

**Wisconsin Youth Apprenticeship  
Local Grant & Program Application  
Guidelines and Instructions  
2015-16**

**REQUEST FOR PROPOSALS**

Application Deadline **April 17, 2015**

**Wisconsin  
Department of Workforce Development**

**<http://dwd.wisconsin.gov/youthapprenticeship/>**

**March 2015**

## **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 in order to operate a YA program whether or not they receive state grant dollars.

### **Request for Proposals**

DWD is issuing this Request for Proposals (RFP) to solicit applications for the 2015-16 State Fiscal Year. A total of [\\$2,233,700](#) is available for the grant period from July 1, 2015, through June 30, 2016. DWD will approve applications for funding by June 12, 2015, with grant effective dates of July 1, 2015, through June 30, 2016.

### **Eligible Applicants**

Funding under this RFP is available to local partnerships, which mutually implement and coordinate a YA program via a local consortium steering committee. Local partnerships are defined as:

- one or more school district
- employers
- one or more college in the Wisconsin Technical College System. Your local Technical College contact information can be found here: <http://www.wtcsystem.edu/colleges>
- registered (adult) apprenticeship
- 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](https://dwd.wisconsin.gov/dislocatedworker/wda/wda_map.htm)
- nonprofit organizations
- other public agencies
- other contributing individuals

The consortium coordinator is selected by the steering committee.

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

School districts may choose to affiliate with one or more consortiums under agreed-upon terms. These terms must be clearly stated on the Appendix F school affiliation agreement. School districts may also choose to newly affiliate with an existing consortium during the fiscal year, though the terms of the new consortium affiliation must not negatively impact the terms of

already existing consortium affiliations for the fiscal year. New school district affiliations require an Appendix F to be submitted to DWD.

### **Application Requirements**

In order to be considered for funding in 2015-16, eligible applicants are required to:

- Limit state-funded costs per student to a maximum of \$900 per youth apprentice (total grant amount awarded for this application, divided by the number of students enrolled);
- Provide at least 50% matching funds;
- Submit for a grant of no less than \$22,500 and 25 students;
- Demonstrate capacity to deliver the program in accordance with the YA Program Operations Manual (found at [http://dwd.wisconsin.gov/youthapprenticeship/forms\\_pubs.htm#bro](http://dwd.wisconsin.gov/youthapprenticeship/forms_pubs.htm#bro)), and all requirements included in this RFP; and
- Designate a consortium coordinator who will ensure the execution of the following responsibilities:
  - a. Program Development and Management
  - b. Recruitment and Marketing
  - c. Evaluation and Reporting

### **Fiscal Agency for Partnership Applications**

This application must name the Fiscal Agency and agent 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 no more than one grant application under this RFP.

### **Grant Period**

Applications under this RFP will be approved for one year, effective **July 1, 2015**, through **June 30, 2016**. *All grant awards are contingent upon the availability of state funds throughout the grant period.*

### **New Program Performance Standards for 2015-16**

- Actual enrollment at close of grant should be no less than 85% of planned enrollment.
- At least 60% of graduating seniors completing with a Level One or Two YA certificate are expected to be offered continued employment in an occupation within their training area.

### **Continuing YA Program Performance Standards from 2014-15**

- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a state skill certificate.
- At least 60% of students completing with a Level Two YA certificate are expected to be offered continued employment by at least one of the employers that provided on-the-job training for the youth apprentice.
- At least 80% of the youth apprentices enrolled are expected to graduate high school.

### **Consortiums that failed to meet 2014-15 YA Program Performance Standards are required to submit a Performance Improvement Plan in this year's grant application.**

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

### **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:

1. Recruiting employers to provide training and supervision for youth apprentices;
2. Providing technical assistance and mentor training to employers;
3. Recruiting students to participate in the program;
4. Monitoring the progress of youth apprentices;
5. Coordinating YA activities within and among participating school districts, postsecondary institutions and employers;
6. Coordinating academic and related instruction for the students;
7. Coordinating overall school-based and work-based learning for youth apprentices;
8. Coordinating secondary and postsecondary education for youth apprentices;
9. Providing the required related instruction for the youth apprentices (may include software license);
10. Materials/tools needed by the Coordinator to provide marketing of the YA program and/or training for employers, students, parents and other stakeholders (examples may include - portable A/V equipment, table top displays)
11. Support services for students, including transportation to and from the worksite if lack of transportation is a demonstrated barrier to program participation in the region; and
12. Administrative costs (limited to 5% of program costs).

### **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;
- 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 unless DWD-approved exception.

### **Grant Awards**

Approval of grant applications and level of funding will be awarded based on:

- Capacity to deliver the program in accordance with all requirements outlined in the YA Program Operations Manual ([http://dwd.wisconsin.gov/youthapprenticeship/forms\\_pubs.htm#bro](http://dwd.wisconsin.gov/youthapprenticeship/forms_pubs.htm#bro)), and all requirements listed in this RFP;
- Partnerships with outside entities that generate new funding sources or provide new opportunities for students;
- Development of articulation agreements with technical colleges or other partners;
- Evaluation of planned strategies to increase opportunities for at-risk/disengaged, nontraditional and/or disabled students (see Appendix L for definitions);

- Opportunities for students to earn additional industry-recognized credentials (e.g., Certified Nursing Assistant (CNA) certification, Manufacturing Skill Standards Certification, ServSafe certification), or articulated/dual credit with a postsecondary institution (defined in Appendix K);
- Cost-effectiveness of proposed program (e.g., proposed cost per youth apprentice, proposed cost of related instruction, etc.);
- Compliance with performance standards in previous years (program completion and employment offers).

<b>GRANT REVIEW CRITERIA</b>	
<b>I. Program Coordination – 25 points</b>	
At least five of the following entities are active members of the steering committee or otherwise included in decision-making processes: <ul style="list-style-type: none"> <li>• employers</li> <li>• one or more college in the Wisconsin Technical College System.</li> <li>• registered (adult) apprenticeship</li> <li>• organized labor</li> <li>• Workforce Development Board / Workforce Investment Board</li> <li>• nonprofit organizations</li> <li>• other public agencies</li> <li>• other contributing individuals</li> </ul>	5 points
The steering committee is demonstrated to represent the perspectives of all members fairly and provide valuable input that drives the program.	5 points
The program description clearly identifies which staff members or roles (e.g., school-based, local and regional coordinators) are responsible for ensuring program requirements are met, including employer recruitment, student recruitment, student evaluation, mentor training, and record-keeping.	10 points
Partnerships are used creatively to generate new funding sources or new opportunities for students	5 points
<b>II. Program Strategies – 40 points</b>	
Effective strategies have been developed to recruit and retain students, with roles, responsibilities, and possible activities clearly defined.	10 points
Provides a clear plan to enroll at-risk students, non-traditional by gender students, and/or disabled students.	5 points
Effective strategies have been developed to recruit and retain employers, with roles, responsibilities, and possible activities clearly defined.	10 points
The related instruction provided to students aligns with industry standards and with the YA curriculum.	10 points
Students receive recognized industry credentials, articulated credit or dual credit with technical colleges or other institutions.	5 points
<b>III. Cost Sustainability and Budget – 25 points</b>	
The budget clearly shows what activities will be provided by grant funds, and activities are clearly beneficial to the program.	10 points
Funds are used in a cost efficient and sustainable manner.	10 points
Matching funds and additional resources are actively being sought to support the program.	5 points
<b>IV. Accountability Measures and Systems – 10 points</b>	
Demonstrates a history of meeting YA performance standards in previous years, a history of meeting performance standards for grants from other agencies, and/or a well-defined and achievable Performance Improvement Plan (in attached Appendix H) to meet YA standards.	10 points

If a partnership has reorganized, prior performance of the former partnership(s) will be considered. The consortium's performance on program completion and employment offers over the past five years of grant funding will be made available to reviewers during the review process. DWD reserves the right to negotiate or adjust final funding amounts with individual applicants.

### **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.

Written appeals may be sent to:

YA Program, DWD/DET, P.O. Box 7972, Madison, WI, 53707-7972.

Email appeals may be sent to:

DETYAForms@dwd.wi.gov

### **Application Submittal**

Applicants are encouraged to use the Application Checklist before submitting their applications to ensure that all attachments are included. *Incomplete applications may not be accepted.* Please send applications by **April 17, 2015**.

**Electronic copies of the application are preferred.** Hard copies may be submitted to the following address:

By U.S. Mail:

YA Applications  
DWD/DET/Youth Apprenticeship  
P.O. Box 7972  
Madison, WI 53707-7972

By Courier or Hand-Delivery:

YA Applications Room E100  
Dept. of Workforce Development/DET  
201 East Washington Avenue, RM E100  
Madison, Wisconsin 53703

Hard copy applications must be received by DWD no later than 4:30 P.M. **Friday, April 17, 2015.** (The building closes at 4:30 P.M).

Printed applications should be one-sided and stapled in the upper left-hand corner.

**Faxed applications will not be accepted.**

Electronic applications must be submitted on the DWD format, in Word 97 or higher. Send electronic applications to [DETYAForms@dwd.wisconsin.gov](mailto:DETYAForms@dwd.wisconsin.gov) by **April 17, 2015**. Confirmation will be returned to verify receipt.

**All** of 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 and Fiscal Agent
  - Grant Application Abstract (200 words or less)
  - Grant Application Narrative
  - Budget Summary Page
  - Budget Worksheet
  - Performance Improvement Plan (required only if consortium failed to meet performance standards last year; see Appendix H)
  - Program Area Chart
  - Quarterly Program Plan
  - Partnership Agreement Page
  - Participating School District List
- Signed Grant Partnership Agreements (see Appendix E form) for each partnering agency
- Signed Affiliating School District Agreements (see Appendix F form) for each affiliated school district
- Steering Committee Composition (see Appendix G)
- Attached copy of consortium grievance policy (see Program Operations Manual)

### Questions Pertaining to the Grant Application

The following staff are available for technical assistance on any questions:

Jamie Bernthal  
DWD/DET  
P.O. Box 7972  
Madison, WI 53707-7972  
(608) 267-7210  
Email address: jamiet.bernthal@dwd.wisconsin.gov

Amy Phillips  
DWD/DET  
P.O. Box 7972  
Madison, WI 53707-7972  
(608) 267-3214  
Email address: Amelia.phillips@dwd.wisconsin.gov

Responses to common questions will be provided directly and/or posted on a Frequently Asked Questions page on our website at <http://dwd.wisconsin.gov/youthapprenticeship/> under “2015-16 RFP.”

A bidder's conference webinar is scheduled for **March 26<sup>th</sup>, 10:00 – 11:00 a.m.** DWD staff will provide answers to prospective applicants. Details on joining the call will be posted to the YA website.

## Appendix A

**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**

- Four standardized courses of classroom instruction
- Minimum 900 hours of work-based learning (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 two-year program may begin as early as April 1 after the sophomore year (compliance with child labor law age restrictions apply) or as late as March during 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.
- Articulated credits must be locally negotiated.

## Appendix B

**Instructions for Completing the Budget Page and Worksheet**

The Budget Worksheet and the Program Plan should include details for all grant funds requested. Please note there is one cost limit within the budget –a maximum cost amount of \$900 per estimated youth apprentice from DWD-YA grant funds. Matching funds may be used to supplement the \$900 limit, and are **not** included in calculating the cost per youth apprentice.

Additional budget information may be attached to provide more detail on use of funds.

**Definition of Budget Categories****Program Costs**

## YA Coordinator/Program Staff

- 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 Student Costs). *If a staff member has job duties not related to the YA Program, the Full-Time Equivalent Percent should accurately represent the percentage of their time spent on activities directly related to YA.*
- Associated costs for coordinators including mileage, travel (in-state only), workshop fees (in-state only, YA related), etc.

## Student Costs

- All costs associated with the related instruction (high school or contracted costs, cost of curriculum, student handbooks, books, etc.)
- Other student-related materials and supplies
- Costs of recruiting new students (such as brochures, mailings, student/parent meetings)
- All school-based coordination and supervision. *Include the number of school-based staff and estimate the average hours per week that school-based staff spend on YA activities.*

## Employer Costs

- All costs associated with recruiting new employers (such as brochures, mailings, meetings)
- 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 Local Youth Apprenticeship Program Budget Worksheet**

				Totals
<b>YA Coordinators/Program Staff</b>			<b>Total YA Coordinator Costs</b>	<b>\$111,000</b>
<b>Staff Name</b>	<b>YA Role</b>	<b>FTE %</b>	<b>Salary and Fringe</b>	
1. Jane Doe	Regional Coordinator	100%	\$70,000	
2. John Smith	Alternate Coordinator	75%	\$35,000	
3. Steve Miller	Program Assistant	10%	\$5,000	
4.				
5.				
Travel (describe events, miles, lodging): Regional coordinator school district visits 2,000 miles/year			\$1,000	
Other (describe):			\$0	
<b>Student Costs</b>			<b>Total Student Costs</b>	<b>\$24,700</b>
<b>Type</b>	<b>Description</b>	<b>Total \$4,700</b>		
Instruction fees	Tuition for Pharmacy at MATC for 10 students	\$3,000		
Marketing materials	Handouts and brochures for YA recruitment day	\$100		
Instruction fees	Tuition for Auto Tech 1 at MATC for 5 students	\$1,500		
Training materials	Program orientation for incoming YA students	\$100		
Pick from dropdown:		\$		
School-based coordination and supervision				
<b>Number of school-based staff</b>	<b>Average hours per week on YA activities</b>	<b>Associated Costs</b>		
5	5	\$20,000		
<b>Employer Costs</b>			<b>Total Employer Costs</b>	<b>\$500</b>
<b>Type</b>	<b>Description</b>	<b>Associated Costs</b>		
Mentor Training	Biannual training sessions for new mentors	\$500		
Other (specify):		\$		
<b>TOTAL PROGRAM COSTS</b>				<b>\$136,200</b>
<b>Administration Costs</b>	<b>(Maximum of 5% of Program Costs) \$6,810</b>			<b>\$6,810</b>
<b>Overhead/Indirect costs 5%</b>	<b>\$6,810</b>			
<b>Other (specify):</b>	<b>\$</b>			
<b>TOTAL GRANT AMOUNT</b>				<b>\$143,010</b>
<b>Local Matching Funds</b>	<b>Total Match (50% or more of Total Grant)</b>			<b>\$74,130</b>
<b>Fund Source</b>	<b>Fund Amount</b>			
Student Program Fee \$100/year	\$20,000			
Carl Perkins funding	\$54,130			
Potential for additional state grants to support programs				

## Appendix C

**Local Youth Apprenticeship Grants  
Matching Funds Requirements for 2015-16**

Wis. State statutes require that local YA partnerships awarded a Local YA Grant from 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 DWD. It is the responsibility of the local partnership to establish reporting systems within the partnership structure in order 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, Tech Prep, Service Learning, and/or WIA 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.

**Cash contribution:** Any cash contributions provided by state or local governments, federal/state/local organizations, businesses or business organizations, foundations, and/or individuals.

**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

## Appendix C (cont'd.)

### 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 to CORE on the YA electronic expenditure request [http://dwd.wisconsin.gov/dwd/forms/adm/fis\\_14825\\_e.htm](http://dwd.wisconsin.gov/dwd/forms/adm/fis_14825_e.htm) submitted to DWD. They may be reported monthly, quarterly, or annually.

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

For additional information on CORE visit the *Getting Started* page at:  
<http://dwd.wisconsin.gov/core/gettingstarted.htm>

**Appendix D****Youth Apprenticeship Coordinator Responsibilities**

All programs must have a designated regional coordinator who is ultimately responsible for all aspects of the program requirements as outlined in this RFP and appendices.

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 School Coordinators to develop, design, implement and administer the program.
2. Meet with each YA School 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 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 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.

**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 respective schools in a timely manner.
3. Sign and submit the student registration forms to DWD (one designee per partnership).
4. Maintain student records for local and state reporting.
5. Visit classes and job sites regularly for evaluation purposes.

**Appendix E**

**Youth Apprenticeship Partnership Agreement  
(2015-16 Fiscal Year)**

**Partnership Responsibilities**

The following activities are examples of possible contributions by agency partners (other than affiliated school districts) in support of the YA consortium.

1. Assist in recruiting or referring students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, employers and community organizations.
3. Serve as a steering committee member for the consortium, and attend regularly scheduled meetings as requested.
4. Assist the consortium coordinator in recruiting job sites and mentors as requested.

**Name of Partnership:**

**Terms of Partnership Agreement**

Describe specific mutual understanding between the named YA partner and the YA consortium. Explain the role this partner plays in support of the YA consortium (e.g. serves as a member of the YA steering committee; contributes identified funds or other resources in support of the YA program; recruits employers and/or students for YA, etc.)

**Signatures:**

Partner Agency Representative

\_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Consortium Coordinator

\_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

**Appendix F**

**YA School District Affiliation Agreement  
(2015-16 Fiscal Year)**

**School District Responsibilities**

The following activities, assured by the school district superintendent, are expected to be performed by staff in the district's schools participating in the YA partnership.

1. Assist in recruiting students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, and community organizations.
3. Serve as the program liaison with the YA consortium coordinator and attend regularly scheduled meetings as requested.
4. Meet with the YA students on a regular basis.
5. Maintain student records for local and state reporting.
6. Oversee the academic grades and graduation status of the YA student.
7. Assist the YA consortium coordinator in recruiting job sites and mentors as requested.

**Name of School District:**

High School Name	School-based Coordinator Name	Program Cluster	# Students 2015-16

**Terms of Affiliation Agreement** (Describe the specific understanding between the school district and consortium as to the circumstances for recruitment and YA employment of students through this consortium (i.e. specific programs; process for student recruitments, etc. If there are no restrictions, this must be explicitly indicated.):

**Signatures:**

School District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Consortium Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_



## Appendix H

**Youth Apprenticeship Performance Improvement Plan  
2015-16**

Consortium:

Regional Coordinator:

Date:

YA's performance standards for 2014-15 were:

- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a state skill certificate.
- At least 60% of students completing with a Level Two YA certificate are expected to be offered continued employment by at least one of the employers that provided on-the-job training for the youth apprentice.
- At least 80% of the youth apprentices enrolled are expected to graduate high school.

Each consortium that failed to meet a performance standard in 2014-15 should fill out the self-assessment below. Consortiums that fail to meet these standards for multiple years may be denied for future grant funding.

This self-assessment is a tool to analyze performance issues. The purpose of this self-assessment is to identify causes, and draw conclusions about, why performance standards have not been achieved. The results of this assessment should suggest solutions to performance deficiencies, and will be the basis for improving performance on required standards in the coming year.

1. Identify each performance metric that was not met by your consortium, and issues that contributed to not meeting those metrics this year.
2. Identify activities per each performance metric that the consortium will engage in to ensure the standard is met in the future.
3. Does the consortium steering committee regularly review and address YA performance outcomes? If yes, describe the process.
4. Describe how the consortium ensures performance measures will be achieved through its constituent school districts and employers.

**Appendix H (con't.d)**

5. Do staff regularly analyze performance to determine why performance measures were not met at any given time? If yes, what instruments were used and what staff gets information?
  
6. Is the consortium using additional local performance measures or critical indicators to identify issues that may affect performance results? If yes, please explain.
  
7. Identify areas, if any, that the consortium would like addressed through DWD's technical assistance.

## Appendix I

**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 should 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 state 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.

**Appendix J**

**Youth Apprenticeship Application Checklist**

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.

No faxed applications will be accepted. Electronic applications are preferred.

*If submitting a hard copy please do not include cover letters, binders, plastic covers, folders, etc., on printed copies. Application should be one-sided and stapled in the upper left-hand corner.*

<b>Contents</b>	<b>✓ Completed</b>
Application Cover Page is complete - <u>all</u> information filled in	<input type="checkbox"/>
Application Narrative is limited to ten pages or less	<input type="checkbox"/>
Budget Page is complete and checked for accuracy -	<input type="checkbox"/>
Budget Worksheet is complete -	
➤ Detail is provided for all cost categories Cost categories match budget page	<input type="checkbox"/>
➤ Quarterly Program Plan match totals on cover and budget page	<input type="checkbox"/>
Student counts agree all places where student numbers are required	<input type="checkbox"/>
Steering Committee Chart is completed	<input type="checkbox"/>
School District Affiliation Agreements are complete, signed, scanned and included with grant application.	<input type="checkbox"/>
Partnership Agreements are complete, signed, scanned and included with grant application.	<input type="checkbox"/>
Copy of Consortium Grievance Policy is attached.	<input type="checkbox"/>
Performance Improvement Plan self-assessment attached, if required	<input type="checkbox"/>
Confirm that you are submitting the <b><u>2015-16</u></b> YA Application	<input type="checkbox"/>

## Appendix K

**Youth Apprenticeship Local Grant & Program Application  
Terms and Definitions**

**At-Risk Student:** 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 and as determined by the school district's at-risk plan.

**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: <http://www.wistechcolleges.org/preparing-college/college-credit-high-school/dual-credit/dual-credit-articulation>. Articulated/Dual Credit with institutions outside of the Technical College System may follow different rules.

**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).

**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.