

# 2016-17 RFP Changes

## Highlights of the 2016-17 Youth Apprenticeship Request for Proposals

- Performance standards come into effect
- Past performance grading
- Monitoring requirements
- Clarification on allowable uses of funds
- Changes to Grant Review Process

## Wrap-up: Youth Apprenticeship Application Checklist



## Statutory Requirements

- 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 on completion of the youth apprenticeship.



## Program Performance 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



## Program Performance Standards

Actual enrollment at close of grant should be no less than **85%** of planned enrollment

- Encourages more accurate projections of enrollment figures by grantees
- Limit need for extensive third quarter modifications and risk of turnback at end of year
- Planned enrollment is from initial budget modification
- Third Quarter Mod process will not be going away
- Only considering enrollment figures from 2015-16 year onward



## Program Performance Standards

At least 60% of **graduating seniors** completing with a **Level One or Two** YA certificate should be offered employment in an occupation **within their training area**

- Counts Level Two completers and Level One completers **who are graduating seniors**. Level One completers who will still be in school are not counted.
- Can also count job offers from **other** employers, **if** they are for a similar occupation (e.g., Health YAs offered a CNA position at different hospital, etc.)
- Old 60% measure is **not** going away – it is required by statute.
- New capabilities in YA database will be added to track this info



## Past performance report

Consortiums will receive a report detailing their past performance

- Considering performance over last 3 years on 75% and 60% metrics
- Considering performance on last year on other metrics introduced last year
- Grant review points will be awarded using a formula taking all these metrics into account
- If your performance was above our minimums, do not fill out Performance Improvement Plan



# Performance Improvement Plans

Consortiums that failed to meet performance standards will be held accountable through Performance Improvement Plan

- Found in Appendix H of RFP Guidelines
- Similar to WIA's Performance Improvement Plans
- Does not affect grant score for 10-point Accountability Measures & Systems
- Will be referenced in future monitoring visits



# Monitoring Requirements

Review with consortium coordinator:

- YA-related documentation – original student applications, ETAs, checklists, post-program completion surveys should all be kept
- Minutes and actions of Steering Committee
- Related instruction for YAs – bring course names and descriptions for all courses being taken by YAs
- Review plans for at-risk/NTO/minority/disabled enrollment – bring numbers and prepare to review what was listed in the grant application



# Monitoring Requirements

Review with consortium coordinator:

- Financial records showing allowable use of grant funds
- Use of grant funds by schools – specific items purchased
- Performance Improvement Plan, if it was required last year
- DWD representative will bring current and past year performance, and discuss
- Share best practices and success stories



# Monitoring Requirements

Review with YA business mentor:

- Employer satisfaction with the YA program
- Employer satisfaction with the students
- The consortium's mentor training program
- Mentor/business familiarity with the YA checklist

If possible, DWD representative will also meet with a youth apprentice and an instructor



# Clarification on Allowable Uses of Funds

- Each allowable use is now divided into cost category: Coordinator Costs, Student Support, Employer Costs, Administrative Costs
  - Note that school-based coordination now falls under Coordinator Costs – last year, was under Student Support
- Classes or software that are also offered to non-YA must be prorated
- If expenses are not listed in grant application budget, or you are questioning whether an expense is allowable, call DWD



# Clarification on Direct Funding to School Districts

- You are allowed to distribute funds to school districts on a per-student basis (“mini-grants”, “incentive grants”)
- However, you must **document** that **all funds** are spent on allowable YA activities
- School district must provide you invoices, receipts, payroll to show that items are on allowable activities and class time is prorated
- Specific items do not need to be listed in grant budget, but we will check during monitoring
- Appendix F for each school district should list consortium’s rules for funding
  - E.g., “a school district will receive \$300 for each YA student that graduates, to be spent on YA-related allowable activities”



## Grant Review and Award Process

- DWD will host two days of applicant presentations, with fifteen minutes per applicant. In-person (preferred) or conference call
- Intent-to-fund notice targeted for **June 9** (end of school year)
- Submit initial budget modifications before incurring expenses
- Official grant announcement targeted for **July 1**



## Budget Worksheet Changes

- Example worksheet on RFP Guidelines, Appendix B
- Student costs should be broken down into more specific items. It's hard for us to tell what happens to funds after they go into this category
- Amount of hours that staff spend on youth apprenticeship, including school-based staff, should be better described
- Matching funds should be described in narrative and also broken down into more specific items



# Review – Application Checklist

Application Narrative is ten pages or less

All fields on application form are complete

YA Partnership Agreement (Appendix E) for each partner

School District Affiliation Agreement (Appendix F) for each school district, including any applicable policies for direct funding

Steering Committee (Appendix G) is complete and has members from at least five types of organizations

Consortium Grievance Policy is attached

Performance Improvement Plan attached if required (DWD will notify you)



## Tips for Grant Writing

Remember that **outside reviewers** will be reading your applications. Do not assume that all reviewers will be familiar with the YA program. Be detailed in your descriptions of your program plans and activities.

Check your budget math - we don't want mistakes to reflect badly on you.

Contact Jamie Bernthal or other YA staff for any questions.