

Wisconsin Apprenticeship Forward Grant Guidelines

Category #138-310 for Fiscal year 2019-20 Applications

Purpose

Wisconsin Fast Forward grant funds will be administered by the Wisconsin Technical College System (WTCS) as sub-grants to the sixteen Wisconsin Technical College districts on an invitation-only and as-needed basis for the direct support of contractually required apprentice-related instruction that cannot be provided through normal district budgeting processes. \$237,500 will be made available for this purpose between January 2019-December 2020.

These projects enable the WTCS 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

\$237,500 will be available for Direct Instruction Support of apprentice related instruction.

Direct Instruction Support

1. Applications will only be accepted from Wisconsin Technical College System District Colleges.
2. Funds will be made available on an invitation-only basis to provide Districts with supplemental monetary support for provision of related apprenticeship classroom instruction when there is an unanticipated gap between projected District budgeting and actual cost of instruction.
3. Support for classroom instruction is limited to the actual cost of instructor salary and fringe.
4. Travel expenses are allowed when instruction is provided through a regional, multi-district agreement and framework.
5. No wrap-around or student support services are allowed.
6. Direct instruction support grants will be funded at one hundred percent (100%) of cost.
7. Instruction supply items may be funded up to twenty percent (20%) of total approved project costs.
8. Major or minor equipment purchase, or lease is only allowed through advanced discussion and approval by the WAGES Grant Manager.
9. Sub-contracting is only allowed between WTCS colleges and only when instruction is shared between Districts.
10. Administrative costs are not allowed.
11. Grant awards are made on an ongoing basis. Grant projects will be funded for one year.

Objectives

- Promote inter-district collaborative partnerships for the regional delivery of apprenticeship-related instruction.
- Support classroom delivery (instructor salary, fringe, travel expenses) not possible through normal district budget process.
- Respond 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.

Measurable Objectives

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

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 expand apprenticeship programs by covering direct instruction costs as appropriate.
- To periodically update WTCS progress on meeting WFF deliverables via tri-annual reports.
- To notify WTCS in an expeditious manner when issues are identified that will impact WFF 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 program expansion activities in accordance with the payment timeline (as work is completed).

Assurances:

- 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.
- WTCS in partnership with the grant recipient will ensure that all deliverables created by the grant recipient meet industry standards.
- WTCS in partnership with the grant recipient will ensure that all deliverables are incorporated into apprenticeship classroom related instruction.

Grant Application Submission

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

Grant Forms and Deadlines for Submission

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 “Wisconsin Apprenticeship Forward.”

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 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 WFF Apprentice-Related Instruction Grants**
Participant data must be reported in the WTCS Client Reporting System and applicants must have outcome data documented in their participant files.

2. **Triannual Report** submissions must be received by the following dates:
- **A First term Triannual Report** (July 1 – October 31) is not required for WFF Direct Instruction Support grants.
 - **A Second term Triannual Report** (November 1 – February 29) is required and must be received on or before March 15, 2020
 - **A Third term Triannual Report** (March 1 – June 30) is required and must be received on or before November 1, 2020.

Submit Triannual Reports electronically to grants@wtcsystem.edu

Forms are located at: <https://mywtcs.wtcsystem.edu/grants/grant-application-forms>

WTCS Contact Persons:

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