

**Wisconsin Youth Apprenticeship  
Local Grant & Program Application  
Guidelines and Instructions  
2022-23**

**REQUEST FOR PROPOSALS**

Application Deadline April 1, 2022

**Wisconsin  
Department of Workforce Development**

<https://dwd.wisconsin.gov/det/partners.htm>

12/2021

## Wisconsin Youth Apprenticeship Local Grant and Program Application Guidelines

### Purpose of Funding

Youth Apprenticeship (YA) Grants created under 1999 Wisconsin Act 9 and administered by the Department of Workforce Development (DWD), are available to fund youth apprenticeship consortiums authorized under Wisconsin Statute 106.13. *The purpose of the grants is to administer the statewide YA program.* All consortiums must be approved by DWD to operate a YA program regardless if they receive state grant dollars.

### Request for Proposals

The DWD is issuing this Request for Proposals (RFP) to solicit applications for the 2022-23 State Fiscal Year.

### Eligible Applicants

Funding under this RFP is available to local partnerships to implement and coordinate YA programs. Local partnerships are defined as:

- one or more school districts, or
- any combination of one or more school districts; other public agencies; nonprofit organizations, individuals, or other persons, who have agreed to be responsible for implementing and coordinating a local YA program via a local consortium steering committee.

Steering committees may include:

- one or more school districts
- employers
- one or more colleges in the Wisconsin Technical College System. Your local Technical College contact information can be found here: [WTCS Colleges - WTCS](#)
- Apprenticeship Training Representative(s) from the Registered Apprenticeship program
- organized labor
- Workforce Development Board / Workforce Investment Board. Your local Workforce Development Board contact information can be found here: <https://dwd.wisconsin.gov/dislocatedworker/wda/wda-map.htm>
- Chambers of Commerce
- other public agencies or nonprofit organizations
- other contributing individuals

Any consortium may operate a state YA program without funds but must submit an application to the DWD for approval to operate.

The consortium coordinator is selected by the local consortium steering committee.

## Application Requirements

To be considered for funding in 2022-23, eligible applicants are required to:

- Submit a written Letter of Intent to Apply to YA@dwd.wisconsin.gov. Letters must be received by February 18, 2022. ***The letter must state the intent of the proposer to participate in the process and their acceptance of the RFP evaluation criteria, process, and the instructions of the RFP.*** The letter should also include the name, complete address, and phone number of the designated individual to whom any correspondence/addendums should be sent.
- Limit state-funded costs per student to a maximum of \$1,100 per youth apprentice (total grant amount awarded for this application, divided by the number of students enrolled);
- Provide 50% matching funds;
- Submit for a grant of no less than \$27,500 and 25 students; or submit to operate the program without funding and no less than 25 students.
- Demonstrate capacity to deliver the program in accordance with the YA Manual (found at [ya-rpp-manual-2020.pdf \(wisconsin.gov\)](#)) and all requirements included in this RFP; and
- Designate a Regional Coordinator who will ensure the execution of the following responsibilities:
  - a. Program Development and Management
  - b. Recruitment and Marketing
  - c. Evaluation and Reporting
  - d. Maintain Data Security

## Required Documentation

Each consortium partner that is not a school district must fill out a Partnership Agreement (Supplement 1) stating the partner's responsibilities in support of the Youth Apprenticeship consortium. The full list of partners serving on the Steering Committee must also appear on the Steering Committee Page section of the application.

Each school district that participates in a consortium must fill out an Affiliation Agreement (Supplement 2) stating the school district's responsibilities, terms of affiliation, and must include any rules that exist for distribution of funding between the consortium and the school district.

School districts that choose to affiliate with one or more consortiums must use the Affiliation Agreement to state clear rules for which consortium receives credit when a student is enrolled in addition to arrangements for funding.

School districts may choose to affiliate with an existing consortium during the fiscal year if the terms of the new consortium affiliation do not negatively impact the terms of an already existing consortium affiliation for the fiscal year. An Affiliation Agreement must be submitted to the DWD for this new affiliation to take effect.

Partnership Agreements and Affiliation Agreements are required to be completed by the time of application submittal and must be maintained in the consortium's records.

## **Fiscal Agency for Partnership Applications**

This application must name the Fiscal Agency and agent, employed by the Fiscal Agency, who has demonstrated fiscal integrity and has the capacity to comply with all financial grant requirements. No agency may serve as the fiscal agency for more than one grant application under this RFP. The Fiscal Agent and Regional Coordinator roles must be filled by different individuals.

## **Grant Period**

Applications under this RFP will be approved for one year, effective **July 1, 2022**, through **June 30, 2023**. *All grant awards are contingent upon the availability of state funds throughout the grant period.*

## **Statutorily Required Standards for Program Year 2022-2023**

Per Wis. Stats. 106.13, each consortium must meet the following minimum standards:

- At least 80% of the youth apprentices who participate in the program for 2 years must receive a high school diploma on completion of the youth apprenticeship.
- At least 60% of the youth apprentices who participate in the program for 2 years must be offered employment by the employer that provided the on-the-job training for the youth apprentice upon completion of the youth apprenticeship.

## **Program Performance Standards for Program Year 2022-2023**

Each consortium will additionally be evaluated by the following program standards:

- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a Level One or Two YA certificate.
- At least 60% of graduating seniors completing with a Level One or Two YA certificate are expected to be offered employment in an occupation within their training area.

## **Accountability Measures and Systems**

**If a consortium's performance on these standards over a three-year average has been below minimum standards as shown above, they may be required to submit a Performance Improvement Plan.**

Failure to meet performance standards for multiple years may result in denial of funds or denial of approval to run the Youth Apprenticeship program.

## **Other Terms and Conditions**

Each consortium will be required to provide a representative (the Regional Coordinator, or an alternate if not available) to attend state-called meetings and webinars.

Each consortium will be required to provide at least two Student Profiles. The form for submitting Student Profiles can be found on the DWD's website. Both Student Profiles must be submitted on or before 6/01/2023.

## **Grant Monitoring Requirements**

The DWD reserves the right to monitor each grantee during the grant period to review the implementation of the Youth Apprenticeship program. Monitoring may be conducted onsite and through desktop performance validation. Onsite monitoring will be scheduled in advance at a time that is convenient for all parties involved.

The DWD representative will review the following items with the consortium coordinator:

- YA-related record systems and documentation, including Partnership Agreements, Affiliation Agreements, student applications, Education/Training Agreements, checklists, and post-program completion surveys.
- Minutes and actions of the Consortium Steering Committee.
- The related instruction being taken by youth apprentices, including whether classes award advanced standing credit and whether they align with the statewide curriculum standards.
- Progress on plans listed in the grant application to enroll children at risk, youth in foster care, students with disabilities, minority students, and non-traditional occupation by gender students.
- Financial records and documentation showing that all YA program funds are spent on allowable uses, including those granted out to participating high schools.
- The consortium's current and past year performance on the four performance standards.
- If the grant application included a Performance Improvement Plan, the consortium's progress towards the goals stated in that plan.

The DWD representative will review the following items with a YA business:

- Employer satisfaction with the YA program in general.
- The consortium's mentor training program.
- Mentor familiarity with the YA checklist.

Additionally, if possible, the DWD representative will meet with a youth apprentice at the business site and with an instructor delivering the YA related instruction.

## **Allowable Use of Grant Funds**

Grant funds may be used only for YA programs, authorized under Wis. Stat. Section 2020, Chapter 106.13, for the following activities:

### **Coordination activities**

- Coordinating YA activities within and among participating school districts, postsecondary institutions, employers, and Registered Apprenticeship Training Representatives (ATRs)
- Coordinating academic and related instruction for the students
- Coordinating overall school-based and work-based learning for youth apprentices
- Coordinating secondary and postsecondary education for youth apprentices
- Recruiting students to participate in the program
- Recruiting employers to provide training and supervision for youth apprentices
- Monitoring the progress of youth apprentices
- Materials/tools needed by the Coordinator to provide marketing and/or training for employers, students, parents, and other stakeholders (examples may include - portable A/V equipment, tabletop displays)

### **Student support**

- Providing the required related instruction for the youth apprentices (may include educational software license). Classes or software used by both YA and non-YA students must be prorated by the number of YA students compared to total class enrollment/software usage.
- Support services for students, including safety gear and other items necessary to start employment, as needed on an individual student basis.

### **Employer support**

- Providing technical assistance and mentor training to employers

### **Administrative costs**

- General administrative costs (limited to 5% of program costs)

Any expenses not included in the grant application budget will require prior approval by the DWD.

## **Prohibited Use of Grant Funds**

Examples of items that will not be funded through this grant include, but are not limited to:

- Youth apprentice wages, fringe benefits, stipends, or direct cash assistance;
- Classroom instruction for non-youth apprenticeship students;
- Equipment for participating employers;
- Classroom materials;
- Vehicle purchase or repair;
- Transportation for students to and from worksites or related instruction sites;
- Out-of-state travel for staff or students;
- Staff or student costs for conferences, workshops, memberships that do not directly benefit the YA program;
- Providing funds directly to a business or employer

## Disbursement of Grant Funds

Grant funds will be disbursed in a lump sum. It is the responsibility of the Consortium, through the Fiscal Agent, to track how grant funds are spent. All expenses, broken down by budget category, must be reported on the End of Year Financial Report and is to be submitted by September 30, 2023.

Consortia are required to submit a proposed budget with their application. The proposed budget should demonstrate how the consortium plans on spending their allocated grant funds. While consortia are not required to adhere to their proposed budget, it should be used as a guide for how grant dollars are spent.

The DWD will compare the End of Year Financial Report to the proposed budget and request explanations for major discrepancies between the two.

## Clarification on Per-Student Funding to School Districts

Some consortiums choose to distribute part of their grant funds to schools on a per-student basis (e.g., \$200 to a school for each student enrolled). This distribution is allowable **only** if **all** funds awarded this way are spent on allowable YA activities as defined above. The school district must provide documentation to the consortium for all purchases and activities using these funds. Documentation can include invoices, receipts, and payroll, and will be reviewed by the DWD during annual monitoring.

## DWD Youth Apprenticeship Program Identification, Affiliation and Branding

The Wisconsin Youth Apprenticeship Program was created under state legislation. When operating a program that is recognized by the DWD as an official Youth Apprenticeship Program the operating entity must use the DWD/YA logo to acknowledge the affiliation.

Additionally, when involving YA stakeholders in publications, projects, marketing materials, banners, media releases, public events, etc., grantees must acknowledge funding from the Wisconsin Youth Apprenticeship Program with the DWD/YA logo and/or the following statement:

*"This [(publication/project/event was made possible] or [(publication/project/event was funded in part)] with support from the Wisconsin Youth Apprenticeship Grant."*

## Grant Review Process

The DWD will assemble a team of reviewers including DWD staff and representatives from external stakeholders. Each reviewer will grade grants according to the criteria listed in the table below. The DWD reserves the right to award partial funding or deny applications that do not appear to meet the standards of the Youth Apprenticeship Program. If the total request for funding exceeds the appropriation available to Youth Apprenticeship, each approved grant will receive partial funding based on their average grant score.

## **GRANT REVIEW CRITERIA**

### **I. Program Coordination – 20 points**

The roles of the steering committee are clearly articulated. Meetings are regular and the steering committee is driving program decisions. Minutes or summaries of the steering committee activities are included.	5 points
Specific staff members or roles (e.g., school-based, local and/or regional coordinators) are identified as responsible for maintaining student records, including records for receipt of post-secondary credit.	5 points
Processes have been created to both orient new staff to YA program requirements and provide regular updates to existing local and school-based coordinators on changes to YA requirements.	5 points
Partnerships are used to generate opportunities for students. Specific partnerships are defined as well as the roles they perform for the program.	5 points

### **II. Program Strategies – 60 points**

Student projections are based upon data and planning.	5 points
Strategies are developed to recruit students, with clear roles and responsibilities for staff. A variety of activities are performed to ensure outreach to all students.	5 points
Provides a placement process which actively works to place students at employers that meet their career interests. Students are prepared for the interview process. A strategy is in place for student evaluation.	5 points
Strategies have been developed to recruit employers and orient them to the program. Staff roles are identified. Strategy includes an outreach plan and employer evaluation.	5 points
Employers and their mentors are adequately trained in program requirements. Provides a plan for formal and informal mentor training and evaluation, including where and when training takes place and the development of a work plan for new students.	5 points
A process has been developed to select related instruction. The related instruction provided to students aligns with industry standards and with the YA curriculum. Describes cost-efficient ways to provide instruction.	5 points
Provides strategies for implementation of a Youth Apprenticeship-to-Registered Apprenticeship Bridge Program. Specific partnerships for Bridging are identified. Provides a clear plan for marketing Bridging opportunities, recruiting employers, and evaluating students for RA credit.	10 points
Provides clear strategies and goals to present an inclusive program. (examples may include: children at risk; youth in foster care; non-traditional by gender students; minority students; and/or students with disabilities. See Chart 1 – Diversity and Inclusion Goals in the Grant Application Narrative.	10 points
Students have a variety of opportunities to earn industry-recognized credentials and advanced standing or dual credit with other institutions. See Chart 2 – Industry Recognized Certifications and Chart 3 – Advanced Standing/Transcripted Credit in the Grant Application Narrative.	10 points

### **III. Cost Sustainability and Budget – 20 points**

Clearly describes how YA funds are used to support schools within the consortium.	5 points
Provides a specific plan to ensure that YA funds are spent on allowable costs. If funds are directly given to school districts, terms of the agreement must be provided.	5 points
Includes specific funding sources for matching funds and describes the use of funds.	5 points
Specific plans to acquire additional financial and in-kind resources are in place. Estimated dollar value of these resources is included.	5 points



## Grant Award Process

The DWD anticipates the intent to award announcement to all approved applicants to be released by **May 31<sup>st</sup>, 2022** unless otherwise notified by DWD. This notice does not constitute an official obligation on the DWD's part to release the funds, and applicants should not begin incurring grant-related expenses at that point.

An official announcement will be released by the DWD with a target date of **July 15<sup>th</sup>, 2022**. Grantees may begin to incur grant-related expenses after this announcement is released. However, the DWD will not reimburse expenses until final grant contracts are written and signed by the **Grant Signatory** and the DWD Secretary. As part of the grant contract process, DWD financial staff will assist grantees in setting up financial accounts. The contact for financial information is:

Sumanpreet Ghuman  
Workforce Development Program Manager  
Division of Employment and Training  
Department of Workforce Development  
Email: [SumanpreetK.Ghuman@dwd.wisconsin.gov](mailto:SumanpreetK.Ghuman@dwd.wisconsin.gov)  
Phone: (608) 733-3872

## Appeal Process for DWD Funding Decisions on Applications

Funding decisions may be appealed in writing and may be made only on the grounds that a substantial procedural error was made in reviewing the application. Appeals must be received no later than 15 working days after the applicant has received written notification of application results. Appeals may be sent to [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov).

## Application Submittal

**All applications must be uploaded into the Youth Online Data Application (YODA) by April 1, 2022. For instructions on how to request grant writer access to YODA, visit the RFP webpage at <https://dwd.wisconsin.gov/apprenticeship/ya/grants.htm> under "2022-23 Wisconsin Youth Apprenticeship Request for Proposal (RFP)." Uploaded applications must be submitted using the DWD-provided forms. Altering DWD application forms is not permitted. Email confirmation will be returned to verify receipt by April 4, 2022. *Incomplete or late applications may not be accepted.***

**All** the following documents must be included for an application to be considered complete:

- Wisconsin YA Grant Application (form detw-16512-e), including:
  - Regional Contact Information, Fiscal Agent and **Grant Signatory**
  - Grant Application Abstract (200 words or less)
  - Grant Application Narrative
  - Diversity and Inclusion Goals Chart
  - Advanced Standing/Transcripted Credit Chart
  - Industry Recognized Certifications Chart
  - Steering Committee Page
  - Participating School District List
  - Program Area Chart
- Attached copy of consortium grievance policy (see Program Operations Manual)
- Quarterly Program Plan
- Steering Committee Minutes/Agenda

The Wisconsin YA Grant Application (form detw\_16512\_e) should be submitted as a single document in **.docx or PDF** format. The Quarterly Program Plan should be submitted as a spreadsheet in the **.xlsx** format. Other required documents should be submitted as **separate** documents from the main Grant Application document, either a single document in the .docx or .pdf format, or as distinct documents. The Proposed Budget should be keyed into the Budget Page in YODA.

After the grant due date, DWD staff will spend two days performing a compliance review. During this period, staff will ensure that all fields have been filled in and that budget calculations are correct. The DWD expects a representative from the consortium to be available during this two-day period in case corrections are needed.

### **Questions Pertaining to the Grant Application**

For technical assistance on the application, please contact the Youth Apprenticeship mailbox: [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov).

Responses to common questions will be provided directly and/or posted on a Frequently Asked Questions page on our website at <https://dwd.wisconsin.gov/apprenticeship/ya/grants.htm> under "2022-23 Wisconsin Youth Apprenticeship Request for Proposal (RFP)." Additionally, a bidder's conference webinar will be available on the RFP webpage shortly after release of the grant.

## Youth Apprenticeship Program Design Options

### Key Elements of a YA Program

- Industry-developed skill standards
- Exposure to multiple aspects of the industry
- Skilled mentors
- Paid on-the-job work experience
- Related classroom instruction
- Standardized competencies
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

### Basic Program Design Elements

- Two standardized courses of classroom instruction per year
- Minimum 450 hours of work-based learning per year (may be more)
- Juniors and seniors in high school
- Classes/work-based learning scheduled concurrently
- State Certificate of Occupational Proficiency upon completion

### Allowable Program Variations

- Work-based learning in the Level One program may begin as late as January of the senior year, and for Level Two apprenticeships as late as January of the junior year.
- Students may complete second year of the two-year program requirements **after** high school graduation, while enrolled in a postsecondary education program in a related field **or** while still enrolled in YA classes (with school district approval).
- Students may complete one year of the program and receive a DWD Level One skill certificate.
- At-risk and other special needs students may take more than one year to complete the Level One program requirements, provided the plan for doing so has been approved by the DWD.
- Students may gain credit toward On-The-Job Training (OJT) or Paid Related Instruction (PRI) requirements of the Registered Apprenticeship program, if agreed upon by the Registered Apprenticeship Sponsor.
- Articulated credits must be locally negotiated.

Applicants are encouraged to read the **Youth Apprenticeship Manual**, available at <https://dwd.wisconsin.gov/youthapprenticeship/pdf/ya-rpp-manual-2020.pdf> or more information, and to contact the Youth Apprenticeship staff at [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov) before applying.

## Instructions for Completing the Proposed Budget Worksheet

The Proposed Budget Worksheet must include details for all grant funds requested. Requests cannot exceed the maximum cost amount of \$1,100 per estimated youth apprentice from DWD-YA grant funds. Matching funds may be used to supplement the \$1,100 limit and are **not** included in calculating the cost per youth apprentice. Consortia are not required to adhere to the Proposed Budget but may be required to explain costs that deviate from the proposed budget. Additional budget information may be uploaded to YODA under Additional Documents to provide more detail on use of funds. Do not upload the Budget into YODA. The Budget should be keyed in on the Budget tab in YODA.

### Definition of Budget Categories

#### Program Costs

##### Coordination Activities

- Salary, fringe, travel, and all other associated costs for YA Coordinator and program staff positions funded by the grant (does **not** include school-based coordinators, which should be included under School-based Coordination and Supervision on Line 63 on the budget form and under that heading in the Budget entry tab in YODA).
- Fully represent the amount of time spent by coordinators on Youth Apprenticeship activities, the percentage of time spent by each staff member on YA should be divided into time funded by this grant and time unfunded by the grant. Unfunded time can be counted later as a source of match.
- Associated costs for coordinators including mileage, travel (in-state only), workshop fees (in-state only, YA related), etc.
- All school-based coordination and supervision. *Include the number of school-based staff and estimate the total hours per year that each staff member spends on YA activities. Provide the approximate average hourly rate, including fringe, that is reimbursed to school-based staff.*
- Costs of recruiting new students (such as brochures, mailings, student/parent meetings)
- All costs associated with recruiting new employers (such as brochures, mailings, meetings)

##### Student Support

- All costs associated with the related instruction (high school or contracted costs, cost of curriculum, student handbooks, books, etc.)
- Materials and supplies to support students in the workplace

##### Employer Support

- Cost of providing technical assistance to employers (such as mentor training, mentor meetings, etc.)

*Note: Grant funds may not be used for student wages.*

#### Administrative Costs - Maximum of 5% of total program costs

- Costs associated with operating the program, such as preparing and submitting grant requests, percentage of director's or administrator's time, preparing and submitting required fiscal reports and enrollment information, overseeing budget expenditures. Any costs reported under function codes 230 000, 240 000, and 250 000 in the Wisconsin School District Financial Reporting Requirements (June 15, 1999) should be included in this category.

**Sample Budget Worksheet**  
**July 1, 2022 - June 30, 2023**

**Instructions:**

See Budget Instructions for definitions of allowable costs.

<b>Coordination Activities</b>					<b>Totals</b>
YA Coordinators/Program Staff				<b>Total Coordination Costs</b>	<b>\$0.00</b>
Staff Name	YA Role	% Time Spent on YA		Grant Costs	
		Funded by YA Grant	Unfunded by YA Grant		
1.		%	%	\$0.00	
2.		%	%	\$0.00	
3.		%	%	\$0.00	
4.		%	%	\$0.00	
5.		%	%	\$0.00	
6.		%	%	\$0.00	
7.		%	%	\$0.00	
8.		%	%	\$0.00	
Travel (describe events, miles, lodging):					\$0.00
School-based coordination and supervision					
Number of school-based staff		Hours spent on YA activities (est.)	Hourly Rate (salary & fringe)	Total Costs	
				\$0.00	
Informational materials/tools (describe):					\$0.00
Other (describe):					\$0.00
<b>Student Support</b>					
Student Costs				<b>Total Student Costs</b>	<b>\$0.00</b>
Type	Description			Costs	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>Employer Support</b>					
Employer Costs	Description			<b>Total Employer Costs</b>	<b>\$0.00</b>
Mentor Training				\$0.00	
Other (specify):				\$0.00	
<b>TOTAL PROGRAM COSTS</b>					<b>\$0.00</b>
<b>Administration Costs</b>					
Administration Costs	Maximum of:	\$0.00	(5% of Total Program Costs)		\$0.00
Overhead/Indirect costs:				\$0.00	
Other (describe):				\$0.00	
<b>TOTAL GRANT AMOUNT</b>					<b>\$0.00</b>
<b>Matching Funds</b>					
Local Matching Funds (Equal 50% of Total Grant Amount, see Appendix C for examples)				<b>Total</b>	<b>\$0.00</b>
Fund Source Description				Fund Amount	
				\$0.00	
				\$0.00	
				\$0.00	

## Appendix C

### Youth Apprenticeship Grants Matching Funds Requirements

Wis. State statutes require that local YA partnerships awarded a Local YA Grant from the DWD provide matching funds equal to 50% of the grant amount awarded.

**Definition of Matching Funds:** The portion of YA program costs paid for from other federal, state, or local sources, either through in-kind or direct cash assistance.

#### **Basic Requirements:**

- Match funds must be used for services, activities, materials, and personnel that are necessary and reasonable for the operation of the YA program
- Match funds must be incurred within the same time period as the Local YA grant
- Match funds must be adequately documented and verifiable
- The matching funds requirement applies to the **total amount of the grant awarded** to the local partnership, not to individual school districts within the partnership
- Grantees will be required to report matching funds to the DWD. It is the responsibility of the local partnership to establish reporting systems within the partnership structure to meet the reporting requirement

**Allowable Match:** Any combination of federal/state/local cash and/or in-kind sources that are necessary and reasonable to operate the YA program. Examples of allowable federal sources could be Carl Perkins, Career Prep, Service Learning, and/or WIOA funds. Examples of allowable local sources could be community organizations, local businesses, individuals, chambers of commerce, or other sources that fund or support youth training activities such as YA.

**Definition of Cash Match:** Any cash contributions provided by businesses or business organizations, foundations, individuals, state, or local governments, and/or federal/state/local organizations. Costs must be verifiable, and documentation maintained about how the value of in-kind match was determined.

**Definition of In-kind Match:** Donations of services, staff time, instructional costs, or supplies that are necessary to operate the program but are not paid with YA grant funds. In-kind costs may be paid for from other federal, state, or local sources, based on actual cash value (i.e., cost per hour for personnel, value of supplies, etc.). Costs must be verifiable, and documentation maintained about how the value of in-kind match was determined.

#### **Examples of in-kind match include, but are not limited to:**

- Public service announcements for recruitment and information to participants and employers.
- Advertising costs, printing, or other professional services
- Staff time and classroom space (for required classes)
- Instructional costs provided by the local school district and/or technical college at no cost to the participant or the grant
- Program administration costs provided by the fiscal agent
- Salary and fringe for the YA coordinator

**Examples of cash match include, but are not limited to:**

- Donations to cover the cost of uniforms and supplies for the youth apprentices
- Donations to cover the cost of books and classroom supplies for the students
- Donations to sponsor student/business recognition or graduation events
- Donations to cover the cost of classroom tuition and fees
- Donations to cover the cost of staff salaries and fringe

**Excludable match (cash or in-kind)**

- Cost of construction or purchase of facilities
- Employer's wages paid to the youth apprentices
- Cost of equipment used to train youth apprentices

**Instructions for Reporting Matching Funds**

Matching funds must be reported using the DWD Contract Management & Expenditure Tracking (COMET) system. Instruction on registering and using the system can be found at <https://dwd.wisconsin.gov/comet/>. They may be reported monthly, quarterly, or annually.

The 50% match requirement **only applies to the total DWD grant amount.**

## Youth Apprenticeship Coordinator Responsibilities

All programs must have a designated Regional Coordinator who is ultimately responsible for all aspects of the program requirements outlined in this RFP, the appendices, and the Program Operations Manual.

Regional coordinators and their designated alternate (if applicable) are expected to perform and/or ensure that the following activities are performed in the operation and oversight of a YA program. Additional activities may be added if they directly contribute to the management and success of the program:

### **A. Program Development and Management**

1. Serve as the program liaison with the YA Local / School-Based Coordinators to develop, design, implement and administer the program.
2. Meet with each YA Local / School-Based Coordinator on a regular basis to review progress of program growth and address program concerns.
3. Arrange for mentor training and assist in matching students with mentors.
4. Prepare and submit required forms and reports to the DWD.
5. Attend statewide coordinator planning and informational meetings.
6. Arrange for YA related instruction including negotiating costs, when needed.
7. Prepare grant proposals to be submitted to the DWD.
8. Secure and coordinate additional program funding resources as needed.
9. Oversee program grants and funds to ensure timely expenditures.
10. Assess community businesses for interest in new program areas.
11. Plan and develop new YA program areas (as applicable).
12. Implement and direct local steering committee efforts to promote program.
13. Acting as the LSO (Local Security Officer) for the consortium.

### **B. Recruitment and Marketing**

1. Recruit students for all YA programs.
2. Arrange informational meetings for potential employers and/or contact individual employers to promote the YA program.
3. Provide course offerings, schedules and YA updates to school counselors, teachers, and administrators.
4. Provide a communication network between the instructor, student, mentor, parents, and school.
5. Develop a public information and marketing strategy including brochures and presentations for various student, parent, industry, and community groups.

### **C. Evaluation and Reporting**

1. Monitor program enrollment to ensure program goals are met.
2. Coordinate the transfer of grades from the YA class and worksite to the schools.
3. Sign and submit the student registration forms to the DWD (one designee per partnership).
4. Maintain student records for local and state reporting.
5. Visit classes and job sites regularly for evaluation purposes.



**Tips for Writing a Successful Youth Apprenticeship Grant**

- All key staff responsible for operating the program and steering committee members should be involved, to some extent, in writing and/or developing the grant application. Successful program performance depends on key staff to meet or exceed the grant goals with guidance from their steering committee.
- Be sure to answer every question and attach all requested attachments. Use the checklist as a guide before mailing the application.
- Make sure your response answers the question that was asked. Don't force the reviewer to search for your answer.
- Provide clear, concise answers.
- Clearly explain any strategies or action plans. Use specific examples.
- The Budget Worksheet must clearly explain **every** cost.
- Make sure all costs are consistent. For example, if 50 youth apprentices are to be enrolled in the program, the Budget Worksheet should not list "Materials for 200 students."
- Make sure your math is correct -
  - Ask someone to proofread the grant who is not involved in writing it. Fresh eyes may catch errors or inconsistencies.
  - Provide the "big picture." The DWD is interested in funding a high-quality, comprehensive YA program. Even activities not funded through the grant should be listed as part of the overall program description. The grant application should demonstrate local support for the program.

## Youth Apprenticeship Terms and Definitions

**Articulated/Dual Credit:** There are two types of articulation/dual credit offered by Wisconsin Technical Colleges. Advanced Standing credit is not applied until a student enrolls in an aligned technical college program. Transcribed Credit gives students college-level credit prior to entering college. The type of credit awarded by courses taken by Youth Apprentices should be specified in your grant application. For more detail, see: <https://www.wtcsystem.edu/programs/other-educational-opportunities/dual-credit/>. Articulated/Dual Credit with institutions outside of the Technical College System may follow different rules.

**Children at Risk:** A student who meets the definition, under s.118.153(1)(a), Wis. Stats., of being a child at risk of not graduating from high school.

**Non-traditional student** means a student that is in a program that by Bureau of Labor Standards is classified as less than 25% of the gender in that program (i.e., a male in a nursing program, a female in a pre-engineering program).

**Registered Apprenticeship** is the program recognized by the United States Department of Labor and administered by the Wisconsin Bureau of Apprenticeship Standards, combining on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer, and labor groups, and/or employer associations.

**Student with a Disability:** A student who meets the definition of being a child with a disability under s.115.76(5) Wis. Stats.:

(5) (a) "Child with a disability" means a child who, by reason of any of the following, needs special education and related services:

1. Cognitive disabilities.
2. Hearing impairments.
3. Speech or language impairments.
4. Visual impairments.
5. Emotional behavioral disability.
6. Orthopedic impairments.
7. Autism.
8. Traumatic brain injury.
9. Other health impairments.
10. Learning disabilities.

Note: Terms and definitions provided by the WI Department of Public Instruction.

<b>Youth Apprenticeship Application Checklist</b>
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Applicants are encouraged to use this checklist to ensure that their application is complete. Refer to the RFP Guidelines for application submittal deadline and procedures.

Electronic applications must be entered into the Youth Online Data Application (YODA) to be accepted. No faxed or emailed applications will be accepted.

<b>Contents</b>	<b>✓ Completed</b>
Letter of Intent submitted to <a href="mailto:YA@dwd.wisconsin.gov">YA@dwd.wisconsin.gov</a> by February 18, 2022	<input type="checkbox"/>
Confirm that you are using the materials for the <b>2022-2023</b> YA Application.	<input type="checkbox"/>
Application Cover Page (First page of Grant Narrative) is complete - <u>all</u> information filled in	<input type="checkbox"/>
Application Narrative (Sections A, B, C, D only) is limited to twelve pages or less and is uploaded into YODA.	<input type="checkbox"/>
2 Diversity and Inclusion SMART Goals are entered on Chart 1	<input type="checkbox"/>
Industry-Recognized Certifications (Chart 2) and Advanced Standing/Transcripted Credit (Chart 3) are complete	<input type="checkbox"/>
Proposed Budget Worksheet is <b>keyed</b> into YODA - ➤ Detail is provided for all cost categories	<input type="checkbox"/>
Quarterly Program Plan match totals on cover and budget page and is uploaded into YODA.	<input type="checkbox"/>
Student counts match up across all sections where student numbers are required	<input type="checkbox"/>
Steering Committee Chart is complete and has at least five different entities represented	<input type="checkbox"/>
Copy of Consortium Grievance Policy is uploaded into YODA.	<input type="checkbox"/>
Steering Committee Minutes/Agenda is uploaded into YODA.	<input type="checkbox"/>