

# Wisconsin Fast Forward Evaluation Rubric and Score Sheet

Reviewer Number: \_\_\_\_\_ Date: \_\_\_\_\_

Correspondence ID #:

Grant Request: \$

Applicant Name:

Project Name:

Project Need (20)	Economic Impact (15)	Training Program Design, Cost & Implementation (20)	Capacity Building (10)	Training Objectives & Outcomes (20)	Economic Opportunity Enhancements (15)	Total (100 points)
<b>Overall Comments:</b>						

## Project Need Statement (Up to 20 points) Total Score \_\_\_\_\_

Describe the nature and scope of the critical workforce problem that the project will address, including:

- The specific needs of the employer(s) involved in the project, including data or examples.
- The extent of the problem, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.
- Data, information, or examples that support the needs statement.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Project Need</b>	Identification of skills gap	0	1 2	3 4 5	6 7 8 9	10	<ul style="list-style-type: none"> <li>• Clearly outlines the nature of the workforce issue the project will address.</li> <li>• Clearly explains why this need is not currently being met in other ways.</li> <li>• Includes how the problem impacts the project partner employer(s).</li> <li>• Can be met with short- to medium-term training.</li> </ul>
	Scope of skills gap	0	1	2 3	4 5	6	<ul style="list-style-type: none"> <li>• Clearly identifies the extent of the skills gap, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.</li> </ul>
	Supporting Information	0	1	2	3	4	<ul style="list-style-type: none"> <li>• Uses data, information, or examples to support the explanation of the scope of the need.</li> </ul>
<b>COMMENTS:</b>							

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## Economic Impact (Up to 15 points) Total Score \_\_\_\_\_

Describe the project's economic impact on the employer involved, the communities where they are located, and the surrounding region:

- Number of new jobs that will be created with this project.
- Number of at risk jobs that may be retained with this project.
- Any new and/or expanding employer(s) connected with this project.
- Whether the employer is emerging, stable, expanding, or declining and the impact of the training for the employer(s).
- The impact related to the location, such as urban, rural, depressed, or low/high unemployment, etc.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Economic Impact</b>	Wisconsin job creation	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>• The project will result in new jobs in Wisconsin (Not new replacement hires, but new positions).</li> <li>• Clearly defines job creation {higher scores for more jobs created at the new and/or expanding employer(s)}.</li> <li>• Clearly defines the new jobs/new positions being created.</li> <li>• Clearly defines how the new and/or expanding employer(s) will assist with the project.</li> </ul>
	Location of impact	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>• Clearly defines how the location of the project (rural, suburban, or urban) provides greater economic impact.</li> <li>• Includes data or examples of this.</li> </ul>
	Community Impact	0	0	1	2	3	<ul style="list-style-type: none"> <li>• Clearly defines how the project impacts the local community or surrounding region. (low/high unemployment; working with unemployed or disadvantaged population, etc.)</li> </ul>
	Retain at-risk jobs	0	0	0	1	2	<ul style="list-style-type: none"> <li>• Clearly defines how at-risk jobs will be retained. (Higher scores for the more at-risk jobs retained).</li> </ul>
COMMENTS:							

## Training Program, Design, Cost & Implementation (Up to 20 points) Total Score \_\_\_\_\_

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Training Program, Design, Cost &amp; Implementation</b>	Structure and content of the training project	0	1	2	3	4	<ul style="list-style-type: none"> <li>• The structure and content of the training project meets stated needs and critical workforce issue(s) of the employer(s).</li> <li>• Does not replace other readily available, accessible, or existing training.</li> <li>• The project is new or customized to the employer's needs.</li> <li>• The training provider's track record/credentials and ability are sufficient to achieve the project as described.</li> </ul>
	Project plan	0	1	1	3	4	<ul style="list-style-type: none"> <li>• The project includes a concise, focused plan for achieving the stated demand-driven outcomes.</li> <li>• The plan includes milestones to achieve the goals within the requested time-frame.</li> <li>• There is a plan for monitoring the project and trainee outcomes.</li> <li>• The project time-frame is ≤ two years and no training course &gt; 1 year.</li> </ul>
	Project plan for recruitment selection and assessment	0	0	1	2	3	<ul style="list-style-type: none"> <li>• Well-defined plan for recruitment and/or selection of trainees.</li> <li>• Project has a plan for both pre and post training skills and knowledge assessment and employability pre-screening that is acceptable to the employer(s) such as drug testing, driver's license screening, background checks, etc.</li> </ul>
	Cost per trainee	0	1	2	3	4	<ul style="list-style-type: none"> <li>• The cost per trainee is proportional to the planned training.</li> <li>• The cost per trainee is a proportional investment related to project outcomes for the trainees, the employer(s) and the State.</li> </ul>
	Budget Items	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>• All budget items are necessary to the project, proportional to the training project requirements, and <b>provide sufficient supporting detail.</b></li> </ul>
	COMMENTS:						

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## Capacity Building (Up to 10 points) Total Score \_\_\_\_\_

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

- Are there any new curriculums, certifications, and/or credit programs that will come from this project?
- Are there any collaborations/partnerships resulting from the project that may improve future ability to address the training issue?
- Are there plans by the employer/training partners to continue to use curriculum/equipment/technology gained through the project after it is complete?

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Capacity Building</b>	Project will result in capacity building for the workforce	0	1	2	3	4	The project will result in one or more of the following: <ul style="list-style-type: none"> <li>• New curriculum and/or customized curriculum meets the training gap and will be adopted by employer, post-secondary institution, and/or educational organization.</li> <li>• New credit course, new certificate, and/or New Continuing Education Unit to be adopted by the employer(s), post-secondary institution, and/or educational organization.</li> </ul>
	Curriculum to be used after grant period and Partners	0	0	1	2	3	<ul style="list-style-type: none"> <li>• There is strong evidence that the new curriculum/new training project will be used beyond the grant period.</li> <li>• The project will result in the training partner and/or employer gaining new specific technology and/or knowledge that will be available for future training.</li> </ul>
	Collaboration	0	0	1	2	3	<ul style="list-style-type: none"> <li>• The project will result in partnerships that will continue to address the need after the project has ended.</li> </ul>
	COMMENTS:						

## Training Objectives & Outcomes (Up to 20 points) Total Score \_\_\_\_\_

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria	
<b>Training Objectives &amp; Outcomes</b>	Wages after training	0	1	2	3	4	< \$11.25* = 0 points    \$11.25 to \$12 = 1 point    > \$12 to \$13 = 2 points > \$13 to \$14 = 3 points    > \$14 to \$15 = 4 points > \$15 to \$16 = 5 points    > \$16 to \$17 = 6 points > \$17 to \$18 = 7 points    > \$18 = 8 points <small>*200% of the federal poverty level for single person, 2016</small>	
	Wage increase for incumbent workers/job placement for unemployed	0	1	2	3	4	For incumbent workers: <ul style="list-style-type: none"> <li>• Shows that 100% of existing incumbent trainees receive a wage increase.</li> <li>• The scope of the wage increase (higher is better).</li> </ul> For new hires: <ul style="list-style-type: none"> <li>• Shows that 100% of new hire trainees retain employment.</li> <li>• New hires get a wage increase (not required but higher score if wage increase given).</li> </ul> For unemployed/underemployed workers: <ul style="list-style-type: none"> <li>• Shows that <u>&gt;85%</u> of trainees may be placed in a job.</li> </ul>	
	Strong evidence to support the future achievement of stated goals	0	1	2	3	4	5	<ul style="list-style-type: none"> <li>• There is strong evidence to support the future achievement of the stated goals.</li> <li>• Trainee placements and outcomes are detailed and supported. If the applicant is not the placement employer(s), the letters of commitment must provide agreement to employ the trainees, including the number of placements at each participating employer and the wage and benefit information anticipated for the trainee.</li> </ul>
	Match	0	0	1	2	3	<ul style="list-style-type: none"> <li>• There is strong evidence of match capability. If the project partner(s) or employer provides the match, details must be included in the commitment letter(s) (Higher score if the employer(s) is providing some or the entire match).</li> </ul>	
	COMMENTS:							

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## Economic Opportunity Enhancements (Up to 15 points): Total Score \_\_\_\_\_

Describe the way the project will provide for enhanced economic opportunity for the trainees:

- A description of what employee benefits will be provided to existing and/or placed trainees.
- How prevalent are job and advancement opportunities for the successful trainee.
- If the project will result in a career pathway for the trainee.
- If the skills the trainee will gain are transferable.
- If there are plans to recruit socially and economically disadvantaged individuals into the project.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
<b>Economic Opportunity Enhancements</b>	Trainee benefits	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>• Application clearly defines the benefits offered.</li> <li>• Level of benefits offered (Higher score for better benefits)                             <ul style="list-style-type: none"> <li>- Basic benefits: Paid vacation, sick leave, etc.</li> <li>- Intermediate benefits: Health care, retirement, etc.</li> <li>- High benefits: Profit-sharing, stock options, education, money, etc.</li> </ul> </li> </ul>
	Trainee skill gain and career path	0	1	2	3 4	5	<ul style="list-style-type: none"> <li>• Current job status will improve through the training project.</li> <li>• Preference given to full-time, long-term employment with employer versus temporary, part-time, short-term and/or seasonal employment.</li> <li>• Training will provide long-term improvement in job opportunities.</li> <li>• Occupation being trained for has high employability and need, especially locally (If current job disappears, employee will have greater chance of getting another job).</li> </ul>
	Career Pathway	0	0	0	1	2	Trainee will receive career pathway value in the form of: <ul style="list-style-type: none"> <li>- Industry recognized certification;</li> <li>- Continuing Education Units; and/or</li> <li>- Transferable college credit.</li> </ul>
	Targets special populations	0	0	1	2	3	<ul style="list-style-type: none"> <li>• Clearly defines plans to work with disadvantaged populations.</li> <li>• Applicant shows capacity and/or successful history to work with expected population.</li> <li>• Applicant will work with economically disadvantaged individuals: W-2, chronically unemployed, etc.</li> <li>• Applicant will work with socially disadvantaged individuals, minorities, veterans, persons with disabilities, etc.</li> </ul>
	COMMENTS:						

# Evaluation Committee Notes for Applicant Presentations

Reviewer Number: \_\_\_\_\_ Date: \_\_\_\_\_

Correspondence ID #: \_\_\_\_\_ Grant Request: \$ \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

<b>Overall Project/Project Need/Partners/Employer:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Economic Impact:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Training- Curriculum Development, Instruction, Instructors, etc.:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Budget – Cost/Accuracy/Ineligible Expenses:</b>	
Questions/Concerns/Issues:	Answer/Notes:

# Evaluation Committee Notes for Applicant Presentations

<b>Capacity Building:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Economic Opportunity Enhancements:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Training Objectives/Outcomes/Placements/Commitments:</b>	
Questions/Concerns/Issues:	Answer/Notes:
<b>Other:</b>	
Questions/Concerns/Issues:	Answer/Notes: