February 14, 2020

Industry Sectors Worker Training Grants

Grant Program Announcement

Office of Skills Development
Wisconsin Department of Workforce Development
201 E. Washington Ave, G100
P.O. Box 7946
Madison, WI 53707-7946
WisconsinFastForward.com

Applications are due by 11:59 p.m. CST on Thursday, March 31, 2020

Submit Proposals to: WisconsinFastForward@dwd.wisconsin.gov

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FUNDING OPPORTUNITY DESCRIPTION

Wisconsin Fast Forward Program Background: The Wisconsin Fast Forward 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) 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.

This grant opportunity is for employers who can demonstrate a critical need for skilled workers and are seeking Wisconsin Fast Forward training grants for developing and implementing a business-led skills training program. A skilled workforce is vital to economic development and community growth in Wisconsin.

Wisconsin Fast Forward training programs are designed to provide sustainable, short- and medium-term training and to place workers in positions that offer trainees long-term professional growth and economic opportunity. This training will assist with adding new individuals into the workforce and increasing wage growth for the trainees. Growth in both areas will allow workers to have greater purchasing power, making them better able to support local businesses, invest in their communities, and create new and greater demand for goods and services, thereby providing new opportunities for businesses and entrepreneurs. This approach maintains a strong environment for private-sector job creation in Wisconsin through continued growth and expansion.

The long-term goal of the Wisconsin Fast Forward Industry Sectors worker training grant program is to encourage statewide economic growth by assisting employers to train workers and fill positions, as well as to ensure meaningful economic advancement for trainees. This will be accomplished by partnering with employers and local or regional economic development organizations, workforce development boards, post-secondary institutions, nonprofit organizations, and private training providers. It is anticipated that the relationships developed through Wisconsin Fast Forward-funded training programs will continue to flourish after the grant has ended.

Administrative Rules: The rules governing the Wisconsin Fast Forward program are included in Wis. Admin. Code Ch. DWD 801

ELIGIBILITY CRITERIA

Grant Program Announcement Summary: This Grant Program Announcement (GPA) is open for all industry sectors. Applications must propose a training program that:

- Includes at least one Employer Placement Partner (employer) with a presence in Wisconsin and has trainees that will be based out of the Wisconsin location.
- Trains workers to meet the employer's documented, unmet need for skilled workers.
- Does not replace existing, routine business training nor on-going training that has been previously funded by other sources.
- Is short- to medium-term in nature, lasting no more than 12 months.
- Provides transferrable skills and/or leads to Industry Recognized credentials.
- Does not include owners.
- Upon successful completion, results in unemployed workers being hired to fill vacant or new positions and underemployed workers and incumbent employees earning higher wages, more hours, and/or more permanent employment.
- Demonstrates that Applicant organization has secured commitments for 50 cents on the dollar with cash and/or in-kind match to the project, as specified in the Grant Program Announcement (GPA).

Employment categories and trainee cohorts to be identified in the application include the following:

- <u>Unemployed Individuals</u>: Trainees who are not employed at the time of application.
- <u>Underemployed Workers</u>: Trainees who currently work below skill level or part-time but desire full-time work at the time of training.
- <u>Incumbent Employees</u>: Trainees who are employed at an employer placement partner prior to, and at the time of, application.

Preference will be given to applicants that propose to train individuals who are vulnerable or belong to special populations, such as chronically unemployed individuals, economically disadvantaged individuals, including, but not limited, to W-2 and FSET recipients, ex-offenders who have been the subject to any stage of the criminal justice process, minorities, people with disabilities, and veterans.

Successful grant applications will include training programs defined by employers and developed to meet special requirements of their industry (or the consortium of employers participating in the grant program). In addition, further preference will be given to training programs that provide training that leads to industry-recognized credentials or certifications.

Eligible Applicants: Eligible applicants include the following:

- A public agency;
- A private organization;
- A coalition or partnership of entities under the auspices of a public agency or a private organization; or
- The tribal governing body of a federally recognized tribe or band of Indians, or an organization appointed by the tribal governing body.

The eligible applicant, other than a tribal governing body, must be current on all federal and state tax obligations and be financially viable, as determined by the Due Diligence Checklist.

It is recommended that applicants represent a consortium that includes partners with similar talent development needs.

The members of this consortium may include any of the following:
- An industry sector partner;
- A non-profit;
- A public training provider;
- A private training provider;
- A Wisconsin Workforce Development Board; and/or
- A Wisconsin Technical College.

AVAILABILITY OF FUNDING

Under this WFF GPA, approximately $4 million is being made available to provide industry sector worker training grant awards that target unemployed, underemployed and incumbent workers that will qualify them for full-time employment, higher-level employment, wage increases, and/or industry recognized credentials. All funding decisions shall be contingent upon availability of funds under Wis. Stat. § 20.445 (1) (b). Any changes in the amount of funds available that were unforeseen at the time of the Department's release of this GPA shall be accommodated by the Department, as appropriate, by means of reduction, elimination, or increase in existing awards, by awarding of funds to applicants previously denied due to insufficient funds, or by release of a new GPA.

Grant Amount: Grant awards will range from **$5,000 to $400,000** per Grantee.

Duration of Training Courses: Grants support short- to medium-term training, with each course or module lasting no longer than 12 months.

Training Project Period: All training activities under the grant must be conducted during the Training Project Period. These activities include curriculum development, training, pre- and post-training activities, wage increases, and meeting match requirements. The Training Project Period can be up to two years, but the actual training should be completed at least 90 days prior to the grant contract end date to ensure that final reports are submitted within the grant period. The Training Project Period begins no earlier than the date the grant contract is fully executed by all parties.

PROPOSAL TIMELINES

All requests for funding must be submitted as a formal application and must be submitted online. The proposed schedule of events subject to this GPA is outlined below:

Public Notice	February 14, 2020
GPA Questions Due - Submit questions to DOProcurement@dwd.wi.gov by 4 PM CST	February 18, 2020
GPA Posting of Questions and Answers - Posted on http://wisconsinfastforward.com/wff_standard.htm	February 24, 2020
Deadline for Receipt of Applications – Submit applications and supporting documentation using the online WFF application portal (log in at https://webapps.dwd.state.wi.us/WFFGrantApplication) by 11:59 PM CST	March 31, 2020
Notification of Grantee Selection	April 23, 2020
Contract and Effective Date of Award	April 30, 2020

PROCESS FOR PROPOSAL SUBMISSION

GPA and Proposal Process Questions & Answers: Any questions or clarifications related to this Grant Program Announcement must be submitted in writing via email to DOProcurement@dwd.wi.gov by 4 PM CST on February 18, 2020.

Responses will be posted at http://www.wisconsinfastforward.com/wff_standard.htm on February 24, 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.

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

Attempts by applicants to contact any other party may result in the rejection of their application(s).

Proposal Format: All organizations interested in applying must adhere to the following conditions:
- Proposals and supporting documents must be submitted using the online WFF application portal (log in at https://webapps.dwd.state.wi.us/WFFGrantApplication).
- Proposals must be received by the deadline posted in the GPA in order to be eligible for consideration. No exceptions will be made in the event of technical issues or delays.
- Proposals must be submitted using the format outlined in the GPA guidelines and instructions.

Required proposal attachments and the requested submission format are listed below:
1. Project Overview
2. Project Narrative
3. Letters of Commitment
4. Letters of Support
5. Proprietary Information Form (if applicable)

PROPOSAL REVIEW AND SELECTION

Due Diligence: All applicants are required to go through a due diligence process. The initial phase will require you to respond to the Due Diligence Checklist found in the appendix. If any of the following criteria is applicable to the 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 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.

- If the Applicant is a Wisconsin corporation, the Applicant has failed to register as a corporation or is not in good standing with Wisconsin DFI.
- 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 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 listed as a delinquent taxpayer with the Wisconsin Department of Revenue found here: 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.

If the Applicant intends to subcontract some or all the training under the grant, the Applicant is responsible to complete the due diligence form for each of its proposed subcontractors. Each subcontractor must also meet the requirements of the due diligence form or are disqualified from receiving grant funds.

Applications that meet the eligibility and due diligence requirements will then proceed to the review phase, where the application will be scored by an evaluation committee.

A complete response to each question is crucial to ensure full points are awarded.

Risk Assessment: If applicants are deemed eligible after the review of the Due Diligence Checklist in the application, the primary contact will be emailed the WFF Pre-Award Risk Assessment form to complete. It will be imperative the form is returned within the requested timeframe, as failure to submit the risk assessment may disqualify the Applicant from continuing in the process. Any areas of concern from the risk assessment may be addressed through conditions in the grant contract.

Eligible applications that attain an Application Final Score of 50 points or more will be eligible for funding. Eligible applications that fail to attain a total score of 50 points will be notified via letter and/or email.

If an application achieves a score that would be awarded, but the costs are not reasonable or the skills are not transferable, WFF program reserves the right to reject the application.

WFF program may award a grant contract for any or all parts of an application and may negotiate contract terms and conditions to meet the program requirements with the GPA.

It is important to note that:

- Ineligible applicants will be disqualified before completing a review;
- Incomplete applications will be disqualified;
- All applicants that are determined not to be responsive or responsible will be disqualified after completing a review; and
- Applications that fail to meet requirements will be disqualified.

FINANCIAL INFORMATION/MATCH REQUIREMENTS

Cash or in-kind match equal to 50% of the amount of the grant award is required. Letters of Commitment from the employers, partners, and/or Applicant documenting match are required in the application. All grant and match expenditures must be incurred during the Training Project period except for administrative costs. Administrative costs must be incurred during the Grant period. Administrative costs are capped at a maximum of 5% of the total project costs.

Cash and in-kind match for instructional materials may not exceed 20% of the total match. All eligible grant expenditures will be reimbursed when grant and match expenses are:

- Documented by the Grantee in accordance with the guidelines available at http://wisconsinfastforward.com/pdf/guidance_to_file%20_reimbursement_request.pdf; and approved by the WFF program.

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: Consistent with Wis. Admin. Code § DWD 801.09(1), Wisconsin Fast Forward funds shall be used for training-related expenses, which may include curriculum development, instructor salaries, consultant/contractual expenses, and training materials and supplies. If WFF funds are utilized for curriculum development expenses, the curriculum becomes property of DWD and may be distributed to the public. WFF funds may be used for tuition if the training is part of a larger training program and when it is more economical than other options such as on-site training.

Ineligible Expenses: Consistent with Wis. Admin. Code § DWD 801.09(2), Wisconsin Fast Forward funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, traditional public or private Kindergarten–12th grade education, trainee wages, stipends, or fringe benefits.

Supplement not Supplant: All funding identified as "match" or "in-kind" must be new funds and 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 possible civil and/or criminal penalties.

REPORTING REQUIREMENTS

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.

- o 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.
- o 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.
- o 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.
- o 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 the Department of Workforce Development 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.

GRANT EVALUATION GUIDELINES

Wisconsin Fast Forward is a competitive grant program. All applications will be reviewed by an evaluation committee and rated on a 100-point scale, based upon the following point values:

- **Project Overview**
- **Project Need** (10 points) – Points are given for clearly identifying the needs of the employer(s), the workforce challenge/issue, and data that supports the described business need.
- **Economic Impact** (10 points) – Points are given for clearly describing the economic impact to employers and the communities within the region via job creation, expansion of industries, and greater consumer spending power.
- **Equity and Economic Opportunity Enhancements** (20 points) – Points are given for recruitment and training of economically disadvantaged individuals, increased wages as a result of training, and meaningful/stackable credentials or certifications.
- **Capacity Building** (20 points) – Points are given for collaboration between educational institutions, employers, and training partners in the development of new curriculum, certificates, or credit programs.
- **Training Objectives and Outcomes** (20 points) – Points are given for a detailed plan that describes relationship of partners and placement and/or wage increase strategies for targeted populations.
- **Training Program, Design, Cost & Implementation** (20 points) – Points are given for clearly describing the structure of the training program, a concise project plan, a well-defined plan for recruitment and selection of trainees, and cost per trainee and budget that is proportional to the planned training deliverables and outcomes.
- **Up to 5 bonus points will be awarded** - if post-trainee wages fall within the wages outlined for each county where employment placement will occur (See Appendix A).

The following are additional factors that the applicant should take into consideration when responding to the sections:

- **Skill Shortage**
    - o Assessment of need
    - o Availability of other training in area
- **Practicality/Potential for Employment**
    - o Level of business commitment to program
    - o Appropriateness of program design to meet business needs
- **Opportunity to Trainee**
    - o Opportunities for under-represented populations
    - o Meaningful employment
    - o Durability of skills
    - o Wage level
    - o Number of trainees served
    - o Defined career/educational pathway
- **Cost per participant**
    - o Appropriate relationship to business need and trainee opportunity
    - o Comparative position to similar training
- **Accessibility for Under-represented/Displaced/Economically Disadvantaged Workers**
    - o Recruitment process
    - o Readiness level of skill training
    - o Availability of support/services coordination with community-based organization
- **Adequacy of Fiscal and Program Management**
    - o Agency capability to administer program
    - o Agency capability to maintain fiscal responsibility

Organizations are strongly encouraged to review the scoring rubric located in Appendix when writing their application, as it is the guide that the reviewers use to score the grant applications.

Deliverables: The deliverables proposed in the Application will be incorporated as terms of the grant contract. The WFF program requires grantees to achieve a *minimum* of the following:

- Completion of Training – 85%
- Received Industry Recognized Credential – 75%
- Placement into Employment – 65%
- Increased Wages – 75%

GRANT APPLICATION INSTRUCTIONS

Following are the instructions on completing the narrative portion of the proposal:

Section 1: Project Overview

The project overview provides general information about your application, such as the contact information for the applicant and project partners, number of trainees, fiscal agent, due diligence checklist, budget summary, and budget detail.

Section 2: Project Needs Statement (10 points)

Explain the business problems and proposed solutions that the project will address. Please include:

- The specific employer(s) involved in the project and its individual need(s), including illustrative data or examples;
- The occupations you plan to train for, the existing labor supply and demand picture in your area, the nature of the occupational shortage, and how you propose to address these factors through your training program;
- The occupational environment and duties of the trainee population and the proposed outcome of the training project for the trainees (e.g., they will have new skills, promotional opportunities, increased marketability, etc.); and
- How you determined that the proposed training is not being met through existing programs.

Section 3: Economic Impact (10 points)

Describe the economic impact this project will have on the employer (s) involved, the communities where they are located, and the surrounding region. Please include as appropriate:

- Number of new jobs that will created with this project;
- Number of at-risk jobs that may be retained with this project;
- Any new businesses or expansion of existing businesses connected with this project;
- Whether the employer(s) is emerging, stable, expanding, or declining and how this training project will impact the employer(s); and
- The impact, including consumer spending power, related to the location (urban, rural, depressed, low/high unemployment).

Section 4: Equity and Economic Opportunity Enhancements (20 points)

Describe how the project will provide for enhanced economic opportunity for the trainees.
Please include:

- How you intend to identify, recruit, and screen the proposed trainees;
- A profile of the age, sex, race, previous employment, and/or educational status of your proposed training population;
- A plan to work with chronically unemployed individuals, economically disadvantaged individuals, including but not limited, to W-2 and FSET recipients, ex-offenders who have been the subject to any stage of the criminal justice process, minorities, people with disabilities, or veterans.
- Prevalence of job and advancement opportunities for the successful trainees;
- Level of benefits offered by employer;
- Whether the project will result in a certification or credential and/or how it is part of a career pathway for the trainee; and
- Whether the skills the trainee will gain are transferable.

Section 5: Capacity Building (20 points)

Describe how the project will create capacity to continue to address your identified issue(s) after the grant project is finished. Please include:

- Description of new curriculum, certification, and/or credit programs that will result from this project;
- Any plans by the employer(s)/training partners to continue to use curriculum, equipment, or technology gained through the project after it is complete; and
- Any collaborations/partnerships resulting from the project that may improve future ability to address this training issue.

Section 6: Training Objectives and Outcomes (20 points)

Describe the relationship of partners, placement, and/or wage increase strategies for targeted populations and job placements for unemployed/underemployed trainees. Please include:

- Break out of match by each partner/employer; and
- Wage after training for incumbent employees (see WFF Equity and Economic Wage Chart in Appendix)
- Up to 5 bonus points will be awarded if post trainee wages fall within the wages outlined for each county where employment placement will occur (See Appendix A)

Section 7: Training Program, Design, Cost & Implementation (20 points)

Describe the structure of the training program and how it meets the stated needs and critical workforce issue(s) 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 type of assessment that will be used;
- How cost per trainee is proportional to the planned training; and
- How budget items are necessary to the project.

LETTERS OF COMMITMENT

Employer Letters of Commitment to Hire: Letters of Commitment to hire trainees from the proposed training program will be required from the participating Employer Placement Partners. The positions of the trainees must be related to the training funded under this grant. The letter should clearly indicate the number, positions, and starting wages of successful trainees to be hired or retained. The employer's letter should also include commitment to any match funding and/or participation in the planning and implementation of the training program. The letter must also commit to sharing trainee placement data with the grantee and OSD. Letters of Commitment must be on company letterhead and must be signed.

Partner Letters of Commitment or Support: Training and Other Partner Letters of Commitment should include an attestation regarding match resources that are available to contribute to the project. In addition, partners who are not willing to commit to job placements, wage increases, or match funding, but support the proposed training model, may submit a Letter of Support for the project.

AWARD ADMINISTRATION AND INFORMATION

All applicants will receive a letter or email informing them of the decision on their application.

Applicants who receive an award must be prepared to enter into a contract and begin training no later than three months from the date of the award letter.

WFF program reserves the right to rescind the award of any Applicant that is unable or unwilling to promptly engage in the contracting process or to begin conducting its training(s) in accordance with the terms of the grant contract.

PAYMENT

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. A Contractor must first pay for incurred expenses and then submit a reimbursement request through DWD's expenditure reporting system (COMET). Reimbursement requests and supporting documentation must be submitted to the WFF program electronically at https://webapps.dwd.state.wi.us/COMET For cost reimbursement to be approved, certain records must be kept, and specific documents submitted. Contractors must provide documentation that the service was provided.

Please be advised that trainings may not begin until after the grant contract is executed. The start date for contracts resulting from this solicitation may be no earlier than the contract execution date. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Further, all activities funded by the contract must end on or before the end date of the contract and any activities that occur after the end date of the contract will not be eligible for reimbursement.

GENERAL REQUIREMENTS

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 part of the grant contract. Therefore, an official authorized to commit the company to a contract must sign the proposal cover sheet.

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

RESERVATION CLAUSES

The WFF Program reserves the right to:
- Make no award;
- Postpone or cancel this GPA upon notification to all applicants;
- Amend the GPA after its release with appropriate notice to all applicants;
- Request applicants to present supplemental information clarifying their application in writing for transparency. Applicants failing to respond to these requests during the time allotted may be eliminated from funding consideration;

- Give applicants the opportunity to resolve minor or clerical errors; and
- Negotiate with select applicant (s)prior to contract award.

DEFINITIONS

Administrative costs - means costs associated with implementing grant objectives and activities, such as the provision of office space, telephone service and employees.

Applicant - means a public or private organization that applies for a grant from the department for the development or implementation of a workforce training program.

Capital equipment - means equipment having a value greater than $5000 and a useful life of more than one year.

Credential - An attestation of qualifications or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. It does not refer to a certificate of completion for a course. An example of credential includes:

- Recognized postsecondary credentials which include Associate's and bachelor's degrees; occupational licensures; occupational certificates, including Registered Apprenticeship and Career Technical Education educational certificates; occupational certificates; and other recognized certificates of industry/occupational skills completion enough to qualify for entry-level or advancement in employment.

Department - means the Department of Workforce Development.

Evaluation committee - means a committee of department members, and other persons invited by the department, that reviews and evaluates applications.

Governmental body - means a state or local agency, department, committee, council or public body created by constitution, statute, ordinance or rule.

Grant - means an agreement between the department and the grantee whereby the department provides funds from the Wisconsin Fast Forward appropriation for the purposes of a job training project.

Grant Period – The date on the Grant contract is completely executed by the parties through a date certain set by the grant contract no later than two years from the date the agreement is entered.

Grant Program Announcement or "GPA" - means a document that describes a grant program, invites applications for the grant, specifies who may apply, and establishes application procedures, criteria for awarding grants, and conditions and restrictions that accompany grants.

Grantee – means a public or private organization or agency receiving a grant either directly or indirectly from the department.

In-kind contributions - means the value of noncash contributions provided by the grantee or third parties which directly benefit and are specifically identifiable to the program.

Incumbent employee - means an employee or worker who is currently employed by a qualified employer.

Industry Recognized Credential - A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program.

A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards nor work readiness

certificates are included in this definition because they do not document the measurable technical or occupational skills necessary to gain employment or advance within an occupation.

Instructional materials, software and equipment - means instructional materials, software and equipment to be directly used or consumed by the trainees during instructional activities (May also be referred to as "Educational materials").

Minorities – means a person whose race, or ethnic group is either:

a. American Indian or Alaskan Native – persons with origins in any of the original people of North America, and who maintained cultural identification through tribal affiliation or community recognition;
b. Asian or Pacific Islander – person having origins in the Far East, Southeast Asia, the Indian subcontinent of the Pacific Islands;
c. Black – person not Hispanic culture having origins in any of the Black racial groups of Africa; or
d. Hispanic – individuals of Mexican, Puerto Rican, Caribbean, Central or South American or other Spanish culture origin, regardless of race.

O*NET – The nation's primary source of occupational information, made up of a database with information on hundreds of standardized and occupation-specific descriptors, and O*NET Online, an interactive application for exploring and searching occupations.

> **Note: More information about O*Net can be found at the U.S. Department of Labor websites http://www.onetonline.org/ and http://www.onetcenter.org/.**

Private organization - means a private for-profit or non-profit business or service provider.

Public agency - means any governmental body, including but not limited to a county, city, village, town, school district, technical college district or district board, and an agency of the state government or a formally constituted subunit of any of these entities.

Supplant - means the substitution of existing training funds with grant funds simply because training funds are awarded under this program.

Training Provider – An entity that provides a training program with one or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skill gains toward such a credential or employment.

Underemployed worker - means an employee or worker who is currently employed but not in a capacity that reflects the skills and experience of the employee or worker and is reflected in less than desirable terms of compensation, hours or responsibility.

Unemployed worker - means an individual who is currently out of work and is available for work, excluding an individual who is not working but anticipates being called back to his or her regular employment.

Veterans - means trainees who have been discharged or released from active duty in the Armed Forces under honorable or general discharge conditions as defined by 5 U.S.C. 2101(2), "Armed Forces" is defined under 5 U.S.C. 2101(2) as the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

APPENDICES

A. WFF Equity and Economic Wage Bonus Point Scale
B. Proprietary Information Form
C. Due Diligence Checklist
D. Wisconsin Fast Forward Rubric and Scoresheet

Appendix A

WISCONSIN FAST FORWARD EQUITY AND ECONOMIC WAGE RANGE BONUS POINT SCALE[1,2]

County	0 Points	1 Point	2 Points	3 Points	4 Points	5 Points Wage Above
Adams County	$9.68	$10.89	$12.11	$14.53	$16.95	$16.95
Ashland County	$10.60	$11.93	$13.26	$15.91	$18.56	$18.56
Barron County	$10.54	$11.85	$13.17	$15.80	$18.44	$18.44
Bayfield County	$10.45	$11.76	$13.07	$15.68	$18.29	$18.29
Brown County	$11.91	$13.40	$14.89	$17.86	$20.84	$20.84
Buffalo County	$11.20	$12.60	$14.01	$16.81	$19.61	$19.61
Burnett County	$10.15	$11.42	$12.69	$15.22	$17.76	$17.76
Calumet County	$11.38	$12.80	$14.23	$17.07	$19.92	$19.92
Chippewa County	$11.44	$12.87	$14.30	$17.15	$20.01	$20.01
Clark County	$10.56	$11.88	$13.21	$15.85	$18.49	$18.49
Columbia County	$11.64	$13.10	$14.55	$17.46	$20.37	$20.37
Crawford County	$10.40	$11.70	$13.01	$15.61	$18.21	$18.21
Dane County	$13.78	$15.50	$17.23	$20.67	$24.12	$24.12
Dodge County	$11.32	$12.73	$14.15	$16.97	$19.80	$19.80
Door County	$10.65	$11.98	$13.32	$15.98	$18.64	$18.64
Douglas County	$10.77	$12.12	$13.47	$16.16	$18.85	$18.85
Dunn County	$10.81	$12.16	$13.52	$16.22	$18.92	$18.92
Eau Claire County	$11.21	$12.61	$14.01	$16.81	$19.61	$19.61
Florence County	$9.06	$10.19	$11.32	$13.58	$15.85	$15.85
Fond du Lac County	$11.73	$13.19	$14.66	$17.59	$20.52	$20.52
Forest County	$10.38	$11.68	$12.98	$15.57	$18.17	$18.17
Grant County	$10.56	$11.88	$13.21	$15.85	$18.49	$18.49

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[1] Median county wage source: Wisconsin Department of Workforce Development, Bureau of Workforce Information and Technical Support, Occupational Employment Statistics.

[2] Cost of Living source: The Self-Sufficiency Standard for Wisconsin 2019 by Diana M. Pearce, PhD, Director, Center for Women's Welfare, University of Washington School of Social Work, Prepared for the Wisconsin Department of Workforce Development, May 2019, for family of four with two adults and two school-aged children.

Green County	$11.47	$12.90	$14.34	$17.20	$20.07	$20.07
Green Lake County	$10.95	$12.32	$13.69	$16.42	$19.16	$19.16
Iowa County	$10.71	$12.05	$13.39	$16.06	$18.74	$18.74
Iron County	$10.36	$11.66	$12.96	$15.55	$18.14	$18.14
Jackson County	$11.18	$12.58	$13.98	$16.77	$19.57	$19.57
Jefferson County	$11.10	$12.49	$13.88	$16.66	$19.43	$19.43
Juneau County	$11.08	$12.47	$13.85	$16.62	$19.39	$19.39
Kenosha County	$11.16	$12.55	$13.95	$16.73	$19.52	$19.52
Kewaunee County	$11.69	$13.15	$14.62	$17.54	$20.46	$20.46
La Crosse County	$11.70	$13.16	$14.63	$17.55	$20.48	$20.48
Lafayette County	$10.05	$11.31	$12.57	$15.08	$17.59	$17.59
Langlade County	$10.02	$11.27	$12.52	$15.02	$17.53	$17.53
Lincoln County	$10.99	$12.37	$13.74	$16.49	$19.24	$19.24
Manitowoc County	$11.17	$12.57	$13.97	$16.76	$19.55	$19.55
Marathon County	$11.56	$13.01	$14.45	$17.34	$20.23	$20.23
Marinette County	$10.69	$12.02	$13.36	$16.03	$18.70	$18.70
Marquette County	$9.95	$11.20	$12.44	$14.93	$17.42	$17.42
Menominee County	$9.85	$11.08	$12.32	$14.78	$17.24	$17.24
Milwaukee County	$12.40	$13.95	$15.50	$18.60	$21.70	$21.70
Monroe County	$11.40	$12.83	$14.25	$17.10	$19.95	$19.95
Oconto County	$10.14	$11.40	$12.67	$15.20	$17.74	$17.74
Oneida County	$10.88	$12.24	$13.61	$16.33	$19.05	$19.05
Outagamie County	$11.86	$13.34	$14.82	$17.78	$20.75	$20.75
Ozaukee County	$12.30	$13.84	$15.38	$18.46	$21.53	$21.53
Pepin County	$12.04	$13.54	$15.05	$18.05	$21.06	$21.06
Pierce County	$11.66	$13.11	$14.57	$17.48	$20.40	$20.40
Polk County	$11.20	$12.60	$14.00	$16.80	$19.60	$19.60
Portage County	$11.27	$12.68	$14.09	$16.91	$19.73	$19.73
Price County	$10.27	$11.55	$12.84	$15.40	$17.97	$17.97
Racine County	$11.54	$12.98	$14.42	$17.30	$20.19	$20.19
Richland County	$10.73	$12.07	$13.41	$16.09	$18.77	$18.77
Rock County	$11.40	$12.82	$14.25	$17.09	$19.94	$19.94
Rusk County	$10.41	$11.71	$13.02	$15.62	$18.22	$18.22

County					
Sauk County	$11.22	$12.62	$14.02	$16.82	$19.63	$19.63
Sawyer County	$10.02	$11.28	$12.53	$15.04	$17.54	$17.54
Shawano County	$9.69	$10.90	$12.12	$14.54	$16.96	$16.96
Sheboygan County	$11.99	$13.49	$14.99	$17.98	$20.98	$20.98
St. Croix County	$11.81	$13.29	$14.77	$17.72	$20.67	$20.67
Taylor County	$10.54	$11.86	$13.18	$15.81	$18.45	$18.45
Trempealeau County	$10.84	$12.19	$13.55	$16.25	$18.96	$18.96
Vernon County	$14.65	$16.48	$18.32	$21.98	$25.64	$25.64
Vilas County	$11.09	$12.47	$13.86	$16.63	$19.40	$19.40
Walworth County	$9.94	$11.18	$12.43	$14.91	$17.40	$17.40
Washburn County	$10.48	$11.79	$13.11	$15.73	$18.35	$18.35
Washington County	$11.33	$12.74	$14.16	$16.99	$19.82	$19.82
Waukesha County	$12.34	$13.88	$15.43	$18.51	$21.60	$21.60
Waupaca County	$11.47	$12.90	$14.34	$17.20	$20.07	$20.07
Waushara County	$10.39	$11.69	$12.99	$15.58	$18.18	$18.18
Winnebago County	$10.91	$12.27	$13.64	$16.36	$19.09	$19.09
Wood County	$11.56	$13.01	$14.46	$17.35	$20.24	$20.24

Appendix B

Notification of Public Records Law and Proposed Designation of Confidential Information or Trade Secrets
Wisconsin Fast Forward

The attached material submitted as part of Application Number_____is in response to the Grant Program Announcement entitled _____, which the Applicant believes contains confidential information or trade secrets that should be maintained confidentially by the Department. Below such information is specifically designated and the reason(s) why Applicant believes it contains confidential information or trade secret are explained.

It is the intention of the Department to maintain an open and public process in the Fast Forward grant process. All records submitted to the Department are presumed public records unless the record is exempted by law, per Wis. Stat. § 19.35(1)(a).

The Department does not guarantee that it will not release such information, but will consider the basis for nondisclosure should the information be requested under the Public Records Law, Wis Stat. §§ 19.31-19.37. The Department will maintain the confidentiality of the designated information only to the extent allowable under the law.

Additionally, if the Applicant receives a Fast Forward grant from the Department and enters a contract for the award, all records of the Applicant that are produced or collected under the grant contract are subject to disclosure through the Public Records Law, Wis. Stat. § 19.36(3).

The Applicant identifies the following information in its Application to be maintained confidential to the extent allowable under the Public Records Law for the reasons provided.

Please note: General statements of types of information without specific designations will not be considered by the Department.

Section	Page #	Topic	Basis for Nondisclosure

As the custodian of records submitted to the Department, the Department shall make determinations as to which records are releasable to the public upon request.

The Department shall consider the above information in making its determination of what records are releasable, but does not guarantee any confidentiality of the information submitted.

Applicant Name	Authorized Representative Printed Name
Authorized Representative Signature	Date Signed

This document can be made available in alternate formats to individuals with disabilities upon request.

Appendix C

Wisconsin Fast Forward Application Due Diligence Checklist

Due Diligence: All applicants are required to complete the Due Diligence questions outlined below. Applicants that meet any of the following criteria may be automatically disqualified and will not be scored:

	Yes	No
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 violate 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 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 not "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 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 listed as a delinquent taxpayer with the Wisconsin Department of Revenue, at https://www.revenue.wi.gov/Pages/Delqlist/DelqSearch.aspx		
The Applicant has been in operation less than 24 months.		

If the Applicant answered "yes" to any of the above questions, please provide a detailed explanation of the reasons for the response.

Appendix D

Wisconsin Fast Forward Rubric and Scoresheet

Reviewer Number: _____   **Date:** _____

Correspondence ID #: _____   **Grant Request: $** _____

Applicant Name: _____

Project Name: _____

Project Need (10)	Capacity Building (20)	Equity and Economic Opportunity Enhancements (20)	Economic Impact (10)	Training Objectives & Outcomes (20)	Training Program Design, Cost & Implementation (20)	Bonus (5 points)	Total (105 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.

<table>
<tr><td rowspan="4">Project Needs Statement</td><td></td><td>no criteria</td><td>limited criteria</td><td>some criteria</td><td>most criteria</td><td>all criteria</td><td>Criteria</td></tr>
<tr><td>Identification of skills gap</td><td>0</td><td>1</td><td>2 3</td><td>4</td><td>5</td><td>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.</td></tr>
<tr><td>Scope of skills gap</td><td>0</td><td>0</td><td>1</td><td>2</td><td>3</td><td>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.</td></tr>
<tr><td>Supporting information</td><td>0</td><td>0</td><td>0</td><td>1</td><td>2</td><td>Uses data, information, or examples to support the explanation of the scope of the need.</td></tr>
<tr><td colspan="7">COMMENTS:</td></tr>
</table>

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: • 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	• 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	• The project will result in partnerships that will continue to address the need after the project has ended.
	Sustainability	0	1	2	3	4	• 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	• Application clearly defines the benefits offered. • Level of benefits offered (Higher score for better benefits) - 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	0	1	2	3	• 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	8 9	Trainee's career pathway will be enhanced by: - Industry recognized certification; - Continuing Education Units; and/or - Transferable college credit.
	Targets special populations	0	1	2	3 4	5	• 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:						

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.

<table>
<tr><td></td><td></td><td>no
criteria</td><td>limited
criteria</td><td>some
criteria</td><td>most
criteria</td><td>all
criteria</td><td>Criteria</td></tr>
<tr><td rowspan="4">Economic Impact</td><td>Wisconsin job creation</td><td>0</td><td>0</td><td>1</td><td>2</td><td>3</td><td>• 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.</td></tr>
<tr><td>Location and community impact</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>• 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.)</td></tr>
<tr><td>Retain at-risk jobs</td><td>0</td><td>0</td><td>1</td><td>2</td><td>3</td><td>• Clearly defines how at-risk jobs will be retained. (Higher scores for the more at-risk jobs retained).</td></tr>
<tr><td colspan="7">COMMENTS:</td></tr>
</table>

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	Bonus – WFF Equity and Economic wage Range Bonus					5	This provides for bonus points if the post trainee wages fall within the wages outlined for each county where employment placement will occur (See Appendix A).
	Wages after training*	0	1	2	3 4	5	*See County Wage Scale Information and use related criteria.
	Wage increase for incumbent workers/job placement for unemployed	0	1	2	3 4	5	**For incumbent workers:** • Percentage of existing incumbent trainees that receive a wage increase (Minimum: 75%) • The scope of the wage increase (higher is better). **For unemployed/underemployed workers:** • Percentage of trainees to be placed in a job (Minimum: 65%) **Overall Employee Impact:** • Anticipated trainee completion rate (Minimum: 85%) • Percentage of trainees to receive industry recognized credential (if applicable) (Minimum: 75%)
	Strong evidence to support the future achievement of stated goals	0	1	2	3 4	5	• 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 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	• 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 the how the budget items are necessary to the project

<table>
<tr><th></th><th></th><th>no criteria</th><th>limited criteria</th><th>some criteria</th><th>most criteria</th><th>all criteria</th><th>Criteria</th></tr>
<tr><td rowspan="5">Training Program, Design, Cost & Implementation</td><td>Structure and content of the training project</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>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.</td></tr>
<tr><td>Project plan</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>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.</td></tr>
<tr><td>Plan for recruitment selection and assessment</td><td>0</td><td>0</td><td>1</td><td>2</td><td>3</td><td>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.</td></tr>
<tr><td>Cost per trainee</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>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.</td></tr>
<tr><td>Budget Items</td><td>0</td><td>1</td><td>2</td><td>3 4</td><td>5</td><td>All budget items are necessary to the project, proportional to the training project requirements, and sufficient supporting detail is provided.</td></tr>
<tr><td colspan="7">COMMENTS:</td></tr>
</table>