

**January 29, 2021**

**Workforce Training in County Jail Facilities**

Grant Program Announcement

**Applications are due by** **3:00 p.m. CST on Monday, March 1, 2021**

**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.

**Wisconsin Fast Forward Program:** The standard WFF program is a state-funded grant program to provide employer-focused worker training grants. The Office of Skills Development (OSD) at the Department of Workforce Development (DWD) administers the grant program. Additionally, OSD works to encourage the development of innovative solutions at the local and regional level that bring together employers, educators, workforce development entities, and economic development organizations to meet area workforce demands. The 2019-21 biennial budget allows for expanded WFF initiatives to meet identified needs.

This WFF For Workforce Training In County Jail Facilities program is a state-funded grant program that is open to Wisconsin-based county jails, Workforce Development Boards, and community-based workforce development entities or public or private organizations that are partnered with a local Workforce Development Board, community workforce development entity, or employer.

**Legislative Authority:** Legislative authority for this grant is found at 2019 Wis. Act. 9, sec. 9150 (non-statutory).

# 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.
* **Contract** (grant) means a legal document that defines the expectations and obligations of the parties to the contract.
* **Grant** means an agreement between the department and the grantee whereby DWD provides funds from the Wisconsin Fast Forward appropriation for the purposes of a job training project.
* **Grantee** means proposer awarded the contract.
* **State** means State of Wisconsin.

**Grant Program Announcement Summary:** The purpose of this grant is to increase the work readiness of jail inmates through job search and employment skills development before they are released to the community, increase employment post-release, and reduce recidivism. Grants of up to $75,000 will be awarded in the 2021 fiscal year. The total amount available in the 2021 fiscal year is $75,000. Applicants must propose a training program that:

* Results in county jail inmates developing work readiness skills prior to their release;
* Provides transitional services to former inmates as they transition back to the community; and/or
* Assists former inmates with post-release employment services and case management that increases employment outcomes and helps to reduce recidivism.

All Applicants must describe how they will meet the measurements described for required reported metrics to ensure proper outcomes are being measured.

**Grant Program Highlights**

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| **Total Grant Program** | The total amount of grant funds available in the 2021 fiscal year is $75,000 |
| **Individual Awards** | May be up to $75,000 in the 2021 fiscal year |
| **Eligible Applicants** | Wisconsin-based county jails, Workforce Development Boards, and community-based workforce development entities or public or private organizations that are partnered with a Wisconsin-based Workforce Development Board, community workforce development entity, or employer. |
| **Use of Grant funds** | Activities related to helping inmates become work-ready through job searches and employment skill development, discharge planning for successful re-entry in the community, and/or post-release supportive services for career coaching, as well as basic materials to perform these duties. |
| **Goals** | Increase work readiness at release, increase employment post-release, and reduce recidivism. |
| **Terms of Award** | Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of April 20, 2021. |
| **Matching Funds** | Matching funds are not required. |

**Application Schedule**: **Applications are due by 3:00 PM CST on Monday, March 1, 2021.** Application packages must be emailed to[WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)

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| GPA Released | January 29, 2021 |
| Application Submission | March 1, 2021  Email application package (application, required forms, and supporting documents) to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov) by 3:00 PM CST |
| Projected Grant Awards Announcement | April 7, 2021 |
| Anticipated Contract Start Date | April 20, 2021 |

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GPA and Proposal Process Questions & Answers: Any questions or requests for clarification related to this Grant Program Announcement may be submitted in writing via email to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov). We will respond to your inquiry promptly.

Responses will also be posted at <http://www.wisconsinfastforward.com/wff_standard.htm>.

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>.

For answers to technical questions (such as accessing forms or documents, submitting your proposal, etc.), please email your inquiry to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov). We will respond to your inquiry promptly.

**Additional Information**

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

**Letters of Commitment:**

* **Partner letters of commitment or support:** Should include attestation on organization letterhead regarding partnership expectations and any other elements that inform the application.

**Grant Amount:** The total amount available for grants is $75,000 in the 2021 fiscal year. All eligible grant expenses will be reimbursed as per individual contract specifications when expenses are:

* Documented by grantee, per the contract; and
* Approved by OSD.

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

* Applicant must be a county jail, Wisconsin-based Workforce Development Board or community-based workforce development entity, or a public or private organization that is partnered with a Wisconsin-based Workforce Development Board, community workforce development entity, or employer.
* Applicants may apply for no more than one grant.
* Previous Applicants may apply.

**Due Diligence:** All Applicants are required to complete the Due Diligence form found in the grant application. If any of the statements below apply to an Applicant, that Applicant may be automatically disqualified and will not be scored:

* Within the last 24 months, the Applicant has been required to provide a Worker Adjustment and Retraining Notification (WARN) notice pursuant to 29 U.S.C. § 2101 et seq., or a Wisconsin's Business Closing and Mass Layoff Law, Wis. Stat. § 109.07. 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 Wisconsin Department of Administrations list of vendors that are not in compliance with Wis. Stat. § 77.66, found at [http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf](http://vendornet.state.wi.us/vendornet/wocc/CertList.pdfa), and have not come into compliance since the last posting date of the list.
* The Applicant is not a registered Wisconsin corporation or otherwise is not in good standing with the Department of Financial Institutions.
* The Applicant been found to have violated the Wisconsin Fair Employment Act, Wis. Stat. § 111.31 et. seq., or employment regulations under Wis. Stat. Ch. 103 within the last 24 months.
* The Applicant is listed as ineligible on the Department of Administration's Office of Contract Compliance Vendor Directory. Information can be found here: <https://vendornet.wi.gov/Procurement.aspx>
* The Applicant is listed as a delinquent taxpayer with the Wisconsin Department of Revenue, found at: <https://www.revenue.wi.gov/Pages/Delqlist/DelqSearch.aspx>
* The Applicant has been in operation less than 24 months.

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.

**Retainage:** Pursuant to Wis. Admin Code § DWD 801.06(5), the Department shall retain a percentage of the grant funds to be paid upon completion of the grant activities. For this grant, the Department will withhold 2% of the total amount awarded, which will only be disbursed to Grantee upon completion of the deliverables set in the grant contract. If the deliverables in the grant contract are not met by Grantee, the 2% will be forfeited.

**Eligible Expenses:** The intent of the program is to assist county jail inmates develop work readiness skills and locate employment after release. Eligible expenses include:

* Instructional delivery and related materials.
* Transitional services.
* Vocational assessment and employment case management services.
* Supplies and materials for training and/or instruction (each item must cost less than $5,000 and have a lifespan of less than a year).
* Activities associated with overall project coordination, recruitment, marketing to stakeholders, and mentor training.
* Administrative costs up to five percent of the total grant award.

**Ineligible Expenses:** Capital assets are not allowed under this GPA. Consistent with Wis. Admin. Code § DWD 801.09(2), Wisconsin Fast Forward funds may not be used for the purchase of real estate, facility construction or remodeling, traditional public or private Kindergarten–12th grade education, trainee wages, stipends, or fringe benefits.  Consistent with Wis. Admin. Code § DWD 801.07(3), grantees may not supplant existing employee wages and compensation.

**Supplement not Supplant:** 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 possible civil and/or criminal penalties.

**Grant Evaluation Rubric and Scoring:** Wisconsin Fast Forward is a competitive grant program. The evaluation committee will appraise grant applications for compliance with grant guidelines and specifications cited in this document. Grant proposals will be rated on a 100-point scale, based upon the following point values:

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| **Selection Criteria** | **Points** |
| Project Need Statement | 20 |
| Program Design, Cost & Implementation | 30 |
| Program Objectives & Outcomes | 30 |
| Economic Impact | 20 |

Grants will be ranked by preference and high score and awarded based upon ranking and availability of budgeted funds. Grants that score below 50 points will not be eligible for funding. It is strongly recommended that Applicants consult the Grant Evaluation Rubric and Scoresheet to address all 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 Wisconsin Fast Forward Workforce Training in County Jail Facilities Grants 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 State Controller's Office 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.
* 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.

**Grant Reporting Requirement:** Grantees will be required to submit regular project updates with reimbursement requests, documentation of match contributions, progress reports, pre- and post-training reports, and a final project report.

Grantees must provide the following quarterly reports, per Wis. Admin. Code § DWD 801.11:

* The Grantee shall submit quarterly Bureau of Labor Statistics multiple worksite survey forms.
* The Grantee shall report:
  + - The O\*NET occupational code for each trainee.
    - The actual employer worksite location of each trainee after the completion of the training.
    - The number of trainees initially enrolled in the program, identified by social security number and status at the time of enrollment as an unemployed worker, an underemployed worker, a student, or an incumbent employee.
    - For each enrollee who is employed at the time of enrollment, whether the enrollee is an employee of one of the grant partners and the hourly wage of the enrollee.
    - For each enrollee who is unemployed at the time of enrollment, whether the enrollee has obtained employment during the training, or within a specified time period after the completion of the training, whether the employment obtained is with one of the grant partners, and the hourly wages of the newly employer worker.
    - The number of trainees, identified by social security number, who successfully complete the training, and the status of the trainees at the completion of the program as unemployed, underemployed, student or incumbent employee.
  + For each enrollee who was underemployed at the time of enrollment, whether the enrollee has obtained new employment, whether any new employment is with a grant partner, and whether the new employment has provided an increased wage or increased hours of work.
    - Other information requested by the Department to allow the Department to report on:
      * + The number of unemployed and underemployed workers and incumbent employees who participate in training programs under this grant;
        + The number of unemployed workers who obtain gainful employment, underemployed workers who obtain new employment, and incumbent employees who received increased compensation after participating in such a training program; and
        + The wages earned by those workers and employees both before and after participating in such a training program.

Additionally, Applicants and their partners may be subject to program and fiscal audits by DWD as defined in the grant contract. The training project should produce quantifiable outcomes and impacts for the employer, training participants, and the State of Wisconsin. The Applicant should address projected outcomes for the proposed training program, such as incumbent employees retaining employment, earning higher wages, increasing skills attainment, and/or receiving industry-recognized credentials.

**Additional Information:**

All applications and accompanying documentation will become the property of the WFF program and will not be returned. The content of each Applicant's application will be held in strict confidence, to the extent allowable by law, during the evaluation process, and no details of the application will be discussed outside of the evaluation processes.

The successful Applicant's application and portions of the GPA deemed applicable by WFF program will be made a part of the grant contract.

Any materials submitted to DWD may be public records subject to release upon request under the Public Records Law, Wis. Stat. §§ 19.31-39.