



→ BLUEPRINT FOR PROSPERITY

Training Workers with Disabilities Grant Application FREQUENTLY ASKED QUESTIONS

Question 1	<p>Are service providers able to submit an application and/or be included in multiple grants if involved in multiple programs to train workers with disabilities?</p>
Answer	<p>Each application must include at least one business that will provide employment opportunities for the trained worker(s) with disabilities. The training program should provide persons with disabilities with market relevant work readiness and technical skills, optimally leading to an employment opportunity with the participating business(es).</p> <p>Applications can be submitted by a business or businesses in collaboration with various partners such as service providers, nonprofits, workforce or economic development organizations, veteran organizations, etc. to create workforce programs to train and hire persons with disabilities.</p> <p>The participating business(es) that will be providing the employment opportunity to the workers with disabilities does not have to be the applicant, but can work in partnership with another organization to be the applicant, as long as the applicant is a legal entity and can enter into a binding contract with DWD if awarded.</p> <p>Awards are limited to \$100,000 per Applicant. Each unique collaboration of businesses and partners may submit a separate application under the competitive GPA.</p> <p>For example, if a group of manufacturing businesses are working with an organization to a create manufacturing focused worker with disabilities training program; this could be considered a unique collaboration under one application.</p> <p>If the same organization is working with a consortium of health care providers for a health care focused worker with disabilities training program, this could be a unique collaboration under a different application.</p> <p>If the Applicant is the same in these two applications and both are awarded, the maximum dollar amount between the two applications that could be awarded would be \$100,000.</p>
Question 2	<p>The limits indicate \$5,000- \$100,000 per grantee – does that mean per grant application or is it limited by organization/entity?</p>
Answer	<p>In the \$1.0 million set aside, there is a \$100,000 award limit for each Applicant. The maximum amount each application can request is \$100,000 and the maximum amount that can be awarded to an Applicant is \$100,000.</p> <p>The \$100,000 limit is based on funds awarded. For example, if the grant request is \$100,000 and a partial award of \$75,000 is given, then the \$75,000 would be counted toward the award limit.</p> <p>Another scenario could be if a workforce organization is the Applicant on 3 applications in partnership with different businesses for \$25,000 each, full funding under all 3 could occur if they all score competitively as the total received by the Applicant would be below the \$100,000 limit.</p>

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FREQUENTLY ASKED QUESTIONS (FAQs)**

Question 3	Who may serve as the fiscal agent?
Answer	The Applicant must serve as the project contact and fiscal agent for the grant.
Question 4	What types of training programs can be covered by the grant?
Answer	The Blueprint for Prosperity grants are targeting demand side training where at least one employer defines the development and/or delivery of the training program. The program design should address the employer demand for skill competencies and/or credentials as further stated in the application.
Question 5	Can equipment be funded with the grant?
Answer	No. Eligible costs to be reimbursed by the grant are program/curriculum development, instructor costs, consumable and non-consumable training materials, pre-screening assessment, recruitment, marketing and project management/coordination.
Question 6	What is the difference between Tuition and Instruction?
Answer	<u>Instruction</u> is the costs related to instruction and delivery of current, new, or modified coursework that is necessary for the training program. It is the cost of the instructor, training materials, and specific costs related to the training. Instruction is allowed and can be provided by higher learning institutions (e.g. technical colleges) as long as it is a new, customized program to that will meet the specific training needs of the employer(s) involved in the grant application. <u>Tuition</u> is the money that is paid to an institution of learning (e.g. technical college, university, etc.) for the right to study and/or receive instruction. Tuition is not an eligible expense under the grant.
Question 7	If awarded, how are grant proceeds obtained by the grantee?
Answer	Eligible costs can start to be incurred on the date the applicant receives an "Intent to Award" letter from DWD. These eligible costs are reimbursed on a monthly basis as documentation is submitted by the applicant and approved by DWD. Funds are deposited via ACH to the grantee's account.
Question 8	Are there a minimum number of participants in a training program to be considered for funding?
Answer	No there is not a minimum number, but the awarding of funds is a competitive process and such items as cost per trainee and cost per training hour will be considered in the scoring process.

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Question 9	What will the reporting requirements be if awarded a grant?
Answer	<p>Grant Recipients will be held to reporting requirements as defined in the contract between the Grantee and the Department which will require quarterly and final reporting. These reports will provide information from the Grantee on timelines, number of trainees, and outcomes. A sample for the WFF program may be accessed here: http://dwd.wisconsin.gov/wff/pdf/sample_progress_report.pdf</p> <p>The Grantee will also be contractually required to submit pre- and post-training information for the trainees participating in training funding with these grant dollars. These reports will be modeled after the sample template for the WFF program and will include the appropriate designation of an eligible trainee as defined in the GPA:</p> <p><i>Eligible trainees must be in at least of the following categories:</i></p> <ul style="list-style-type: none"> • <i>Persons receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)</i> • <i>Veterans with a service-connected disability</i> • <i>Persons who are eligible DVR consumers</i> <p>WFF sample pre-training report: http://dwd.wisconsin.gov/wff/pdf/sample_trainee_enrollment_form.pdf</p> <p>WFF sample post-training report: http://dwd.wisconsin.gov/wff/pdf/sample_post_training_report.pdf</p> <p>These reports and administrative requirements can be found on the WFF Grant Administration page, accessed here: http://dwd.wisconsin.gov/wff/grant_administration.htm</p> <p>The data collected in the above referenced reports will be compiled and reported to the Legislature annually each December as specified in 106.27 (3).</p>
Question 10	How does a person qualify as an eligible Division of Vocational Rehabilitation (DVR) Consumer?
Answer	<p>To be eligible for Vocational Rehabilitation (VR) services, a consumer must:</p> <p style="padding-left: 40px;">Have a physical or mental impairment that results in a substantial impediment to employment.</p> <p style="padding-left: 40px;">Require VR services to prepare for, secure, retain or regain employment determined by a VR Counselor employed by DVR.</p> <p>A consumer who is determined eligible for disability benefits under Title II or Title XVI of the Social Security Act (SSI or SSDI) is presumed to be eligible for VR services provided that the consumer intends to achieve an employment outcome. Completion of the application process for VR services is sufficient evidence of the individual's intent to achieve an employment outcome.</p>

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Question 11	How will an employer know that the worker is eligible for the training program under this grant? Will they need to provide any type of documentation?
Answer	<p>The targeted types of trainees participating in the training program will be identified in the application as one of the following categories:</p> <ul style="list-style-type: none"> • Persons receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) • Veterans with a service-connected disability • Persons who are eligible DVR consumers <p>If awarded, the Grantee will be required to complete and submit pre and post-training reports for each trainee funded by the grant and designate which category the trainee falls under. The Applicant will certify that the information provided on the report is accurate and can be evidenced by documentation such as letters from the Social Security Administration, a copy of the DVR plan for employment or Individualized Plan for Employment (IPE) or designation letter from the United States Veterans Administration to support that determination.</p> <p>The Pre and Post-Training Reports will also be used by DWD to track outcomes and success of the program, along with quarterly progress and final reports.</p>
Question 12	Is a certificate for successful completion of the training a requirement of the grant?
Answer	Certificates are not required, but will be given extra points in the scoring as detailed in the Grant Program Announcement (GPA)
Question 13	How will the training programs and outcomes be evaluated and what is the evaluation process?
Answer	<p>The application requires the discussion of the employer training need, the training program and goals/outcomes. These areas will be scored competitively by the Evaluation Committee. The Evaluation Committee will have the opportunity to clarify questions in the application via the presentations which will be required after the grant deadline and before final scores are submitted. This presentation includes a 5 minute overview and 10 minutes for questions and answers.</p> <p>The contract will also require successful applicants to report on these items and provide documentation of expenditures as the funds are reimbursed based on costs incurred and documentation provided.</p>
Question 14	What are the anticipated dates of the Evaluation Committee presentations?
Answer	It is anticipated that presentations will be held during the week of September 29.
Question 15	What is required of the employer in relation to the placements of trainees and/or incumbent worker wage increases?
Answer	Letters of commitment are required from each employer as defined in the GPA on page 7. The grant application includes a placement table wherein each employer will provide anticipated placement numbers and/or incumbent workers and related wages. The narrative questions also require the applicant to detail the training program, including goals and outcomes. All of these will be taken into consideration when the applications are scored. The contract will outline these requirements also.