

Jan. 10, 2023

## **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 3 p.m. CST on Tuesday, Feb. 28, 2023**

**Wisconsin Fast Forward Online Grant Application System:**

**[webapps.dwd.state.wi.us/WFFGrantApplication](http://webapps.dwd.state.wi.us/WFFGrantApplication)**

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## FUNDING OPPORTUNITY DESCRIPTION

**Wisconsin Fast Forward Program Background:** The Wisconsin Fast Forward (WFF) 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 or Department) 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 training grants to develop and implement a business-led skills training program. A skilled workforce is vital to economic development and community growth in Wisconsin.

WFF 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. In turn, this will create 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 WFF 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, 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 WFF-funded training programs will continue to flourish after the grant has ended.

**Administrative Rules:** The rules governing the WFF program are available at [Wis. Admin. Code Ch. DWD 801](#).

## FUNDING AVAILABILITY

Under this Grant Program Announcement (GPA), approximately \$2 million is available to provide industry sector worker training grant awards that target unemployed, underemployed, and incumbent workers to 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 projects comprised of one or more courses, each lasting no longer than 12 months.

**Grant Period:** The grant period is up to two years. This period begins no earlier than the date the grant contract is fully executed by all parties. All training activities must be completed during the grant period. These activities include curriculum development, training, pre- and post-training activities, wage increases, and match requirements.

**Required Outcomes:** Trainees must be hired in positions related to the training project. The deliverables proposed in the application will be incorporated as terms of the grant contract. The program requires grantees to achieve a *minimum* of the following:

- Completion of training – 85%
- Increased wages – 75%
- Placement into employment – 65%
- Received industry recognized credential – 75%
  - 75% of trainees completing courses (that offer certifications) need to receive certifications

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.

## TIMELINE

<b>Public notice of grant program announcement</b>	Jan. 10, 2023
<b>Deadline for receipt of applications – submit applications and supporting documentation by 3 p.m. CST using the WFF online grant application system (<a href="http://webapps.dwd.state.wi.us/WFFGrantApplication">webapps.dwd.state.wi.us/WFFGrantApplication</a>)</b>	Feb. 28, 2023
<b>Tentative notification of grantee selection</b>	Apr. 20, 2023
<b>Contract and effective date of award</b>	May 08, 2023

## ELIGIBILITY CRITERIA

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

- Includes at least one employer (employment placement partner) with a presence in Wisconsin and has trainees based out of the Wisconsin location.
- Meets documented needs of employers for skilled workers.
- Does not replace routine, ongoing training, or existing training that was previously funded by other sources.
- Secures and documents match commitments for 50 cents for each dollar awarded, as cash and/or in-kind match to the project.
- 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.
- Successful trainee completion results in:
  - Hiring unemployed workers to fill vacant or new positions,
  - Improving employment for underemployed workers (seasonal to temporary/permanent or part-time to full-time), or
  - Obtaining higher wages, more hours, and/or more permanent employment by incumbent employees.

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

- Unemployed individuals: Trainees who are not employed at the time of application.
- Underemployed workers: Trainees who currently work below skill level or part-time but desire full-time work at the time of training.
- Incumbent employees: 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, justice-involved persons who have been the subject to any stage of the criminal justice process, Indigenous populations, people of color, people with disabilities, and veterans.

Successful grant applications will include customized 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. OSD recommends that customized training programs focus on skills attainment and certifications. Skills attainment develops skills that directly benefit the workers receiving the training by increasing their mastery of their occupation in their field of employment and/or provide new skills for new product lines or business expansion.

Training should predominately focus on hard skills. Hard skills include skills that are measurable and are necessary to perform technical job functions. Soft skills are not required to complete specific, technical job functions but are important to the overall success of the organization.

**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.
- The tribal governing body of a federally recognized tribe or band of Native Americans, or an organization appointed by the tribal governing body.

Eligible applicants must be financially viable. Eligible applicants, except tribal governing bodies, must also be current on all federal and state tax obligations.

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 Tribal government or organization appointed by the Tribal governing body.
- A Wisconsin Workforce Development Board.
- A Wisconsin Technical College.

**Cost per Trainee:** Below are average costs per trainee by sector since the inception of the standard WFF program. These amounts are not firm limits to the cost per trainee, as specified occupations within these sectors can be more costly to train. Applicants should explain proposed costs that are significantly higher than these averages:

Agriculture	\$1,282
Transportation, Logistics, Distribution	\$2,507
Healthcare	\$756
Information Technology	\$2,236
Financial Services	\$2,014
Customer Service	\$1,121
Construction	\$1,478
Manufacturing	\$1,290

## MATCH REQUIREMENTS/FINANCIAL INFORMATION

- Required cash or in-kind match is 50% of the amount of the grant award.
- Grant and match expenditures must be incurred during the grant period.
- Administrative costs are capped at 5% of the total project costs. Administrative costs can be incurred and reimbursed through the final report date. Please see the definitions section to identify allowable expenses.
- Letters of commitment from employers, partners, and/or applicant documenting match are required.
- Cash and in-kind match for instructional materials, software, and equipment may not exceed 20% of the total match.

**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 the grantee upon completion of the deliverables set in the grant contract. If the deliverables in the grant contract are not met by the grantee, the 2% will be forfeited.

**Eligible Expenses:** Consistent with [Wis. Admin. Code § DWD 801.09\(1\)](#), WFF funds shall be used for training-related expenses, which may include curriculum development, instructor salaries, consultant/contractual expenses, and training materials and supplies. If the program's funds are utilized for curriculum development expenses, the curriculum becomes property of DWD and may be distributed to the public. The program's 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 [wisconsinfastforward.com/pdf/guidance\\_to\\_file%20\\_reimbursement\\_request.pdf](http://wisconsinfastforward.com/pdf/guidance_to_file%20reimbursement_request.pdf).

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.

**Ineligible Expenses:** Capital equipment expenses are not allowed under this GPA. Consistent with [Wis. Admin. Code § DWD 801.09\(2\)](#), WFF 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. Consistent with [Wis. Admin. Code § DWD 801.07\(3\)](#), grantees may not supplant existing employee wages and compensation.

**Supplement not Supplant:** Consistent with [Wis. Admin. Code § DWD 801.08](#), 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.

**Audit:** Applicants and their partners may be subject to program and fiscal audits by DWD as defined in the grant contract.

## 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, per [Wis. Admin. Code § DWD 801.11](#):

- Quarterly Bureau of Labor Statistics multiple worksite survey forms.
- Quarterly WFF Reports
  - 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 count of trainees initially enrolled in the program, identified by social security number, and the status of the trainees at the time of enrollment. Trainees can be listed as unemployed worker, underemployed worker, student, or 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.
    - 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.

- The count of trainees, identified by social security number, who successfully complete the training and their status at the completion of the program as: unemployed, underemployed, student, or incumbent employee.
- 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.
- Other information requested by the Department to allow the Department to report on:
  - The count of unemployed and underemployed workers and incumbent employees who participated in training programs under this grant.
  - The count of unemployed workers who obtained gainful employment, underemployed workers who obtained new employment, and incumbent employees who received increased compensation after participating in such a training program.
  - The wages earned by those workers and employees both before and after participating in such a training program.

## LETTERS OF COMMITMENT

**Employer Letters of Commitment to Hire:** Signed letters of commitment on letterhead to hire or upskill trainees from the proposed training program are required from the proposed participating employers (employer placement partners) and must include:

- Trainee count, type of positions, and pre/post wages of successful trainees to be hired or retained.
- Commitment to any match funding and/or participation in the planning and implementation of the training program.
- Commitment to hire or upskill a specific number of trainees.
- Agreement to share trainee and placement data with the grantee and DWD.

**Partner Letters of Commitment or Support:** Partners can provide letters of support which may include an attestation regarding match resources that are available to contribute to the project.

## PROPOSAL REVIEW AND SELECTION

**Due Diligence:** All applicants are required to complete the Due Diligence form found in the grant application. If any of the statements below apply to an applicant, that applicant may be automatically disqualified and not scored:

- Applicant has been in operation for less 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 (Layoff Notices can be found here: [dwd.wisconsin.gov/dislocatedworker/warn/](http://dwd.wisconsin.gov/dislocatedworker/warn/)).



- Within the last 24 months, 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.
- The applicant is on the Department of Administration's list of vendors who are not in compliance with Wis. Stat. § 77.66, found here: [vendornet.state.wi.us/vendornet/wocc/CertList.pdf](http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf).
  - Please note that applicants may demonstrate that they have come into compliance since the last posting date of the list.
- Applicant's status is not registered as a Wisconsin business or otherwise not in good standing with the Wisconsin 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.
- Applicant is listed as ineligible on the Department of Administration's Office of Contract Compliance Vendor Directory, found here: [vendornet.wi.gov/Procurement.aspx](http://vendornet.wi.gov/Procurement.aspx).
- Applicant is listed as a delinquent taxpayer with the Wisconsin Department of Revenue, at [revenue.wi.gov/Pages/DelqList/DelqSearch.aspx](http://revenue.wi.gov/Pages/DelqList/DelqSearch.aspx).
- The applicant does not have the financial viability to receive grant funding, as determined by the Department. Applicant will be asked to provide 3 years of financial statements so the Department can assess financial viability. Alternative options to assess financial viability may be available upon request.

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 of 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.

**Risk Assessment:** If the Department deems the applicant as eligible after the review of the Pre-Award Risk Assessment, the application will be scored by an evaluation committee. If the Department deems the applicant is still eligible but has concerns from the Pre-Award Risk Assessment, these will be addressed through specific conditions in the grant contract.

**Eligibility and Disqualification:** Eligible applications that attain a final application 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 final application score of 50 points or more, but the costs are not reasonable or the skills are not transferable, the Department reserves the right to deny the application.

The 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 denied.

- All applicants that are not responsive or responsible will be denied after the Department completes its review.
- Applications that fail to meet requirements will be denied.

## PROPOSAL SUBMISSION INFORMATION

**Proposal Format:** All organizations interested in applying must adhere to the following conditions:

- Proposals and supporting documents must be submitted using the WFF Online Grant Application System ([webapps.dwd.state.wi.us/WFFGrantApplication](http://webapps.dwd.state.wi.us/WFFGrantApplication)).
- Proposals must be received by the deadline posted in this 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 this GPA and application instructions.
- Application instructions, informational webinars, related guidelines, and checklists are available at: [wisconsinfastforward.com/wff\\_standard.htm](http://wisconsinfastforward.com/wff_standard.htm).

**GPA and Proposal Process Questions & Answers:** Any questions or clarifications related to this grant program announcement may be submitted in writing via email [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov). We will respond to your inquiry promptly.

Responses will also be posted at [wisconsinfastforward.com/wff\\_standard.htm](http://wisconsinfastforward.com/wff_standard.htm).

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

For answers to technical questions (e.g., accessing forms or documents, submitting your proposal, etc.), please email your inquiry to [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov). We will respond to your inquiry promptly.

## GRANT EVALUATION GUIDELINES

Applicants are strongly encouraged to review the application scoring rubric that is used by evaluators to score grant applications. It is posted at [wisconsinfastforward.com/wff\\_standard.htm](http://wisconsinfastforward.com/wff_standard.htm).

WFF 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 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.
- **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.
- **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.

- **Training Objectives and Outcomes** (20 points) – Points are given for a detailed plan that describes the 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. Average cost per trainee is defined in the Definitions and outlined for each industry sector on page 6.

## GRANT APPLICATION INSTRUCTIONS & FORMS

Applications must be submitted online. You can access the online application, along with application instructions, informational webinars, rubric, and related guidelines at [wisconsinfastforward.com/wff\\_standard.htm](http://wisconsinfastforward.com/wff_standard.htm).

## AWARD ADMINISTRATION AND INFORMATION

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

Applicants who receive an award must be prepared to enter into a contract and begin training no later than 90 days from the date of the execution of the grant contract.

The Department 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 grantee 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 program electronically at [webapps.dwd.state.wi.us/COMET](http://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.

## APPLICANT PRIVACY

All applications and accompanying documentation will become the property of the 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.

A successful applicant's application and portions of the GPA deemed applicable by the program will be made part of the grant contract. Therefore, an official authorized to commit the company to a contract must sign the contract.

Any materials submitted to DWD may be public records subject to release upon request under the Public Records Law, [Wis. Stat. §§ 19.31-39](#).

## RESERVATION CLAUSES

The 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.
- Negotiate with select applicant(s) prior to contract awards.

## DEFINITIONS

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

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

**Average cost per trainee:** The amount of WFF requested funds divided by the number of trainees. The average cost per trainee per industry is available on page 6 and should align with the proposed project's average cost per trainee.

**Capital equipment** - Equipment having a value greater than \$5,000 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 (e.g., associate's and bachelor's degrees); occupational licensures; occupational certificates (e.g., Registered Apprenticeship and Career Technical Education educational certificates, occupational certificates, and other recognized certificates of industry/occupational skills completion that will qualify the trainee for entry-level or advancement in employment).

**DWD or Department** - The Department of Workforce Development.

**Fringe Benefit** - Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

**Evaluation committee** - A committee of Department members and other persons invited by the Department that reviews and evaluates applications.

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

**Grant** - An agreement between the Department and the grantee whereby the Department provides funds from the WFF 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”** - 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** – A public or private organization or agency receiving a grant either directly or indirectly from the Department.

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

**Incumbent employee** - 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 Vocational Rehabilitation 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** - 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”).

**O\*NET** – The nation's primary source of occupational information. It is made up of a database with information on hundreds of standardized and occupation-specific descriptors. O\*NET Online is 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 [onetonline.org/](http://onetonline.org/) and [onetcenter.org/](http://onetcenter.org/).**

**On-the-Job Training (OJT)** – Hands-on method of teaching employees the duties, knowledge, and skills needed to perform a specific job within the workplace training

**Placement** – For incumbent trainees, a placement is completion of training, receiving industry recognized credentials (if applicable), and receiving a wage increase. 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. For underemployed trainees, placement is completion of training and an increase in hours/job duties. These trainees would be incumbent trainees who are currently temporary, seasonal, or part-time and who upskill into a more advanced role (moving from part-time to full-time, seasonal to part-time, etc.)

**Private organization** - A private for-profit or non-profit business or service provider.

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

**Supplant** - 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** - 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** - 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** - 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. Equity and Economic Wage Point Scale
- B. Proprietary Information Form

## Appendix A

### WISCONSIN FAST FORWARD EQUITY AND ECONOMIC WAGE RANGE BONUS POINT SCALE<sup>1,2</sup>

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

<sup>1</sup> Median county wage source: Wisconsin Department of Workforce Development, Bureau of Workforce Information and Technical Support, Occupational Employment Statistics.

<sup>2</sup> 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.

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
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
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

Department of Workforce Development  
Office of Skills Development

## 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.