Wisconsin Fast Forward Quick Reference Guide

Website: [http://wisconsinfastforward.com/wff_standard.htm](http://wisconsinfastforward.com/wff_standard.htm)
Email: WisconsinFastForward@dwd.wi.gov

- Worker Training Grants
- Grants are reimbursement based – grantee does not receive upfront funding
- Project Requirements:
  - Will train and employ (or retain) Wisconsin workers;
  - Proposed training has not been previously offered by the Applicant/consortium;
  - Training must be customized to address a documented business need;
  - Grantees must match grant funds 50 cents to the dollar for Small Business grants and dollar for dollar for all other grants;
  - Must include one or more Wisconsin employers who commit to hire or retain the trainees who complete training;
  - Training must be 12 months or less;
  - Funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, K–12 education, or trainee wages, stipends or fringe benefits; and
  - Funding cannot replace existing federal, state, local government or other funding.

- Grant applications are accepted year-round. Contracts will be awarded within 60 days of the end of each quarter as shown below. Training should start no earlier than the Contract Award date.

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Contract Award Date on or Before</th>
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</thead>
<tbody>
<tr>
<td>January 1 – March 31</td>
<td>May 31</td>
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<tr>
<td>April 1 – June 30</td>
<td>August 30</td>
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<tr>
<td>July 1 – September 30</td>
<td>November 30</td>
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<tr>
<td>October 1 – December 31</td>
<td>February 28</td>
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- As applications are entered:
  - Staff will provide Technical Assistance. Applicants should contact the Office of Skills Development (OSD) prior to submitting their application if they have questions or would like assistance.
- After applications are submitted:
  - Background checks will be done;
  - Staff will ask for any clarifications needed prior to grant evaluations;
  - Staff will verify that the jobs being trained are in-demand occupations; and
  - An impartial evaluation committee will score grant submissions and make funding recommendations.

- For assistance:
  - Email OSD: WisconsinFastForward@dwd.wi.gov
  - Andy Heidt Andrew.Heidt@dwd.wisconsin.gov 608.266.0174
  - Rita Atkinson Rita.Atkinson@dwd.Wisconsin.gov 608.266.2721