

CERTIFICATE

STATE OF WISCONSIN)
) SS
WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD)

I, Daniel Clancy, President of the Wisconsin Technical College System and custodian of the official records, certify that the annexed rules, Clearinghouse Rule 05-107, relating to training program grants, were duly approved and adopted by this board on January 24, 2006.

I further certify that this copy has been compared by me with the original on file with this board and that it is a true copy of the original, and the whole of the original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Wisconsin Technical College System Board at 345 W. Washington Avenue in the city of Madison, this 10th day of March, 2006.

Daniel Clancy, President
Wisconsin Technical College System

**ORDER OF THE
WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD
ADOPTING RULES RELATING TO TRAINING PROGRAM GRANTS
(Clearinghouse Rule 05-107)**

**ANALYSIS OF PROPOSED TCS 17
PREPARED BY THE
WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

1. **Statutes interpreted:** Wis. Stats. § 20.292(1)(eh) and § 38.41
2. **Statutory authority:** Wis. Stats. § 38.41
3. **Explanation of agency authority:** Section 38.41(4), Stats., authorizes the technical college system board to promulgate rules to implement and administer the awarding of grants to technical college district boards to provide skills training or other education related to the needs of business.
4. **Related statute or rule:** none
5. **Plain language analysis:** No grant award criteria are specified in statute. The purpose of the rule is to implement and administer the awarding of training program grants to technical college districts to provide skills training or other education related to the needs of business. To be eligible for grant awards, technical college districts will develop proposals with a business to provide skills training or education to improve employee skill levels, and workplace efficiency and productivity. Grant proposals will also be assessed for the extent to which the proposed training or education supports regional workforce and economic development efforts.
6. **Summary of, and comparison with, existing or proposed federal regulations:** not applicable
7. **Comparison with rules in adjacent states:** not applicable
8. **Summary of factual data and analytical methodologies:** not applicable
9. **Analysis and supporting documents used to determine effect on small business or in preparation of economic impact report:** not applicable

10. Effect on small business: Small businesses may access training or education through the training program grants, but there is no mandated participation in the program.

11. Agency contact person: Morna Foy, Executive Assistant, Wisconsin Technical College System, 345 W. Washington Ave, P.O. Box 7874, Madison, Wisconsin 53707-7874, telephone (608) 266-2449, e-mail morna.foy@wtcsystem.edu.

12. Place where comments are to be submitted and deadline for submission: Written comments were accepted by the agency contact person listed above until 4:00 p.m. on January 4, 2006.

TEXT OF RULE

SECTION 1. Chapter TCS 17 (title) is created to read:

CHAPTER TCS 17 (title)

TRAINING PROGRAM GRANTS

TCS 17.01 PURPOSE. The purpose of this chapter is to establish procedures to implement and administer training grants to technical college districts to provide skills training or other education related to the needs of business under s. 38.41, Stats.

TCS 17.02 DEFINITIONS. In this chapter:

- (1) “Board” means the technical college system board established under ch. 15.94, Stats.
- (2) “District” means a technical college district established under ch. 38, Stats.
- (3) “District board” means the district board in charge of the technical colleges of a district.
- (4) “Instructional materials, software, and equipment” means instructional materials, software and equipment to be directly used or consumed by the business employees during instructional activities.
- (5) “Staff development” means learning activities that can be expressly designed to increase the expertise of a technical college district instructor who will deliver instruction described in the grant application.
- (6) “Technical college” means a Wisconsin technical college established under ch. 38, Stats.

TCS 17.03 GENERAL. (1) Only technical college districts are eligible to apply for grants funds under this chapter.

(2) The board shall approve grant guidelines and may update as needed. The guidelines shall contain application instructions, requirements and procedures, application deadline dates, allowable uses of funds, and award limits.

TCS 17.04 GRANT APPLICATIONS. (1) At times established by the board, a district may submit a proposal for a grant to provide skills training or other education related to the needs of business.

(2) Each grant proposal shall include all of the following:

- (a) A description of the process used to identify both employee and company needs and the goals and expectations of the program.
- (b) A description of the nature of the business receiving training as well as its products or services, including a description of the impact of the business on the local or regional economy.
- (c) A description of the allowable activities to be funded by the grant.
- (d) A standard financial report and detailed budget.

TCS 17.05 GRANT AWARD CRITERIA. When considering approval or disapproval, in whole or in part, of a grant award, the board shall consider:

(1) Whether the grant proposal indicates that the district will allocate sufficient financial resources to successfully provide the training or education as proposed in the grant proposal.

(2) The extent to which the proposed training or education will improve employee skill levels, workplace efficiency and productivity.

(3) The extent to which the proposed training or education will improve the availability of services to businesses and promote an increased investment in the development of incumbent workers.

(4) The extent to which the proposed training or services support regional workforce and economic development efforts.

TCS 17.06 CONDITIONS OF THE GRANT AWARD. (1) District boards or employers receiving skills training or education under the grant shall contribute matching funds, other than in-kind matching funds, equal to at least 25% of total approved project costs.

(2) Grant award funds, including matching funds, may not be used for administration, marketing, or indirect costs.

(3) The board may establish limitations on the percentage of the grant award funds and matching funds that may be used to purchase or lease instructional materials, software, equipment or supply

items and that may be used to fund staff development costs. Such limitations shall be specified in the grant guidelines approved by the board under s. TCS 17.02(2).

TCS 17.07 REPORTING REQUIREMENTS. A district receiving a grant under this chapter shall submit to the board data and information on the use and effect of grant funds as specified in the grant guidelines approved by the board under s. TCS 17.02(2).

PROPOSED EFFECTIVE DATE

The proposed effective date for this rule is May 1, 2006.

Date: January 24, 2006

Wisconsin Technical College System Board

A handwritten signature in cursive script that reads "Daniel Clancy". The signature is written in black ink and is positioned above a horizontal line.

Daniel Clancy, President