



December 20, 2019

## **Teacher Training and Recruitment Grants for Non-profits Grant Program Announcement**

**Applications are due by 11:59 PM CST on Wednesday, January 15, 2020  
Email Applications to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)**

The Wisconsin Fast Forward (WFF) grant 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 implement business-led training programs.

The WFF Teacher Training and Recruitment program is a state-funded grant program to provide training grants to nonprofit organizations to recruit and prepare individuals to teach in public or private schools in low-income or urban school districts in this state. The Office of Skills Development (OSD) at the Department of Workforce Development (DWD) administers the grant program. This grant program was created in the 2017-19 biennial budget and is continued in the 2019-21 biennial budget.

This funding opportunity is open to organizations that operate under 501(c)(3) or 501(c)(4) of the Internal Revenue Code and are exempt from taxation under section 501(a) of the Internal Revenue Code and that can demonstrate a critical need to recruit, train, and prepare individuals to teach in low-income or urban Wisconsin schools.

**Legislative Authority:** Legislative authority for this grant is found at Wis. Stat § 106.277.

## Program Overview

**Definitions:** The following definitions are used throughout the Grant Guidelines:

- **Applicant** means a firm submitting a proposal in response to this Grant Program Announcement
- **Grant** means the transfer of things of value to a recipient to carry out public purpose of support or stimulation authorized by law
- **Contract** (grant) means a legal document that defines the expectations and obligations of the parties to the contract
- **Grant Recipient** means proposer awarded the contract
- **State** means State of Wisconsin
- **Urban School District**, adopting the standards of the Wisconsin Department of Public Instruction (DPI) for urban school districts, is a school district in the city of Milwaukee, Madison, Kenosha, Green Bay, Racine, or Beloit
- **Low-Income School District** is a Wisconsin low-income school identified by the U.S. Department of Education, as listed in the [Annual Directory of Designated Low Income-Schools](#) (also posted at [http://www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm))
- **Nonprofit organization** is an organization under section 501(c)(3) or (4) of the Internal Revenue Code and exempt from taxation under section 501(a) of the International Revenue Code

**Grant Program Announcement Summary:** Wisconsin schools, like schools across the country, are facing unprecedented teacher shortages. Significantly fewer students are pursuing careers in education and Wisconsin districts are reporting increasingly shallow applicant pools for a variety of positions. Certain disciplines, as well as certain areas of the state, are at critical shortage levels. Addressing these shortages is one of the most critical public policy issues facing Wisconsin. The Teacher Training and Recruitment Grant is intended to alleviate this shortage and covers two years of program costs for use in training and recruiting teachers in low-income or urban school districts where Wisconsin teacher shortages are most concerning.

This Grant Program Announcement (GPA) is **only** available to tax exempt 501(c)(3) and (c)(4) non-profit organizations under the Internal Revenue Code that are registered as a Wisconsin organization at the Wisconsin Department of Financial Institutions (DFI) that will recruit, train, and prepare individuals to become teachers to work in low-income or urban Wisconsin schools,

which may include licensing teachers to meet Wisconsin Department of Public Instruction (DPI) standards

## Grant Program Highlights

<b>Total Grant Program</b>	Up to \$1,000,000 available
<b>Individual Awards</b>	May be up to \$500,000
<b>Eligible Applicants</b>	<b>501(c)(3) or 501(c)(4) non-profit organizations</b>
<b>Use of Grant funds</b>	Activities related to recruitment, training, and licensing of teachers meeting DPI guidelines in low-income and/or urban school districts
<b>Goals</b>	Increase the number of teachers making progress toward licensing and licensed teachers in eligible Wisconsin schools
<b>Terms of Award</b>	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of March 15, 2020. All grant expenditures must be completed by May 31, 2022
<b>Leveraged Funding</b>	Applicants that demonstrate the ability to leverage additional funding for the teacher training and recruitment program may receive points in the grant evaluation process

**Important Dates: Applications are due by 11:59 p.m. CST on Wednesday January 15, 2020.** Applications must be submitted by email to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)

GPA Released	December 20, 2019
GPA and Application Process Questions	January 2, 2020 Email questions to <a href="mailto:DOPProcurement@dwd.wi.gov">DOPProcurement@dwd.wi.gov</a> at or before 4:00 PM CST
GPA and Application Process Answers	January 8, 2020 Responses to questions posted at <a href="mailto:DOPProcurement@dwd.wi.gov">DOPProcurement@dwd.wi.gov</a>
Application Submission	January 15, 2020 Email application package (application, required forms, and supporting documents) to <a href="mailto:WisconsinFastForward@dwd.wisconsin.gov">WisconsinFastForward@dwd.wisconsin.gov</a> by 11:59 PM CST
Projected Grant Awards Announcement	February 14, 2020 at 3:00 PM CST
Anticipated Contract Start Date	March 15, 2020

Funding Disbursement	Reimbursement basis, upon verification and approval of submitted documentation of purchases, purchase orders, invoices, and related project expenses.
Contract End Date	May 31, 2022

**GPA and Application Process Questions & Answers:** For answers to general (about the WFF program or future grant opportunities) and technical (like help accessing application documents, submitting your proposal, etc.) questions, please email your inquiry to our mailbox, [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov). We will respond to your inquiry promptly.

Any questions or clarifications related to this grant program announcement must be submitted in writing via email to [DOPProcurement@dwd.wi.gov](mailto:DOPProcurement@dwd.wi.gov) before 4:00 PM CST on January 2, 2020. Responses will be posted at [http://www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm) on January 8, 2020.

Applicants are expected to raise any questions, exceptions, or concerns they have about the grant award application documents or process. If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency, the applicant should email notice of such to the WFF mailbox and request clarification prior to the grant application due date.

In the event that it becomes necessary to provide additional clarifying data or information, it will be posted at [http://www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm)

Attempts by applicants to contact any other party may result in the rejection of their application(s).

## Additional Information

**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 managed by the OSD.

**Application Forms, Instructions, Checklists, and Process:** You can access the application, along with the application, and guidelines at [www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm). To submit, email application package to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov).

**Letters of Commitment:** Application should include partner letters of commitment or support on organization letterhead regarding partnership expectations, the number of teacher training commitments, school partnerships, and any other elements that inform the application.

**Project Period:** The project period is two years, **March 15, 2020 to May 31, 2022**.

**Grant Amount:** The total amount available for grants is \$1,000,000. Individual awards may be up to \$500,000. Grant expenditures must be incurred during the Project Period. All eligible grant expenses will be reimbursed as per individual contract specifications when expenses are:

- Documented by grantee, per the contract
- Approved by OSD

**Cost Sharing:** There is no requirement for matching or leveraged funding. Applications that leverage additional resources to increase the applicant's capacity to train and recruit teachers will be awarded points per the Grant Evaluation Rubric. Documentation of the leveraged funds is required in the application and should include attestation on organization letterhead regarding amount and source.

**Eligibility:** To be considered for award, applicant must meet the following conditions:

- Applicant must be a registered 501(c)(3) or (c)(4) non-profit under the Internal Revenue Code and exempt from taxation under section 501(a). Applications must include a copy of the applicant's IRS 501(c) determination letter or IRS 501(c) affirmation letter
- Applicant operates a program to recruit and prepare individuals to teach in public or private schools located in low-income or urban school districts in Wisconsin.

If the proposed program includes a teacher licensing component:

- Applicant must be, or partner with, an educator preparation program approved by DPI
- DPI must confirm the proposed teacher training licensing requirements

**Due Diligence:** All applicants are required to complete a Due Diligence form prior to gaining access to the application. Applicants that meet any of the following criteria may be automatically disqualified and will not be scored:

- The Applicant has not been in operation for more than 24 months.
- Within the last 24 months, the Applicant has been required to provide a Worker Adjustment and Retraining Notification (WARN) notice under 29 U.S.C. § 2101 et seq., or a notice under Wisconsin's Business Closing and Mass Layoff Law, Wis. Stat. § 109.07 (listed on the Layoff Notices found here: <https://dwd.wisconsin.gov/dislocatedworker/warn/>).
- The Applicant has been found to have violated the Unemployment Compensation laws, Wis. Stat. ch. 108, within the last 24 months.
- The Applicant has been found to have violated the Worker's Compensation Act, Wis. Stat. ch. 102, within the last 24 months.
- The Applicant is on the list of debarred contractors maintained by the Equal Rights Division, at [https://dwd.wisconsin.gov/er/labor\\_standards/pervailing\\_wage\\_rate/debarred\\_contractor\\_list.htm](https://dwd.wisconsin.gov/er/labor_standards/pervailing_wage_rate/debarred_contractor_list.htm), and the effective date of being debarred is less than three years ago.
- The Applicant is on the Department of Administration's list of vendors who are not in compliance with Wis. Stat. § 77.66, found here: <http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf>, unless they demonstrate that they have come into compliance since the last posting date of the list.
- If the Applicant is a Wisconsin corporation, the Applicant's status is "registered" or otherwise in good standing with the Department of Financial Institutions.
- Within the last 24 months, the Applicant has been found to have violated the Wisconsin Fair Employment Act, Wis. Stat. § 111.31 et. seq., or employment regulations under Wis. Stat. ch. 103.
- The Applicant is not listed as ineligible on the Department of Administration's Office of Contract Compliance Vendor Directory, found here: <https://vendornet.wi.gov/Procurement.aspx>.
- The Applicant is not listed as a delinquent taxpayer with the Wisconsin Department of Revenue, at <https://www.revenue.wi.gov/Pages/Delqlist/DelqSearch.aspx>.

Organizations are strongly encouraged to verify that there are no unresolved issues in these areas prior to submitting the application or should provide a detailed explanation with the application.

**Eligible Expenses:** Expanded Wisconsin Fast Forward Funds shall be used for direct project expenses. These include:

- Program design and implementation
- Activities essential to teacher recruitment, training, and DPI licensing
- Tuition for courses required for licensure or included in an established teacher development program
- Administrative limited to ten percent of the total grant award

**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, or trainee wages.

**Supplement not Supplant:** Awarded funds cannot replace existing federal, state or local government funding. If the applicant has funds for the purpose of teacher training and recruitment, Wisconsin Fast Forward award funds may not be used in place of existing funds, but may be used in either a new program separate from any existing program or to fund the added increment of trainees only in an expansion of an existing program. 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/or possible civil and/or criminal penalties.

**Grant Evaluation:** The evaluation committee will evaluate grant applications for compliance with grant guidelines and specifications cited in this document.

**Preference:** Preference is given to proposed programs for each of the following:

- Program trains future teachers who are enrolled in an accredited Wisconsin college or university concurrent with awarded training
- Program focuses on teachers who plan to teach in public or private schools as a profession
- Program provides continuing education and professional development
- Program attempts to place a majority of its participants in public or private schools located in Wisconsin low-income or urban school districts

**Scoring:** Applications will be ranked by preference and high score and awarded based upon ranking and availability of budgeted funds. Funds will be awarded based in order of highest to lowest score until budgeted funds are exhausted. Applications must score at least of 50 out of the total of 100 points to merit funding consideration.

Selection Criteria	Points
Project Need Statement	20
Project Impact	20
Program Design, Cost & Implementation	20
Capacity Building	10
Objectives, Outcomes, and Reporting	20
Economic Opportunity Enhancements	10

It is strongly recommended that applicants consult the Grant Evaluation Rubric and Scoresheet to address all scoring criteria when writing proposals. The Grant Evaluation Rubric and Scoresheet is available for download at [www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm).

**Contract:** The Expanded Wisconsin Fast Forward Teacher Training and Recruitment Grants for Non-profits that are funded under this GPA will be required to execute a contract with DWD **before** any expenses are incurred for which reimbursement is expected.

### **Reimbursement**

- Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any WFF funds. 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 access to an online invoicing system and reimbursement instructions.
- Upon submission of complete invoices with proper documentation, payments will be disbursed via Automated Clearing House (ACH) transactions.
- 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) May 31, 2022. No expenses incurred after May 31, 2022 will be reimbursed by this program. Requests for reimbursement may be submitted to WFF no later than August 31, 2022.
- 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.
- As a condition of funding, WFF will require that awardee provide outcome reporting as determined by the individual grant contract, including quarterly and final reports, as well as data on individual teacher trainings and training outcomes.

**Grant Reporting Requirement:** Grant recipients must meet DWD Office of Skills Development program reporting requirements, including submission of project updates to document reimbursement requests, quarterly reports, and a final project report available for download at [www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm).

Applicants and their partners may be subject to program and fiscal audits by DWD as defined in the contract. The funded project should produce quantifiable outcomes and impacts in partnership with identified Wisconsin schools in low-income or urban school districts. The grantee is accountable for achieving projected outcomes for the proposed training program, specifically the number of teachers recruited, trained and licensed and the low-income or urban Wisconsin schools impacted.

The Grantee is responsible for tracking and monitoring individual teachers receiving training under the grant through the completion of pre- and post-training reports and a final report on the impact of the training. The anticipated result of this grant program is an increase of DPI licensed instructors working in low income or urban Wisconsin schools.