WISCONSIN WASTEWATER OPERATORS ASSOCIATION + *In partnership with the* WISCONSIN YOUTH APPRENTICESHIP SINCE 1991

WWOA Youth Apprenticeship Involvement Grant Detail and Application

Dear Applicant,

Thank you for your interest in the Wisconsin Wastewater Operators Association (WWOA) Youth Apprenticeship (YA) Involvement Grant. This program is designed to support facilities in providing meaningful, hands-on experience to high school Youth Apprentices exploring careers in water and wastewater operations.

This letter outlines key expectations, funding details, scheduling considerations, and administrative components associated with the 2027 Youth Apprenticeship cycle.

Grant Amount

WWOA anticipates awarding one (1) grant of up to $3,000 to a selected host facility. Please note this is a partial-funding grant and is not intended to cover all wages or onboarding costs.

Program Duration & Hour Requirements

To participate, employers must commit to the full 450-hour Youth Apprenticeship term, as established by the Wisconsin Youth Apprenticeship Program. This commitment ensures the apprentice receives consistent, hands-on experience and has the opportunity to complete all required competencies.

- The program begins as early as May 2027 and must be completed by August 2028.

Scheduling & Administrative Responsibilities

One of the benefits of the Youth Apprenticeship program is the support provided by Regional YA Coordinators, who help connect the employer, student, and school. Support includes:

- **Student Engagement** – While hiring decisions remain with the municipality, the host facility works with the Youth Apprenticeship (YA) coordinator to share position details and promote the opportunity to interested students.

- **Scheduling Support** – Assisting with coordination between the school district and employer to create a workable school and job schedule.
- **Program Guidance** – Helping employers understand program expectations and required competencies.
- **Paperwork Assistance** – Assisting with completion of the Education Training Agreement and the Youth Apprenticeship On-the-Job (OJL) Performance Standards Guide to track academic alignment and core competencies.
- **Check-Ins & Evaluations** – Completing on-site work evaluations and providing ongoing support throughout the apprenticeship.

Competencies & Program Expectations

The Water Resources Pathway Youth Apprenticeship competencies outline the foundational skills and experiences the student must be exposed to during the apprenticeship.

YEAR 1 Competencies	YEAR 2 Competencies
1. Interpret work order 2. Create work order 3. Monitor operating conditions, meters, pumps, and gauges 4. Collect operational data 5. Use operations software (such as SCADA, PLC, DBs) 6. Perform basic facility maintenance 7. Collect samples 8. Measure weight 9. Measure volume 10. Perform calculations and conversions 11. Conduct basic lab tests	1. Assist with report submissions 2. Prepare chemicals 3. Add chemicals to systems 4. Perform start-up and shut down of pumps and equipment 5. Inspect operational equipment 6. Troubleshoot basic operations 7. Analyze lab results 8. Maintain schedules, communication, and documentation 9. Perform preventive maintenance (PM) 10. Calibrate equipment 11. Troubleshoot and repair equipment 12. Analyze operational data for productivity/trends

Application Timeline

- Application Release: **November 1st, 2026**
- Applications Due: **Friday, April 2nd, 2027**
- Selection Meeting: **April 2027 Board Meeting**
- Host Facility Notification: **Following April Board Meeting**

Grant Disbursement

Grant funds will be disbursed on a reimbursement basis after verification of paid Youth Apprenticeship hours. To provide flexibility for host facilities, the WWOA Board has approved distributing grant funds in up to two disbursements.

- Reimbursement is contingent upon receipt of documentation verifying paid hours worked (e.g., payroll records or equivalent).
- Grant funds will not be disbursed without verification of paid hours.
- Reimbursement is limited to a maximum of 450 paid hours or $3,000 per facility.
- The timing of reimbursements will be coordinated between the selected recipient and WWOA to align with payroll and administrative needs.

Scoring & Selection

Applications will be reviewed and scored using an evaluation scale presented to the WWOA Board. Key criteria include:

- Commitment to mentorship and workforce development
- Ability to meet YA competency requirements
- Staff capacity and certified operator availability
- Long-term interest in supporting youth in the water and wastewater field

We appreciate your interest in supporting the next generation of water and wastewater professionals.

Sincerely,

Wisconsin Wastewater Operators Association
Youth Apprenticeship Committee

Questions or Additional Information

If you have questions about this grant opportunity, the application process, or Youth Apprenticeship requirements, please contact:

Cody Schoepke - WWOA Director
cschoepke@fdl.wi.gov; 920-322-3662
Brooke Klingbeil - WWOA Director
bnklingbeil@gmail.com; 715-905-1006

WISCONSIN WASTEWATER OPERATORS ASSOCIATION

+ In partnership with the

WISCONSIN YOUTH APPRENTICESHIP SINCE 1991

WWOA Youth Apprenticeship Involvement Grant Application

Contact Information **(Name, Email, Phone)**	
Facility	
Signature & Date	

1. **Describe any previous involvement your facility has had with local schools and students.**

2. **Have you reached out to your Youth Apprenticeship Coordinator and Local High Schools to discuss the Water Resources Career Pathway and its Competencies, and determined if there are interested students in your area?**

3. **YA students may come from a school district adjacent to your own. How many high schools are located within a 30-mile radius of your facility?**

4. **What outcomes or impacts does your facility hope to achieve by hosting a Youth Apprentice?** *Examples may include workforce development, succession planning, community engagement, improved operational support, or knowledge transfer.*

5. **Would your facility consider offering continued employment opportunities (seasonal, part-time, or full-time) to a successful Youth Apprentice?**

6. **Which departments will the Youth Apprentice work in, and what activities will they be involved with?**

7. **After reviewing the Water Resources Career Pathway Competencies do you believe your facility can provide the experiences necessary for a student to meet them? (Yes/No). If no, why not?**

8. **Please indicate the number of certified operators currently employed at your facility.**

9. **Please indicate whether your facility operates a registered or certified laboratory and list the analyses you perform in-house for compliance monitoring and/or process control.**

10. **The 2026 YA program begins after the school year ends. If grant funding is unavailable, will your facility still be able to host a youth apprentice? (Yes/No)**

11. **If awarded the grant, what wage has been determined for the Youth Apprentice position?** *Note: The position must pay at least minimum wage.*

12. **Has your municipality previously received a WWOA Youth Apprenticeship Involvement Grant? (Yes/No) If yes, please indicate the grant year(s) awarded.**

Send the completed application and attachments (postal mail or email) to:

Wisconsin Wastewater Operators Association
Scholarship Committee Chairperson
262 W. Main Street
Wales, WI 53183

scholarships@wwoa.org; cschoepke@fdl.wi.gov