



# Wisconsin Fast Forward Evaluation Rubric and Score Sheet

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

Correspondence ID #:

Grant Request: \$

Applicant Name:

Project Name:

Project Need (20)	Economic Impact (15)	Training Program Design, Cost & Implementation (20)	Capacity Building (10)	Training Objectives & Outcomes (20)	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 15 points) Total Score \_\_\_\_\_

Describe the project's economic impact on the employer involved, the communities where they are 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	5	<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 defines job creation {higher scores for more jobs created at the new and/or expanding employer(s)}.</li> <li>Clearly defines 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	1	2	3 4	5	<ul style="list-style-type: none"> <li>Clearly defines how the location of the project (rural, suburban, or urban) provides greater economic impact.</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>
	Retain at-risk jobs	0	0	0	1	2	<ul style="list-style-type: none"> <li>Clearly defines how at-risk jobs will be retained. (Higher scores for the more at-risk jobs retained).</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 other readily available, accessible, or existing training.</li> <li>The project is new or customized to the employer's needs.</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>The project includes a concise, focused plan for achieving the stated demand-driven outcomes.</li> <li>The plan includes milestones to achieve the goals within the requested time-frame.</li> <li>There is a plan for monitoring the project and trainee outcomes.</li> <li>The project time-frame is ≤ two years and no training course &gt; 1 year.</li> </ul>
	Plan for recruitment selection and assessment	0	0	1	2	3	<ul style="list-style-type: none"> <li>Well-defined plan for recruitment and/or selection of trainees.</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:						



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

Describe the way the project will provide for enhanced economic opportunity for the trainees:

- A description of what employee benefits will be provided to existing and/or placed trainees.
- How prevalent are job and advancement opportunities for the successful trainee.
- If the project will result in a career pathway for the trainee.
- If the skills the trainee will gain are transferable.
- If there are plans to recruit socially and economically disadvantaged individuals into 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 defines the benefits offered.</li> <li>• Level of benefits offered (Higher score for better benefits)                             <ul style="list-style-type: none"> <li>- Basic benefits: Paid vacation, sick leave, etc.</li> <li>- Intermediate benefits: Health care, retirement, etc.</li> <li>- High benefits: Profit-sharing, stock options, education, money, 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>• Preference given to full-time, long-term employment with employer versus temporary, part-time, short-term and/or seasonal employment.</li> <li>• Training will provide long-term improvement in job opportunities.</li> <li>• Occupation being trained for has high employability and need, especially locally (If current job disappears, employee will have greater chance of getting another job).</li> </ul>
	Career Pathway	0	0	0	1	2	Trainee 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 defines plans to work with disadvantaged populations.</li> <li>• Applicant shows capacity and/or successful history to work with expected population.</li> <li>• Applicant will work with economically disadvantaged individuals: W-2, chronically unemployed, etc.</li> <li>• Applicant will work with socially disadvantaged individuals, minorities, veterans, persons with disabilities, etc.</li> </ul>
COMMENTS:							

# Evaluation Committee Notes for Applicant Presentations



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

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

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

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

<b>Overall Project/Project Need/Partners/Employer:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Economic Impact:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Training- Curriculum Development, Instruction, Instructors, etc.:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Budget – Cost/Accuracy/Ineligible Expenses:</b>	
Questions/Concerns/Issues:	Answer/Notes:

Evaluation Committee Notes for Applicant Presentations  
**FastForward** 

<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: