

## Chapter TCS 17

### TRAINING PROGRAM GRANTS

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**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.

**History:** CR 05-107: cr. Register April 2006 No. 604, eff. 5-1-06.

**TCS 17.02 Definitions.** In this chapter:

(1) "Board" means the technical college system board established under s. 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.

**History:** CR 05-107: cr. Register April 2006 No. 604, eff. 5-1-06.

**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.

**History:** CR 05-107: cr. Register April 2006 No. 604, eff. 5-1-06.

**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.

**History:** CR 05-107: cr. Register April 2006 No. 604, eff. 5-1-06.

**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.

**History:** CR 05-107: cr. Register April 2006 No. 604, eff. 5-1-06.

**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 17.03 (2).

**History:** CR 05-107: cr. Register April 2006 No. 604, eff. 5-1-06.

**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 17.03 (2).

**History:** CR 05-107: cr. Register April 2006 No. 604, eff. 5-1-06.