



Oct. 24, 2024

## **Commercial Driver Training Grant Program Announcement (GPA)**

Award amount: \$10,000 to \$30,000

**Applications must be emailed by 3 p.m. CST on Thursday, Nov. 21, 2024.**

**Email applications to**

**[DETCDLTrainingProviderProgram@dwd.wisconsin.gov](mailto:DETCDLTrainingProviderProgram@dwd.wisconsin.gov)**

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.

DWD is now accepting applications for the Commercial Driver Training grants. This opportunity is open to commercial driver license (CDL) training providers and must satisfy the following requirements:

- Applicant must be listed on the federal [Training Provider Registry](#).
- The training entity must have a facility in Wisconsin and trainees must be Wisconsin residents.
- The training must meet federal [Entry-Level Driver Training \(ELDT\)](#) requirements, and must be provided at or through the Wisconsin facility.
- Application must be received by 3 p.m. CST on Nov. 21, 2024.
- Training must satisfy the requirements of 49 CFR part 380, [subparts F](#) and [G](#).

**Legislative authority:** Legislative authority for this grant is found at [Wis. Stat. § 106.276](#).

## Program Overview

**Definitions:** The following definitions are used throughout the Grant Program Announcement (GPA):

- **Applicant** means a CDL training provider with a facility located in Wisconsin that applies to DWD for a grant. The applicant must provide training at or through the facility.
- **Contract** means a legal document that sets forth the grant terms and conditions.
- **Grantee** means a CDL training provider awarded a grant by the department.
- **Grant** means an award from the department to the grantee whereby the department provides funds.
- **Trainee** means a Wisconsin resident enrolled in a grantee's training program.
- **Training facility** means a facility located in Wisconsin that is listed on the federal [Training Provider Registry](#).
- **State** means state of Wisconsin.

**Commercial driver training grant program announcement summary:** The program provides grants to training entities listed on the federal [Training Provider Registry](#) that provide training to residents of Wisconsin to obtain a Wisconsin commercial driver's license. The training entity must have a facility in Wisconsin, the training must be provided at or through that facility, and the training must meet federal entry-level driver training requirements.

## Grant Program Highlights

<b>Total Grant Program</b>	\$500,000 is available for funding in fiscal year 2025.
<b>Individual Awards</b>	\$10,000 to \$30,000
<b>Eligible Applicants</b>	Commercial driver training providers with a facility in Wisconsin that is listed on the <a href="#">Training Provider Registry</a> .

<b>Use of Grant funds</b>	Reimbursement of training costs for each individual trained may not exceed 50% of the costs of training the individual in the operation of commercial motor vehicles or \$3,000, whichever is less.
<b>Goals</b>	Obtain a CDL, as defined in <a href="#">Wis. Stat. 340.01(7m)</a> , to operate certain commercial motor vehicles to increase the number of Wisconsin residents across the state receiving CDL licenses.
<b>Terms of Award</b>	Grants will be awarded as cost reimbursement contracts with an anticipated contract start date of Feb 7, 2025. All grant expenditures must be incurred by June 30, 2025.

**Important dates:** Applications must be emailed by 3 p.m. CST on Thursday, Nov. 21, 2024. Application packages must be emailed to [DETCDLTrainingProviderProgram@dwd.wisconsin.gov](mailto:DETCDLTrainingProviderProgram@dwd.wisconsin.gov).

<b>GPA</b>	Oct. 24, 2024
<b>Application Submission</b>	Nov. 21, 2024 Email application package (application, required forms, and supporting documents) to <a href="mailto:DETCDLTrainingProviderProgram@dwd.wisconsin.gov">DETCDLTrainingProviderProgram@dwd.wisconsin.gov</a> by 3 p.m.
<b>Anticipated Projected Grant Awards Announcement</b>	Jan. 24, 2025
<b>Anticipated Contract Start Date</b>	Feb. 7, 2025
<b>Funding Disbursement</b>	<ol style="list-style-type: none"> <li>1. Individual pays tuition with the understanding that if they complete training, the training provider will reimburse the trainee's tuition.</li> <li>2. Training provider reimburses successful trainees.</li> <li>3. Training provider submits a reimbursement request to OSD via COMET with copy of trainee certificate of complete/license and proof of payment to trainee.</li> </ol>
<b>Contract End Date</b>	June 30, 2025

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

Responses will also be posted at [dwd.wisconsin.gov/det/](http://dwd.wisconsin.gov/det/).

## Additional Information

### Application Form and Instructions:

Access the application, evaluation rubric, and reporting template at: [dwd.wisconsin.gov/det/](http://dwd.wisconsin.gov/det/)  
Applicants must describe the following in their grant applications:

- (a) The purpose and need for the grant.
- (b) The projected outcomes that the applicant is seeking to achieve as a result of receiving the grant.
- (c) Any other information required in the GPA.

**Project Period:** The project period for this GPA is from the contract execution date through June 30, 2025.

**Grant Amount:** Not less than \$10,000, nor more than \$30,000 is available per grantee. Grant expenditures must be incurred between contract execution date up to and through June 30, 2025. All eligible grant expenses will be reimbursed, per individual contract specifications, when expenses are:

- Included in the award application.
- Paid and documented by the grantee.
- Approved by OSD.

Disbursement of grant funding will be made on a rolling basis when the grantee complies with all conditions of the grant as stipulated in the contract. Reimbursements may be pro-rated or withheld based on the extent to which contract conditions are met.

**Eligibility:** For an application to be considered for funding, the following conditions must be met:

- Applicant must be listed on the federal [Training Provider Registry \(TPR\)](#).
- The training entity must have a facility in Wisconsin and train residents at or through the Wisconsin facility.
- The training must meet federal [Entry-Level Driver Training \(ELDT\)](#) requirements.
- Application must be received by 3 p.m. on Nov. 21, 2024.
- Training must satisfy the requirements of 49 CFR part 380, [subparts F](#) and [G](#).

**Due Diligence:** All applicants are required to complete the Risk Assessment Form and Due Diligence checklist. If any of the statements below apply to an applicant, that applicant may be disqualified and will not be scored:

- 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 found at [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, Ch. 102.
- Applicant is on the Wisconsin Department of Administration's list of vendors who are not in compliance with Wis. Stat. § 77.66. The list is available at [vendornet.state.wi.us/vendornet/wocc/CertList.pdf](http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf).
  - Please note that an applicant 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 Wisconsin Department of Financial Institutions.

- Within the last 24 months, 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 at [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).

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

**Eligible Expenses:** Reimbursement of training costs to each individual trained may not exceed 50% of the costs of training the individual in the operation of commercial motor vehicles or \$3,000, whichever is less.

**Supplement not Supplant:** All funding under this grant must be used in furtherance of and pursuant to Wis. Stat. 106.276. 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.

**Grant Evaluation Rubric and Scoring:** The Commercial Driver Training Grant is a competitive grant. The evaluation committee will evaluate grant applications for compliance with the grant eligibility requirements and specifications cited in this document. Grant proposals will be rated on a 100-point scale, based upon the following point values:

Selection Criteria	Points
Project Need	20
Training Program Design & Implementation	30
Training Capacity	30
Leverages Partnerships	20

Grants will be ranked by high score as well as by workforce development area (WDA). The highest scoring project in each WDA will be awarded funds and then the remaining funding will be awarded based on the highest score per applicant and availability of budgeted funds. Grants that score below 50 points will not be eligible for funding. It is strongly recommended that applicants consult the Grant Evaluation Rubric and Scoresheet to address all scoring criteria when writing proposals. The Grant Evaluation Rubric and Scoresheet is available for download at <https://dwd.wisconsin.gov/det/>.

**Contract:** The Commercial Driver Training Grant applications that are funded under this GPA are required to execute a binding contract with DWD **before any expenses are incurred** for which reimbursement is expected.

### Reimbursement

- Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any DWD funds. DWD will provide access to an online invoicing system and reimbursement instructions.
- Upon submission of complete invoices with proper documentation and proof of payment, payments will be disbursed via Automated Clearing House (ACH) transactions.

- In compliance with the Office of the State Comptroller rules and regulations, no grant recipient shall expend grant funds until a contract has been fully executed with DWD. Upon contract execution, recipients will be allowed to incur costs. Costs must be incurred between contract execution and up to and including June 30, 2025. No expenses incurred after June 30, 2025, will be reimbursed by this program.
- Grantees will forfeit any remaining award unused after the contract expires.
- As a condition of funding, DWD will require that the grantee provide outcome reporting as determined by the individual grant contract, consisting of two annual reports and a final report in the third year.

**Grant Reporting Requirement:** Grant recipients must meet the program reporting requirements, including submission of project updates to document reimbursement requests, and annual reports.

### **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 applicants prior to contract awards.