

# Expanded Wisconsin Fast Forward Program



## Commute to Careers Program Grant Evaluation Committee Notes

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

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

Correspondence ID #: \_\_\_\_\_ Grant Request: \$ \_\_\_\_\_

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

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

### Overall Score

Project Need (20)	Implementation, Project Design and Deliverables (25)	Local Stakeholder Support (20)	Budget and Sustainability Model (15)	Outreach and Marketing Plan (10)	Reporting and Evaluation (10)	Total (100 points)

### Project Need (Up to 20 points) Total Score

Applicants should thoroughly establish the need for the specific type of transportation supportive services they are proposing to implement. Description should include how the program partners have estimated initial ridership as well as an analysis of the other available transportation alternatives that are currently available and how this program provides a significantly better or more accessible alternative for the target population. Applicants are also encouraged to include service and route maps when doing so will help to explain the program choices regarding service areas and times.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Project Need</b>	Demonstration of Need	0	1-2	3-4	5-6	7	<ul style="list-style-type: none"> <li>Provides a detailed description of need to connect workers with employment opportunities via the proposed project model using labor market data and other relevant information</li> <li>The geographic service area is described and is allowable per the requirements outlined in the grant program announcement</li> </ul>
	Employer Demand	0	1-2	3-4	5	6	<ul style="list-style-type: none"> <li>Thoroughly documented description of employer demand and willingness to create a strategic partnership to provide transportation services</li> <li>Description of workforce issues that the proposed programming will help to combat is provided</li> </ul>
	Previous Experience	0	1-2	3-4	5-6	7	<ul style="list-style-type: none"> <li>Applicant details prior experience providing transportation services and/or working with the target population and addresses how the previous experience will inform their current approach to providing services</li> </ul>
<b>COMMENTS:</b>							

**Implementation, Project Design, and Deliverables (Up to 25 points) Total Score \_\_\_\_\_**

Applicants must provide a timeline for all key project activities. Applicants are also expected to include a list of the key staff, a program budget, and any other information necessary to evaluate the overall design of the project.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Implementation, Project Design &amp; Deliverables</b>	Deliverables Narrative	0	1-2	3-5	6-9	10	<ul style="list-style-type: none"> <li>Provides reliable low or no-cost transportation, specifically for workers at the time(s) and location(s) needed to connect them to their place of employment</li> <li>A timeline of key program activities is included, and the proposed timeline will allow for the program to reach its stated outcomes and benchmarks</li> </ul>
	Project Design	0	1-2	3-5	6-9	10	<ul style="list-style-type: none"> <li>The program budget, staffing, and structure is explained in detail and demonstrates exceptional planning and efficient design</li> </ul>
	Project Goals	0	1	2-3	4	5	<ul style="list-style-type: none"> <li>Goals are logical and attainable. Expenditures conform to grant requirements and administrative/overhead costs are not excessive given the scope of the services provided</li> </ul>
	<b>COMMENTS:</b>						

**Local Stakeholder Support (Up to 20 points) Total Score \_\_\_\_\_**

Applicants will include a letter of attestation regarding partnership expectations, role in the project, and any other elements that inform the program. Any source of leveraged funds must also clearly indicate the source of the funding and describe how it supplements the project.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Local Stakeholder Support</b>	Matching Funds	0	1-3	4-6	7-9	10	<ul style="list-style-type: none"> <li>Program has at least 20% committed non-state funds; award up to five additional points for additional financial support and/or a total match exceeding 20% and the source of the match is documented</li> </ul>
	Letters of Support	0	1-3	4-6	7-9	10	<ul style="list-style-type: none"> <li>Includes letters from each program partner attesting to the entity's role in the project and signed copies are included with the application</li> </ul>
	<b>COMMENTS:</b>						

**Budget & Sustainability Model (Up to 20 points) Total Score \_\_\_\_\_**

Applicants in addition to including the letters of attestation and documenting the match in the program budget should discuss specific strategies for growing and sustaining the transportation program. Applicants should cover how grant funds will be replaced and any elements of the program that will lead it being more likely to be able to sustain itself.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Budget &amp; Sustainability Model</b>	Sustainability Model	0	1-4	5-7	9-11	12	<ul style="list-style-type: none"> <li>Applicant describes strategy to replace grant funds and sustain the program beyond the life of the grant</li> <li>Strategies for growing the program and maximizing the potential impact of the state investment on the stated program goals are outlined, supported, and well-reasoned.</li> </ul>
	Budget and Narrative	0	1-4	5-6	7	8	<ul style="list-style-type: none"> <li>Budget describes major programmatic choices and narrative justifies the major uses of grant dollars</li> <li>Expenditures conform to grant requirements and administrative/overhead costs are not excessive given the scope of the services provided</li> </ul>
	Bonus Points	1	2	3	4	5	<ul style="list-style-type: none"> <li>May award up to five bonus points for match exceeding the 20% requirement</li> </ul>
	<b>COMMENTS:</b>						

**Outreach and Marketing Plan (Up to 10 points) Total Score \_\_\_\_\_**

Applicants should explain how employees and other potential clients in the service area will learn about and participate in the transportation program. Include relevant information on partnerships with social services organizations, local workforce development and economic development entities, employers, or any other strategic relationships that will help connect low income workers in need to the transportation services being offered.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Outreach and Marketing</b>	Number of workers impacted	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>Marketing plan includes detailed plans for reaching the target populations and expanding the network of employers and/or otherwise meaningfully growing the program over time</li> </ul>
	Project plan	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>Plan features a multifaceted approach to reach workers and educate them on the transportation services that will be made available through the program</li> </ul>
	<b>COMMENTS:</b>						

**Reporting and Evaluation (Up to 10 points) Total Score**

Applicants will include information on the reporting and evaluation methodology and strategy they will be using to gauge the impact and success of the transportation program.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Reporting and Evaluation</b>	Performance Measurement	0	1	2	3-4	5	<ul style="list-style-type: none"> <li>Grantee provides logical benchmarks that will be tracked to gauge program impact and efficacy and describes how data will be collected and reported in detail</li> </ul>
	Evaluation Methodology	0	1	2	3-4	5	<ul style="list-style-type: none"> <li>Provides several well-reasoned metrics for determining the impact and success of the program</li> </ul>
	<b>COMMENTS:</b>						

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

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

<b>Project Need:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Local Stakeholder Support:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Implementation, Project Design, and Deliverables:</b>	
Questions/Concerns/Issues:	Answer/Notes:

<b>Budget &amp; Sustainability Model:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Outreach and Marketing Plan:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Reporting and Evaluation:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Other:</b>	
Questions/Concerns/Issues:	Answer/Notes: