-district launch of provision of related instruction for one of the eleven targeted WAGE\$ occupations.
  - Unanticipated growth in demand for apprentice-related instruction classes resulting in the need to add or split additional sections at a district.
  - Support for low enrollment programs in which colleges are obligated to complete apprentices and enrollments fall below district minimum class size.
  - Support for shared instruction under a collaborative partnership for regional delivery of apprentice instruction.
4. Support for classroom instruction is limited to the actual cost of instructor salary and fringe.
5. Travel expenses are allowed when instruction is provided through a regional, multi-district agreement and framework.
6. No wrap-around or student support services are allowed.
7. Direct instruction support grants will be funded at one hundred percent (100%) of cost.
8. Instruction supply items may be funded up to twenty percent (20%) of total approved project costs

9. Major or minor equipment purchase or lease is only allowed through advanced discussion and approval by the WAGE\$ Grant Manager.
10. Sub-contracting is only allowed between WTCS colleges and only when instruction is shared between Districts.
11. Administrative costs are not allowed.
12. Grant awards are made on an ongoing basis. Grant projects will be funded for one year.

## **Measurable Objectives**

### **Systemwide Apprenticeship Curricula**

1. Develop program design and curriculum model standards for eight new apprenticeship programs in the three targeted sectors. These include one advanced manufacturing program, two health care programs, and five information technology programs.
2. Each curriculum model standard will minimally include a program outcome summary and course outcome summary for each course including identified course competencies and a program configuration model for delivery of related instruction.
3. Each new program design and curriculum model standard will be industry-validated via formal review by the Department of Workforce Development-Bureau of Apprenticeship Standards' (DWD-BAS) designate Ad Hoc or Standing State Trade Apprenticeship Advisory Committee.
4. Curriculum and program design products will be developed in and published to the WTCS WIDS State Repository for sharing with WTCS colleges.
5. The curriculum standard model for each program will be posted or linked to the BAS website for sharing with industry and other DWD-BAS designated partners.

### **Direct Instruction Support**

1. Document the number of sections served efficiently.
2. Document the number of apprentices served.
3. Document the hours of related instruction provided.
4. Document the number of apprentices continuing or completing their program of apprentice-related instruction.

## **Allowable Activities**

Examples of allowable grant activities include:

### **Systemwide Curriculum Development**

1. Develop and maintain WTCS apprenticeship curriculum model standards, as defined elsewhere, for the eight new WAGE\$ targeted occupations in the WTCS WIDS Repository.
2. Document approved and vetted curricula on the DWD-BAS website.

3. 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.

### **Direct Instruction Support**

1. 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 among colleges in support of regional delivery.
2. Implement alternative instructional methodologies (i.e., flipped classrooms, online accelerated, etc.) to enhance student success.

### **Grant Recipient Responsibilities**

- To produce the identified deliverables according to the timelines established with the WTCS in the most cost-efficient manner possible.
- To coordinate and participate in Developing a Curriculum (DACUM) activities for Advanced Manufacturing (Mechatronics), Information Technology, and Health Care apprentice trades occupations as requested by DWD/DET.
- To post and publish curriculum deliverables on WIDS and other shared repositories when appropriate.
- To expand apprenticeship programs by covering direct instruction costs as appropriate.
- To periodically update WTCS progress on meeting WAGE\$ deliverables via tri-annual reports.
- To notify WTCS in an expeditious manner when issues are identified that will impact WAGE\$ deliverables and delivery of planned services.
- To meet with WTCS grant managers as needed to review progress on timelines, deliverables, and expenditures identified in the grant contract. The grant recipient agrees to provide access to grant-related financial statements and other grant-related records by WTCS representatives or its auditors as part of the progress reviews as needed.
- To bill WTCS for curriculum development and program expansion activities in accordance with the payment timeline (as work is completed).

### **Assurances:**

1. The grant recipient will submit a draft form of all deliverables to WTCS for review. WTCS reserves the right to approve or disapprove materials in whole or in part and request revisions if necessary.
2. WTCS in partnership with the grant recipient will ensure that all deliverables created by the grant recipient meet industry standards.
3. WTCS in partnership with the grant recipient will ensure that all deliverables are incorporated into apprenticeship classroom related instruction.
4. Approved, final materials will become the property of the State of Wisconsin and public domain.

5. WTCS, the grant recipient and DWD will cooperate to ensure that notices required by the Department of Labor will be included on final products, whether those products are electronic or published in hard copy. These notices may include disclosures of use of federal grant funding, disclaimers regarding intellectual property, and Creative Commons license notices required by the Department of Labor for products developed in whole or in part with grant funds. The grantor will provide to the grantee the phrasing to be used.

## Grant Application Submission

Applicants must submit grant applications in a PDF format to [grants@wtcsystem.edu](mailto:grants@wtcsystem.edu). The WTCS Office accepts electronic submissions only; no paper applications will be accepted.

### Grant Forms and Deadlines for Submission

#### For 2018-19 Apprentice Direct Instruction Grants:

- Submit grant application no later than July 15, 2019.
- The 2018 WTCS Grant Application Form (STATE) is located at <https://mywtcs.wtcsystem.edu/grants/grant-application-forms> under the heading: **Perkins/State Application Forms - FY2018-19.**
- Under Grant Category on the application, select Other and title as “WAGE\$ Direct Instruction Support”.

#### For 2019-20 Apprentice Direct Instruction Grants:

- Submit the grant application no later than October 31, 2019.
- The 2019 WTCS Grant Application Form (STATE) is located at <https://mywtcs.wtcsystem.edu/grants/grant-application-forms> under the heading: **Perkins/State Application Forms - FY2019-20.**
- Under Grant Category on the application, select Other and title as “WAGE\$ Direct Instruction Support”.

## Application Requirements

Each grant application (one PDF document) must include the following components in the order specified: 1) WTCS Grant Application Form 2) Budget 3) Standard Financial Report (SFR-1)

- Note that domain designation does not apply to Apprentice Direct Instruction applications.

### Revising a Funded Application

After receiving a grant award, applicants may identify a need to revise 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 or more. Sometimes, the cost of budgeted items changes, although there are no changes to outputs and/or activities. If the change is less than 20 percent in the receiving line item, no approval is required; however, recipients must notify the WTCS grant manager(s) of the changes by e-mail and in the appropriate Triannual Report(s).

To prepare and submit a revision, use the following procedures:

- 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 text; instead - underline new text and ~~striketrough~~ 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.

All revisions, budgets and grants must be discussed with and approved by the WTCS 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.

## **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 the WAGE\$ grant 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 WAGE\$ 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 WIDS 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 sub-category of WAGE\$ grant activities.**
- b. **Second term Triannual Report** (November 1 – February 29) must be received on or before March 15 of the appropriate fiscal year **and is required only for WAGE\$ Direct Instruction Support grants.**
- c. **Third term Triannual Report** (March 1 – June 30) must be received on or before November 1 of the appropriate fiscal year **is required for both Direct Instruction Support and Systemwide Apprenticeship Curricula.**

Submit Triannual Reports electronically to [grants@wtcsytem.edu](mailto:grants@wtcsytem.edu)

## **Additional Terms and Conditions**

- A. The agreement is considered a subaward by federal standards. The named Grantor is considered a recipient by federal standards. The named Grantee is considered a subrecipient by federal standards. For the WAGE\$ grant, DET operates as a pass-through entity by federal standards. As a subrecipient, Grantee is responsible for complying with terms and conditions of the award to the recipient (Grantor.) This subaward is not an R & D award.
- B. When Grantee engages in subcontracts to implement WAGE\$ activities, it is held to the requirements stated in 2 CFR 200.331 Requirements for pass-through entities and federal procurement requirements explained in 2 CFR 200.317-36.
- C. Federal mileage rates apply to travel covered with grant funds. Mileage rates must be checked annually at [www.gsa.gov/mileage](http://www.gsa.gov/mileage) to ensure compliance.
- D. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing activities funded in whole or in part with WAGE\$ funds, Grantee shall clearly state, "This project is funded whole or in part by the Department of Labor, receiving Federal funding at \$5 million which reflects 100% of the project's total budget." When Grantee uses WAGE\$ funds to create a product (for example a toolkit, list of resources for employers, certified pre-apprenticeship curriculum,) Grantee is responsible for ensuring that the product includes additional required Department of Labor language that will be provided by the grant manager.
- E. Grantee shall comply with federal requirements of protecting personally identifiable information (PII) at all times, including but not limited to when reporting certified pre-apprenticeship training participant information.
- F. All funding provided under this Grant Agreement is contingent upon timely transfer of funds to DWD from the U.S. Department of Labor.
- G. In accordance with Department of Labor guidelines, any organization receiving a sub-award must first provide DWD with its DUNS Number. The DUNS number is a nine-digit

identification number that uniquely identifies business entities. If an organization does not have a DUNS number, a designated representative may obtain one without charge through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do> No entity may receive a sub-award unless it has provided its DUNS number.

- H. If a non-Federal entity fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity may impose additional conditions, as described in the Uniform Guidance section §200.207 Specific conditions.
- I. Grantees and their contractors also agree to abide by the following federal requirements:
- **Special Requirements for Conferences and Conference Space**  
Grantee must obtain prior approval from the Department before holding any conference (which includes meeting, retreat, seminar, symposium, training activity or similar event held in either Federal or non-Federal space), or any activity related to holding a conference, including, but not limited to, obligating or expending grant funds, signing contracts for space or services, announcing involvement in any conference, and using the Department's name or logo. The Department retains the right to obtain information from the Grantee about any conference that is funded in whole or in part with grant funds.
  - **Seat Belts**  
Pursuant to Executive Order (EO) 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.
  - **Text Messaging While Driving**  
Executive Order 13513: Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients.  
Contractors, subcontractors, and recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.
  - **Creative Commons License Requirement**  
Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials the recipient will be required to license to the public all work created with the support of this grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the

grant funds and modifications made to pre-existing, recipient-owned content using grant funds.

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Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the recipient from third parties, including modifications of such materials, remains subject to the intellectual property rights the recipient receives under the terms of that particular license or purchase. In addition, works created by the recipient without grant funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by this award result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the recipient is required to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

- **Intellectual Property Rights**

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307. If applicable, the following needs to be on all products developed in whole or in part with grant funds: ***"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties,***

*or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."*

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