



January 21, 2020

## **Workforce Training in County Jail Facilities Grant Program Announcement**

**Applications are due by 11:59 p.m. CST on Friday, February 28, 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.

**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 2017-19 biennial budget allows for expanded WFF initiatives to meet identified needs. The 2019-20 biennial budget continues this focus.

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 (nonstatutory).

## 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 the transfer of things of value to a recipient to carry out public purpose of support or stimulation authorized by law.
- **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 2020 fiscal year. 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

<b>Total Grant Program</b>	Total grant program of \$75,000 for grants in the 2020 fiscal year
<b>Individual Awards</b>	May be up to \$75,000 in the 2020 fiscal year
<b>Eligible Applicants</b>	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.
<b>Use of Grant funds</b>	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.
<b>Goals</b>	Increase work readiness at release, increase employment post-release, and reduce recidivism.
<b>Terms of Award</b>	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of April 30, 2020.
<b>Matching Funds</b>	Matching funds are not required.

**Application Schedule: Applications are due by 11:59 PM CST on Friday February 28, 2020.**  
Application packages must be emailed to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)

GPA Released	January 21, 2020
GPA and Application Process Questions	February 5, 2020 Email questions to <a href="mailto:DOProcurement@dwd.wi.gov">DOProcurement@dwd.wi.gov</a> before 4 PM CST
GPA and Application Process Answers	February 13, 2020 Responses to questions posted at <a href="http://www.wisconsinfastforward.com/wff_standard.htm">http://www.wisconsinfastforward.com/wff_standard.htm</a>
Application Submission	February 28, 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	April 15, 2020 at 3:00 PM
Anticipated Contract Start Date	April 30, 2020

Any questions or clarifications related to this grant program announcement must be submitted in writing via email to [DOProcurement@dwd.wi.us](mailto:DOProcurement@dwd.wi.us) before 4 PM on February 6, 2020. Responses will be posted at [http://www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm) on February 13, 2020.

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 otherwise contact DWD about this grant may result in the rejection of their application(s).

## 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 awarded in the 2020 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 questions outlined on page 2 of 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 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:** 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:** Wisconsin Fast Forward funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, wages, stipends, or fringe benefits for trainees.

**Supplement Not Supplant:** Awarded funds cannot replace existing federal, state or local government funding. 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 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:

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:** Grant recipients must meet DWD Office of Skills Development program reporting requirements, including submission of project updates to document reimbursement requests, new and current employees' training outcomes data (including pre- and post-training wage information and completion of training), quarterly reports, and a final project report. Grantees will use the Wisconsin Fast Forward online portal to record trainee and training outcomes data and to record quarterly progress and final project report, which is available for download at [http://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 for program participants, including jail inmates and former inmates. The grantee is accountable for achieving projected outcomes for the proposed training program, specifically the number of jail inmates prepared for work readiness, increased post-release employment, and reduced recidivism compared to former inmates who were not participants in the program.

The Grantee is responsible for tracking and monitoring individual program participants 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 in sustainable employment for soon-to-be released and former county jail inmates and reduced recidivism.