

WTCS Grant Application Form (PERKINS)

Fiscal Year 2021 – 2022

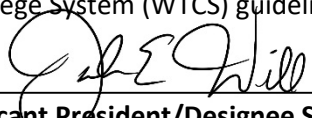
Grant guidelines are located at <https://mywtcs.wtcsystem.edu/grants/perkins-career/guidelines>

FUNDING SOURCE: CARL D. PERKINS CAREER & TECHNICAL EDUCATION ACT

- 1) **PROJECT NUMBER: 17-166-150-212**
(Applicant ID) (Activity) (Appropriation) (Purpose)
- 2) **PROJECT TITLE:** Career Prep
- 3) **GRANT CATEGORY:** Reserve - Career Prep
- 4) **DATE:** April 16, 2021
- 5) **REVISION:** YES
- 6) **WTCS GRANT MANAGER(S):** Ann Westrich
- 7) **INSTITUTION NAME:** Wisconsin Indianhead Technical College
- 8) **INSTITUTION ADDRESS:** 505 Pine Ridge Drive, Shell Lake, WI 54871
- 9) **GRANT CONTACT NAME:** Dori Marty; Director, Grants/Resource Development
PHONE: 800.243.9482, ext. 4207 **EMAIL:** dori.marty@wtc.edu
- 10) **PROJECT MANAGER(S):** (if different from above) Jeanne Germain, Director of Career Prep & Apprenticeships
EMAIL: (if different from above) jeanne.germain@wtc.edu
- 11) **NUMBER TO BE SERVED:** **CLIENT:** Click to enter number. **NON-CLIENT:** 2,000
- 12) **Complete applicable fields:**

Wisconsin Technical College System (WTCS)			
	STATE ADMINISTERED FUNDS REQUESTED	MOE	TOTAL PROJECT AMOUNT (STATE + MOE + FLEXIBLE FUNDS)
A	\$57,090	\$	\$57,090
B	Non-state/federal funds (local)	\$	SOURCE:

I certify the information contained in the application complies with state and federal regulations and Wisconsin Technical College System (WTCS) guidelines.



Applicant President/Designee Signature

Date: 12/10/2020

WTCS OFFICE USE ONLY:

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Approved with Revisions	<input type="checkbox"/>	Disapproved
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Grant Manager Signature

Date: _____

Associate Vice President Signature

Date: _____

Recommended Grant Amount \$ _____

VICE PRESIDENTS: _____/_____

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13) Subcontractor Information (if applicable)

14) Abstract (200 words or less)

This project will provide partial funding for collaborative K-16 technical preparation initiatives facilitated by the Northwest Wisconsin Career Prep School-to-Work Consortium. The Career Prep program is designed to enhance the technical and academic skills of high school students and to provide expanded opportunities for transition into postsecondary education or the workforce. Proposed activities include an emphasis on professional development via centralized and regional workshops and in-service and occupational exploration for high school students. Also included will be Wisconsin Indianhead Technical College career days, college nights, and dual enrollment academies. An estimated 2,000 students and 200 faculty/counselors/parents will participate in events, resulting in increased performance related to identified Career Prep indicators.

16) Goals, Objectives and Activities:

Focused Need 1: Dual Credit has expanded significantly during the past 10 years with emphasis placed on high school completion of a WITC credential (certificate and/or technical diploma) that fits within an individual students' Career Pathway. During the 2020-2021 academic year, 20 students enrolled in Welding Academies at New Richmond and Rice Lake high schools. Construction Essentials Academies were held at Amery, Hayward, and Superior high schools with 22 students enrolled. The Financial Services Customer Representative Academy ran at both Siren and Hayward high schools with six students enrolled. In addition, Certified Nursing Assistant classrooms are in place at schools in Cumberland, Turtle Lake, St. Croix Central, Balsam Lake, and Hudson, allowing students to earn much needed credentials without having to leave their school districts. Based on our established framework and foundational work, WITC sees the continued need to develop further programs of study (POS)/Career Pathways designed to promote and expand career and technical education in the high schools.

Goal #1: Maintain/increase the number of secondary education students who successfully complete, as a secondary school Career Prep student, courses that award postsecondary credit at the secondary level.

Measurable Objective 1: The number of articulation agreements will increase from agreements with 41 school districts to agreements with 43 school districts within the WITC region. Students earning WITC credits through dual credit courses will increase by 10%.

of Activities: 3

Activity 1: Facilitate Meetings for High School and Technical College Instructors to Advance Articulation Efforts

Activity Description:	<ul style="list-style-type: none"> ▪ A fall articulation day will be held in October 2021 (preferably in person, but possible virtually). ▪ Teachers from all 45 school districts in the WITC area will be invited to meet with the WITC faculty mentors to either initiate new agreements or review existing agreements. Articulation agreements are formally reviewed on a three-year basis.
Success:	<ul style="list-style-type: none"> ▪ 50 high school teachers, including those from at least two schools not currently holding articulation agreements with WITC, will attend to explore adding new agreements.
Monitoring:	<ul style="list-style-type: none"> ▪ Monitored via attendance roster and approved agreements.
Staff/Title Responsible:	Dean, Career Prep & Apprenticeships
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #1 – Activity 1 Budget Items	Travel for Dean = \$2,000 2,300 Other - Meeting expenses = \$2,000
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Activity 2: Support Growth of Advanced Standing/Dual Credit Courses

Activity Description:	<ul style="list-style-type: none"> ▪ Career prep staff will collaborate with high school personnel to communicate benefits of taking Dual Credit and Advanced Standing courses to high school students and their parents. ▪ The grant will also be used to help support high schools in preparing to teach dual enrollment classes by reimbursing textbook purchase expenses.
Success:	<ul style="list-style-type: none"> ▪ Enrollment in dual credit courses will increase by 10%.
Monitoring:	<ul style="list-style-type: none"> ▪ Efforts will be monitored through bi-weekly meetings with Career Prep staff.
Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Dean, Career Prep & Apprenticeships
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #1 – Activity 2 Budget Items	Travel and meeting expenses = \$1,000 1,500 Other - Textbook purchases for newly articulated courses will be reimbursed = \$11,070 11,470
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Activity 3: Conduct Youth Skills Programs, Camps, and/or Academies to Support Youth Apprenticeships and/or to Promote Career Pathways

Activity Description:	<ul style="list-style-type: none"> ▪ WITC will provide opportunities for high school students to enroll in courses, workshops, and/or academies that qualify as ‘related instruction’ in the DWD Youth Apprenticeship programs and/or promote entry into a career pathway.
Success:	<ul style="list-style-type: none"> ▪ At least 20 students will complete a skill-building and/or career exploration program.
Monitoring:	<ul style="list-style-type: none"> ▪ Monitored via attendance roster and program completion.
Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Dean, Career Prep & Apprenticeships
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #1 – Activity 3 Budget Items	Instruction and Fringe = \$2,370 Supplies = \$2,500 Travel for Dean = \$500 Travel for instructors and students = \$900 1,000
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Guided Pathway Domains

MAPPING Pathways to Student End Goals	Activity 3
HELPING STUDENTS Choose and ENTER A PATHWAY	Activity 1, 2, & 3
KEEPING STUDENTS ON THE PATH	
ENSURING THAT STUDENTS ARE LEARNING	Activity 3

Focused Need #2:

During the 2019-2020 academic year, 63 counselors from consortium school districts participated in externships at WITC. More than 100 counselors from consortium school districts completed at least one level of

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Comprehensive School Counseling. At least 77 middle school, high school, and WITC faculty participated in externships, which have helped them align their courses to relevant career pathways.

WITC Career Prep efforts will support the secondary/postsecondary priority initiatives of developing, implementing, and promoting academic and technical readiness through consortium efforts. Activities are targeted to facilitate a seamless passage for students transitioning from Wisconsin high schools to Wisconsin technical colleges.

At WITC the Direct from High School Enrollment for FY20 was 11.4% (394 students) which was up from 10.3% in FY19.

Goal #2: Maintain/Increase the number of secondary Career Prep students who, upon graduation from high school, enroll in postsecondary education in the same field or major as the secondary student was enrolled in at the secondary level.

Measurable Objective 2: At least 250 high school students will earn post-secondary credentials from WITC (for example Nursing Assistant or embedded technical diplomas). Approximately 100 middle and high school personnel will participate in professional development activities. Approximately 1,500 high school students will participate in college and career exploration events.

Activities: 9

Activity 1: Career Days and Connecting Activities

Activity Description:	<ul style="list-style-type: none"> ▪ Prior to their Career Day visit to the technical college (or virtual presentation), students may take a career interest inventory to identify careers they have the most potential for and interest in. High school students select their top choices and select a Career Cluster to explore. ▪ Representatives from most departments on the college campus get involved in the visit and most programs participate. Students shadow and participate in program-related activities in career areas they have selected. ▪ By participating in this event, students will have the opportunity to experience, learn about several program areas, and talk with the instructors and students in the programs. ▪ In addition to specific Career Day activities, we will also encourage school districts and individual students to schedule an arranged visit with a campus administrator, admissions advisor, or career specialist.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ 1,500 students will be served through Career Day and other connecting activities. ▪ The Dean of Career Prep & Apprenticeships is informed of the development by the sharing of planning meeting minutes and through conversations with Student Services personnel.
Staff/Title Responsible:	Dean, Career Prep & Apprenticeships
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 1 Budget Items	Travel and meeting expenses = \$2,000 Dean Travel = \$400 Supplies = \$2,500
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Activity 2: College/Financial Aid Nights & Federal ID Number Assistance

Activity Description:	<ul style="list-style-type: none"> ▪ <i>College Goal WI</i> events will be hosted by at least two WITC campuses (preferably in person, but virtually if necessary). ▪ The event is marketed to local high schools and communities through various methods. ▪ A presentation on financial aid is given and then students and parents are guided through the FAFSA application process by financial aid experts. ▪ Career Specialists will assist students in creating their Federal ID numbers at their high schools.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ At least 200 high school students will be served through the College/Financial Aid Night events or through specific visits to high schools to assist with Federal ID Number creation. ▪ Monitored via attendance rosters. ▪ The Dean of Career Prep & Apprenticeships will be informed of the development by the sharing of planning meeting minutes and through conversations with the Career Specialist at each campus on a regular basis.
Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Financial Aid Advisors ▪ Career Specialists ▪ Dean, Career Prep & Apprenticeships
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 2 Budget Items	FAFSA ID Guidance Travel = \$500 Supplies = \$500
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Activity 3: Northwest Wisconsin Career Prep/School-to-Work Consortium Meetings

Activity Description:	<ul style="list-style-type: none"> ▪ The consortium will meet in its entirety at least three times throughout the year (preferably in person but virtually if necessary). ▪ Additional subcommittees will meet throughout the year to plan and carry out the activities.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ All members will attend and participate in at least one of three meetings. ▪ Monitored via meeting attendance and minutes.
Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Dean, Career Prep & Apprenticeships ▪ Career Prep Technician
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 3 Budget Items	Dean Travel = \$400 Other - Supplies = \$500
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Activity 4: Local High School Administrator, Teacher, and Counselor In-services

Activity Description:	<ul style="list-style-type: none"> ▪ Local In-services for high school administrators, teachers, and counselors are conducted on the WITC campuses to introduce counselors to new staff at the campus, overview new programs offered, provide updates on contracts/<i>Start College Now</i>, and technical college initiatives. ▪ Discussions will take place to generate ideas on how WITC and high schools can partner to best assure students are prepared as they transition into post-secondary education.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ At least 50 high school administrators, teachers, and/or counselors will participate. ▪ Monitored via attendance rosters.
Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Dean, Career Prep & Apprenticeships ▪ WITC Counselors ▪ WITC Admissions Advisors ▪ WITC Deans
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 4 Budget Items	Other - Inservice expenses and supplies = \$2,000
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Activity 5: Counselor Externships

Activity Description:	<ul style="list-style-type: none"> ▪ High school counselors will participate in a five-day externship with WITC counselors and staff to better understand WITC courses, programs, resources, processes, and procedures so they can relay accurate information as they discuss post-secondary options with students.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ Up to two (1-2) counselors will participate. ▪ Monitored by post-completion reports submitted by participants.
Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Dean, Career Prep & Apprenticeships (promotion and coordination) ▪ WITC Counselors and Staff (providing the experience)
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 5 Budget Items	Other - Stipends for Counselors to receive upon completion of the externship 2 @ \$500 = \$1,000
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Activity 6: Educator Externships

Activity Description:	<ul style="list-style-type: none"> ▪ High school and WITC faculty, as well as high school administrators, will have the opportunity to participate in a five-day externship to learn about, and make connections with, community businesses in order to better understand the world of work that awaits students. ▪ Preparedness of students for post-secondary education will be enhanced based on knowledge of administrators and teachers.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ At least eight (8) middle and/or high school teachers will participate. ▪ Monitored by post-completion presentations submitted by participants.

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Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Dean, Career Prep & Apprenticeships ▪ CESA 11 and 12 Partners ▪ High School Faculty ▪ High School Administrators
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 6 Budget Items	Other - Stipends for participants to receive upon completion of the externship 8 @ \$500 = \$4,000
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Activity 7: Collaborative Academic & Career Planning Professional Development

Activity Description:	<ul style="list-style-type: none"> ▪ WITC will collaborate with CESA partners on Academic and Career Planning professional development programming for Middle and High School faculty and counselors. ▪ Activities will be designed to support career and technical education students transitioning from a Wisconsin high school to a Wisconsin technical college.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ At least 50 secondary teachers and/or counselors will participate. ▪ Monitored via attendance rosters and evaluations.
Staff/Title Responsible:	Dean, Career Prep & Apprenticeships CESA Partners
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 7 Budget Items	Instruction and fringe = \$1,370 4,370 Supplies for professional development activities = \$5,000
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Activity 8: Foster Youth Outreach and Career Pathways Consultation

Activity Description:	<ul style="list-style-type: none"> ▪ In collaboration with the regional Department of Children and Families Independent Living Coordinators and high school counselors, WITC staff will provide career pathways consultation to students who are about to transition out of Foster Care. ▪ Consultation sessions may be held at the students' high schools, regional DCF offices, and/or at WITC campuses. ▪ Information on post-secondary educational options, as well as support services available to this population will be shared during the sessions.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ At least 30 Foster Youth will participate. ▪ Monitored via attendance rosters and evaluations.
Staff/Title Responsible:	Dean, Career Prep & Apprenticeships WITC Veterans Advisor WITC Career Specialist
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 8 Budget Items	Instruction for the programs = \$2,000 Other - Supplies needed for the programs = \$2,500 Travel for instructors and possibly students = \$500
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Activity 9: Advanced Standing Outreach

Activity Description:	<ul style="list-style-type: none"> ▪ Partner with Student Services staff to engage with students in Advanced Standing classes to ensure they understand how the credits earned in their classes can benefit them after high school.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ Students enrolling at WITC who are eligible for Advanced Standing credits will increase by 10%. ▪ Monitored via enrollment reports.
Staff/Title Responsible:	Dean, Career Prep & Apprenticeships WITC Counselors WITC Admissions Advisors WITC Career Specialists
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #2 – Activity 9 Budget Items	Travel and meeting expenses = \$1,000
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Guided Pathway Domains

MAPPING Pathways to Student End Goals	Activity 1, 3, & 4
HELPING STUDENTS Choose and ENTER A PATHWAY	Activity 1, 2, 4, 5, 6, 7, 8, & 9
KEEPING STUDENTS ON THE PATH	Activity 5 & 6
ENSURING THAT STUDENTS ARE LEARNING	Activity 4, 6, & 7

Focused Need #3:

Input has been gathered from a variety of resources including consortium members, business and industry in the area, and high school contacts to identify needs and suggested activities. A survey was sent out to all Advisory Committee members fall 2020, questions were asked relating to the programs and services offered at WITC. The Advisory Committee members consist of current students, graduates, business & industry partners, and high school contacts. Of the sixty-one (61) responses, 91.8% agreed the programs offered by WITC are sufficient in size, scope, and quality to meet the needs of all students and employers served. 98.36% agreed the programs offered at WITC are aligned to state, regional, and local in-demand industry sectors or occupations. Respondents also commented on how WITC offers training that is currently in-demand from business & industry. WITC will continue to maintain/increase awareness through a variety of activities.

Goal #3: Maintain/Increase awareness of Career Clusters, Programs of Study and Career Development in collaboration with K-12 partners, business and industry, CESA's, and other stakeholders.

Measurable Objective 3: Approximately 100 teachers, counselors, and/or administrators will attend and participate in Career Pathways-related training designed to increase awareness and facilitate development of Career Pathways.

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Activities: 1

Activity 1: Support for Local/Regional Academic and Career Planning (ACP)

Activity	<ul style="list-style-type: none"> ▪ Collaborate with CESA 11, CESA 12, and school districts within the WITC region to develop and implement local and regional training related to ACPS. ▪ Including, but not limited to opportunities to assist school districts in connecting with business and industry partners.
Success: Monitoring:	<ul style="list-style-type: none"> ▪ At least 100 teachers will participate. ▪ Monitored via attendance rosters and evaluations.
Staff/Title Responsible:	<ul style="list-style-type: none"> ▪ Dean, Career Prep & Apprenticeship ▪ CESA Personnel
Start Date:	July 1, 2021
End Date:	June 30, 2022

Goal #3 – Activity 1 Budget Items	Instruction and fringe = \$2,280 3,280 Supplies needed for the programs = \$600 Dean Travel = \$400
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Guided Pathway Domains

MAPPING Pathways to Student End Goals	
HELPING STUDENTS Choose and ENTER A PATHWAY	Activity 1
KEEPING STUDENTS ON THE PATH	
ENSURING THAT STUDENTS ARE LEARNING	

17) Overall Monitoring and Evaluation Process

Compliance Monitoring	
<i>Client Reporting – responsible staff and title:</i>	Client reporting will be completed by Student Support Staff with oversight by Jeanne Germain, Dean, Career Prep & Apprenticeships.
<i>Triannual/Final Reports – responsible staff and title:</i>	Triannual and final reports will be completed by Jeanne Germain, Dean, Career Prep & Apprenticeships. Data will be collected as needed for the triannual and final reports by Jeanne Germain.
<i>Fiscal Accountability – responsible staff and title:</i>	Anita Hacker, College Controller, will be responsible for fiscal oversight in collaboration with Jeanne Germain, Dean, Career Prep & Apprenticeships and the Resource Development Office.
<i>Describe Fiscal Oversight</i>	Fiscal oversight and budget monitoring are done in collaboration between Dori Marty; Director, Grants/Resource Development and Anita Hacker, College Controller along with Jeanne Germain, Dean, Career Prep & Apprenticeships. The Resource Development Office and the College Controller meet with the Dean of Career Prep & Apprenticeships to provide the budget along with spending codes. The meeting consists of development of a monthly spending

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	<p>plan and explanation of triannual reporting. Budget meetings are held quarterly with the Resource Development office, College Controller, and Dean of Career Prep & Apprenticeships to keep grant budget on track. The grant budget report is run monthly by the business office and is provided to the Dean of Career Prep & Apprenticeships for an update on spending. The Resource Development staff work continually with the Dean of Career Prep & Apprenticeships to ensure spending is aligned with the initial plan developed.</p>
<p><i>Describe how data will be reviewed and the results applied and shared at the local and state level.</i></p>	<p>Evaluation of activities and analysis of feedback will be used to determine progress in meeting designated outcomes and any changes needed.</p> <p>Dean of Career Prep & Apprenticeships will work with Student Services to ensure accurate collection of client reporting data for those students that enroll in coursework.</p> <p>All data will be reported in triannual and final reports and shared with Career Prep Consortium members and College Leadership Team.</p>
<p><i>Describe the sustainability plan after conclusion of grant funding.</i></p>	<p>WITC is committed to the success of the goals and activities in the Career Prep grant. The college will continue to offer career exploration and college informational opportunities for high school students through college dollars. Regional connections with our K12 partners will be maintained to enhance dual credit offerings along with continued collaboration.</p>

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18) BUDGET

Technical College Name: Wisconsin Indianhead Technical College

Project Number: 17-166-150-212

Project Title: Career Prep

Line Number	Description	Goal, Objective, & Activity #	Amount
1.0 Administration	<i>Lines 2.0 thru 8.0 x allowable percentage</i>		\$
2.0 Salaries/Fringes	Youth Skills, Courses, Camps, & Academies	1.1.3	\$6,770 2370
	Professional Skills Development for MS/HS Teachers	2.2.7	\$1,370 4370
	Foster Youth Outreach/Career Pathways Consultation	2.2.8	\$2,000
	Training Developed through CESA 11, CESA 12, & High School Collaboration	3.3.1	\$2,280 3280
	(2.0 Salaries/Fringe – Total)		\$12,420
3.0 Travel	Dean, Career Prep & Apprenticeships – Travel & Meetings	1.1.1, 1.1.2, 1.1.3, 2.2.1, 2.2.3, 2.2.9, 3.3.1	\$3,700 4500
	Dual Credit, Adv Standing, Career Days Travel & Meetings	1.1.2, 1.1.3, 2.2.1	\$3,800 2,000
	Articulation Meetings for High School & Tech College	1.1.1	\$2,000
	FAFSA ID Guidance	2.2.2	\$500
	Foster Youth Outreach/Career Pathways Consultation	2.2.8	\$500
	(3.0 Travel – Total)		\$10,500
4.0 Equipment - Major			
5.0 Equipment - Minor			
6.0 - Software			
7.0 Supplies	Career Days, Connecting Activities	1.1.3, 2.2.1	\$5,000
	College/Financial Aid Night	2.2.2	\$500
	Collaborative CP Professional Development with K12 and TC	2.2.7	\$5,000
	High School Relations Report Printing	3.3.1	\$600
	(7.0 Supplies – Total)		\$11,100
8.0 Other	Articulation Meetings for HS/TC Instructors	1.1.1	\$2,000
	Textbook Reimbursement for Newly Articulated Courses	1.1.2	\$11,070 11,470
	NW Career Prep Consortium Meeting	2.2.3	\$500
	Regional HS Admin, Teacher, Counselor In-services	2.2.4	\$2,000
	Counselor Externships (2 @ \$500)	2.2.5	\$1,000
	Educator Externships (8 @ \$500)	2.2.6	\$4,000
	Foster Youth Outreach/Career Pathway Activities	2.2.8	\$2,500
	(8.0 Other – Total)		\$23,070 23,470
9.0 Subtotal	Total Project Cost (Lines 1.0 through 8.0)		\$57,090
	Reimbursement Rate Percent		100%
	Total Grant Funds Requested		\$57,090
	<i>MOE</i>		\$0