

Expanded Wisconsin Fast Forward Program



Employee Resource Network Pilot Grant Evaluation Committee Notes

Reviewer Number: _____ Date: _____

Correspondence ID #: _____ Grant Request: \$ _____

Applicant Name: _____

Project Name: _____

Overall Score

Statement of Need (10)	Demand-Driven Project Need (20)	Recruitment Strategies for Participating Employers (20)	Partnerships with Member Employers (20)	Optimizes the Provision of Resources (10)	Startup/Development (10)	Demonstrates Sustainability (10)	Total (100 points)
Overall Comments:							

Statement of Need (Up to 10 points) Total Score _____

- The goals of the ERN pilot are clearly identified; achievable within the project timeframe and beneficial to employees, employers and the region of service
- Regional data, information, or examples that support the needs statement are provided

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Statement of Need	Project Goals	0	1	2-3	4	5	<ul style="list-style-type: none"> • The goals of the pilot ERN program are stated clearly and are realistically achievable within the timeframe of the project
	Impact of Services	0	1	2-3	4	5	<ul style="list-style-type: none"> • Applicant estimates the impact of the pilot program upon employees, employers and the region at large, using data and examples
COMMENTS:							

**Employee Resource Network Pilot Grant
Grant Evaluation Rubric and Scoresheet**

Demand-driven (Up to 20 points) Total Score _____

Describe the scope of the project and how the ERN will provide the services most needed to employee and employer populations

- The proposal identifies specific needs of the member employers for retaining workers and controlling training and recruitment costs
- The specific needs of the labor market in the area, specifically among at-risk workers, are identified and supported by labor statistics and/or employer data

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Demand-driven	Identification of labor market needs	0	3 4	5 6 7	9 10 11	12	<ul style="list-style-type: none"> • Lists the employers who will participate in the pilot program and the specific employee or employee retention needs they seek to address • Uses regional labor data to clearly document the need for the services offered • Describes approaches, methods or systems the ERN will use to provide services and benefits to at-risk workers in the service area
	Supporting Information	0	3 4	5 6	7	8	<ul style="list-style-type: none"> • Uses data, information, and examples to support the explanation of the project scope
COMMENTS:							

**Participant Recruitment Strategies (Up to 10 points, with an additional 5 points possible)
Total Score _____**

Describe strategies to recruit employers and partners. Describe marketing tactics to engage employees of member employers.

- The proposal describes how employees will learn about the services offered through the ERN and how member employers will engage targeted employee populations
- The specific needs of labor market in the area, specifically among at-risk workers, are identified and supported by labor statistics and employer data
- Up to five additional points may be awarded if the proposal includes letters of commitment from employers attesting to their participation

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Builds on Proven Programs	Employer Strategies	0	1	2	3	5	<ul style="list-style-type: none"> • Outlines proposed tactics for engaging regional employers and discusses how marketing funds and resources will be used efficiently to reach employers
	Employee Strategies	0	0	1	2	5	<ul style="list-style-type: none"> • Outlines proposed tactics for engaging workers and introducing them to the services that will be provided through the ERN
	Bonus Points	0	1	2 3	4	5	<ul style="list-style-type: none"> • Each entity participating in the Employee Resource Network has contributed a letter of commitment, including the specific financial commitment they will be making to support the operation of the network. • Grantee has existing collaborative partnerships with training, marketing, or community-based organizations that will aid in the recruitment phase of the project
COMMENTS:							

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Leverages Partnerships with Employers & Non-state Matching Funds (Up to 20 points, with an additional 5 points possible) Total Score _____

Describe the impact of partnerships on the project:

- Identifies how the entities involved in the partnership collaborate to provide targeted services to workers
- Identifies the specific financial and resource commitments they will be making in support of the operation of the network.

		No criteria	Limited criteria	Some criteria	most criteria	all criteria	Criteria
Leverages Partnerships	Partner Roles	0	3 4	5 6 7	9 10 11	12	<ul style="list-style-type: none"> • Describes the role each entity participating in the Employee Resource Network and the role they will play in the project
	Existing Partnerships	0	3 4	5 6	7	8	<ul style="list-style-type: none"> • Describes prospective and/or existing partnerships in place to maximize the impact of the ERN
	Bonus Points	1	2	3	4	5	<ul style="list-style-type: none"> • May award up to five bonus points for existing partnerships and financial commitments
COMMENTS:							

Optimizes Resource and Service Delivery (Up to 20 points) Total Score _____

The Employee Resource Network project plan is described in detail, with a timeline and an estimate of participation for the pilot year. Includes a detailed budget listing the amount and use of all state and non-state funds used to operate in the pilot year.

		no criteria	limited criteria	some criteria	most criteria	All criteria	Criteria
Optimizes Resource and Service Delivery	Count of workers impacted	0	1 2	3 4 5	6 7	8	<ul style="list-style-type: none"> • Estimated number of workers who will be eligible to receive services through the Employee Resource Network is provided
	Project plan	0	1 2	3 4 5	6 7	8	<ul style="list-style-type: none"> • Includes a detailed plan for instituting the pilot program and introducing it to workers • Timeline with key program dates is included • The plan includes milestones to achieve the goals within the requested time-frame • There is a plan for monitoring the project and worker outcomes
	Budget Items	0	1	2	3 4	4	<ul style="list-style-type: none"> • All budget items are necessary to the project • Application provides sufficient supporting detail • Match is sufficient and clearly achievable within grant plan
COMMENTS:							

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**Startup/Development and Implementation/Performance Plans (Up to 10 points)
Total Score _____**

The applicant has described the operational model for the Employee Resource Network in detail. The ERN design is based upon successful examples or research-based approaches. Criteria for success and change strategies are identified to improve service delivery as the program evolves.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Startup/Development and Implementation/Performance Plans	Startup Plan	0	1	2	3 4	5	<ul style="list-style-type: none"> Describes in detail the model that will be used to implement the plan and best use the available resources to support the member employees
	Performance Measurement	0	1	2	3 4	5	<ul style="list-style-type: none"> Provides several well-reasoned metrics for determining the impact and success of the program
	COMMENTS:						

Demonstrates Sustainability (Up to 10 points) Total Score _____

Describe the strategy in place to raise non-state funds and extend the Employee Resource Network beyond the life of the grant:

- The proposal identifies the member businesses, philanthropic entities, and community based organizations that are stakeholders in the project that will contribute financially or operationally to the project beyond the life of the grant
- The proposal identifies additional strategies to grow and strengthen the network and/or expand the scope of services offered through the ERN over time

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Demonstrates Sustainability	Collaboration/ Sustainability	0	1	2	3 4	5	<ul style="list-style-type: none"> Partnerships generated by the project will continue to address needs after the project has ended
	Leveraged financial support	0	1	2	3 4	5	<ul style="list-style-type: none"> Strong evidence of additional strategies to grow and strengthen the network over time
	COMMENTS:						

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Project Name: _____

Statement of Need:	
Questions/Concerns/Issues:	Answer/Notes:
Demand Driven:	
Questions/Concerns/Issues:	Answer/Notes:
Recruitment Strategies:	
Questions/Concerns/Issues:	Answer/Notes:
Leverages Partnerships:	
Questions/Concerns/Issues:	Answer/Notes:

Employee Resource Network Pilot Grant
Grant Evaluation Rubric and Scoresheet

Optimizes Resource and Service Delivery:	
Questions/Concerns/Issues:	Answer/Notes:
Startup/Development and Implementation of Performance Plans:	
Questions/Concerns/Issues:	Answer/Notes:
Demonstrates Sustainability:	
Questions/Concerns/Issues:	Answer/Notes:
Other:	
Questions/Concerns/Issues:	Answer/Notes: