



January 21, 2022

Expanded Wisconsin Fast Forward Program

Teacher Training and Recruitment Grants for Non-profits Program Announcement

Applications are due by 3:00 PM CST on Friday, March 4, 2022

Email Applications to WisconsinFastForward@dwd.wisconsin.gov

The Wisconsin Fast Forward (WFF) program is a state-funded grant program that provides employer-led worker training grants. The Office of Skills Development (OSD) at the Department of Workforce Development (DWD or Department) administers the grant program. 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 needs and increase the economic capacity of its residents.

DWD is now accepting applications for the WFF Teacher Training and Recruitment Grants. This 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)
- **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 school 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

| | |
|----------------------------|--|
| Total Grant Program | Up to \$1,000,000 available |
| Individual Awards | May be up to \$500,000 |
| Eligible Applicants | 501(c)(3) or 501(c)(4) non-profit organizations |
| Use of Grant funds | Activities related to recruiting, training, and licensing of teachers to meet DPI guidelines in low-income and/or urban school districts |
| Goals | Increase the number of teachers working towards a teacher's license and increase the number of licensed teachers in eligible Wisconsin schools |
| Terms of Award | Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of April 29, 2022. All grant expenditures must be completed by June 30, 2024 |
| Leveraged Funding | 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 3:00 p.m. CST on Friday March 4, 2022.

Applications must be submitted by email to WisconsinFastForward@dwd.wisconsin.gov

| | |
|-------------------------------------|---|
| GPA Released | January 21, 2022 |
| Application Submission | March 4, 2022 Email application package (application, required forms, and supporting documents) to WisconsinFastForward@dwd.wisconsin.gov by 3:00 PM CST |
| Projected Grant Awards Announcement | April 22, 2022 |
| Anticipated Contract Start Date | April 29, 2022 |
| Funding Disbursement | Reimbursement basis, upon verification and approval of submitted documentation of purchases, purchase orders, invoices, and related project expenses. |
| Contract End Date | June 30, 2024 |

GPA and Application Process Questions & Answers:

Any questions or clarifications related to this Grant Program Announcement may be submitted in writing via email to WisconsinFastForward@dwd.wisconsin.gov. We will respond to your inquiry promptly.

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

If it becomes necessary to provide additional clarifying data or information, it will be posted at http://www.wisconsinfastforward.com/wff_standard.htm.

Additional Information

Application Form and Instructions:

Access the application, evaluation rubric, and reporting template at:
http://wisconsinfastforward.com/wff_standard.htm

To submit, email application package to 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, **April 29, 2022 to June 30, 2024.**

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 the Risk Assessment Form and Due Diligence checklist. If any of the statements below apply to an applicant, that applicant may be automatically disqualified and not be scored:

- Applicant has been in operation for less 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 (Layoff Notices found here: <https://dwd.wisconsin.gov/dislocatedworker/warn/>).
- Within the last 24 months, Applicant has been found to have violated the Unemployment Compensation laws, Wis. Stat. Ch. 108.

- Within the last 24 months, Applicant has been found to have violated the Worker's Compensation Act, ch. 102.
- Applicant is on the Wisconsin 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>.
 - Please note that Applicants may demonstrate that they have come into compliance since the last posting date of the list.
- Applicant's status is not registered as a Wisconsin business or otherwise not in good standing with Wisconsin Department of Financial Institutions.
- Within the last 24 months, 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.
- Applicant is listed as ineligible on the Department of Administration's Office of Contract Compliance Vendor Directory, found here: <https://vendornet.wi.gov/Procurement.aspx>.
- Applicant is 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 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

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 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) June 30, 2024. No expenses incurred after June 30, 2024 will be reimbursed by this program. Requests for reimbursement may be submitted to WFF no later than September 30, 2024.
- 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.

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.