



Application Instructions

Updated August 2022

Access to Wisconsin Fast Forward Application System


Unless the Grant Program Announcement indicates otherwise (i.e. form, RFP), **Wisconsin Fast Forward (WFF) grant applications must be submitted through the online WFF Application System.**

DWD Login and WFF Application System Access

Before you can begin an application for a WFF grant, you need: 1) a logon; and 2) access as an Application Writer. For logon issues, please contact the Department of Workforce Development Help Desk at 608.266.7252.

1. **To logon**, follow the instructions below, depending on your situation:


► **Have you had previous access to the WFF Application System?**

Prospective applicants who have a WFF logon because they were an Application Writer on a previous WFF grant should use the same logon to access the WFF Application System. **Click the  button at the upper right of the WFF website.** There is a link for password recovery, should you need it.

OR

► **Are you new to the WFF Application System?**

▪ **Are you already authorized as a DWD System User through another DWD program?**

Users with an existing DWD logon for Job Center of Wisconsin, Unemployment Insurance, WORKnet, etc., should use those credentials to logon, register in the WFF Application System, and request access as an Application Writer. **Click the  button at the upper right of the WFF website.** There is a link for password recovery, should you need it.

OR

▪ Prospective applicants with no existing DWD logon credentials should go to

www.WisconsinFastForward.com and click [Need to register?](#) in the upper right corner below the orange 'Sign in' button. **Accept the terms and conditions on the Logon Creation page to start a profile.** Complete the required information on the Logon Creation page. Fill out all the requested information and note your username and password for future reference.

2. **To gain access as an Application Writer, you must also register and provide the information in the screen below, following your initial logon.** Under Select the Role, click on Application Writer.

Your registration request is now pending and will be approved by the Office of Skills Development. This may take up to 24 hours during the business week. You are advised to register early.

Initial Access to the WFF Application System


Once your Application Writer registration request has been approved, you will receive an email with a link to start your application. This link will return you to the logon page with the orange box. Use your new username and password to login.

The first step is to complete the Due Diligence questionnaire. It is recommended that you save your work often. In particular, you must click 'Save' before and after uploading the required documents.

When you have submitted your Due Diligence questionnaire, the following screen will open. Click on 'Apply' under the appropriate Grant Program Announcement to begin working on your application.

Title	Date Announced	Due Date	Maximum Grant Amount	
WFF Jump Start	10/01/2018	NA	\$200,000.00	Apply
Small Business FY19	07/01/2017	NA	\$50,000.00	Apply
WFF Open Application Grants FY19	07/01/2017	NA	\$400,000.00	Apply

Continued Access to the WFF Application System

You may continue to access the application system by going to WisconsinFastForward.com and clicking the  button located at the upper right of the screen.

Wisconsin Fast Forward Application

Before beginning your application, **you are strongly encouraged to read (or watch) and digest ALL of the following materials** found on the WFF website, **so you can develop an application package that meets eligibility requirements, addresses the information of greatest interest to the Evaluation Committee, and has the best chance of resulting in award of a WFF grant that can be successfully implemented:**

- The Grant Program Announcements for [Industry Sectors Worker Training Grants](#)
- [Eligibility and Program Guidelines](#)
- [Grant Evaluation Rubric](#)
- [Submitting a Successful Grant](#)

Project Information Tab

Application Overview

The screenshot shows the 'Grant Application' interface. At the top, there are several tabs: 'Project Info', 'Budget', 'Project Needs', 'Goals & Objectives', 'Design & Implementation', and 'Sign & Submit'. A yellow arrow labeled 'TABS' points to these tabs. Below the tabs is the 'PROJECT OVERVIEW' section. It contains a text box with instructions: 'To access the entire application you must enter Applicant Business/Organization Name, County, and Project Name and select Save at the bottom of the page.' Below this are three input fields: 'Applicant Name' (text box), 'Select County for Applicant Business/Organization' (dropdown menu), and 'Project Name' (text box).

- The WFF online grant application is divided into tabs. To open the online grant application tabs other than 'Project Info', you must first enter the Applicant Business/Organization Name, County, Project Name and select your Industry from the dropdown menu) then click 'Save' at the bottom of the screen.
 - The Applicant Business/Organization Name refers to the one organization that will enter into a contract with DWD, receive the grant funds, and be responsible for project management including implementation, reporting, and funds management.
 - The County refers to the primary county in which the training is occurring.
 - Project Name is a working title given to the training project.
 - Industry refers to the line of work for which your Project will provide training.
- You may click on any tab after this initial set-up to work on that section.

Remember the following when using the online WFF Application System

- Within each tab, input responses in order, to avoid problems such as missing dropdown menus.
- Save often to avoid losing the information entered. The application times out after 30 minutes.
- Saved information may be edited until the application is submitted, which is done by selecting the Submit button on the last tab.
- Avoid using the back and forward button on your web browser. Instead, use the tabs to move within the application system.
- Gray boxes will autofill from other sections of the application.

Project Overview

Grant Application

Project Info | Budget | Project Needs | Goals & Objectives | Design & Implementation | Sign & Submit

PROJECT OVERVIEW

To access the entire application you must enter Applicant Business/Organization Name, County, and Project Name and select Save at the bottom of the page.

Applicant Name:

Select County for Applicant Business/Organization:

Project Name:

Brief Project Description (750 Character Limit):

Text Limit: 750 | Text Entered: 0

Project Start Date:	<input type="text"/>	Project End Date:	<input type="text"/>
Number of Unemployed Trainees:	<input type="text"/>	Number of New Hire Trainees:	<input type="text"/>
Number of Incumbent Worker Trainees:	<input type="text"/>		
Total Number of Trainees:	<input type="text"/>		
Total Costs:	<input type="text" value="0.00"/>	Average WFF Cost per Trainee:	<input type="text"/>
Anticipated Match:	<input type="text" value="0.00"/>	WFF Amount Requested:	<input type="text" value="0.00"/>

The Project Start Date should be no earlier than the WFF contract execution date which may be up to 90 days after the WFF Application due date.

The Project End Date must be within 2 years of the Project Start Date. All training and project expenses must be incurred during the Project Period.

Total Costs, Anticipated Match, and WFF Amount Requested will autofill based on information provided in the budget section of the application.

Please provide the number of each type of worker that will be trained in your project for the following categories.

- Unemployed Trainees refers to individuals who are 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.
- Underemployed Workers refers to 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.
- Incumbent Worker Trainees refers to an employee or worker who is currently employed by a qualified employer prior to, and at the time of, application.

The Total Number of Trainees auto calculates based on the number entered in each worker category (Unemployed Trainee, Incumbent Worker, and New Hire).

The Average Cost per Trainee will auto calculate based on Total Number of Trainees and WFF Amount Requested.

Occupations to be Trained require the associated O*NET Code. To access a list of relevant O*NET Codes, type in the job title you are planning to train, then click Search. In the drop-down box, pick the applicable code, then click the 'Add O*NET' button. Click on the About O*NET link to access more information if you are unsure of your O*NET titles.

Occupations to be trained:

Search by Job Title: [About O*NET](#)

O*NET Occupation:

Construction Carpenters (47-2031.01)

The Applicant Fiscal Agent refers to the person who will oversee the financial portion of the project. This person will be responsible for managing the funds, keeping receipts and records, submitting reimbursements, preparing for financial audits, and submitting the final financial report.

Applicant Project Contact refers to the contact person managing the application process. This area auto populates from the contact information entered for the Applicant. You do not need to enter anything in this area. Please add information for a secondary contact if applicable.

Applicant Fiscal Agent
(Must be an employee of the applicant)

Name :

Title :

Phone : -

Fax :

Email :

Primary Applicant Project Contact
(This is the primary project contact information)

Name :

Title :

Phone : -

Fax :

Email :

Secondary Applicant Project Contact
(This is the secondary project contact information)

Name :

Title :

Phone : -

Fax :

Email :

Project Partners

To add a Project Partner, select the Add Partner button located in the middle of the screen. The following Project Partner Selection screen will open showing only the first question. Depending on how you answer this question and the series of questions that follow, you will be directed to the appropriate Project Partner screen: Employment Placement Partner, External Training Provider, or Other Organization. Although it may seem redundant, keep in mind that **you must also enter the applicant organization as a Project Partner. As the applicant, you may also be an Employment Placement Partner.** Only one Project Partner can be selected as the Applicant. Continue to select the Add Partner button until all Project Partners are added under the appropriate category.

Project Partner Selection

Is this Project Partner the Applicant ? Yes No

I confirm the Fiscal Agent is affiliated with this project partner. Yes No

Will the Project Partner be taking employee placements ? Yes No

Will this Project Partner be providing in-house training ? Yes No

[Continue](#)

Project Partner Categories:

Employment Placement Partners

All WFF grant applications must include at least one employer to be eligible. Employers should have a documented workforce need that is currently being unmet and are committing to train incumbent workers or place new hires after or before training. **The employer may be the Applicant** and may use an internal and/or external training provider.

External Training Providers

The WFF grant program is based on demand-driven workforce training, therefore, the participating employer(s) should determine the training needed and training provider. External Training Providers must be named in the application as Project Partners. They may also be the Applicant.

It is important to carefully consider the choice of a training provider. Recommended factors to consider in selecting an appropriate training provider include a demonstrated history of:

- Successful training through its placement, retention, and evaluation rates.
- Collaboration with the targeted industry in the development of the training curriculum.
- Use of current industry standard as the basis for programs utilized to train students in the targeted industry.

Other Organization Partners

Alignment with other organizations in the local area, region, or state can be beneficial to the success of the training program. The participation and support of economic development organizations, workforce development entities, local government, non-profit organizations, or trade and industry associations should be obtained. The participation and support of your regional workforce development board is recommended. Such organizations may assist an Applicant in obtaining a fuller understanding of the skill deficit identified, aid with curriculum design, assist in locating other employers that may be appropriate Project Partners, and assist in recruiting and assessing potential training participants. Any of these organizations may be the Applicant or a Project Partner.

Completing the Project Partner Categories Information:

Depending on the Project Partner type, you will be asked to add the following related information.

Applicant

For the Project Partner that is the Applicant, the FEIN field will show and the organization's FEIN will be required (it will not be visible if the organization is not the Applicant). Additionally, the individual contact information will auto populate in the Applicant Project Contact in the Project Information Section.

Employment Placement Partner

Employer name, address, and contact information for the Wisconsin employer along with a description of the business, the total company employment (FTE), the total Wisconsin employment (FTE), North American Industry Classification System/ NAICS code(s), and annual sales. To access the appropriate NAICS Codes, **start typing the text title of the code you want to find**, and the system will suggest potential codes to match.

If the Employment Placement Partner will be providing in-house training, the following information for **each** in-house training provider is required: the name, title, training experience, and qualifications.

Employment Placement Partner

Any organization planning to hire/currently employing trainees should be included as an employment placement partner in this section.

Business Name: [Text Field] FEIN: [Text Field]

Type: [Select] NAICS Code: [Text Field]

Address 1: [Text Field]

Address 2: [Text Field]

City: [Text Field]

County: [Select] State: [Select]

Zip Code: [Text Field]

Total Full-time Employees: [Text Field]

Total Full-time Employees in WI: [Text Field]

Total Part-time Employees in WI (less than 32 hours per week): [Text Field]

Annual Sales: [Select]

Contact Name: [Text Field]

Contact Title: [Text Field]

Phone: [Text Field]

Fax: [Text Field]

Email: [Text Field]

Check if organization is the applicant.

Check if Fiscal Agent is affiliated with the organization above.

Check if organization is the in-house training provider.

In-house Training Provider Information: (include name, title, training experience and qualifications for each in-house training provider)

Text Limit: 500 | Text Entered: 0

Business/Product Line Description: [Text Field]

External Training Provider

Provider name, address, contact name and title, information, whether the organization is accredited and if so, under what agency, and if it is a for-profit or nonprofit organization.

External Training Provider

Please complete the following information for each external training provider.

Provider Name: [Text Field] FEIN: [Text Field]

Address 1: [Text Field] Contact Name: [Text Field]

Address 2: [Text Field] Contact Title: [Text Field]

City: [Text Field] Phone: [Text Field] Ext: [Text Field]

County: [Select] Fax: [Text Field]

State: [Select] Email: [Text Field]

Zip: [Text Field]

Check if this organization is the applicant.

Accredited

Accrediting Agency: [Text Field]

For-profit organization Nonprofit organization

Fiscal Agent is affiliated with this organization.

Update List

Other Organization(s)

Organization name, address, a contact name, and information for any other partner organization.

Other Organization (Economic Development Organizations, Workforce Development Boards, Etc.)

Name: [Text Field] FEIN: [Text Field]

Type: [Select] Contact Name: [Text Field]

Organization Type: [Select] Contact Title: [Text Field]

Address 1: [Text Field] Phone: [Text Field] Ext: [Text Field]

Address 2: [Text Field] Fax: [Text Field]

City: [Text Field] Email: [Text Field]

County: [Select] State: [Select]

Zip: [Text Field]

Check if this organization is the applicant.

Fiscal Agent is affiliated with this organization.

Update List

Curriculum Statement

For each component/training course, all required information will need to be entered before it can be saved to the application. Each application must have at least one curriculum statement in order to be submitted.

Please add a curriculum/work statement for each training course to be offered in the project. For each, complete the required fields: Proposed Training Provider, Course Title or Training Topic, Number of Trainees and Course Hours per Trainee, the Occupations of Trainees by O*NET Code and whether the course is new/existing/customized, and any certification that will be received upon completion.

The purpose of the Wisconsin Fast Forward (WFF) grant program is to provide funding for job skill training. Job skills, also known as "hard skills," are specific talents and expertise an individual possesses that helps him or her perform a certain task or job; while "essential skills" are training on traits necessary for getting and keeping a job. Some examples of essential skills are punctuality, attendance, listening, following directions, teamwork, conflict resolution, etc.

The intention of the WFF program is to develop skills that directly benefit the business function for which the training has been developed by improving upon existing skills or providing the worker with new skills for new product lines or business expansion. However, we do recognize it may be necessary and valuable to help participants become work-ready by teaching essential skills; therefore, it is permissible to use a **small** portion of WFF funds for training in "essential skills". If including essential skills in the training for which WFF grant funds are being sought, the applicant would need to demonstrate why some essential skills training is necessary for the project to be successful.

Curriculum developed must be original and not copyrighted. If WFF funds are utilized for curriculum development expenses, the curriculum becomes property of Department of Workforce Development and may be distributed to the public. Also, the expectation of WFF is that these funds would be used to develop hand-out materials including such things as worksheet(s), test(s), and/or lecture materials such as PowerPoint presentations, not just a synopsis of the course. Reimbursement for curriculum development will not be released until all curriculum is complete and submitted to WFF for approval.

Status: **'New'** is defined as a course that is being newly developed and created under this project. **'Existing'** is defined as a course that is already developed but is new to the employer for this project (NOTE: An **'Existing'** course is not the same as an ongoing course). **'Customized'** is defined as an existing course that requires some changes to make it relevant to the employer for this project.

In the Curriculum Explanation text box, provide the following information: the number of hours per week the trainees will spend in training, the provider of the training, what skills will be taught, the delivery style, and how that component of the training program relates to resolving the critical workforce training issue described in the Problem/Need Statement.

After completing a Curriculum/Work Statement, select the Update List button at the bottom, then select

Curriculum/Work Statement

Please complete the following information for each course included in your application. You may continue to add statements to the list as necessary. Please hit the Save button on the main page after updating the list to avoid losing your work.

Proposed Training Provider: Number of Trainees:

Course Title or Training Topic: Course Hours per Trainee:

Status: Total Training Hours:

Course Certification:

Occupations of Trainees:

Search by Job Title: [About O*NET](#)

O*NET Occupation:

Curriculum Explanation:

For each course or training topic listed above, provide the following information: the number of hours per week the trainees will spend in training, the provider of the training and how each component of the training program relates to resolving the critical workforce training issue described in the Problem/Need Statement. (see instructions for further detail) [500 Character Limit]

Text Limit: 500 | Text Entered: 0

the Save button at the bottom of the application page.

Curriculum Explanation Example: In Basic Materials Science, trainees will receive 4 hours of classroom instruction on the chemical properties of plastic and 4 hours of hands-on instruction which will teach the critical components of heat and pressure in plastic injection molding. This is one of the five critical knowledge skills for safe and effective injection molding.

Placements

Placement information must be provided for all trainees in the project. All employers taking placements are considered Employment Placement Partners and need to be added as a Project Partner and reflected in an entry to the Placement section. Each organization entered as an Employment Placement Partner in the Project Partners section will automatically appear in the drop down-box under Placement Name in the Placement Section. Select the Employment Placement Partner from the drop down and indicate the number of trainees expected to be placed at that employer in each occupation; pre- and post-training hourly wage of trainees not including benefits; and whether the level of training is Advanced, Entry-level, or Re-training. In the average pre-training wage data field, please use the current average wage for existing incumbents, and zero for unemployed. After completing a placement, select the Update List button at the bottom. Once a placement is added to the Project Information Tab, make sure to click the Save button at the bottom of the application. **Letters of Commitment from Employment Placement partners that are not the Applicant are required.**

Budget Tab

Budget Guidelines

Grant amounts, other than small business applicants, must be no less than \$5,000 and up to \$400,000 and are subject to previous WFF funding received in the calendar year. Cash or in-kind match equal to 50% of the amount of the grant is required. “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. Grant and match expenditures must be incurred during the training project period and no earlier than the date of the executed WFF contract.

No applicant may be awarded more than \$400,000 of WFF funds in any calendar year.

Letters of commitment from employers, partners, and/or the applicant documenting match is required with the application.

Ineligible Expenses

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, facility construction or remodeling, traditional public or private Kindergarten–12th grade education, trainee wages, stipends, or fringe benefits.

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. Eligible expenses will be reimbursed and must be documented by the Grantee in accordance with the guidelines available at http://wisconsinfastforward.com/pdf/reimbursement_request_req_guidelines.pdf

Reasonable Expenses: An expense is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Allocable Expenses: An expense is allocable if the cost objective of the goods or services involved are chargeable or assignable to the Wisconsin Fast Forward award in accordance with the relative benefits received.

WFF grant funds and cash/in-kind match funds **may not** be used for any of the following:

- The purchase of real estate or capital equipment;
- Construction or major remodeling;
- K–12 education;
- Meals and lodging costs of trainees during training; and
- Production losses caused by workers attending training.

WFF grant funds **may not** be used for the following (NOTE: may use cash/in-kind match):

- In-house training facilities;
- Trainee wages, stipends, or fringe benefits; and
- Administrative costs that total more than 5% of the total budget.

Cash and in-kind match funds **may not** be used for instructional materials that total more than 20% of the total match budget.

The purchase of capital equipment is not an eligible expense. However, WFF grant or cash match funds may be used to **rent** capital equipment during the training hours. Capital equipment is defined as any one item that costs more than \$5,000 and has a useful life of more than one year. Additionally, a fair rental amount may be used as an in-kind match contribution if a Project Partner allows use of capital equipment. If the Grantee plans to use a related party in the provision of services under the Grant, the Grantee agrees to notify the Grant Administrator and get prior approval for services, or the reimbursement of such services may be denied. A related party is defined as a person or entity that is related to the reporting entity. A person or close member of that person's family is related to a reporting entity if that person has control, joint control, or significant influence over the entity or is a member of its key management personnel.

While no project funds may be used to support K-12 education, funds may be used to provide training to high school or student age trainees who work for, or are seeking full-time employment, with an Employment Placement Partner.

Any ineligible expenses, such as capital equipment purchases, being invested with Project Partner funds for the training, should not be a part of the project budget but may be identified in the budget description. These investments will show additional commitment to the training and may strengthen the proposal, even though they are not allowed as part of the project budget.

Budget Summary Table and Budget Detail

Complete a project budget using the categories outlined below. **IMPORTANT:** Each line item requested in the Budget Summary table **requires** an accompanying comprehensive description in the Budget Detail section that provides: 1) the basis for estimating and calculating each component of that line item cost; and 2) a justification of the need for that expense, relative to the purpose of the training project.

Grant Application

Project Info | Compliance | Budget | Project Needs | Goals & Objectives | Design & Implementation | Contributing Partners | Sign & Submit

BUDGET SUMMARY

BUDGET ITEM	REQUESTED FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
Program/Curriculum Development:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Instruction:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Instructional Materials: (Cash and In-Kind match for this line not to exceed 20% of the total match.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Facility (off-site):	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Facility (on-site):	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Supplies and Operating Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Consultant/Contractual:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Travel, Meals, and Lodging:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Wages/Stipends of Trainee:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Administration Cost: (not to exceed 5% of the total project budget)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Totals:	0.00	0.00	0.00	0.00

BUDGET DETAIL

Each budget line item on the Budget table must breakout the individual cost and be supported by a detailed description. See [instructions](#) for further detail on what to include.

Curriculum Development

This budget summary line should capture all costs related to the creation and development of the training curriculum. Curriculum are the content which will be taught in a training program that is funded by Wisconsin Fast Forward. It is the total package of learning activities designed to achieve the objectives of the training program. Examples of curriculum include PowerPoint presentations for lectures, training videos, webinars, workbooks, quizzes and tests, and other handouts. Curriculum development costs include personnel costs, contractual/consultant costs, and supplies directly related to the creation of the curriculum.

Personnel: WFF funds may be used to pay for actual staff time needed for developing the curriculum and based on the actual rate of pay. Matching (cash or in-kind) contributions should include payment for actual or contracted staff time based on actual rate of pay.

For each course curriculum developed, provide the following in the Budget Detail:

Training course name and a brief description of the curriculum to be developed, whether it is totally new curriculum or customization of existing curriculum, total number of hours to develop the curriculum and the basis for estimating that number, and the hourly rate of each person working on this element of the project (____hrs X _____/hr = Course Curriculum Development Cost).

NOTE: Curriculum development paid for by WFF grant funds will become the property of the State of Wisconsin; and, as such, it may be made available for other organizations to use.

Instruction

Personnel: WFF funds may be used to pay for actual staff time for instruction, based on the actual or contracted rate of pay. Matching (cash or in-kind) contributions should also include payment for staff time based on actual rate of pay. This line includes ALL costs related to instruction including limited class preparation time.

For each Instructor, provide the following in the Budget Detail:

Instructor name/title/company or organization, course name, total number of instructor hours and basis for estimating needed time, and the cost per hour (____hrs X _____/hr = Instruction Cost). Include instruction costs provided through a consultant or contract in this line, as well as the details of the contract. These costs should be hours of direct instruction with limited prep time. Wages may include fringe benefits (maximum of 35% of hourly wage rate that represents the cost of usual fringe benefits) associated with the direct hours of instruction.

Tuition: WFF funds may be used to pay tuition if the training for which tuition is being paid is part of a larger training program and it is more economical to pay tuition for the training than to provide the training through other means, such as on-site training. The Applicant must include documentation to demonstrate this if requesting WFF funds for tuition.

Instructional Materials

Instructional Materials are materials directly used or consumed by the trainees during instructional activities.

Non-capital instructional materials equipment purchased under this area may include items: such as: drills, lathes, discs, software, etc. if the individual item does not cost over \$5,000 and has a useful life of over 1 year. Instructional materials equipment purchased must be pertinent to the training program and timeframe of the training. WFF funds may only be used for equipment directly attributable to the training of program participants.

Matching contributions may include the fair market value of non-capital equipment donated to the project that is directly attributable to the training of program participants.

Instructional materials matching funds in this category **may not exceed 20%** of the total in-kind and cash match of the project.

For each type of training materials, provide the following in the Budget Detail:

Training material name, purpose and/or need, type of material (book, manual, handout, uniforms, etc.) times the number of each material needed (____material cost X _____# of pieces = Training Materials).

Facility (off-site)

WFF encourages Applicants, when possible, to use their own facilities or those of the educational partner for training at no cost to WFF. However, if the Applicant must lease space to provide training and can verify that this is necessary to the success of the program, WFF grant funds may be used to pay a rental rate based on competitive rates for the area in which the program will operate. It is also allowed that a Project Partner provide a cash match to cover rent or make an in-kind match of training space off-site. Project Partner facilities contributed as in-kind match must be valued at the actual cost to hold the training there and should be prorated for the amount of time being used for purposes directly related to the project.

For each off-site facility, provide the following in the Budget Detail:

Facility location, purpose and/or need, training course name, rent, date(s), etc.

Facility (on-site)

When Applicants use their own facilities at no cost to WFF, the value of the training space is allowable as an in-kind match. Applicant business facilities must be valued at the actual cost to the business and should be prorated for the amount of time used for purposes directly related to the project.

For each on-site facility, provide the following in the Budget Detail:

Facility location, purpose and/or need, training course name, date(s), etc.

Supplies and Operating Expenses

This line item includes all consumable expenses directly related to the training project. This could include consumable training supplies like welding rods, nails and wood, expenses for equipment (capital or otherwise), and costs of utilities and/or rental and installation of communications equipment directly related to training. This may include items, such as: telephone lines for operating computer training equipment or utility costs for operating electrical equipment.

WFF funds may be used for equipment rented or leased under an operating lease, and under a competitive procurement process or at fair market value for the duration of training and must be pro-rated for time used in the program. Matching contributions may include the current fair market value or rental value of equipment loaned to the project, pro-rated for the percentage of time the equipment is used by trainees during the program. NOTE: If equipment will be used by non-WFF trainees, the portion of the time cannot be used for matching purposes.

For each operating expense and/or supplies, provide the following in the Budget Detail:

Items need or use, associated training course, cost, and how calculated.

Consultant/Contractual

This line item should include any consultant/contractual expenses **not directly related** to curriculum development or instruction. This may include contracts for pre-employment assessments, trainee recruitment, and project marketing.

For each Consultant/Contracted Vendor, provide the following in the Budget Detail:

Consultant/Vendor name/title/company or organization, brief description of services to be delivered, why these services are needed, total number of hours/items, and the cost per hour/per item or flat fee (____hrs/items X _____/hr/item = Total Cost).

Do not include instructor costs provided through a consultant or contract in this section.

Travel, Meals and Lodging – (Instructor Only)

Travel, meals, and lodging costs for instructors should be based on the actual cost and should be limited to that which is reasonable, necessary, and directly related to training. WFF funds and cash/in-kind match funds may be used for the cost of instructional staff travel, meals and lodging. For instructor travel, meals and lodging, provide the following in the Budget Detail: Item, brief description (including need), associated training, number of miles times the cost of mileage, meals, lodging, and other travel related costs.

Travel costs for trainees are not allowed as a project expense, but in some cases, can be applied to matching expenses. If an employer is providing transportation support, travel to training is eligible match for unemployed, underemployed trainees only. Eligible match at rate of bus fare in the area or the per mile turn-down rate for state employees, whichever is less. Meals and lodging expenses for trainees are not eligible for either project or match funds.

Wages/Stipends of Trainees (MATCH ONLY)

WFF funds may not be used for trainee wages. However, matching contributions may include wages and benefits paid to trainees during training.

For each training course, provide the following in the Budget Detail:

Training course name, number of trainees to be trained per O*Net classification code, name of the O*Net classification code, the number of hours trained, and the wage per hour. The wage per hour may include the company benefits (# trainees per each O*Net classification _____ X _____\$/hour X _____# hours – Total Trainee Wages/Stipends).

Other

This summary item should include all costs for the project not reflected elsewhere. Each item of cost must be listed separately, along with the basis for valuation. Costs allowed in this category will be determined on an item-by-item basis. Allowed costs could include audit costs, pre-employment tests, drug screens,

marketing materials, etc. Supportive service costs may be included as match for unemployed projects dealing with disadvantaged populations.

Program Development costs, such as development of agenda(s), course descriptions, course outlines, and/or syllabi, may be included in this line item. Costs associated with developing curriculum should not be included in this line item, but should be included in Curriculum Development.

General or indirect administrative costs should not be included in this line item.

WFF funds may be used for audit costs. If no amount is listed for audit costs, it is assumed that any costs incurred in providing the required audit will be borne by the grantee. Organizations with more than \$250,000 of WFF funding in the GPA Round may be subject to a DWD project audit. There will be no costs associated with such an audit.

Additionally, if a State Single Audit is required, then WFF funds could cover the Audit. If applicable to your application, include the program's portion of the cost of such an audit in your budget. This is an allowable expense for WFF grant funds. Any awarded grant may be subject to a DWD project audit; there are no costs associated with such an audit.

For each item in this category, provide the following in the Budget Detail: Item, brief description, need, associated training if applicable, and costs.

Administrative Cost

WFF grant funds may pay for administrative costs up to 5% of the total project costs. *If an organization uses profit accounting methods*, then administrative costs should be identified explicitly as you will need to submit itemized invoices to be reimbursed for them. If your actual administrative expense exceeds 5% of the project total, amounts over and above the 5% can be considered cash or in-kind match, which should also be detailed. Administrative costs may include a portion of the project director's salary, office supplies, and grant management activities. *For organizations that use cost allocation accounting*, administrative costs may be applied using the cost allocation method. If this is the case, it **must** be clearly stated in the administrative cost description of the application and you will need to submit a copy of your organization's cost allocation plan as part of your first reimbursement request.

Project Needs Tab

Project Needs Statement

This section is to be used to explain the business (es) problems and your proposed solutions that the project will address.

1. State the specific need for the employer(s) involved in the project, including data or examples.
 - 1a. Describe 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 through your training program.
2. Also describe the occupational environment and duties of the trainee population and explain the proposed outcome of the training project regarding the trainee (i.e., will she/he have new skills, promotional opportunities, increased marketability, etc.).
 - 2a. Specify individual companies and their needs.
 - 2b. Describe how you determined that the proposed training is not being met through existing programs

Goals and Objectives Tab

This section is divided into three subsections: Economic Impact, Economic Opportunity Enhancements, and Training and Capacity Building.

Economic Impact

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

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

Equity and Economic Opportunity Enhancements

In this section you will describe how the project will provide for enhanced economic opportunity for the trainees. Please provide a concise plan for how you intend to identify, recruit, and screen the proposed trainees. Include a profile of age, sex, race, previous employments and/or educational status of your proposed training population.

1. Plan to work with chronically unemployed individuals, economically disadvantaged individuals including but not limited to W-2 and FSET recipients, ex-offenders (trainees reintegrating into communities, or about to reintegrate into communities, when they are released after correctional time served). Minorities, people with disabilities or veterans.
2. How prevalent are job and advancement opportunities for the successful trainees;
3. If the project will result in a career pathway or certification/credits for the trainee.
4. If the skills the trainee will gain are transferable;
5. Check all applicable employee benefits that are provided or will be provided to trainees.

Employee benefits provided to existing and/or placed trainees (check all that apply):

- None
 Sick Leave/Vacation/Paid Time Off
 Health Insurance
 Retirement
 Life Insurance
 Profit-sharing/Stock Options
 Tuition Reimbursement
 Other:(Specify)

Capacity Building

Describe how the project will create capacity to continue to address this issue after the grant project is finished. Please include:

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

Design and Implementation Tab

This section is divided into two subsections: Training Objectives and Outcomes, and Trainee Program, Design, Cost & Implementation.

Training Objectives and Outcomes

Please provide a detailed plan that describes relationship partners and placement and/or wage increase strategies for targeted populations and job placements for unemployed/underemployed trainees.

1. Break out match by partner/employer;
2. Wage after training for incumbent workers (WFF Equity and Economic Wages Chart in GPA Appendix);

Trainee Program, Design, Cost & Implementation

In this section you will describe the structure of the training program and how it meets the stated needs and critical workforce issue(s) of the employer(s).

1. If this project is new or customized to the employer(s); If it replaces other readily available, accessible, or existing training;
2. The milestones to achieve the goals within the requested timeframe; 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;
3. How the cost per trainee is proportional to the planned training; How the budget items are necessary to the project.

Sign and Submit Tab

Letters of Commitment and Support

Please scan and attach any required letters of commitment or support. Commitment letters are a required piece of a complete application. Save before and after attaching each individual item.

You may attach any other letters of support as appropriate. Other letters of support may come from local organizations, such as economic development corporations, workforce development boards, and nonprofit agencies, as well as local governments and chambers of commerce.

For every trainee (or group of trainees) projected to be placed in a new job and/or incumbent worker projected to be given a wage increase, there **must** be a corresponding letter of commitment from the employer(s) detailing its commitment to the training program and new hires and/or incumbent workers. This letter **must** clearly state the partner's commitment to hire/upskill a specific number of trainees, the post-training wage, and the positions into which trainees will be placed. Match being provided from employer(s) and/or Project Partner(s) **must** also be clearly detailed in a letter of commitment. Please see the sample letter provided below.

This letter of commitment **must** be written on the employer's letterhead and signed.

There are 3 different scenarios in which an employer can commit to placements:

1. For unemployed trainees, placement is completion of the training, hiring the trainee, and employment for at least two weeks (14 days) after the training concludes.
2. For underemployed trainees, placement is completion of training and an increase in hours/job duties. These trainees would be temporary, seasonal, or part-time who upskill into a more advanced role (moving from part-time to full-time, seasonal to part-time, etc.)
3. For incumbent trainees, a placement is completion of training, receiving industry recognized credentials (if applicable), and receiving a wage increase.

A sample letter of commitment is attached.

SAMPLE LETTER OF COMMITMENT

[Company Letterhead]

Date

Wisconsin Office of Skills Development

Wisconsin Department of Workforce Development
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946

Dear Evaluation Committee Members:

This letter is to confirm (Employer Placement Partner name)'s planned participation in and contribution to the (name of project) training program to be operated by (Applicant name). (Employer Placement Partner name) has determined there is a need for this training program due to (insert reason).

[Include the following when applicable:]

Example #1 above: ABC Company agrees to hire 7 newly trained workers that successfully complete the training at an average wage of \$X per hour plus benefits.

Example #2: ABC Company agrees to train 13 incumbent workers with an average wage of \$X per hour, plus benefits. Upon successful completion of the training, these workers will receive wage increases of \$Y per hour.

Example #3: ABC Company agrees to train 10 unemployed/underemployed individuals with an average wage of \$X per hour, plus benefits.

Plans for Match contributions:

Example: ABC Company agrees to provide the following Match to the project:

- Cash \$ XXXX
To be used for (cite the planned use of these funds in the program) in conducting the program.
- In-kind Instructor(s) Hours: \$ XXXX
 - Instructor A for XX weeks at XX hours per week at \$XX per hour
 - Instructor B for XX weeks at XX hours per week at \$XX per hour
- Donated Equipment: \$ XXXX
 - Drill: \$XXX
 - Grinder: \$XXX
 - Rotary Table: \$XXX
- Wages and Benefits of incumbent trainees: \$ XXXX
- Wages and Benefits of new hires: \$ XXXX
- Stipends for unemployed: \$ XXXX

TOTAL MATCH: \$XXXXX

This contribution is given to specifically match a grant from the Wisconsin Fast Forward (WFF) Program and is not a general gift or donation that has been or would otherwise be given without the prospect of WFF funding.

The training project will not result in any dislocation of company employees from their current place of employment. The increased skills training will benefit the trainees involved and is in response to a skills shortage experienced by both our firm and the industry.

The company does not anticipate any circumstances, financial or legal, barring the company from meeting its commitments as presented in the project proposal.

Sincerely,

Company Official - (Name and Title)

Date

Terms and Conditions

This section should be completed by a person authorized to commit the Applicant to the grant project. By entering his/her initials, that individual is agreeing to all the terms and conditions of the grant opportunity. The initials serve as a legal signature.

Submitting the Application

Once you select the Submit button and the grant application has been submitted, you will no longer be able to update the information. The program will not submit the application until all required fields are entered and all issues are resolved. If you are unable to submit, please check each tab carefully to review missing items.

After submission, you will receive an email confirming your submission. If you do not receive an email, double check your application for any missing items and try to submit again.

It is highly recommended that you print a final copy for your records.

Proprietary Information

Additionally, if you have submitted any information that can be legally considered proprietary information, please inform the Office of Skills Development of this information and its location in the application by using the *Notification of Public Records Law and Proposed Designation of Confidential Information or Trade Secrets* form (Appendix B in the Grant Program Announcement (GPA)). Email the completed form to WisconsinFastForward@dwd.wisconsin.gov. Provide the Applicant Business/Organization and grant application number (Correspondence ID#) in the email subject line.

Application Checklist

This checklist is provided to assist in completing the WFF grant application process:

I. Project Eligibility:

- The project will include at least one Employer Placement Partner (employer) with a presence in Wisconsin and has trainees that will be based out of the Wisconsin location.
- The employer has a documented, unmet need for skilled workers and is creating and implementing a training program to train workers to meet this need.
- The training will not replace existing, routine business training, nor is it on-going training that has been previously funded by other sources
- Supports training projects comprised of one or more courses, each lasting no longer than 12 months.
- Provides transferrable skills and/or leads to industry recognized credentials.
- Upon successful trainee completion, results in:
 - o Hiring unemployed workers to fill vacant or new positions
 - o Improving employment for underemployed workers (seasonal to temporary/permanent or part-time to full-time)
 - o Obtaining higher wages, more hours, and/or more permanent employment by Incumbent employees.
- The Applicant organization has secured commitments for fifty cents on the dollar with cash and/or in-kind match to the project as specified in the Grant Program Announcement.

II. Submission of the Grant Application:

- I have uploaded the following to the Sign & Submit tab of my application:
 - Letter(s) of commitment from each employer(s) placing trainees if the employer is not the applicant.
 - Letter(s) of commitment from each employer and/or organization providing matching contributions if the employer is not the applicant.
- I have clicked the Submit button and my application status changed to Submitted.

Thank you for your interest in the Wisconsin Fast Forward Program (WFF). Plan ahead, begin your application well before the deadline, and save often. If you have any difficulties, please contact WFF staff for assistance.

- | | | |
|---------------------|--|--------------|
| • General Inquiries | WisconsinFastForward@dwd.wisconsin.gov | |
| • Therese Schmidt | ThereseM.Schmidt@dwd.wisconsin.gov | 608-733-3921 |
| • Sara Tupper | sarap.tupper@dwd.wisconsin.gov | 608-405-4425 |
| • Tenzin Tseten | Tenzin.Tseten@dwd.wisconsin.gov | 608-405-4129 |
| • Tracy La Haise | tracy.lahaise@dwd.wisconsin.gov | 608-733-3896 |
| • Maria Maize | maria.maize@dwd.wisconsin.gov | 608-733-3900 |
| • Dennis Powers | Dennisj.powers@dwd.wisconsin.gov | 608-733-3942 |