

**STATE OF WISCONSIN**



**Department of Workforce Development**



## **Application Instructions**

Updated September, 2017

# Access to Wisconsin Fast Forward Application System


Wisconsin Fast Forward (WFF) grant applications must be submitted through the **online WFF Application System**.

## DWD Login and WFF Application System Access

Before you can begin an application for a WFF grant, you need: 1) a logon; and 2) access as an Application Writer. For logon issues, please contact the Department of Workforce Development Help Desk at 608.266.7252.

1. **To logon**, follow the instructions below, depending on your situation:


### ► Have you had previous access to the WFF Application System?

Prospective applicants who have a WFF logon because they were an Application Writer on a previous WFF grant should use the same logon to access the WFF Application System. **Click the  button at the upper right of the WFF website.** There is a link for password recovery, should you need it.

OR

### ► Are you new to the WFF Application System?

#### ▪Are you already authorized as a DWD System User through another DWD program?

Users with an existing DWD logon for Job Center of Wisconsin, Unemployment Insurance, WORKnet, etc., should use those credentials to logon, register in the WFF Application System, and request access as an Application Writer. **Click the  button at the upper right of the WFF website.** There is a link for password recovery, should you need it.

OR

#### ▪Prospective applicants with no existing DWD logon credentials should go to

[www.WisconsinFastForward.com](http://www.WisconsinFastForward.com) and **click [Need to register?](#) in the upper right corner** below the orange 'Sign in' button. **Accept the terms and conditions on the Logon Creation page to start a profile.** Complete the required information on the Logon Creation page. Fill out all the requested information and note your username and password for future reference.

2. **To gain access as an Application Writer, you must also register and provide the information in the screen below, following your initial logon.** Under Select the Role, click on Application Writer.

Your registration request is now pending and will be approved by the Office of Skills Development. This may take up to 24 hours during the business week. You are advised to register early.

### Initial Access to the WFF Application System


Once your Application Writer registration request has been approved, you will receive an email with a link to start your application. This link will return you to the logon page with the orange box. Use your new username and password to login.

The first step is to complete the Due Diligence questionnaire. It is recommended that you save your work often. In particular, you must click 'Save' before and after uploading the required documents.

When you have submitted your Due Diligence questionnaire, the following screen will open. Click on 'Apply' under the appropriate Grant Program Announcement to begin working on your application. If your organization employs more than 50 workers, you must select 'WFF Open Application Grants FY18'.

Title	Date Announced	Due Date	Maximum Grant Amount	
Small Business FY18	07/01/2017	NA	\$50,000.00	<a href="#">Apply</a>
WFF Open Application Grants FY18	07/01/2017	NA	\$400,000.00	<a href="#">Apply</a>

## Continued Access to the WFF Application System

You may continue to access the application system by going to [WisconsinFastForward.com](http://WisconsinFastForward.com) and clicking the  button located at the upper right of the screen.

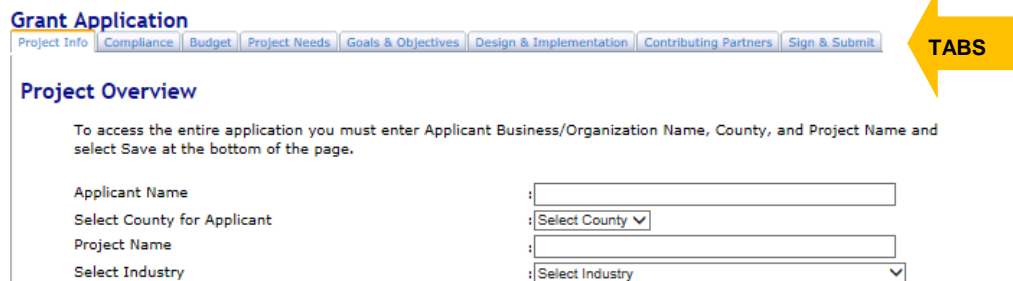
## Wisconsin Fast Forward Application

Before beginning your application, **you are strongly encouraged to read (or watch) and digest ALL of the following materials** found on the WFF website, **so you can develop an application package that meets eligibility requirements, addresses the information of greatest interest to the Evaluation Committee, and has the best chance of resulting in award of a WFF grant that can be successfully implemented:**

- The Grant Program Announcements for [All Sectors](#) and for [Small Business Occupations](#)
- [Eligibility and Program Guidelines](#)
- [Project Planning Guide](#)
- [Grant Evaluation Rubric](#)
- [Submitting a Successful Grant](#)

## Project Information Tab

### Application Overview



- The WFF online grant application is divided into tabs. To open the online grant application tabs other than 'Project Info', you must first enter the Applicant Business/Organization Name, County, and Project Name (and for the All Sectors GPA, you must also select your Industry from the dropdown menu) then click 'Save' at the bottom of the screen.
  - The Applicant Business/Organization Name refers to the one organization that will enter into a contract with DWD, receive the grant funds, and be responsible for project management including implementation, reporting, and funds management.
  - The County refers to the primary county in which the training is occurring.
  - Project Name is a working title given to the training project.
  - Industry refers to the line of work for which your Project will provide training.
- You may click on any tab after this initial set-up to work on that section.

### Remember the following when using the online WFF Application System

- Within each tab, input responses in order, to avoid problems such as missing dropdown menus.
- Save often to avoid losing the information entered. The application times out after 30 minutes.
- Saved information may be edited until the application is submitted, which is done by selecting the Submit button on the last tab.
- Avoid using the back and forward button on your web browser. Instead, use the tabs to move within the application system.
- Gray boxes will autofill from other sections of the application.

## Project Overview

The Project Start Date should be no earlier than six weeks after the WFF Application due date.

The Project End Date must be within 2 years of the Project Start Date.

Total Costs, Anticipated Match, and WFF Amount Requested will autofill based on information provided in the budget section of the application.

Please provide the number of each type of worker that will be trained in your project for the following categories.

- Unemployed Trainees refers to individuals who at the time of training do not have any employment.
- Incumbent Worker Trainees refers to individuals who at the time of training are employees of an Employment Placement Partner in the application.
- New Hire Trainees includes the number of people who will be hired on or after the release of the Grant Program Announcement and will be on the payroll of an Employment Placement Partner at the time the training starts.

The Total Number of Trainees auto calculates based on the number entered in each worker category (Unemployed Trainee, Incumbent Worker, and New Hire).

The Average Cost per Trainee will auto calculate based on Total Number of Trainees and WFF Amount Requested.

Occupations to be Trained require the associated O\*NET Code. To access a list of relevant O\*NET Codes, type in the job title you are planning to train, then click Search. In the drop-down box, pick the applicable code, then click the 'Add O\*NET' button. Click on the About O\*NET link to access more information if you are unsure of your O\*NET titles.

Occupations to be trained:

Search by Job Title:    [About O\\*NET](#)

O\*NET Occupation:

Construction Carpenters (47-2031.01)

The Applicant Fiscal Agent refers to the person who will oversee the financial portion of the project. This person will be responsible for managing the funds, keeping receipts and records, submitting reimbursements, preparing for financial audits, and submitting the final financial report.

Applicant Project Contact refers to the contact person managing the application process. This area auto populates from the contact information entered for the Applicant. You do not need to enter anything in this area. Please add information for a secondary contact if applicable.

**Applicant Fiscal Agent**  
(Must be an employee of the applicant)

Name :

Title :

Phone :  -

Fax :

Email :

**Primary Applicant Project Contact**  
(This is the primary project contact information)

Name :

Title :

Phone :  -

Fax :

Email :

**Secondary Applicant Project Contact**  
(This is the secondary project contact information)

Name :

Title :

Phone :  -

Fax :

Email :

### Project Partners

To add a Project Partner, select the Add Partner button  located in the middle of the screen. The following Project Partner Selection screen will open showing only the first question. Depending on how you answer this question and the series of questions that follow, you will be directed to the appropriate Project Partner screen: Employment Placement Partner, External Training Provider, or Other Organization. Although it may seem redundant, keep in mind that **you must also enter the applicant organization as a Project Partner**. Only one Project Partner can be selected as the Applicant. Continue to select the Add Partner button until all Project Partners are added under the appropriate category.

**Project Partner Selection**

Is this Project Partner the Applicant ?  Yes  No

I confirm the Fiscal Agent is affiliated with this project partner.  Yes  No

Will the Project Partner be taking employee placements ?  Yes  No

Will this Project Partner be providing in-house training ?  Yes  No

[Continue](#)

## Project Partner Categories:

### ***Employment Placement Partners***

All WFF grant applications must include at least one employer to be eligible. Employers should have a documented workforce need that is currently being unmet and are committing to train incumbent workers or place new hires after or before training. The employer may be the Applicant and may use an internal and/or external training provider.

### ***External Training Providers***

The WFF grant program is based on demand-driven workforce training, therefore, the participating employer(s) should determine the training needed and training provider. External Training Providers must be named in the application as Project Partners. They may also be the Applicant.

It is important to carefully consider the choice of a training provider. Recommended factors to consider in selecting an appropriate training provider include a demonstrated history of:

- Successful training through its placement, retention, and evaluation rates.
- Collaboration with the targeted industry in the development of the training program curriculum.
- Use of current industry standard as the basis for programs utilized to train students in the targeted industry.

### ***Other Organization Partners***

In some circumstances alignment with other organizations in the local area, region, or state can be beneficial to the success of the training program. In those situations, the participation and support of economic development organizations, workforce development entities, local government, non-profit organizations, or trade and industry associations should be obtained. Such organizations may assist an Applicant in obtaining a fuller understanding of the skill deficit identified, aid with curriculum design, assist in locating other employers that may be appropriate Project Partners, and assist in recruiting and assessing potential training participants. Any of these organizations may be the Applicant or a Project Partner.

## Completing the Project Partner Categories Information:

Depending on the Project Partner type, you will be asked to add the following related information.

### ***Applicant***

For the Project Partner that is the Applicant, the FEIN field will show and the organization's FEIN will be required (it will not be visible if the organization is not the Applicant). Additionally, the individual contact information will auto populate in the Applicant Project Contact in the Project Information Section.

### ***Employment Placement Partner***

Employer name, address, and contact information for the Wisconsin employer along with a description of the business, the total company employment (FTE), the total Wisconsin employment (FTE), North American Industry Classification System/ NAICS code(s), and annual sales. To access the appropriate NAICS Codes, start typing the text title of the code you want to find and the system will suggest potential codes to match.

If the Employment Placement Partner will be providing in-house training, the following information for **each** in-house training provider is required: the name, title, training experience, and qualifications.

### External Training Provider

Provider name, address, contact name and title, information, whether the organization is accredited and if so, under what agency, and if it is a for-profit or nonprofit organization.

### Other Organization(s)

Organization name, address, a contact name, and information for any other partner organization.

### Curriculum Statement

For each component/training course, all required information will need to be entered before it can be saved to the application. Each application must have at least one curriculum statement in order to be submitted.



Please add a curriculum/work statement for each training course to be offered in the project. For each, complete the required fields: Proposed Training Provider, Course Title or Training Topic, Number of Trainees and Course Hours per Trainee, the Occupations of Trainees by O\*NET Code and whether the course is new/existing/customized, and any certification that will be received upon completion.

The purpose of the Wisconsin Fast Forward (WFF) grant program is to provide funding for job skill training. Job skills, also known as “hard skills,” are specific talents and expertise an individual possesses that helps him or her perform a certain task or job; while soft skills are training on traits necessary for getting and keeping a job. Some examples of soft skills are punctuality, attendance, listening, following directions, teamwork, conflict resolution, etc.

**Curriculum/Work Statement**  
Please complete the following information for each course included in your application. You may continue to add statements to the list as necessary. Please hit the Save button on the main page after updating the list to avoid losing your work.

Proposed Training Provider:  Number of Trainees:   
 Course Title or Training Topic:  Course Hours per Trainee:   
 Status:  Total Training Hours:   
 Course Certification:   
 Occupations of Trainees:  
 Search by Job Title:    [About O\\*NET](#)  
 O\*NET Occupation:

Curriculum Explanation:  
For each course or training topic listed above, provide the following information: the number of hours per week the trainees will spend in training, the provider of the training and how each component of the training program relates to resolving the critical workforce training issue described in the Problem/Need Statement. (see instructions for further detail) [500 Character Limit]

Text Limit: 500 | Text Entered: 0

The intention of the WFF program is to develop skills that directly benefit the business function for which the training has been customized by improving upon existing skills or providing the worker with new skills for new product lines or business expansion. However, we do recognize it may be necessary and valuable to help participants become work-ready by teaching soft skills; therefore, it is permissible to use a **limited** portion of WFF funds for training in "soft skills". If including soft skills in the training for which WFF grant funds are being sought, the applicant would not only need to explain how their WFF project supports customized training, but also demonstrate why some soft skills training is necessary for the project to be successful.

**Status:** 'New' is defined as a course that is being newly developed and created under this project. 'Existing' is defined as a course that is already developed, but is new to the employer for this project (NOTE: An 'Existing' course is not the same as an ongoing course). 'Customized' is defined as an existing course that requires some changes to make it relevant to the employer for this project.

In the Curriculum Explanation text box, provide the following information: the number of hours per week the trainees will spend in training, the provider of the training, and how that component of the training program relates to resolving the critical workforce training issue described in the Problem/Need Statement.

After completing a Curriculum/Work Statement, select the Update List button at the bottom, then select the Save button at the bottom of the application page.

**Curriculum Explanation Example:** In Basic Materials Science, trainees will receive 4 hours of classroom instruction on the chemical properties of plastic and 4 hours of hands-on instruction which will teach the critical components of heat and pressure in plastic injection molding. This is one of the five critical knowledge skills for safe and effective injection molding.

## Placements

Placement information should be provided for all trainees in the project. All employers taking placements are considered Employment Placement Partners and need to be added as a Project Partner and reflected in an entry to the Placement section. Each organization entered as an Employment Placement Partner in the Project Partners section will automatically appear in the drop down-box under Placement Name in the Placement Section. Select the Employment Placement Partner from the drop down and indicate the number of trainees expected to be placed at that employer in each occupation; pre- and post-training hourly wage of trainees not including benefits; and whether the level of training is Advanced, Entry-level, or Re-training. In the average pre-training wage data field, please use the current average wage for existing incumbents, average hiring wage for new hires, and zero for unemployed. After completing a placement,

select the Update List button at the bottom. Once a placement is added to the Project Information Tab, make sure to click the Save button at the bottom of the application.

## Compliance Tab

There are two sections to complete on this tab – Applicant Compliance Checklist and Applicant Financial Information.

### Applicant Compliance Checklist

Complete the Applicant Compliance Checklist and clearly explain any yes responses.

### Applicant Financial Information

Applicants who are publicly-funded entities (University of Wisconsin System, Wisconsin Technical College System, local governments, etc.) do not need to submit financial information. Mark the relevant checkbox indicating that your organization is a publicly-funded entity.

Applicants who are a non-public entity (such as a nonprofit organization, private business, workforce development, trade association, chamber of commerce, etc.) **must** provide financial information to show financial viability. One of the methods described below must be provided to show financial viability. Mark the relevant checkboxes to indicate how you will be providing the financial information. We must have at least one of the options described for your grant to be considered complete.

- Include 3 years of the following information in the table provided in the online application: the Fiscal Year Date, Type of Financial Statements used, Revenue, Expenses, Net Profit, Total Assets, Total Liabilities, and Net Worth. For Applicants that are less than 3 years old, at least one year of Applicant financial data must be entered in the Year 1 column.

	YEAR 1	YEAR 2	YEAR 3
FYE Dated:			
Type of Financial Statements: (Audit, tax return, compilation, etc.)			
Revenue:			
Expenses:			
Net Profit:			
Total Assets:			
Total Liabilities:			
Net Worth:			

## Budget Tab

### Budget Guidelines

Grant amounts, other than small business applicants, must be no less than \$5,000 and up to \$400,000 and are subject to previous WFF funding received in the calendar year. Cash or in-kind match equal to the amount of the grant is required. “In-kind contributions” means the value of noncash contributions provided by the grantee or third parties which directly benefit and are specifically identifiable to the program. Grant and match expenditures must be incurred during the training project period and no earlier than the date of the executed WFF contract.

Grant amounts under the Wisconsin Small Business GPA must be no less than \$5,000 and up to \$50,000 and are subject to previous WFF funding received in the calendar year. Cash or in-kind match equal to half the amount of the grant is required. Grant and match expenditures must be incurred during the training project period and no earlier than the date of the executed WFF contract.

No applicant may be awarded more than \$400,000 of WFF funds in any calendar year.

Letters of commitment from employers, partners, and/or the applicant documenting match is required with the application.

### ***Ineligible Expenses***

WFF grant funds and cash/in-kind match funds **may not** be used for any of the following:

- Tuition;
- The purchase of real estate or capital equipment;
- Construction or major remodeling;
- K–12 education;
- Meals and lodging costs of trainees during training; and
- Overtime or production losses caused by workers attending training.

WFF grant funds **may not** be used for the following (NOTE: may use cash/in-kind match):

- In-house training facilities;
- Trainee wages, stipends, or fringe benefits; and
- Administrative costs that total more than 5% of the total budget.

Cash and in-kind match funds **may not** be used for instructional materials that total more than 20% of the total match budget.

The purchase of capital equipment is not an eligible expense. However, WFF grant or cash match funds may be used to **rent** capital equipment during the training hours. Capital equipment is defined as any one item that costs more than \$5,000 and has a useful life of more than one year. Additionally, a fair rental amount may be used as an in-kind match contribution if a Project Partner allows use of capital equipment.

While no project funds may be used to support K-12 education, funds may be used to provide training to high school or student age trainees who work for, or are seeking full-time employment, with an Employment Placement Partner.

Any ineligible expenses, such as capital equipment purchases, being invested with Project Partner funds for the training, should not be a part of the project budget but may be identified in the budget description. These investments will show additional commitment to the training and may strengthen the proposal, even though they are not allowed as part of the project budget.

### **Budget Summary Table and Budget Detail**

Complete a project budget using the categories outlined below. **IMPORTANT:** Each line item requested in the Budget Summary table requires an accompanying comprehensive description in the Budget Detail section that provides: 1) the basis for estimating and calculating each component of that line item cost; and 2) a justification of the need for that expense, relative to the purpose of the training project.

Grant Application

Project Info | Compliance | Budget | Project Needs, Goals & Objectives | Design & Implementation | Contributing Partners | Sign & Submit

**Application**

- Review
- Scoring
- Withdrawn
- Decision
- Intent To Award
- Contract
- Outcome
- Audit
- Case Progress Notes

BUDGET ITEM	REQUESTED FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
Program/Curriculum Development:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Instruction:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Instructional Materials: (Cash and In-Kind match for this line not to exceed 20% of the total match.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Facility (off-site):	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Facility (on-site):	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Supplies and Operating Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Consultant/Contractual:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Travel, Meals, and Lodging:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Wages/Stipends of Trainee:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Administration Cost: (not to exceed 5% of the total project budget)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<b>Total:</b>	0.00	0.00	0.00	0.00

**BUDGET DETAIL**

Each budget line item on the Budget table must breakout the individual cost and be supported by a detailed description. See [instructions](#) for further detail on what to include.

### Program/Curriculum Development

This budget summary line should capture all costs related to the creation and development of the training curriculum.

Curriculum development costs include personnel costs, contractual/consultant costs, and supplies directly related to the creation of the curriculum.

Personnel: WFF funds may be used to pay for actual staff time needed for developing the curriculum and based on the actual rate of pay with reasonable fringe benefits. Matching (cash or in-kind) contributions should include payment for actual or contracted staff time based on actual rate of pay with reasonable fringe benefits.

For each course curriculum developed, provide the following in the Budget Detail:

Training course name and a brief description of the curriculum to be developed, whether it is totally new curriculum or customization of existing curriculum, total number of hours to develop the curriculum and the basis for estimating that number, and the hourly rate of each person working on this element of the project (\_\_\_\_ hrs X \_\_\_\_\_ /hr = Course Curriculum Development Cost).

**NOTE: Curriculum development paid for by WFF grant funds will become the property of the State of Wisconsin;** and, as such, it may be made available for other organizations to use.

### Instruction

Personnel: WFF funds may be used to pay for actual staff time for instruction, based on the actual or contracted rate of pay with reasonable fringe benefits. Matching (cash or in-kind) contributions should also include payment for staff time based on actual rate of pay with reasonable fringe benefits. This line should include ALL costs related to instruction including class preparation time.

For each Instructor, provide the following in the Budget Detail:

Instructor name/title/company or organization, course name, total number of instructor hours and basis for estimating needed time, and the cost per hour (\_\_\_\_ hrs X \_\_\_\_\_ /hr = Instruction Cost). Include instruction costs provided through a consultant or contract in this line, as well as the details of the contract.

### Instructional Materials

Instructional Materials are materials directly used or consumed by the trainees during instructional activities.

Non-capital instructional materials equipment purchased under this area may include items: such as: drills, lathes, discs, software, etc. if the individual item does not cost over \$5,000 and has a useful life of over 1 year. Instructional materials equipment purchased must be pertinent to the training program and timeframe

of the training. WFF funds may only be used for equipment directly attributable to the training of program participants.

Matching contributions may include the fair market value of non-capital equipment donated to the project that is directly attributable to the training of program participants.

Instructional materials matching funds in this category may not exceed 20% of the total in-kind and cash match of the project.

For each type of training materials, provide the following in the Budget Detail:

Training material name, purpose and/or need, type of material (book, manual, handout, uniforms, etc.) times the number of each material needed (\_\_\_\_ material cost X \_\_\_\_\_ # of pieces = Training Materials).

### **Facility (off-site)**

WFF encourages Applicants, when possible, to use their own facilities or those of the educational partner for training at no cost to WFF. However, if the Applicant must lease space to provide training and can verify that this is necessary to the success of the program, WFF grant funds may be used to pay a rental rate based on competitive rates for the area in which the program will operate. It is also allowed that a Project Partner provide a cash match to cover rent or make an in-kind match of training space off-site. Project Partner facilities contributed as in-kind match must be valued at the actual cost to hold the training there and should be prorated for the amount of time being used for purposes directly related to the project.

For each off-site facility, provide the following in the Budget Detail:

Facility location, purpose and/or need, training course name, rent, date(s), etc.

### **Facility (on-site)**

When Applicants use their own facilities at no cost to WFF, the value of the training space is allowable as an in-kind match. Applicant business facilities must be valued at the actual cost to the business and should be prorated for the amount of time used for purposes directly related to the project.

For each on-site facility, provide the following in the Budget Detail:

Facility location, purpose and/or need, training course name, date(s), etc.

### **Supplies and Operating Expenses**

This line item includes all consumable expenses directly related to the training project. This could include consumable training supplies like welding rods, nails and wood, expenses for equipment (capital or otherwise), and costs of utilities and/or rental and installation of communications equipment directly related to training. This may include items, such as: telephone lines for operating computer training equipment or utility costs for operating electrical equipment.

WFF funds may be used for equipment rented or leased under an operating lease, and under a competitive procurement process or at fair market value for the duration of training and must be pro-rated for the amount of time used in the program. Matching contributions may include the current fair market value or rental value of equipment loaned to the project, pro-rated for the percentage of time the equipment is used by trainees during the program. NOTE: If equipment will be used by non-WFF trainees, the portion of the time cannot be used for matching purposes.

For each operating expense and/or supplies, provide the following in the Budget Detail:  
Items, need or use, associated training course, cost, and how calculated.

### **Consultant/Contractual**

This line item should include any consultant/contractual expenses **not directly related** to curriculum development or instruction. This may include contracts for pre-employment assessments, trainee recruitment, and project marketing.

For each Consultant/Contracted Vendor, provide the following in the Budget Detail:

Consultant/Vendor name/title/company or organization, brief description of services to be delivered, why these services are needed, total number of hours/items, and the cost per hour/per item or flat fee (\_\_\_\_ hrs/items X \_\_\_\_\_ /hr/item = Total Cost).

Do not include instructor costs provided through a consultant or contract in this section.

### **Travel, Meals and Lodging – (Instructor Only)**

Travel, meals and lodging costs for instructors should be based on the actual cost and should be limited to that which is reasonable, necessary and directly related to training. WFF funds and cash/in-kind match funds may be used for the cost of instructional staff travel, meals and lodging. For instructor travel, meals and lodging, provide the following in the Budget Detail: Item, brief description (including need), associated training, number of miles times the cost of mileage, meals, lodging, and other travel related costs.

Travel costs for trainees are not allowed as a project expense, but in some cases, can be applied to matching expenses. Meals and lodging expenses for trainees are not eligible for either project or match funds.

### **Wages/Stipends of Trainees (MATCH ONLY)**

WFF funds may not be used for trainee wages. However, matching contributions may include wages and benefits paid to trainees during training.

For each training course, provide the following in the Budget Detail:

Training course name, number of trainees to be trained per O\*Net classification code, name of the O\*Net classification code, the number of hours trained, and the wage per hour. The wage per hour may include the company benefits (# trainees per each O\*Net classification \_\_\_\_\_ X \_\_\_\_\_ \$/hour X \_\_\_\_\_ # hours – Total Trainee Wages/Stipends).

### **Other**

This summary item should include all costs for the project not reflected elsewhere. Each item of cost must be listed separately, along with the basis for valuation. Costs allowed in this category will be determined on an item-by-item basis. Allowed costs could include audit costs, pre-employment tests, drug screens, marketing materials, etc. Supportive service costs may be included as match for unemployed projects dealing with disadvantaged populations.

General or indirect administrative costs should not be included in this line item.

WFF funds may be used for audit costs. If no amount is listed for audit costs, it is assumed that any costs incurred in providing the required audit will be borne by the grantee. Organizations with less than \$250,000 of WFF funding in a GPA Round may be subject to a DWD project audit. There will be no costs associated with such an audit.

All projects that receive \$250,000 or more of WFF grant funds within one GPA Round of funding are required to have a financial audit performed by an independent certified public accounting firm acceptable to OSD at the conclusion of the project. The cost of such an audit may be included in the application. Additionally, if a State Single Audit is required, then WFF funds could cover the Audit. If applicable to your application, include the program's portion of the cost of such an audit in your budget. This is an allowable expense for WFF grant funds. Additionally, DWD may perform a project specific audit.

For each item in this category, provide the following in the Budget Detail: Item, brief description, need, associated training if applicable, and costs.

### **Administrative Cost**

WFF grant funds may pay for administrative costs up to 5% of the total project costs. *If an organization uses profit accounting methods*, then administrative costs should be identified explicitly as you will need to submit itemized invoices to be reimbursed for them. If your actual administrative expense exceeds 5% of the project total, amounts over and above the 5% can be considered cash or in-kind match, which should also be detailed. Administrative costs may include a portion of the project director's salary, office supplies, and grant management activities. *For organizations that use cost allocation accounting*, administrative costs may be applied using the cost allocation method. If this is the case, it must be clearly stated in the administrative cost description of the application and you will need to submit a copy of your organization's cost allocation plan as part of your first reimbursement request.

## **Project Needs Tab**

### **Project Needs Statement**

Describe the nature and scope of the critical workforce problem the project will address. Please include:

1. The specific needs of the employer(s) involved in the project, including data or examples and specifying related information sources.
2. 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.
3. Specific data, information or examples to support your needs statement along with the source of that information.

## **Goals and Objectives Tab**

This section is divided into three subsections: Economic Impact, Economic Opportunity Enhancements, and Training and Capacity Building.

### **Economic Impact**

Describe the economic impact this project will have on the employer(s) involved, the communities where they are located, and the surrounding region. Please include as appropriate:

1. Number of new jobs that will be created with this project.
2. Number of at risk jobs that may be retained with this project.
3. Any new businesses or expansion of existing businesses connected with this project.
4. Whether the employer is emerging, stable, expanding, or declining, how this training project will impact the employer(s).
5. The impact related to the location (urban, rural, depressed, low/high unemployment).

### **Economic Opportunity Enhancements**

Describe how the project will provide for enhanced economic opportunity for the trainees. Please include:

1. How prevalent are job and advancement opportunities for the successful trainee?
2. If the project will result in a career pathway or certification/credits for the trainee.
3. If the skills the trainee will gain are transferable.
4. If there are plans to recruit socially and economically disadvantaged individuals into the project?

Check all applicable employee benefits that are provided or will be provided to trainees.

Employee benefits provided to existing and/or placed trainees (check all that apply):

<input type="checkbox"/> None	<input type="checkbox"/> Sick Leave/Vacation/Paid Time Off	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Retirement	<input type="checkbox"/> Life Insurance
<input type="checkbox"/> Profit-sharing/Stock Options	<input type="checkbox"/> Tuition Reimbursement	<input type="checkbox"/> Other:(Specify) <input style="width: 100px;" type="text"/>		

### **Training and Education Capacity Building**

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

1. Description of any new curriculum, certification, and/or credit programs that will result from this project.
2. Any plans by the employers/training partners to continue to use curriculum/equipment/technology gained through the project after it is complete.
3. Any collaborations/partnerships resulting from the project that may improve future ability to address this training issue.

## **Design and Implementation Tab**

This section is divided into three subsections: Eligibility, Assessment, and Trainee Program Monitoring.

### **Eligibility**

Please describe the process of recruiting and selecting eligible trainees. Please include:

1. Any prerequisites for trainees (aptitudes, education level, experience, clean drug test, etc.).
2. Plan for advertising, recruiting and selecting who will participate.

### **Assessment**

Describe the process for assessing trainees' skills and knowledge before and after training to ensure competency in needed skills. Please include:

1. Any assessment tools to be used and whether they are industry recognized.

2. Timeline of administration of assessment.
3. Training provider's experience/credentials/qualifications, especially as related to insuring candidates who complete the training will have gained the necessary qualifications.

### **Trainee Program Monitoring**

Describe the overall plan for the project. Please include:

1. Length and phases (if any) of the training program.
2. The anticipated milestones and measurement of the training program.
3. Plans for administration and timeline for monitoring of trainee participation.

## **Contributing Partners Tab**

### **Contributing Partners Participation**

Describe the expected involvement of all contributing partners in the following:

1. Activities such as recruitment and selection of trainees.
2. Development of the training curriculum.
3. Implementation of the training program.
4. Contribution of resources (cash or in-kind match) to the project.
5. Commitments to interview, trial hire, hire, and/or give an incumbent worker wage increase to successful trainees.

## **Sign and Submit Tab**

### **Letters of Commitment and Support**

Please scan and attach any required letters of commitment or support. Commitment letters are a required piece of a complete application. -. Save before and after attaching each individual item.

You may attach any other letters of support as appropriate. Other letters of support may come from local organizations, such as economic development corporations, workforce development boards, and nonprofit agencies, as well as local governments and chambers of commerce.

For every trainee (or group of trainees) projected to be placed in a new job and/or incumbent worker projected to be given a wage increase, there must be a corresponding letter of commitment from the employer(s) detailing its commitment to the training program and new hires and/or incumbent workers. Match being provided from employer(s) and/or Project Partner(s) should also be detailed in a letter of commitment.

This letter of commitment should be written on the employer's letterhead and signed.

There are 3 different scenarios in which an employer can commit to placements:

1. Plans to hire or upgrade newly trained workers that will have successfully completed the proposed training. These workers are classified as unemployed as they did not have a job or were not employed with an Employment Placement Partner at the time of the training. Workers are classified as underemployed if they were part-time or temporary and are upgraded to full-time and/or permanent employees after successfully completing training.
2. Plans to train incumbent workers and providing a wage increase. Workers are classified as incumbent if they are on the payroll of the Employment Placement Partner at the time of the training and were hired before the Grant Program Announcement (GPA) release date.
3. Plans to train new hires. Trainees may be classified as new hires if they are hired after the GPA release date and are on the payroll of the Employment Placement Partner at the time of the training.

A sample letter of commitment is attached.



**SAMPLE LETTER OF COMMITMENT**

[Company Letterhead]

Date

Wisconsin Office of Skills Development  
Wisconsin Department of Workforce Development  
201 East Washington Avenue  
P.O. Box 7946  
Madison, WI 53707-7946

Dear Evaluation Committee Members:

This letter is to confirm (Employer Placement Partner name)'s planned participation in and contribution to the (name of project) training program to be operated by (Applicant name). (Employer Placement Partner name) has determined there is a need for this training program due to (insert reason).

[Include the following when applicable:]

Example #1 above: ABC Company agrees to hire 7 newly trained workers that successfully complete the training at an average wage of \$X per hour plus benefits.

Example #2: ABC Company agrees to train 13 incumbent workers with an average wage of \$X per hour, plus benefits. Upon successful completion of the training, these workers will receive wage increases of \$Y per hour.

Example #3: ABC Company agrees to train 10 new hire workers with an average wage of \$X per hour, plus benefits.

Plans for Match contributions:

Example: ABC Company agrees to provide the following Match to the project:

- Cash \$ XXXX  
To be used for (cite the planned use of these funds in the program) in conducting the program.
- In-kind Instructor(s) Hours: \$ XXXX
  - Instructor A for XX weeks at XX hours per week at \$XX per hour
  - Instructor B for XX weeks at XX hours per week at \$XX per hour
- Donated Equipment: \$ XXXX
  - Drill: \$XXX
  - Grinder: \$XXX
  - Rotary Table: \$XXX
- Wages and Benefits of incumbent trainees: \$ XXXX
- Wages and Benefits of new hires: \$ XXXX
- Stipends for unemployed: \$ XXXX

**TOTAL MATCH: \$XXXXX**

This contribution is given to specifically match a grant from the Wisconsin Fast Forward (WFF) Program, and is not a general gift or donation that has been or would otherwise be given without the prospect of WFF funding.

The training project will not result in any dislocation of company employees from their current place of employment. The increased skills training will benefit the trainees involved and is in response to a skills shortage experienced by both our firm and the industry.

The company does not anticipate any circumstances, financial or legal, barring the company from meeting its commitments as presented in the project proposal.

Sincerely,

\_\_\_\_\_  
Company Official - (Name and Title)

\_\_\_\_\_  
Date

## Terms and Conditions

This section should be completed by a person authorized to commit the Applicant to the grant project. By entering his/her initials, that individual is agreeing to all the terms and conditions of the grant opportunity. The initials serve as a legal signature.

## Submitting the Application

Once you select the Submit button and the grant application has been submitted, you will no longer be able to update the information. The program will not submit the application until all required fields are entered and all issues are resolved. If you are unable to submit, please check each tab carefully to review missing items.

After submission, you will receive an email confirming your submission. If you do not receive an email, double check your application for any missing items and try to submit again.

It is highly recommended that you print a final copy for your records.

## Proprietary Information

Additionally, if you have submitted any information that can be legally considered proprietary information, please inform the Office of Skills Development of this information and its location in the application by using the [Designation of Confidential and Proprietary Information Form](#). Email the completed form to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov). Provide the Applicant Business/Organization and grant application number (Correspondence ID#) in the email subject line.

# Application Checklist

This checklist is provided to assist in completing the WFF grant application process:

## I. Project Eligibility:

- The project will include at least one Employer Placement Partner (employer) with a presence (current or planned) in Wisconsin and the trainees will be based out of the Wisconsin location.
- The employer has a documented, unmet need for skilled workers and is creating and training on a customized training program to train workers to meet this need.
- The training will not replace existing, routine business training, nor is it on-going training that has been previously funded by other sources
- The training will be short to medium term in nature, lasting no more than 12 months.
- The trainees do not include owners.
- The training will result in increased wages for incumbent trainees that successfully complete the training, new hires to fill vacant or new positions, and/or more permanent employment or more hours for workers completing the training.
- The Applicant organization has secured commitments for dollar for dollar or fifty-cents on the dollar with cash and/or in-kind match to the project as specified in the Grant Program Announcement.
- If applying under the Small Business GPA, all employers have 50 full-time employees or less.

## II. Submission of the Grant Application:

- I have uploaded the following to the Sign & Submit tab of my application:
  - Letter(s) of commitment from each employer(s) placing trainees if the employer is not the applicant.
  - Letter(s) of commitment from each employer and/or organization providing matching contributions if the employer is not the applicant.
- I have clicked the Submit button and my application status changed to Submitted.

**Thank you for your interest in the Wisconsin Fast Forward Program (WFF). Plan ahead, begin your application well before the deadline, and save often. If you have any difficulties, please contact WFF staff for assistance.**

- |                     |  |              |
|---------------------|--|--------------|
| • General Inquiries | <a href="mailto:WisconsinFastForward@dwd.wisconsin.gov">WisconsinFastForward@dwd.wisconsin.gov</a> |              |
| • John Roos         | <a href="mailto:John.Roos@dwd.wisconsin.gov">John.Roos@dwd.wisconsin.gov</a>                       | 608.266.5536 |
| • Therese Schmidt   | <a href="mailto:ThereseM.Schmidt@dwd.wisconsin.gov">ThereseM.Schmidt@dwd.wisconsin.gov</a>         | 608.267-3803 |
| • Andy Heidt        | <a href="mailto:Andrew.Heidt@dwd.wisconsin.gov">Andrew.Heidt@dwd.wisconsin.gov</a>                 | 608.266.0174 |
| • Betsey Day        | <a href="mailto:Elizabeth.Day@dwd.wisconsin.gov">Elizabeth.Day@dwd.wisconsin.gov</a>               | 608.266.0851 |