



## Wisconsin Fast Forward Jump Start Evaluation Rubric and Score Sheet

Reviewer Number: \_\_\_\_\_

Date: \_\_\_\_\_

Correspondence ID #: \_\_\_\_\_

Grant Request: \$ \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Need (20)	Economic Impact (10)	Training Program Design, Cost & Implementation (20)	Soft Skills & Support Services (10)	Capacity Building (10)	Training Objectives & Outcomes (15)	Economic Opportunity Enhancements (15)	Total (100 points)
<b>Overall Comments:</b>							

### Project Need Statement (Up to 20 points) Total Score \_\_\_\_\_

Describe the nature and scope of the critical workforce problem that the project will address, including:

- The specific needs of the employer(s) involved in the project, including data or examples.
- The extent of the problem, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.
- Data, information, or examples that support the needs statement.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Project Need</b>	Identification of skills gap	0	1 2	3 4 5	6 7 8 9	10	<ul style="list-style-type: none"> <li>• Clearly outlines the nature of the workforce issue the project will address.</li> <li>• Clearly explains why this need is not currently being met in other ways.</li> <li>• Includes how the problem impacts the project partner employer(s).</li> <li>• Can be met with short- to medium-term training.</li> </ul>
	Scope of skills gap	0	1	2 3	4 5	6	<ul style="list-style-type: none"> <li>• Clearly identifies the extent of the skills gap, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.</li> </ul>
	Supporting Information	0	1	2	3	4	<ul style="list-style-type: none"> <li>• Uses data, information, or examples to support the explanation of the scope of the need.</li> </ul>
<b>COMMENTS:</b>							

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**Economic Impact (Up to 10 points) Total Score \_\_\_\_\_**

Describe the project's economic impact on the employer involved, the communities in which they're located and the surrounding region:

- Number of new jobs that will be created with this project.
- Number of at risk jobs that may be retained with this project.
- Any new and/or expanding employer(s) connected with this project.
- Whether the employer is emerging, stable, expanding, or declining and the impact of the training for the employer(s).
- The impact related to the location, such as urban, rural, depressed, or low/high unemployment, etc.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Economic Impact</b>	Wisconsin job creation	0	1	2	3	4	<ul style="list-style-type: none"> <li>• The project will result in new jobs in Wisconsin (Not new replacement hires, but new positions).</li> <li>• Clearly identifies employers and has commitment for job creation {higher scores for more jobs created at the new and/or expanding employer(s)}.</li> <li>• Includes the count of the new jobs/new positions being created.</li> <li>• Clearly defines how the new and/or expanding employer(s) will assist with the project.</li> </ul>
	Location of impact	0	0	1	2	3	<ul style="list-style-type: none"> <li>• Clearly describes the potential economic impact the project will have on the location (rural, suburban, or urban).</li> <li>• Includes data or examples of this.</li> </ul>
	Community Impact	0	0	1	2	3	<ul style="list-style-type: none"> <li>• Clearly defines how the project impacts the local community or surrounding region. (low/high unemployment; working with unemployed or disadvantaged population, etc.)</li> </ul>
	COMMENTS:						

**Training Program, Design, Cost & Implementation (Up to 20 points) Total Score \_\_\_\_\_**

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria	
<b>Training Program, Design, Cost &amp; Implementation</b>	Structure and content of the training project	0	1	2	3	4	<ul style="list-style-type: none"> <li>• The structure and content of the training project meets stated needs and critical workforce issue(s) of the employer(s).</li> <li>• Does not replace readily available, accessible, existing or current training.</li> <li>• The training has not been offered in this format by the employer before.</li> <li>• Trainees are paid during training.</li> <li>• The training provider's track record/credentials and ability are sufficient to achieve the project as described.</li> </ul>	
	Project plan	0	1	1	3	4	<ul style="list-style-type: none"> <li>• Has a concise, focused plan to achieve stated demand-driven outcomes.</li> <li>• The plan includes milestones to track progress toward goal achievement within the requested time-frame.</li> <li>• There is a plan for monitoring project and trainee outcomes.</li> <li>• Training program duration is ≤ two years and no training course &gt; 1 year.</li> </ul>	
	Trainee recruitment/ selection and assessment plans	0	0	1	2	3	<ul style="list-style-type: none"> <li>• There is a well-defined plan for trainee recruitment and/or selection.</li> <li>• Project has a plan for both pre and post training skills and knowledge assessment and employability pre-screening that is acceptable to the employer(s) such as drug testing, driver's license screening, background checks, etc.</li> </ul>	
	Cost per trainee	0	1	2	3	4	<ul style="list-style-type: none"> <li>• The cost per trainee is proportional to the planned training.</li> <li>• The cost per trainee is a proportional investment related to project outcomes for the trainees, the employer(s) and the State.</li> </ul>	
	Budget Items	0	1	2	3	4	5	<ul style="list-style-type: none"> <li>• All budget items are necessary to the project, proportional to the training project requirements, and <b>provide sufficient supporting detail.</b></li> </ul>
	COMMENTS:							

**Soft Skills and Support Services (Up to 10 points) Total Score \_\_\_\_\_**

Describe how the project will assist with overcoming barriers to employment:

- Is soft skill training needed to make the trainee successful?
- What kind of supportive services are necessary to retain employees?
- Are the supportive services easily accessible?

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Soft Skills and Support</b>	Structure and content of soft skill training (if offered)	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>• There is a clear statement of why the soft skills training is needed and it will benefit the trainees.</li> <li>• The structure and content of the training meets stated needs and critical workforce issue(s) of the employee(s).</li> <li>• Does not replace readily available, accessible, or existing training or services.</li> <li>• The training has not been offered by the employer before.</li> </ul>
	Supportive services (if offered)	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>• Supportive services are clearly defined, and the provision of services is well-planned.</li> <li>• Supportive Services providers are identified by name.</li> <li>• Trainees can access these services easily and free of charge.</li> <li>• Services offered will lead to retention of employees.</li> <li>• Additional points if leveraging additional match for supportive services.</li> </ul>
	COMMENTS:						

**Capacity Building (Up to 10 points) Total Score \_\_\_\_\_**

Describe how the project will create capacity to continue to address the issue after the grant project is finished:

- Are there any new curriculums, certifications, and/or credit programs that will come from this project?
- Are there any collaborations/partnerships resulting from the project that may improve future ability to address the training issue?
- Are there plans by the employer/training partners to continue to use curriculum/equipment/technology gained through the project after it is complete?

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Capacity Building</b>	Project will result in capacity building for the workforce	0	1	2	3	4	The project will result in one or more of the following: <ul style="list-style-type: none"> <li>• New curriculum and/or customized curriculum meets the training gap and will be adopted by employer, post-secondary institution, and/or educational organization.</li> <li>• New credit course, new certificate, and/or New Continuing Education Unit to be adopted by the employer(s), post-secondary institution, and/or educational organization.</li> </ul>
	Curriculum to be used after grant period and Partners	0	0	1	2	3	<ul style="list-style-type: none"> <li>• There is strong evidence that the new curriculum/new training project will be used beyond the grant period.</li> <li>• The project will result in the training partner and/or employer gaining new specific technology and/or knowledge that will be available for future training.</li> </ul>
	Collaboration	0	0	1	2	3	<ul style="list-style-type: none"> <li>• The project will result in partnerships that will continue to address the need after the project has ended.</li> </ul>
	COMMENTS:						

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**Training Objectives & Outcomes (Up to 15 points) Total Score \_\_\_\_\_**

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Training Objectives &amp; Outcomes</b>	Wages after training	0	1	2	3	4	< \$11.67* = 0 points    *200% of the federal poverty level for single person, 2018 \$11.67 to \$14.00 = 1 point \$14.01 to \$16.00 = 2 points \$16.01 to \$18.00 = 3 points > \$18.00 = 4 points
	Job placement and outcomes	0	1	2	3	4	For new hires: <ul style="list-style-type: none"> <li>Shows that ≥60% of new hire trainees retain employment.</li> <li>New hires get a wage increase (not required but higher score if wage increase given).</li> </ul> For unemployed/underemployed workers: <ul style="list-style-type: none"> <li>Shows that ≥60% of trainees may be placed in a job.</li> </ul>
	Strong evidence of long-term goal achievement	0	1	2	3	4	<ul style="list-style-type: none"> <li>There is strong evidence to support future or sustained achievement of stated goals.</li> <li>Trainee placements and outcomes are detailed and supported. If the applicant is not the placement employer(s), letters of support document commitment to employ trainees, including the number of placements and the anticipated wage and benefits for trainees at each participating employer.</li> </ul>
	Match	0	0	1	2	3	<ul style="list-style-type: none"> <li>There is strong evidence of Match capability. If the project partner(s) or employer provides the Match, dollar amounts and provision details are present in the commitment letter(s) (Higher score if employer(s) provide some or all Match).</li> </ul>
	COMMENTS:						

**Economic Opportunity Enhancements (Up to 15 points): Total Score \_\_\_\_\_**

Describe the way the project will provide trainees with enhanced economic opportunities:

- Is there a description of the employee benefits that will be provided to existing and/or placed trainees?
- Is there a description of the likelihood, schedule and/or requirements for advancement opportunities for trainees that complete training?
- Will the project will result in career pathways for trainees?
- Will trainees gain transferable skills, credentials or industry-recognized certifications?
- Are there are plans to recruit socially/economically disadvantaged individuals or others that face employment barriers to the project?

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria	
<b>Economic Opportunity Enhancements</b>	Trainee benefits	0	1	2	3	4	5	<ul style="list-style-type: none"> <li>• Application clearly describes the employment benefits offered.</li> <li>• Level of benefits offered (Higher score for better benefits)                             <ul style="list-style-type: none"> <li>- Basic: Paid vacation, sick leave, etc.</li> <li>- Intermediate: Health care, retirement, etc.</li> <li>- High: Profit-sharing, stock options, education, bonus, etc.</li> </ul> </li> </ul>
	Trainee skill gain and career path	0	1	2	3	4	5	<ul style="list-style-type: none"> <li>• Current job status will improve through the training project.</li> <li>• Trainees receive employment with placement partner (full-time, long-term employment is preferred over temporary, seasonal, part-time or short-term).</li> <li>• Training will provide long-term improvement in job opportunities.</li> <li>• Trainee occupations have high employability and employer demand, especially locally (if current job disappears, trainees will have an improved chance for re-employment).</li> </ul>
	Career Pathway	0	0	0	1	2		Trainees will receive career pathway value in the form of: <ul style="list-style-type: none"> <li>- Industry-recognized certification;</li> <li>- Continuing Education Units; and/or</li> <li>- Transferable college credit.</li> </ul>
	Targets special populations	0	0	1	2	3		<ul style="list-style-type: none"> <li>• Clearly describes plans to work with disadvantaged populations.</li> <li>• Applicant shows capacity and/or successful history of work with target population.</li> <li>• Applicant will work with populations that face barriers to employment such as:                             <ul style="list-style-type: none"> <li>- Economically disadvantaged individuals, including but not limited to W-2 recipients, the chronically unemployed, etc.</li> <li>- Socially disadvantaged individuals, including but not limited to minorities, veterans, persons with disabilities, etc.</li> </ul> </li> </ul>
	COMMENTS:							

# Evaluation Committee Notes for Applicant Presentations



Reviewer Number: \_\_\_\_\_

Date: \_\_\_\_\_

Correspondence ID #: \_\_\_\_\_

Grant Request: \$ \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Overall Project/Project Need/Partners/Employer:**

Questions/Concerns/Issues:	Answer/Notes:

**Economic Impact:**

Questions/Concerns/Issues:	Answer/Notes:

**Training- Curriculum Development, Instruction, Instructors, etc.:**

Questions/Concerns/Issues:	Answer/Notes:

**Budget – Cost/Accuracy/Ineligible Expenses:**

Questions/Concerns/Issues:	Answer/Notes:

Evaluation Committee Notes for Applicant Presentations  
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<b>Capacity Building:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Economic Opportunity Enhancements:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Training Objectives/Outcomes/Placements/Commitments:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Other:</b>	
Questions/Concerns/Issues:	Answer/Notes: