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: 17-166-150-213 (Applicant ID) (Activity) (Appropriation) (Purpose)				
2)	PROJECT TITLE: Career Prep				
4) 5)	GRANT CATEGORY: Reservante: REVISION: WTCS GRANT MANAGER(S):	Perve - Career Prep December 6, 202 NO Ann Westrich	1		
8)	INSTITUTION NAME: INSTITUTION ADDRESS: GRANT CONTACT NAME: PHONE: 715-246-1878	1900 College Driv Dori Marty; Direc	Northwood Technical College 1900 College Drive, Rice Lake, WI 54868 Dori Marty; Director, Grants/Resource Development EMAIL: dori.marty@northwoodtech.edu		
-	Deanne Germain; Dean of Career Prep, Manufacturing, & Apprenticeships EMAIL: jeanne.germain@northwoodtech.edu		-		
-	NUMBER TO BE SERVED: CLIENT: Click to enter number. NON-CLIENT: 2,000 Complete applicable fields:			: <u>2,000</u>	
	Wisconsin Technical College System (WTCS)				
		Wisconsiii reeiiinear	conege System (vv i	C3)	
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A B	STATE ADMINISTERED FUNDS REQUESTED	МОЕ	FLEXIBLE FUNDS	TOTAL PROJECT AMOUNT (STATE + MOE + FLEXIBLE FUNDS)	
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B I ce	\$54,491 Non-state/federal funds (local) rtify the information contained in hnical College System (WTCS) guident President/Designed Applicant President/Designed	MOE \$ \$ the application comidelines. Wee Signature WTCS OFFICE Approved w	FLEXIBLE FUNDS \$ SOURCE: plies with state and Date USE ONLY: ith Revisions	TOTAL PROJECT AMOUNT (STATE + MOE + FLEXIBLE FUNDS) \$54,491 federal regulations and Wisconsin : November 15, 2021 Disapproved	

VICE PRESIDENTS: ____/___

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 Northwood 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 Northwood Technical College credential (certificate and/or technical diploma) that fits within an individual students' Career Pathway. During the 2021-2022 academic year, 15 students enrolled in Welding Academies at New Richmond High School. Construction Essentials Academies were held at Amery, Hayward, and Superior high schools with 20 students enrolled. The Financial Services Customer Representative Academy ran at both Siren and Hayward high schools with eight 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, Northwood Technical College 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 42 school districts to agreements with 44 school districts within the Northwood Technical College region. Students earning Northwood Technical College credits through dual credit courses will increase by 10% from the FY21 amounts (numbers to be referenced in triannual reports).

of Activities: 3

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

Activity Description:	 Articulation meetings will take place in the fall of 2022 (preferably in person, but possible virtually). Teachers from all 45 school districts in the Northwood Technical College area will be invited to meet with the Northwood Tech faculty mentors to either initiate new agreements or review existing agreements. Articulation agreements are formally reviewed on a three-year basis.
Goal #1 – Activity 1	Travel for Dean and Dual Credit Mentors
Budget Items	Other – Articulation Meetings
Success:	 50 high school teachers, including those from at least two schools not currently holding articulation agreements with Northwood Technical College, will attend to explore adding
Monitoring:	new agreements.
	Monitored via attendance roster and approved agreements.
Staff/Title Responsible:	Dean, Career Prep, Manufacturing, & Apprenticeships

Start Date:	July 1, 2022
End Date:	June 30, 2023

Activity 2: Support Growth of Advanced Standing/Dual Credit Courses

ctivity 2. Support Growth of Advanced Standing/Dual Credit Courses		
Activity	 Career Prep staff and Career Specialists will collaborate with high school personnel to 	
Description:	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 by reimbursing textbook purchase expenses for newly articulated classes.	
Goal #1 – Activity 2	Travel	
Budget Items	Other - Textbook purchases for newly articulated courses will be reimbursed	
Success:	 Enrollment in dual credit courses will increase by 10%. 	
Monitoring:	 Efforts will be monitored through bi-weekly meetings with Career Prep staff. 	
Staff/Title Responsible:	Dean, Career Prep, Manufacturing, & Apprenticeships	
Start Date:	July 1, 2022	
End Date:	June 30, 2023	

Activity 3: Conduct Youth Skills Programs, Camps, and/or Academies to Support Youth Apprenticeships and/or to Promote Career Pathways

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Activity Description:	 Northwood Technical College 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.
Goal #1 – Activity 3	Instructional Salary and Fringe
Budget Items	Supplies for Career Days, Connecting Activities
	Travel for Academy Director, instructor, and students
Success:	 At least 20 students will complete a skill-building and/or career exploration program.
Monitoring:	 Monitored via attendance roster and program completion.
Staff/Title Responsible:	Dean, Career Prep, Manufacturing, & Apprenticeships
Start Date:	July 1, 2022
End Date:	June 30, 2023

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:

Prior to the 2020-2021* academic year, 63 counselors from consortium school districts participated in externships at Northwood Technical College. More than 100 counselors from consortium school districts completed at least one level of Comprehensive School Counseling. At least 77 middle school, high school, and Northwood Technical College faculty participated in externships, which have helped them align their courses to relevant career pathways.

Northwood Technical College 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 Northwood Technical College, the Direct from High School Enrollment for FY20 was 11.4% (394 students) which was up from 10.3% in FY19.

*At the time of writing, the FY21 numbers were not yet available on the WTCS site.

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 Northwood Technical College (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: 8

Activity 1: Career Days and Connecting Activities

Activity 1: Career Days and	Connecting Activities
Activity Description:	 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 and 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.
Goal #2 – Activity 1	Travel – Academy Director
Budget Items	Supplies – Career Days, Connecting Activities
Success: Monitoring:	 1,500 students will be served through Career Day and other connecting activities. The Dean of Career Prep, Manufacturing, & 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, Manufacturing, & Apprenticeships
Start Date:	July 1, 2022
End Date:	June 30, 2023

Activity 2: College/Financial Aid Nights & Federal ID Number Assistance

	 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.
Goal #2 – Activity 2	FAFSA ID Guidance Travel
Budget Items	Supplies for College/Financial Aid Night
Success: Monitoring:	 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, Manufacturing, & 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:	 Financial Aid Advisors Career Specialists Dean, Career Prep, Manufacturing, & Apprenticeships
Start Date:	July 1, 2022
End Date:	June 30, 2023

Activity 3: Northwest Wisconsin Career Prep/School-to-Work Consortium Meetings

Activity Description:	 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.
Goal #2 – Activity 3	Dean Travel
Budget Items	Other – NW Career Prep Consortium Meeting
Success:	 All members will attend and participate in at least one of three meetings.
Monitoring:	 Monitored via meeting attendance and minutes.
Staff/Title Responsible:	 Dean, Career Prep, Manufacturing, & Apprenticeships
	Career Prep Technician
Start Date:	July 1, 2022
End Date:	June 30, 2023

Activity 4: Local High School Administrator, Teacher, and Counselor In-services

Activity Description:	 Local in-services for high school administrators, teachers, and counselors are conducted on the Northwood Technical College campuses to introduce counselors to new staff at the campus, overview new programs offered, provide updates on contracts/Start College Now, and technical college initiatives. Discussions will take place to generate ideas on how Northwood Technical College and high schools can partner to best assure students are prepared as they transition into post-secondary education.
Goal #2 – Activity 4 Budget Items	Other – Regional HS Admin, Teacher, Counselors In-services
Success: Monitoring:	 At least 50 high school administrators, teachers, and/or counselors will participate. Monitored via attendance rosters.
Staff/Title Responsible:	 Dean, Career Prep, Manufacturing, & Apprenticeships Counselors Admissions Advisors Deans
Start Date:	July 1, 2022
End Date:	June 30, 2023

Activity 5: Counselor Externships

Activity Description:	 High school counselors will participate in a five-day externship with Northwood Technical College counselors and staff to better understand Northwood Tech courses, programs, resources, processes, and procedures so they can relay accurate information as they discuss post-secondary options with students.
Goal #2 – Activity 5 Budget Items	Other - Stipends for Counselors to receive upon completion of the externship
Success: Monitoring:	 Up to two (1-2) counselors will participate. Monitored by post-completion reports submitted by participants.
Staff/Title Responsible:	 Dean, Career Prep, Manufacturing, & Apprenticeships (promotion and coordination) Northwood Technical College Counselors and Staff (providing the experience)
Start Date:	July 1, 2022
End Date:	June 30, 2023

Activity 6: Educator Externships

Activity Description:	 High school and Northwood Technical College 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.
Goal #2 – Activity 6 Budget Items	Other - Stipends for participants to receive upon completion of the externship
Success: Monitoring:	 At least eight (8) middle and/or high school teachers will participate. Monitored by post-completion presentations submitted by participants.

Staff/Title Responsible:	 Dean, Career Prep, Manufacturing, & Apprenticeships CESA 11 and 12 Partners High School Faculty High School Administrators 	
Start Date:	July 1, 2022	
End Date:	June 30, 2023	

Activity 7: Foster Youth Outreach and Career Pathways Consultation

Activity Description:	 In collaboration with the regional Department of Children and Families Independent Living Coordinators and high school counselors, Northwood Technical College 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 Northwood Technical College campuses. 		
	• Information on post-secondary educational options, as well as support services available to this population will be shared during the sessions.		
Goal #2 – Activity 7	Salary/Fringes		
Budget Items	Travel for Foster Youth Outreach		
	Other – Foster Youth Outreach		
Success:	At least 30 Foster Youth will participate.		
Monitoring:	 Monitored via attendance rosters and evaluations. 		
Staff/Title Responsible:	Dean, Career Prep, Manufacturing, & Apprenticeships		
	Northwood Technical College Veterans Advisor		
	Northwood Technical College Career Specialist		
Start Date:	July 1, 2022		
End Date:	June 30, 2023		

Activity 8: Advanced Standing Outreach

Activity Description:	 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.
Goal #2 – Activity 8 Budget Items	Travel for Advanced Standing
Success: Monitoring:	 Students enrolling at Northwood Technical College who are eligible for Advanced Standing credits will increase by 10%. Monitored via enrollment reports.
Staff/Title Responsible:	Dean, Career Prep, Manufacturing, & Apprenticeships Counselors Admissions Advisors Career Specialists
Start Date:	July 1, 2022
End Date:	June 30, 2023

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
KEEPING STUDENTS ON THE PATH	Activity 5 & 6
ENSURING THAT STUDENTS ARE LEARNING	Activity 4, 6, & 7

Focused Need #3:

In the 2021-2024 Northwood Technical College Strategic Plan, one of the strategies is "Strengthening connections with K12 partners, parents/guardians, community organizations, and business and industry to expand awareness of programs and services available to meet high school and working adults' needs" with the goal to increase the number of high school graduates from the Northwood Technical College region with Dual Credit enrolling directly to the college. There were 357 high school graduates from the 2020-2021 graduating class in the eleven-county district who chose Northwood Tech for their education in Fall 2021, making up about 13% of Northwood Tech's total UGRD student population. According to fall 2020 Clarus Data, 64% of high school students surveyed said they had considered applying to Northwood Technical College while in high school.

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.

Activities: 1

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

Activity	 Collaborate with CESA 11, CESA 12, and school districts within the Northwood Technica College 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. 	
Goal #3 – Activity 1 Budget Items	Salary/Fringe for training developed through collaboration Travel Supplies	
Success: Monitoring:	 At least 100 teachers will participate. Monitored via attendance rosters and evaluations. 	
Staff/Title Responsible:	 Dean, Career Prep, Manufacturing, & Apprenticeship CESA Personnel 	
Start Date:	July 1, 2022	
End Date:	June 30, 2023	

Guided Pathway Domains

MAPPING Pathways to Student End Goals	
HELPING STUDENTS Choose and ENTER A	Activity 1
PATHWAY	

KEEPING STUDENTS ON THE PATH	
ENSURING THAT STUDENTS ARE LEARNING	

17) Overall Monitoring and Evaluation Process

	Comp	liance Monitoring	
Client Reporting – responsible staff and title:		Client reporting will be completed by Student Support Staff with oversight by Jeanne Germain; Dean, Career Prep, Manufacturing, & Apprenticeships.	
Triannual/Final Reports — responsible staff and title:		Triannual and final reports will be completed by Jeanne Germain; Dean, Career Prep, Manufacturing, & Apprenticeships. Data will be collected as needed for the triannual and final reports by Jeanne Germain.	
Fiscal Accountability – responsible title:	e staff and	Anita Hacker, College Controller, will be responsible for fiscal oversight in collaboration with Jeanne Germain; Dean, Career Prep, Manufacturing, & Apprenticeships and the Resource Development Office.	
Describe Fiscal Oversight	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, Manufacturing, & Apprenticeships. The Resource Development Office and the College Controller meet with the Dean of Career Prep, Manufacturing, & Apprenticeships to provide the budget along with spending codes. The meeting consists of development of a monthly spending plan and explanation of triannual reporting. Budget meetings are held quarterly with the Resource Development Office, College Controller, and Dean of Career Prep, Manufacturing, & 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, Manufacturing, & Apprenticeships for an update on spending. The Resource Development Office works continually with the Dean of Career Prep, Manufacturing, & Apprenticeships to ensure spending is aligned with the initial plan developed.		
Describe how data will be reviewed and the results applied and shared at the local and state level.	Evaluation of activities and analysis of feedback will be used to determine progress in meeting designated outcomes and any changes needed. Dean of Career Prep, Manufacturing, & Apprenticeships will work with Student Services to ensure accurate collection of client reporting data for those students that enroll in coursework. All data will be reported in triannual and final reports and shared with Career Prep Consortium members and College Leadership Team.		
Describe the sustainability plan after conclusion of grant funding.	Northwood Technical College 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.		

18) BUDGET

Technical College Name: Northwood Technical College

Project Number: 17-166-150-213

Project Title: Career Prep

Line Number	Description	Goal, Objective, & Activity #	Amount
1.0 Administration	Lines 2.0 thru 8.0 x allowable percentage	,	\$
2.0 Salaries/Fringes	Youth Skills, Courses, Camps, & Academies	1.3	\$6,770
	Professional Skills Development for MS/HS Teachers	1.3	\$1,370
	Foster Youth Outreach/Career Pathways Consultation	2.7	\$2,000
	Training Developed through CESA 11, CESA 12, & High School Collaboration	3.1	\$2,280
	(2.0 Salaries/Fringe – Total)		\$12,420
3.0 Travel	Dean; Career Prep, Manufacturing, & Apprenticeships – Travel & Meetings	1.1, 1.2, 1.3, 2.1, 2.3, 2.8, 3.1	\$3,700
	Dual Credit, Adv Standing, Career Days Travel & Meetings	1.2, 1.3, 2.1	\$3,800
	Articulation Meetings for High School & Tech College	1.1	\$2,000
	FAFSA ID Guidance	2.2	\$500
	Foster Youth Outreach/Career Pathways Consultation	2.7	\$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	1.3, 2.1	\$5,000
	College/Financial Aid Night	2.2	\$500
	Collaborative CP Professional Development with K12 and TC	3.1	\$2,401
	High School Relations Report Printing	3.1	\$600
	(7.0 Supplies – Total)		\$8,501
8.0 Other	Articulation Meetings for HS/TC Instructors	1.1	\$2,000
	Textbook Reimbursement for Newly Articulated Courses	1.2	\$11,070
	NW Career Prep Consortium Meeting	2.3	\$500
	Regional HS Admin, Teacher, Counselor In-services	2.4	\$2,000
	Counselor Externships (2 @ \$500)	2.5	\$1,000
	Educator Externships (8 @ \$500)	2.6	\$4,000
	Foster Youth Outreach/Career Pathway Activities	2.7	\$2,500
	(8.0 Other – Total)		\$23,070
9.0 Subtotal	Total Project Cost (Lines 1.0 through 8.0)		\$54,491
	Reimbursement Rate Percent		100%
	Total Grant Funds Requested		\$54,491
	MOE		\$0