



August 1, 2018

**Expanded Wisconsin Fast Forward and WisDOT
Grant Program Announcement**

COMMUTE TO CAREERS

**Flexible Transportation Solutions for
Wisconsin Workers**

Amount Available
Program Grants - \$5,000,000
Vehicle Grants - \$3,000,000

**Application deadline:
Wednesday, September 5, 2018 at 3 p.m. CDT**

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Wisconsin Department of Workforce Development
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COMMUTE TO CAREERS

Flexible Transportation Solutions for Wisconsin Workers

TECHNICAL ASSISTANCE SESSION

A Technical Assistance Session, "Submitting a Successful Commute to Careers Grant Application," is scheduled to address the questions or the concerns of potential applicants for this grant opportunity. The training session goal is to increase applicants' understanding of the grant application process, program goals, funding processes and to provide tips to submit a successful grant application.

Potential applicants are invited to attend either in-person or online using a WebEx meeting. Space is limited at the in-person session. Registration is required to attend either venue.

Submitting a Successful Commute to Careers Grant Application

Date: Friday, August 10, 2018

Time: 1:30 - 3 p.m.

Location: WebEx OR in-person at the Wisconsin Department of Workforce Development; GEF-1 Building, Rm. A415; 201 E. Washington Ave., Madison, WI 53707

To register to attend in-person or online (via WebEx):

1. Go to <http://dwdlearningcenter.wi.gov>
2. Enter you Wisconsin Fast Forward application username and password (your Job Center of Wisconsin or UI password will work also, or you may create a new account)
3. Search for "Submitting a Successful Commute to Careers Grant Application"
4. Locate the session and select either "In-Person Session" or "WebEx Session"
5. You will receive a confirmation by email

Potential applicants should make sure to check the Wisconsin Fast Forward website at wisconsinfastforward.com/wff_standard.htm for any program or training session updates.

For assistance or more information, please contact one of the Grant Administration contacts or email WisconsinFastForward@dwd.wisconsin.gov

COMMUTE TO CAREERS

Flexible Transportation Solutions for Wisconsin Workers

In March 2013, Act 9, also known as Wisconsin Fast Forward, was passed into law with strong bipartisan support from both houses of the Wisconsin Legislature. The state-funded Wisconsin Fast Forward (WFF) program included \$15 million to provide employer-focused worker training grants, enabled the creation of the Office of Skills Development (OSD) at the Department of Workforce Development (DWD) to administer the grant program and provided resources to expand the state's labor market information system.

The Wisconsin Fast Forward program encourages increased collaboration between Wisconsin's workforce, employers, local or regional economic development organizations, workforce development boards and non-profit community to foster and to expand opportunities for low-income workers. The goal of the Commute to Careers program is to connect people with low-incomes or disabilities to jobs through enhanced local transportation services. A lack of transportation is a significant barrier to getting and to keeping jobs for workers. Improving transportation services can improve the economic outcomes among these workers and employers throughout the State of Wisconsin.

Expanded Wisconsin Fast Forward Program: The standard Wisconsin Fast Forward (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. The 2017-19 biennial budget allows for expanded Wisconsin Fast Forward initiatives to meet identified workforce needs.

This effort is based on DWD's previous collaboration with the WisDOT in the Wisconsin Employment Transportation Assistance Program (WETAP), which enhanced local transportation services. Many unemployed or low-income workers are unable to provide their own transportation to and from work due to circumstances related to disability, age, or income level. If these workers live in rural areas, they may also face barriers related to limited transportation options and the need to travel to another community for work.

GRANT PROGRAM OVERVIEW

This WFF Grant Program Announcement is a unique partnership with the Wisconsin Department of Transportation (WisDOT). Unlike the standard WFF program, which does not fund capital acquisitions, WisDOT funds available through this GPA can fund vehicle purchases for flexible transportation solutions. Flexible transportation refers to any demand-responsive mode of transportation that connects workers to employment opportunities that are not readily accessible to them.

This program offers **two** grant types:

- 1) **Program Grants**- The Program Grant opportunity through WFF is open to applications from Wisconsin entities that can demonstrate a critical need to transport unemployed, low and moderate-income workers to employment opportunities in Wisconsin: private employers in good standing, non-profit 501(c)(3) organizations, or consortiums comprised of employers, non-profits and organizations that serve people with disabilities.

Program Grant funds are available to serve the needs of Wisconsin workers statewide. Governmental entities are not eligible to apply for Program Grants.

- 2) **Vehicle Grants**- The Vehicle Grant opportunity through WisDOT is open to non-profit and local public bodies (including tribes). This money is targeted to low-income residents at 150 percent of the federal poverty level or less. Vehicle Grant funds are only available to projects that provide most of their services in areas identified by DNR for traffic congestion and vehicle emissions reduction, which include Milwaukee, Racine, Kenosha, Waukesha, Washington, Ozaukee, Walworth, Sheboygan, Kewaunee, Manitowoc and Door counties.

Applicants can apply for one or both grants, provided they meet the application requirements. In addition, **all grants require a 20 percent match**.

The priority of this grant opportunity is to establish **affordable, self-sustaining, flexible** transportation programs that can grow and adapt to meet the needs of the employees and employers which it serves. Employers, through investment in the transportation program, will gain access to a larger pool of workers and have fewer absences and have less turnover of their employees related to logistic issues associated with transportation.

A wide variety of creative and specialized demand-responsive transit projects (DRT) have been implemented across the State of Wisconsin to provide flexible, user-oriented services. Potential transportation projects could include:

- Vanpool systems
- Ridesharing and carpooling activities
- Shuttles connecting areas not currently serviced by public transit, or providing late-night and weekend service of areas with limited transportation options
- Deviated fixed route service
- The expansion or supplementation of existing flexible employer-based transportation programs.

Similar models that achieve the objective of connecting low-income workers to quality employment opportunities may also be funded under this grant program.

The expansion of transportation options for workers, including paratransit services for workers with disabilities may also be funded through this grant program. Current WETAP funded programs are eligible to apply and all applicants are encouraged to visit <https://dwd.wisconsin.gov/transportation/> for more information on job access transportation services.

AVAILABLE FUNDING: The total funding available for this project is \$8 million. The Department of Transportation is making \$3 million available¹ to meet evolving mobility needs in the form of vehicles for flexible transportation projects in addition to its traditional statewide WETAP program.

The Department of Workforce Development will make \$5 million available for the operational costs of running a transportation program. At least \$1 million of DWD's contributed funds is set aside for employment transportation services specific to workers with disabilities.

The State does not guarantee to purchase any specific quantity or dollar amount; nor does the State guarantee the number of grants awarded.

Application Forms, Instructions, Checklists and Process: Applications must be submitted by email to WisconsinFastForward@dwd.wisconsin.gov. The application, along with the application instructions, informational webinars, related guidelines and checklists are accessible online at: http://www.wisconsinfastforward.com/wff_standard.htm.

GENERAL GUIDELINES

Project Period: October 15, 2018-October 14, 2020

Important Dates: Grant applications are due by **Wednesday September 5, 2018 at 3 p.m.** Email grant applications and supporting documents to WisconsinFastForward@dwd.wisconsin.gov

GPA Released	August 1, 2018
Proposals accepted via email only	Email grant applications and supporting documents to WisconsinFastForward@dwd.wisconsin.gov by 3 p.m. on Wednesday September 5, 2018
Projected Grant Awards Announcement	October 1, 2018
Anticipated Contract Start Date	October 15, 2018

¹\$1 million of WisDOT's \$3 million contribution will go to traditional WETAP projects statewide. An application for the CY2019 program cycle will be released in the fall of 2018 on the [WisDOT WETAP website](#)

Funding Disbursement	On a rolling basis, upon verification of approved submitted purchases, purchase orders, invoices, and related project costs.
Contract End Date	October 14, 2020

GRANT EVALUATION RUBRIC AND SCORING

Wisconsin Fast Forward is a competitive grant program. All applications will be reviewed by internal and external reviewers and rated on a 100-point scale, based upon the following point values:

- Project Need (up to 20 points)
- Implementation, Project Design, and Deliverables (up to 25 points)
- Local Stakeholder Support (up to 20 points)
- Budget and Sustainability Model (up to 15 points)
- Outreach and Marketing Plan (up to 10 points)
- Reporting and Evaluation (up to 10 points)

The Grant Evaluation Rubric and Scoresheet is available online at:

http://www.wisconsinfastforward.com/wff_standard.htm.

- Project Need:** Applicants should thoroughly establish the need for the specific type of transportation supportive services they are proposing to implement. Description should include how the program partners have estimated initial ridership as well as an analysis of the other available transportation alternatives that are currently available and how this program provides a significantly better or more accessible alternative for the target population. Applicants are also encouraged to include service and route maps when doing so will help to explain the program choices regarding service areas and times.
- Implementation, Project Design and Deliverables:** Applicants must provide a timeline for all key project activities. Applicants are also expected to include a list of the key staff, a program budget and any other information necessary to evaluate the overall design of the project.
- Local Stakeholder Support:** Applicants will include a letter of attestation regarding partnership expectations, role in the project, and any other elements that inform the program. Any source of leveraged funds must also clearly indicate the source of the funding and describe how it supplements the project.
- Budget and Sustainability Model:** Applicants, in addition to including the letters of attestation and documenting the 20 percent match in the program budget, should discuss specific strategies for growing and sustaining the transportation program.

Applicants should discuss long-term funding strategies and any elements of the program that will lead it being more likely to be able to sustain itself in the long-term.

- e. **Outreach and Marketing Plan:** Applicants should explain how employees and other potential clients in the service area will learn about and participate in the transportation program. Include relevant information on partnerships with social services organizations, local workforce development and economic development entities, employers or any other strategic relationships that will help connect low income workers in need to the transportation services being offered.
- f. **Reporting and Evaluation:** Applicants will include information on the reporting and evaluation methodology and strategy they will be using the gauge the impact and success of the transportation program.

PROGRAM GRANT APPLICATION – See Grant Program Guidelines for additional details

Grant Amount: From \$5,000 to \$400,000 is available per grantee. A 20 percent match is required, in the form of either in cash match or in-kind contributions. Grants that leverage outside resources to maximize impact will receive additional points. Grant expenditures must be incurred during the Project Period. All eligible grant expenses will be reimbursed as per individual contract specifications when expenses are:

- Documented by grantee per their contract
- Approved by OSD

Requirements

1. **Cost Sharing:** Grants that leverage additional resources to meet the goals of the transportation project and in doing so exceed the 20 percent match requirement will be awarded bonus points in the Grant Evaluation Rubric. Documentation of the leveraged funds is required in the application.
2. **Eligibility:** For an application to be considered for funding, the following conditions must be met:
 - The applicant must be a private business in good standing in the state of Wisconsin, or
 - The applicant must be a non-profit 501(c)(3), or
 - The applicant must work with people with disabilities.
 - Employees receiving transportation must live and work in Wisconsin.
 - Applicants will check and document their Application Intent and Organization Status on the application form provided.
3. **Eligible Expenses:** Expanded Wisconsin Fast Forward Funds shall be used for direct expenses for the employee transportation project. These include:
 - Upkeep and maintenance of vehicles being used for employee transportation

- Wages and employment costs for vehicle drivers
- Vehicle insurance, driver liability insurance and background screening of drivers
- Training, development, and licensure for drivers and other staff employed by the transportation provider
- Marketing, expanding, and activities supporting the long-term sustainability of the transportation project
- Fuel and related expenses for project vehicles
- Administrative costs necessary to fulfilling the requirements of the grant (Not to exceed five percent of the total grant budget)

Ineligible Expenses: Wisconsin Fast Forward program grant funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, traditional public or private Kindergarten–12th grade education, trainee wages or fringe benefits.

- 4. Supplement not Supplant:** All funding identified as "leveraged" 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.
- 5. Partner Letters of Commitment or Support:** Should include attestation regarding partnership expectations, role in the project, and any other elements that inform the program. Any source of leveraged funds must also clearly indicate the source of the funding and describe how it supplements the project. Letters must be on partner letterhead and signed.
- 6. Contract:** The Commute to Careers Program applications that are funded under this GPA will be required to execute a binding contract with DWD before any expenses are incurred for which reimbursement is expected.
- 7. Grant Reporting Requirement:** Grantees will be required to submit regular project updates with service reports, impact metrics, and financial reporting.
- 8. Eligible Locations:** Program Grant funds are available to serve the needs of Wisconsin workers statewide.
- 9. Insurance Requirements if applying for Program Grants only:** Grantee must agree to adhere to the insurance requirements below and provide documentation they are met:

	Statutory Limits
Workers Compensation (WC)	Required
Commercial General Liability (CGL):	
General Aggregate including Products and Completed Operations	\$1,000,000
Each Occurrence	\$1,000,000
Automobile Liability: Combined Single Limit	\$2,000,000
Automobile Liability: inter-state and outside of Wisconsin	\$5,000,000

The contracting organization shall add the "State of Wisconsin, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

10. Audit: Additionally, applicants and their partners may be subject to program and fiscal audits by the Department of Workforce Development as defined in the contract. The funded project should produce quantifiable outcomes and impacts for the participating employer(s), employees and potentially the region at-large. The applicant should address projected outcomes for the proposed transportation project, such as: the number of employees utilizing the service, route and mile metrics, cost per rider and potential impact and satisfaction metrics, at the discretion of the project administrators.

11. Reporting: The Grantee is responsible for tracking and monitoring drivers and other employees being paid through the grant through the completion of pre- and post-training reports and a final report on the impact of the project. The anticipated result of this grant program is increased retention for participating employers and employees gaining and thriving in higher wage positions.

VEHICLE GRANT APPLICATION – See application guidelines for additional details

Eligible capital purchase projects under this section include vehicle(s) to provide transportation service for low-income residents (150 percent below the Federal Poverty Rate) to employment or training destinations.

This part of the application is for vehicles only. Operating projects may be applied for under the Program Grants Section. Traditional WETAP projects may be applied for in the fall of 2018 for the CY2019 program cycle on the [WisDOT website](#).

Requirements

1. **20 percent local match** is required from the total cost of the vehicle. Match must be cash and may come from private funds, state awards, non-USDOT federal funds, donations and/or revenues.

- a. Identify each source of local match and amount within the proposal document.
- b. Applicants will contribute local match by way of reimbursement. If awarded, applicants will procure and purchase a vehicle at 100 percent of the cost. Then will request 80 percent reimbursement of cost from the Department.

2. Eligible Applicants

- a. Non-profit entities
- b. Local public bodies (including tribes)

3. Allowable Use of Funds: The primary use of funds is for the purchase of vehicles to be used in transportation services for low-income residents (below 150 percent federal poverty level)

- a. Operating, staff salary/wage/fringe, vehicle maintenance, and other costs are **not eligible** under this portion of the application.
- b. Proposer must purchase vehicles only after approval via a federally compliant procurement.

4. Eligible Locations: All services must provide most of their transportation services within the counties of Milwaukee, Racine, Kenosha, Waukesha, Washington, Ozaukee, Walworth, Sheboygan, Kewaunee, Manitowoc and Door.

5. Insurance Requirements: Proposer must adhere to the insurance requirements below:

	Statutory Limits
Workers Compensation (WC):	
Employers Liability Each Accident	\$100,000
Employers Liability Disease — Policy Limit	\$500,000
Employers Liability Disease — Each Employee	\$100,000
Commercial General Liability (CGL):	
General Aggregate including Products and Completed Operations	\$1,000,000
Each Occurrence	\$1,000,000
Automobile Liability: Combined Single Limit	\$1,000,000

6. Budget: All vehicle applications must submit a budget for their requested vehicles and local share. All prices must be quoted in U.S. Dollars.

Below is an example of common vehicle types used in employment transportation services. Proposer must identify which vehicles they are requesting, the number of each vehicle type, total **estimated** cost of request(s), and the total **estimated** local match required for request(s). These estimate prices are for basic vehicle models.

Vehicle Type	Passengers (not including driver)	Total Estimated Cost	Total Estimated Local Share
Minivan	7 passengers	\$26,000	\$5,200
Minivan Accessible Side Load	3 passengers, 1 wheelchair position	\$37,357	\$7,471
Minivan Accessible Rear Load	3 passengers, 2 wheelchair positions	\$37,000	\$7,400
Transit/Bariatric Vehicle Accessible Rear Load	3 passengers, 2 wheelchair positions	\$45,700	\$9,140
Transit Wagon	15 passengers	\$40,000	\$8,000
Minibus	12 passengers	\$49,057	\$9,811
Minibus Accessible	6 passengers, 2 wheelchair positions	\$52,274	\$10,455
Minibus Accessible Diesel	3 passengers, 2 wheelchair positions	\$58,720	\$11,744
Minibus Accessible Single Rear Wheel	3 passengers, 2 wheelchair positions	\$54,661	\$10,932
Medium Bus Accessible	10 passengers, 2 wheelchair positions	\$56,872	\$11,374
Medium Bus Accessible Honeycomb Fiberglass	3 passengers, 2 wheelchair positions	\$64,718	\$12,944
Large Cutaway Bus	21 passengers	\$65,000	\$13,000
Large Cutaway Bus Accessible	20 passengers, 2 wheelchair positions	\$90,578	\$18,116
Large Cutaway Bus Accessible Honeycomb Fiberglass	20 passengers, 2 wheelchair positions	\$98,984	\$19,797
Conventional Bus	26 passengers, 2 wheelchair positions	\$125,630	\$25,126
30' Heavy Duty Bus	27 passengers, ADA compliant	\$337,000	\$67,400
35' Heavy Duty Bus	30 passengers, ADA compliant	\$390,200	\$78,040

6. **Procurement:** If awarded funds, before purchasing a vehicle from a third party with funds from this grant, the Recipient MUST contact the Wisconsin Department of Transportation to determine the best way to proceed with a state and federally complaint procurement. An overview of these procedures is available on the Department's web site at: Wisconsin Department of Transportation Transit procurement procedures.
(<http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure.aspx>)

The Recipient must obtain Departmental approval for pre-solicitation and post-solicitation procurement activities as follows:

- The Recipient must notify the Department in writing of its intention to purchase the service or item. Such notification should include the funding source (i.e., grant number) by which the Recipient intends to fund the purchase, as well as assurances that the proposed procurement will follow all relevant federal and state purchasing rules and procedures.
 - As requested by the Department, the Recipient will provide to the Department written documentation of the solicitation process. Upon review, the Department will issue written approval to the Recipient to make the award for contracted service or purchase of capital item.
7. **Partner Letters of Commitment or Support:** Should include attestation regarding partnership expectations, role in the project, and any other elements that inform the program. Any source of leveraged funds must also clearly indicate the source of the funding and describe how it supplements the project.
 8. **Contract:** The Expanded Wisconsin Fast Forward Commute to Careers Program applications that are funded under this GPA will be required to execute a binding contract with DWD before any expenses are incurred for which reimbursement is expected.
 9. **Reporting** Grantees will be required to submit quarterly project updates with one-way ridership reports, vehicle condition and mileage, and any other additional federally required reporting.
 10. **Audit:** The grantee shall have a single, organization-wide financial and compliance audit performed by a qualified independent auditor, if required to do so under federal law and regulations. This audit shall be performed in accordance with federal Office of Management and Budget (OMB) Circular 2 CFR Part 200 and state single audit guidelines issued by the Wisconsin Department of Administration. Any findings from this audit that are relevant to the use of program funds shall be brought to the attention of the Wisconsin Department of Transportation by the Recipient.

APPEALS PROCESSES

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with both agencies:

WisDOT

Wisconsin Department of
Transportation
4822 Madison Yards Way – 6th Floor
South (Transit Section)
Madison, WI 53705

DWD

Wisconsin Department of Workforce
Development
Attn: Division Administrator, Division of
Operations
201 East Washington, Ave,
GEFI-G400
Madison, WI 53703

Written intent to protest must be received in his/her office no later than five (5) working days after the notices of intent to award are issued.

The written protest must be received in his/her office no later than ten (10) working days after the notices of intent to award are issued.

The decision of the head of the procuring agency may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance, with a copy of such appeal filed with the procuring agency, provided the appeal alleges a violation of a statute or a provision of the Wisconsin Administrative Code.

Subsequent protests can be submitted to: Federal Transit Administration, Region V Office, 200 West Adams Street, Suite 320, Chicago, Illinois 60606 (**this only applied to protests related to federally funded awards under the Vehicle Grant Section**).

LEGISLATIVE AUTHORITY

Find a summary of expanded Wisconsin Fast Forward initiatives on pages 716-723 in the 2017-17 Wisconsin Biennial Budget at:

https://docs.legis.wisconsin.gov/misc/lfb/budget/2017_19_biennial_budget/045_comparative_summary_of_budget_recommendations_governor_and_joint_committee_on_finance_by_agency/workforce_development.pdf .

Federal Congestion Mitigation and Air Quality Improvement (CMAQ) funding information can be found at: <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/cmaq.aspx>

Section 5311 – Federal Formula Grant Program for Rural Areas funding information can be found here: <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/fed-rural.aspx>

Section 5307 – Federal Formula Grant Program for Urban Areas funding information can be found: <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/fed-urban.aspx>