

**Wisconsin Youth Apprenticeship
Grant & Program Application
Guidelines and Instructions
2024 - 2026**

Grant Program Announcement

Application Deadline April 1, 2024

Wisconsin Department of Workforce Development

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

12/2023

Wisconsin Youth Apprenticeship 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 local partnerships (consortiums) authorized under Wisconsin Statute 106.13. The purpose of the grants is to administer the Wisconsin YA program. All consortiums must be approved by DWD to offer the Wisconsin YA program whether or not they receive state grant dollars.

Grant Program Announcement

The DWD is issuing this Grant Program Announcement (GPA) to solicit applications for the 2-year period covering state fiscal years 2024-25 and 2025-26. Approved applicants will be authorized to offer the Wisconsin YA program during those two years. Grant awards will be made annually, however.

Approved applicants to this GPA will receive a grant award for 2024-25 based on their Proposed Budget which includes an estimate of the number of students that will be served in the coming year and the amount of available state grant funds (and their grant score in the event that total requested funds exceed available state grant funds). They will then be required to submit a new Proposed Budget early in 2025 which will contribute towards determining grant award amounts for the 2025-26 state fiscal year. Awarding of YA grants is always contingent on the availability of state funds.

Also in early 2025, new consortium applicants will be allowed to apply to offer the program and for grant funds for the 2025-26 year but will then be required to apply again the following year in order to get on the same two-year authorization schedule as the other consortiums.

Eligible Applicants

Funding under this GPA is available to local partnerships (consortiums) 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:

- school and school district personnel
- 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
- labor representatives
- Workforce Development Boards. (Workforce Development Board information can be found here: <https://dwd.wisconsin.gov/dislocatedworker/wda/wda-map.htm>)
- Chambers of Commerce
- other public agencies or nonprofit organizations

Application Requirements

To be considered for funding, eligible applicants are required to:

- 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 per year; or submit to operate the program without funding and no less than 25 students.
- Demonstrate capacity to deliver the program in accordance with the Wisconsin Youth Apprenticeship Manual (found at [ya-rpp-manual-2020.pdf \(wisconsin.gov\)](#) and all requirements included in this GPA; 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

- A completed application.
- 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 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. The names of all of the participating school districts must also appear on the Participating School District List of the application.

Partnership Agreements and Affiliation Agreements are required to be completed by the time of application submittal, must be maintained in the consortium's records, and must be made available for review by the DWD upon request.

Fiscal Agency for Partnership Applications

An application must name the Fiscal Agency and their 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 more than one grant application under this GPA. The Fiscal Agent, Regional Coordinator, and Alternate Regional Coordinator roles must be filled by different individuals.

Grant Period

Approved applicants under this GPA will be authorized to offer the Wisconsin Youth Apprenticeship program for two years, effective July 1, 2024, through June 30, 2026. Applicants' YA participation estimates, their grant scores, and the availability of state grant funds will determine actual grant amounts for each fiscal year during that two-year period.

Statutorily Required Standards

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.

Accountability Measures

Failure to meet the required performance standards may result in denial of funds or denial of approval to offer the Wisconsin Youth Apprenticeship program in the future.

Grant Monitoring

The DWD reserves the right to monitor each grantee during and after the grant period to review their implementation of the Wisconsin Youth Apprenticeship program as well as their compliance with all applicable state statutes and administrative rules, the Youth Apprenticeship Manual and DWD policies.

School District Affiliation Terms

School districts that choose to affiliate with more than one consortium must use the Affiliation Agreement to state clear rules regarding which consortium will receive credit when a student is enrolled in addition to arrangements for funding. DWD will request a copy of the Affiliation Agreements for each school district that is partnered with more than one consortium to ensure this clarity is provided.

School districts that are affiliated with one or more consortiums under the terms of an approved YA Grant and Program Application may not become affiliated with an additional consortium nor "transfer" their affiliation to another consortium until a new program year begins. Any such change requires completion of the appropriate Affiliation Agreements at that time.

School districts that are not affiliated with any YA consortium may, if a consortium chooses to allow it, become affiliated with that consortium during a program year. A corresponding Affiliation Agreement must be completed and kept on file by the consortium in such cases and the DWD must be notified of the additional affiliation.

Allowable Use of Grant Funds

Grant funds may only be used toward the coordination and operation of the Wisconsin YA program, as authorized under Wis. Stat. Chapter 106.13, and only 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 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 include portable A/V equipment and tabletop displays)

Student support

- Providing the required related instruction for the youth apprentices. (This may include educational software licenses, though 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.
- Transportation for students to and from worksites or related instruction that is being taken at a location other than the high school at which they are enrolled

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.

Examples of Prohibited Use of Grant Funds

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
- Out-of-state travel for staff or students
- Staff costs for conferences, workshops, memberships
- Providing funds directly to an employer of a Youth Apprentice

This is not an exhaustive list. If there are questions pertaining to allowable expenses, applicants and consortiums should contact state YA staff at ya@dwd.wisconsin.gov.

Per-Student Funding to School Districts

Consortiums may choose to distribute part of their grant funds to schools on a per-student basis to compensate them for coordination and implementation activities (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 may be reviewed by the DWD during monitoring.

Program Budgets and Disbursement of Grant Funds

Consortia are required to submit a proposed budget with their application. The proposed budget should demonstrate how the consortium plans to spend 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.

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, 2025

(A budget worksheet is included in the GPA materials. This worksheet is not required to be submitted with grant materials. It is included as a tool to gather the information necessary to key in the proposed budget into cBASERS.)

Grant funds will be disbursed as invoices are submitted to the DWD. At the time of invoicing, DWD staff will examine enrollment data to ensure that consortiums are only being reimbursed for the appropriate number of youth apprentices enrolled by that consortium.

Other Terms and Conditions

- No single YA grant award will exceed 25 percent of available YA grant funds in any particular year.
- 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.

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 approved 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 application reviewers. Each reviewer will grade applications 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 Wisconsin Youth Apprenticeship Program. If the total request for funding exceeds available funds, each approved grant will receive partial funding based on their relative grant scores.

GRANT REVIEW CRITERIA

A. Program Coordination – 20 points

The role of the steering committee in directing the program is clearly articulated. Provides a description of the kinds of decisions the steering committee will make and how the committee will inform and shape the program, as well as how the steering committee will review the consortium's participation and outcomes.	10 points
Processes are described for orienting consortium staff to the YA program and its requirements. Also articulates specifically how the consortium will provide any needed updates and information to local and school-based coordinators.	10 points

B. Program Implementation – 80 points

Strategies are developed to recruit students, with clear roles and responsibilities for school personnel and other consortium staff.	10 points
Articulate a process to place students at employers that meet their career interests. Students are prepared for the interview process and receive other coaching as appropriate.	10 points
Strategies have been developed to recruit employers and orient them to the program. Staff roles are identified.	10 points
Provides clear strategies to offer an inclusive program. (Examples may include strategies to reach particular populations, including: children at risk; youth in foster care; non-traditional by gender students; minority students; and/or students with disabilities. <u>The Narrative question regarding this is separate from the goal setting in Chart 1 – Diversity and Inclusion Goals in the Grant Application Narrative.</u>)	10 points
Describes how both employers and the assigned mentors are trained in program requirements. Clearly describes the process used to inform employers of the specific competencies to be trained on as listed in the On-the-Job Learning Guides. Describes mentor training, including where and when the training takes place.	20 points
A process has been developed to select appropriate related instruction. The related instruction provided to students aligns with industry standards and with the YA curriculum. Describes how the consortium will ensure participating school personnel are making appropriate decisions regarding related instruction.	20 points

Grant Award Process

The DWD anticipates the intent to award announcement to all approved applicants to be released by **May 31, 2024** 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, 2024**. 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:

Babucarr Kebbeh
Workforce Development Program Manager
Division of Employment and Training
Department of Workforce Development
Email: Babucarr.Kebbeh@dwd.wisconsin.gov
Phone: 608-733-3889

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.

Application Submittal

All applications must be uploaded into cBASERS by 11:59 pm April 1, 2024. For instructions on how to request grant writer access to cBASERS, visit the GPA webpage at <https://dwd.wisconsin.gov/apprenticeship/ya/grants.htm> under "2024-26 Wisconsin Youth Apprenticeship Grant Program Announcement (GPA)." 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 2, 2024. *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
 - Steering Committee Page
 - Participating School District List
- Attached copy of consortium grievance policy (see Wisconsin Youth Apprenticeship Manual)

The Wisconsin YA Grant Application (form detw_16512_e) should be submitted as a single document in **.docx or PDF** 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 cBASERS. After the grant due date, DWD staff will spend two days performing an initial review for completeness. 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 YA state staff at the Youth Apprenticeship mailbox: ya@dwd.wisconsin.gov.

Youth Apprenticeship Program Design

Key Elements of a YA Program

- Industry-developed skill standards
- Exposure to multiple aspects of the industry
- Skilled mentors
- Employment
- Related classroom instruction
- Standardized competencies
- Performance evaluation of demonstrated competencies
- State-issued occupational certificate upon completion

Basic Program Design Elements

- One high school or three college course credits of related instruction
- Minimum 450 hours of employment per year (may be more)
- Juniors and seniors in high school
- Classes/work-based learning scheduled concurrently

Program Options

- Work-based learning in the One Year (Level One) program may begin as late as January of the senior year, and for Year Two (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 certificate.
- In special circumstances as approved by DWD, students will be permitted to take more than one year to complete the Level 1 requirements.
- 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.

Applicants are encouraged to read the **Wisconsin Youth Apprenticeship Manual**, available at <https://dwd.wisconsin.gov/apprenticeship/ya/pdf/ya-rpp-manual-2020.pdf> for more information before applying, and to contact the Youth Apprenticeship staff at ya@dwd.wisconsin.gov with any additional questions.

Instructions for Completing the Proposed Budget Worksheet

The Proposed Budget Worksheet is a tool to gather 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.

Do not upload the Budget into cBASERS. The Budget should be keyed in on the Budget tab in cBASERS.

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 cBASERS).
- 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
- Transportation for students to and from worksites or related instruction sites

Employer Support

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

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.

Youth Apprenticeship Grants Matching Funds Requirements

Wis. State statutes require that local YA partnerships awarded a 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 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. (It is not permissible, however, to require payment for participating in the YA program.)

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 Regional 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 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 **applies to the total DWD grant amount for each consortium.**

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 GPA, the appendices, and the Youth Apprenticeship 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:

Program Development and Management

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

Recruitment and Marketing

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

Evaluation and Reporting

- Monitor program enrollment to ensure program goals are met.
- Coordinate the transfer of grades from the YA class and worksite to the schools.
- Sign and submit the student registration forms to the DWD (one designee per partnership).
- Maintain student records for local and state reporting.
- 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 Proposed 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.

Youth Apprenticeship Application Checklist

Applicants are encouraged to use this checklist to ensure that their application is complete. Refer to the GPA Guidelines for application submittal deadline and procedures.

Electronic applications must be entered into cBASERS to be accepted. No faxed or emailed applications will be accepted.

<u>Contents</u>	<u>✓ Completed</u>
Confirm that you are using the materials for the <u>2024-26</u> 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 and B only) is limited to twelve pages or less and is uploaded into cBASERS.	<input type="checkbox"/>
2 Diversity and Inclusion SMART Goals are entered on Chart 1.	<input type="checkbox"/>
Proposed Budget is <u>keyed</u> into cBASERS - ➤ Detail is provided for all cost categories.	<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 cBASERS.	<input type="checkbox"/>