

## **Expanded WFF Grants**

### **Teacher Training and Development Grants**

*SFY18-19 Grant Program Guidelines*

The Wisconsin Fast Forward program encourages increased collaboration between Wisconsin's workforce, employers, local or regional economic development organizations, workforce development boards, post-secondary institutions, and private training providers to develop and execute business-led training programs. These training programs are designed to provide sustainable, short- and medium-term training and placement of workers in positions that offer trainees long-term professional growth and economic opportunity. To maintain a strong environment for private-sector job creation, Wisconsin must train workers to fill the employment demands of growing and expanding employers. It is anticipated that the relationships developed through Wisconsin Fast Forward funded training programs will continue to flourish after the Wisconsin Fast Forward grant has ended.

**Expanded Wisconsin Fast Forward Program:** The standard Wisconsin Fast Forward (WFF) program is a state funded grant program to provide employer-focused worker training grants. The Office of Skills Development (OSD) at the Department of Workforce Development (DWD) administers the grant program. Additionally, OSD works to encourage the development of innovative solutions at the local and regional level that bring together employers, educators, workforce development entities and economic development organizations to meet area workforce demands. The 2018-19 biennial budget allows for expanded Wisconsin Fast Forward initiatives to meet identified needs.

This funding opportunity is open to Schools Boards or governing bodies of public, private or charter schools that can demonstrate a critical need to train and license teachers to meet the standards of the Wisconsin Department of Public Instruction (DPI) under s. 118.196.

The methods the applicant uses to make the teacher development program affordable to participating employees is the critical component in the evaluation of proposals submitted.

**Legislative Authority:** Find a summary of expanded Wisconsin Fast Forward initiatives on pages 716-723 in the 2017-17 Wisconsin Biennial Budget at: [https://docs.legis.wisconsin.gov/misc/lfb/budget/2017\\_19\\_biennial\\_budget/045\\_comparative\\_summary\\_of\\_budget\\_recommendations\\_governor\\_and\\_joint\\_committee\\_on\\_finance\\_by\\_agency/workforce\\_development.pdf](https://docs.legis.wisconsin.gov/misc/lfb/budget/2017_19_biennial_budget/045_comparative_summary_of_budget_recommendations_governor_and_joint_committee_on_finance_by_agency/workforce_development.pdf). Statutory language specific to this proposal is here: <https://docs.legis.wisconsin.gov/statutes/statutes/106/II/272>

## **Program Overview**

**Purpose:** This Grant Program Announcement (GPA) is only available to Wisconsin Schools Boards or governing bodies of public, private or charter schools that can demonstrate a critical need to train and license teachers to meet the standards of the Wisconsin Department of Public Instruction (DPI) under s. 118.196.

**Grant Program Highlights:**

<b>Total Grant Program</b>	Up to \$1,000,000 available
<b>Grant Size</b>	Minimum Grant: \$5,000 - Maximum Grant: \$50,000
<b>Eligible Applicants</b>	<b>School Boards, or the governing body of a public, private or charter school in Wisconsin</b>
<b>Use of Grant funds</b>	Activities related to training and licensing of teachers that meet DPI guidelines under s. 118.196(2)
<b>Goals</b>	Increase the number of licensed teachers in Wisconsin Schools
<b>Terms of Award</b>	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of September 1, 2018. All grant expenditures must be completed by August 31, 2020.
<b>Leveraged Funding</b>	Applicants that demonstrate the ability to leverage additional funding to make the teacher training and development program more affordable to their employees will receive additional points in the grant evaluation process.

**Target Population:** This program is intended to train teachers to meet the training and licensure requirements in eligible Wisconsin schools.

**Application Schedule:** Complete applications must be submitted electronically by **3 p.m. Monday July 16, 2018**

GPA Released	June 1, 2018
Proposals accepted through the online WFF application system only.	Email complete applications and attachments to <a href="mailto:wisconsinfastforward@dwd.wisconsin.gov">wisconsinfastforward@dwd.wisconsin.gov</a> by <b>3 PM on July 16, 2018</b>
Projected Grant Awards Announcement	August 15, 2018
Anticipated Contract Start Date	September 1, 2018
Funding Disbursement	On a rolling basis, upon verification of approved submitted purchases, purchase orders, invoices, and related project costs.
Contract End Date	August 31, 2020

- A. Program Administration:** This program is offered by the Wisconsin Department of Workforce Development and funded by State of Wisconsin general program revenues. The grant application process will be administered by the Wisconsin Fast Forward Grant Program.
- B. Grants Range:** Applicants may submit applications requesting grants between \$5,000 and \$50,000.
- C. Eligible Expenses:** The intent of the program is to allow Wisconsin Schools train and develop licensed teachers. These include:
- The design and implementation of program(s) to prepare employees to complete the requirements for a permit or initial teaching license for general education, bi-lingual, and/or special education teachers
  - Activities essential to teacher development and/or licensure satisfying DPI requirements under s. 118.196 (student teaching, examinations, and/or required coursework)
  - Tuition in courses required for licensure or part of an established teacher development program
  - Administrative costs up to 5% of the total grant award
- D. Ineligible Expenses:** Wisconsin Fast Forward funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, trainee wages, fringe benefits, or trainee transportation costs.
- E. Supplement Not Supplant:** Substituting existing funds with state grant funds will result in additional fiscal monitoring and may result in an audit. Violations of permissible expenses may result in suspension of current or future funds under this program, repayment of monies awarded under this grant and possible civil and/or criminal penalties.
- F. Reimbursement**
- a. Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any funds from WFF. WFF will accept purchase orders as 'incurred expenses' to help facilitate cash flow for recipients who may have difficulty meeting expenses before receiving funds. WFF will provide online invoicing and instructions.
  - b. Upon submission of complete invoices with proper documentation, payments will be disbursed via Automated Clearing House (ACH) transactions.
  - c. In compliance with the Office of the State Comptroller rules and regulations, no grant recipient shall expend grant funds until a contract has been fully executed with WFF. Upon contract execution recipients will be allowed to incur costs. Costs must be incurred between contract execution and up to (and including) August 31, 2020. No expenses incurred after August 31, 2020 will be reimbursed by this program. Requests for reimbursement may be submitted to WFF no later than November 30, 2020.
  - d. Grantees will forfeit any remaining award unused after the contract expires. WFF shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.

- e. As a condition of funding WFF will require that awardee provide outcome reporting as determined by the individual grant contract.

## Grant Program Details

### A. Eligibility

- a. Applicants may apply for no more than one grant.

### B. Review of Applications

- a. The department and an impartial evaluation committee will evaluate grant applications for compliance with grant guidelines and specifications cited in this document and assign a score based on the selection criteria below.

### A. Selection Criteria

- a. Applications will be selected based on overall scores in the following areas, with a possible total of 100 base points. See the Grant Evaluation Rubric at [http://www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm).

Selection Criteria	Base Points
Project Need	20
Economic Impact	15
Training Program Design, Cost & Implementation	20 (Plus up to 5 additional points for documenting a continuing education payment program for targeted employees and using it for teacher licensing)
Capacity Building	10
Training Objectives & Outcomes	20
Economic Opportunity Enhancements	15

- b. In the event of a tie score between proposals, awards shall be made to proposals using Wisconsin higher education entities in preference to out-of-state entities.