



January 15, 2020

## **Shipbuilders Training Grants Grant Program Announcement**

**Applications are due by 11:59 p.m. CST on Tuesday, February 12, 2020  
Email Applications to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)**

The Wisconsin Fast Forward (WFF) grant program encourages increased collaboration between Wisconsin's workforce, employers, local or regional economic development organizations, workforce development boards, post-secondary institutions, and private training providers to develop and implement business-led training programs.

**Wisconsin Fast Forward Program:** The standard WFF program is a state funded grant program to provide employer-focused worker training grants. The Office of Skills Development (OSD) at the Department of Workforce Development (DWD) administers the grant program. Additionally, OSD works to encourage the development of innovative solutions at the local and regional level that bring together employers, educators, workforce development entities, and economic development organizations to meet area workforce demands. The 2017-19 biennial budget allows for expanded WFF initiatives to meet identified needs. The 2019-20 biennial budget continues this focus.

This WFF grant is only available to Wisconsin shipbuilders with 1,500 or more employees that designs and constructs vessels 40 feet in length or greater for commercial or government use that is operating a shipyard facility geographically located in Wisconsin. The purpose of this grant program is to advance innovation, efficiency, competitive operations, and quality ship construction in Wisconsin shipyards by enhancing shipbuilding-related employee skills and productivity.

**Legislative Authority:** Legislative authority for this grant is found at Wis. Stat § 106.27 (1u).

## Program Overview

**Definitions:** The following definitions are used throughout the Grant Guidelines:

- **Applicant** means a firm submitting a proposal in response to this Grant Program Announcement
- **Grant** means the transfer of things of value to a recipient to carry out public purpose of support or stimulation authorized by law
- **Grantee** means the recipient of a grant award
- **Contract** (grant) means a legal document that defines the expectations and obligations of the parties to the contract
- **Grant Recipient** means proposer awarded the contract
- **Shipbuilder** is defined as a Wisconsin company with 1,500 or more employees that designs and constructs vessels 40 feet in length or greater for commercial or government use that is the operating company of a shipyard facility geographically located in Wisconsin
- **State** means State of Wisconsin

**Grant Program Announcement Summary:** The purpose of this grant is for shipbuilders in Wisconsin to design and implement training programs that enhance shipbuilding-related employee skills and productivity as authorized under 106.27 (1u). Up to \$1,000,000 is available in the 2020 fiscal year to shipbuilders in this state to train new and current employees. Applicants must propose a training program that:

- Results in training participants finding and retaining employment, and/or results in incumbent workers earning higher wages post-training completion;
- Provides trainees with the education and skills determined necessary by the employer(s) to enhance the stability and growth of the business;
- Provides opportunities for income and career growth for trainees; and

- Includes at least one employer committing to the employment of new workers and/or incumbent worker wage increases, unless precluded under an existing union contract.

## Grant Program Highlights

<b>Total Grant Program</b>	Total grant program of \$1,000,000 for grants in the 2019-20 fiscal year
<b>Individual Award</b>	May be up to \$1,000,000 in the 2020 fiscal year
<b>Eligible Applicants</b>	This WFF grant is only available to Wisconsin shipbuilders with 1,500 or more employees that designs and constructs vessels 40 feet in length or greater for commercial or government use that is operating a shipyard facility geographically located in Wisconsin
<b>Use of Grant funds</b>	Activities related to the recruitment and training of shipbuilding employees to enhance shipbuilding-related employee skills and productivity
<b>Terms of Award</b>	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of March 6, 2020

### **Important Dates: Applications are due by 11:59 p.m. CST on February 12, 2020.**

Applications must be submitted by email to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)

GPA Released	January 15, 2020
GPA and Application Process Questions	January 28, 2020 Email questions to <a href="mailto:DOProcurement@dwd.wi.gov">DOProcurement@dwd.wi.gov</a> at or before 4 p.m. CST
GPA and Application Process Answers	February 3, 2020 Responses to questions posted at <a href="http://WisconsinFastForward.com">WisconsinFastForward.com</a>
Application Submission	February 12, 2020 Email application package (application, required forms, and supporting documents) to <a href="mailto:WisconsinFastForward@dwd.wisconsin.gov">WisconsinFastForward@dwd.wisconsin.gov</a> by 11:59 p.m. CST
Projected Grant Awards Announcement	March 2, 2020 at 3 p.m.
Anticipated Contract Start Date	March 6, 2020

**Any questions or clarifications related to this grant program announcement must be submitted in writing via email to [DOProcurement@dwd.wi.gov](mailto:DOProcurement@dwd.wi.gov)** before 4 p.m. CST on January 28, 2020. Responses will be posted at [http://www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm) on February 3, 2020.

In the event that it becomes necessary to provide additional clarifying data or information, it will be posted at [http://www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm)

Attempts by applicants to otherwise contact DWD about this grant program may result in the rejection of their application.

## **Additional Information**

**Application Forms, Instructions, Checklists, and Process:** You can access the application, along with the application, and guidelines at [www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm). To submit, email the application package to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)

### **Letters of Commitment:**

- **Partner letters of commitment or support:** Applicant may include attestation on organization letterhead regarding partnership expectations and any other elements that inform the application.

**Grant Amount:** The total amount available for grants is \$1,000,000 in the 2020 fiscal year. All eligible grant expenses will be reimbursed as per individual contract specifications when expenses are:

- Documented by grantee, per the contract
- Approved by DWD

**Eligibility:** To be considered for an award, an applicant must meet the following conditions:

- Applicant must be a Wisconsin shipbuilder with 1,500 or more employees that designs and constructs vessels 40 feet in length or greater for commercial or government use that is operating a shipyard facility geographically located in Wisconsin
- Applicant must train new and current employees
  - Applicant must retain employment of trainees who successfully complete training
  - Current employees must increase their wages based upon increased skill development

**Due Diligence:** All applicants are required to complete the Due Diligence form found in the grant application. Applicants that meet any of the following criteria may be automatically disqualified and will not be scored:

- The Applicant has not been in operation for more than 24 months
- Within the last 24 months, the Applicant has been required to provide a Worker Adjustment and Retraining Notification (WARN) notice under 29 U.S.C. § 2101 et seq., or a notice under Wisconsin's Business Closing and Mass Layoff Law, Wis. Stat. § 109.07 (listed on the Layoff Notices found here: <https://dwd.wisconsin.gov/dislocatedworker/warn/>)
- The Applicant has been found to have violated the Unemployment Compensation laws, Wis. Stat. ch. 108, within the last 24 months

- The Applicant has been found to have violated the Worker's Compensation Act, Wis. Stat. ch. 102, within the last 24 months
- The Applicant is on the Department of Administration's list of vendors who are not in compliance with Wis. Stat. § 77.66, found here: <http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf>, unless they demonstrate that they have come into compliance since the last posting date of the list
- The Applicant's status is "registered" or otherwise in good standing with the Department of Financial Institutions
- Within the last 24 months, the Applicant has been found to have violated the Wisconsin Fair Employment Act, Wis. Stat. § 111.31 et. seq., or employment regulations under Wis. Stat. ch. 103
- The Applicant is not listed as ineligible on the Department of Administration's Office of Contract Compliance Vendor Directory, found here: <https://vendornet.wi.gov/Procurement.aspx>
- The Applicant is not listed as a delinquent taxpayer with the Wisconsin Department of Revenue, at <https://www.revenue.wi.gov/Pages/DelqList/DelqSearch.aspx>

Organizations are strongly encouraged to verify that there are no unresolved issues in these areas prior to submitting the application or should provide a detailed explanation with the application.

**Eligible Expenses:** Expanded Wisconsin Fast Forward funds shall be used for direct project expenses. These include:

- Program design and implementation
- Training activities to teach skills essential for shipbuilding
- Tuition for courses essential to shipbuilding
- Administrative expenses limited to five percent of total award

**Ineligible Expenses:** Wisconsin Fast Forward funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, wages, stipends, or fringe benefits for trainees.

**Supplement not Supplant:** All funds cannot replace existing federal, state, or local government funding. Substituting existing funds with state grant funds will result in additional fiscal monitoring and may result in an audit. Violations of permissible expenses may result in suspension of current or future funds under this program, repayment of monies awarded under this grant and/or possible civil and/or criminal penalties.

**Grant Evaluation:** The evaluation committee will evaluate grant applications for compliance with grant guidelines and specifications cited in this document.

**Scoring:** Applications will be ranked by high score and awarded based upon ranking and availability of budgeted funds. Funds will be awarded based in order of highest to lowest score until budgeted funds are exhausted. Applications must score at least of 50 out of the total of 100 points to merit funding consideration.

- Project Need Statement (20 points)
- Program, Design, Cost & Implementation (25 points)
- Program Objectives and Outcomes (30 points)
- Economic Impact (25 points)

1. Grants will be awarded based in order of highest to lowest score until budgeted funds are exhausted.
2. Applications must score at least of 50 out of the total of 100 points to merit funding consideration.
3. Applicant must pass a review confirming business condition, viability, and compliance with other state agencies' regulations.

It is strongly recommended that applicants consult the Grant Evaluation Rubric and Scoresheet to address all criteria when writing proposals. The Grant Evaluation Rubric and Scoresheet is available for download at [www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm)

**Contract:** Expenses may not be incurred for which reimbursement is expected under a Wisconsin Fast Forward Shipbuilders Training Grant funded under this GPA until a contract with DWD is executed.

### **Reimbursement**

- Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before being reimbursed with WFF funds. WFF will provide access to an online invoicing system and reimbursement instructions.
- Upon submission of complete invoices with proper documentation, payments will be disbursed via Automated Clearing House (ACH) transactions.
- In compliance with the State Controller's Office rules and regulations, no grant recipient shall expend grant funds until a contract has been fully executed with WFF. Upon contract execution, recipients will be allowed to incur costs.
- As a condition of funding, WFF will require that grantee provide outcome reporting as determined by the individual grant contract, including quarterly and final reports.

**Grant Reporting Requirement:** Grant recipients must meet DWD Office of Skills Development program reporting requirements, including submission of project updates to document reimbursement requests, new and current employees' training outcomes data (including pre- and post- training wage information and completion of training), quarterly reports, and a final project report. Grantees will use the Wisconsin Fast Forward online portal to record trainee and training outcomes data and to record quarterly progress and final project report, which is available for download at [www.wisconsinfastforward.com/wff\\_standard.htm](http://www.wisconsinfastforward.com/wff_standard.htm)

The anticipated result of this grant program is an increase of trained shipbuilders receiving living wages and benefits.

Applicants and their partners may be subject to program and fiscal audits by DWD as defined in the contract. The funded project should produce quantifiable outcomes and impacts for new and current employees.