

Reviewer Number: _____

Date: _____

Correspondence ID #: _____

Grant Request: \$ _____

Applicant Name: _____

Project Name: _____

Project Need (10)	Economic Impact (10)	Training Objectives & Outcomes (20)	Training Program Design, Cost, & Implementation (20)	Capacity Building (20)	Equity and Economic Opportunity Enhancements (20)	Total (100 points)

Overall Comments:

Project Needs Statement (Up to 10 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.
- Describe the occupation(s) you plan to train for and how your training program will address these needs.
- Data, information, or examples that support the needs statement.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Project Needs Statement	Identification of skills gap	0	1	2 3	4	5	<ul style="list-style-type: none"> • Clearly outlines the nature of the workforce issue the project will address. • Clearly explains why this need is not currently being met in other ways. • Includes how the problem impacts the project partner employer(s). • Can be met with short- to medium-term training.
	Scope of skills gap	0	0	1	2	3	<ul style="list-style-type: none"> • 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.
	Supporting information	0	0	0	1	2	<ul style="list-style-type: none"> • Uses data, information, or examples to support the explanation of the scope of the need.
COMMENTS:							

Economic Impact (Up to 10 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
Economic Impact	Wisconsin job creation	0	0	1	2	3	<ul style="list-style-type: none"> • The project will result in new jobs in Wisconsin (not new replacement hires, but new positions). • Clearly defines job creation (higher scores for more jobs created at the new and/or expanding employer(s)). • Clearly defines the new jobs/new positions being created.
	Location and community impact	0	1	2	3	4	<ul style="list-style-type: none"> • Clearly defines how the location of the project (rural, suburban, or urban) provides greater economic impact. • Includes data or examples of this. • Clearly defines how the project impacts the local community or surrounding region. (low/high unemployment; working with unemployed or disadvantaged population, etc.)
	Retain at-risk jobs	0	0	1	2	3	<ul style="list-style-type: none"> • Clearly defines how at-risk jobs will be retained (higher scores for the more at-risk jobs retained).
	COMMENTS:						

Training Objectives & Outcomes (Up to 20 points)

Total Score _____

Provide a detailed plan that describes the relationship between the partners. Detail the strategies to hire from the identified targeted populations and specific plans to reach the job placement and wage increase goals of the project. Please include:

- A breakdown of the match provided, per project partner
- The post-training wages for the incumbent participant workers

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Training Objectives & Outcomes	WFF Equity and Economic wage Range	0	1	2 3	4	5	This provides points if post-trainee wages fall within the wages outlined for each county where employment placement will occur (see Appendix A).
	Wage increase for incumbent workers/job placement for unemployed	0	1	2	3 4	5	For incumbent workers: <ul style="list-style-type: none"> • Percentage of existing incumbent trainees that receive a wage increase (minimum: 75%) • The scope of the wage increase (higher is better)>3% For unemployed/underemployed workers: <ul style="list-style-type: none"> • Percentage of trainees to be placed in a job (minimum: 65%) Overall Employee Impact: <ul style="list-style-type: none"> • Anticipated trainee completion rate (minimum: 85%) •
	Strong evidence to support the future achievement of stated goals	0	1	2	3 4	5	<ul style="list-style-type: none"> • There is strong evidence to support the future achievement of the stated goals. • Trainee placements and outcomes are detailed and supported. If the applicant is not the placement employer(s), the letters of commitment must provide an agreement to employ the trainees, including the number of placements at each participating employer and the wage and benefit information anticipated for the trainee.
	Match	0	1	2	3 4	5	<ul style="list-style-type: none"> • There is strong evidence of match capability. If the project partner(s) or employer provides the match, details must be included in the commitment letter(s) (higher score if the employer(s) is providing some or the entire match).
COMMENTS:							

Training Program, Design, Cost, & Implementation (Up to 20 points) Total Score _____

Describe the structure of the training program and how it meets the stated needs and critical workforce issues of the employer(s). Please include or indicate:

- If this project is new or customized to the employer(s)
- If it replaces other readily available, accessible, or existing training
- The milestones to achieve the goals within the requested time frame
- The plan for monitoring the project and trainee outcomes
- Plan for pre-and-post assessments of trainees and the types of assessments that will be used
- How the cost per trainee is proportional to the planned training and how the budget items are necessary to the project

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Training Program, Design, Cost, & Implementation	Structure and content of the training project	0	0	1	2	3	<ul style="list-style-type: none"> • The structure and content of the training project meets stated needs and critical workforce issue(s) of the employer(s). • Does not replace other readily available, accessible, or existing training. • The project is new or customized to the Applicant's needs. • The training provider's track record/credentials and ability are sufficient to achieve the project as described.
	Applicant Structure					4	<ul style="list-style-type: none"> • Employer is applicant and its employees will participate in training. • Applicant is administering the project on behalf of a consortium of employers with similar training needs. • Clearly outlines the nature of the specific employer's training need.
	Project plan	0	0	1	2	3	<ul style="list-style-type: none"> • The plan for achieving the stated demand-driven outcomes is well supported. • The plan includes milestones to achieve the goals within the requested timeframe. • There is a plan for monitoring the project and trainee outcomes. • All project activities will be completed in less than two years and no training course or module is longer than one 1 year.
	Plan for recruitment selection and assessment	0	0	1	2	3	<ul style="list-style-type: none"> • Well-defined plan for recruitment and/or selection of trainees. • 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.
	Cost per trainee	0	1	2	3	3	<ul style="list-style-type: none"> • The cost per trainee is proportional to the planned training. • The cost per trainee is a proportional investment related to project outcomes for the trainees, the employer(s), and the State.
	Budget Items	0	1	2	3	4	<ul style="list-style-type: none"> • All budget items are necessary to the project, proportional to the training project requirements, and sufficient supporting detail is provided.
	COMMENTS:						

Capacity Building (Up to 20 points)

Total Score _____

Describe how the project will create capacity to continue addressing the issue after the grant project is finished:

- Are there new curricula, certifications, and/or credit programs that will result from this project?
- Are there any collaborations/partnerships resulting from the project that may improve future ability to address the training issue?
- Are there plans by the employer/training partners to continue to use curriculum/equipment/technology gained through the project after completion?

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Capacity Building	Project will build ongoing workforce capacity	0	1	2 3	4 5	6	The project will result in one or more of the following: <ul style="list-style-type: none"> • New curriculum and/or customized curriculum meets the training gap and will be adopted by employer, post-secondary institution, and/or educational organization. • New credit course, new certificate, and/or new continuing education unit to be adopted by the employer(s), post-secondary institution, and/or educational organization.
	Curriculum and partnerships	0	1	2 3	4 5	6	<ul style="list-style-type: none"> • There is strong evidence that the new curriculum/new training project will be used beyond the grant period. • The project will result in the training partner and/or employer gaining new specific technology and/or knowledge that will be available for future training.
	Collaboration	0	1	2	3	4	<ul style="list-style-type: none"> • The project will result in partnerships that will continue to address the need after the project has ended.
	Sustainability	0	1	2	3	4	<ul style="list-style-type: none"> • Project clearly has a plan to continue after the grant period has ended.
COMMENTS:							

Equity and Economic Opportunity Enhancements (Up to 20 points): Total Score _____

Describe how the project will provide for enhanced equity and economic opportunity for the trainees:

- A description of what employee benefits will be provided to existing and/or placed trainees.
- Prevalence of job and advancement opportunities for the successful trainee?
- If the project will place or advance the trainee on a clear career pathway.
- 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
Economic Opportunity Enhancements	Trainee benefits	0	0	1	2	3	<ul style="list-style-type: none"> • Application clearly defines the benefits offered. • Level of benefits offered (higher score for better benefits) <ul style="list-style-type: none"> - Basic benefits: Paid vacation, sick leave, etc. - Intermediate benefits: Health care, retirement, etc. - High benefits: Profit-sharing, stock options, tuition reimbursement, other financial compensation, etc.
	Trainee skill gain and career path	0	1	2	3 4	5	<ul style="list-style-type: none"> • Current job status will improve through the training project. • Preference given to full-time, long-term employment with employer versus temporary, part-time, short-term, and/or seasonal employment. • Training will provide long-term improvement in job opportunities. • Occupation being trained for has high employability and need, especially locally (if current job disappears, employee will have greater chance of getting another job).
	Career pathway	0	1 2	3 4	5 6	7	Trainee's career pathway will be enhanced by: <ul style="list-style-type: none"> - Industry recognized certification; - Continuing education units; and/or - Transferable college credit.
	Targets special populations	0	1	2	3 4	5	<ul style="list-style-type: none"> • Clearly defines plans to work with disadvantaged populations. • Applicant shows capacity and/or successful history to work with expected population. • Applicant will work with economically disadvantaged individuals: W-2, chronically unemployed, etc. • Applicant will work with socially disadvantaged individuals, minorities, veterans, persons with disabilities, re-entry population, etc.
COMMENTS:							