

Workforce Innovation Grant Program

APPLICATION CHECKLIST AND INSTRUCTIONS

UPDATED March 29, 2021, with new application deadline and additional troubleshooting tips.

Application Webpage: doa.wi.gov/Pages/WorkforceInnovationGrantProgram.aspx

The Department of Administration is using DocuSign to collect applications for the Workforce Innovation Grant Program.

What is DocuSign?

DocuSign is a web-hosted electronic document transmittal and secure signature service. Accessing DocuSign documents requires internet access and a web browser. You do not need a DocuSign account to access or complete the Grant Application. Use of DocuSign significantly reduces the amount of time needed by the program to process and evaluate applications.

Please review the Application Guide ([available here](#)) and these instructions in full prior to beginning the application process

APPLICATION CHECKLIST AND DOCUMENT LINKS

	Document	Note	Due Date
<input type="checkbox"/>	Application Form	Required. Available here.	April 18, 2022, at 5:00 PM Central Time
<input type="checkbox"/>	Attachment A Letters of Commitment	Required for those with Sub-receipts and/or Partners. Attach pdf within application link.	April 18, 2022, at 5:00 PM Central Time
<input type="checkbox"/>	DOA-3027	Optional, please see page 9 for more information. Available here as a separate document.	April 18, 2022, at 5:00 PM Central Time

Convenience Copy of Grant Application

A link to a convenience copy of the application is [available here](#). The program has provided a link to a convenience copy of application for reference prior to submitting the application via DocuSign. The convenience copy is for internal organization review only and will not be accepted by the program as an official application.

Please continue reading this document for instructions on how to submit your official application.

DocuSign Submission Instructions for all Documents:

To Begin Each Document:

Open the link for the document you would like to complete in the table above.

The first page you will be directed to is the “PowerForm Signer Information.” The person entering the information on the application should be a Grant Preparer and/or Authorized Representative of the organization.

1. Enter the first and last name of the Grant Preparer of your Organization in the “Your Name” field, and the Grant Preparer’s email in the “Your Email” field. This person will be responsible for filling out all application fields. Please see the convenience copy of the application on page 1 of these instructions if you have questions about what will be asked in the application process. **The Grant Preparer can sign off as an authorized representative, but if your organization requires another person to sign off, please enter that person’s name in step 2.**
2. ***If applicable***, enter the Name and Email of the additional Authorized Representative of your organization. This person will be able to sign off on the information provided in the application but will not be able to make any changes to the submission. **Do not enter the name of the Grant Preparer multiple times. The grant preparer can sign off on the form if they are also an authorized representative of the organization.**

Please ensure that this email is correct and free from errors, as any errors in this field could prevent your application from being received. It is the applicant’s responsibility to ensure that the Authorized Representative receives and completes the application prior to the application deadline on April 18, 2022, at 5:00 PM Central Time.

3. Do NOT change anything in the Grant Administration fields.
4. The Grant Preparer and Authorized Representative will automatically receive a copy of the document if their email information is entered correctly. **Receiving a copy serves as confirmation of receipt by the program.** There are two additional fields if you would like to add additional recipients for the confirmation.
5. Please review all information as entered above for errors. Click “Begin Signing” when you are done reviewing information.

A diagram of these instructions is shown on page 3.

Submission Instructions for all Documents (Continued):

The screenshot below shows steps 1-5

The screenshot shows a web form titled "PowerForm Signer Information" for the "Application for Workforce Innovation Grant Program Round 2". The form includes fields for the Grant Preparer and Organization Authorized Representative, and two recipients for a copy of the finalized form. A "BEGIN SIGNING" button is at the bottom.

PowerForm Signer Information

Application for Workforce Innovation Grant Program Round 2
Please complete the application document by the updated submission deadline at April 18, 2022, at 5PM Central Time. More information is available on the Program Website: www.doa.gov/pages/WorkforceInnovation.aspx.

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

Grant Preparer (first and last name)

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

if applicable, Organization Authorized Representative (first and last name)

Name:
Full Name

Email:
Email Address

DOA Grant Administration (DO NOT CHANGE THIS FIELD)

Name:
(DO NOT CHANGE THIS FIELD) Workforce Innovation Progr

Email:
workforceinnovation@wisconsin.gov

Email a Copy of Finalized Form (Recipient 1)

Name:
Full Name

Email:
Email Address

Email a Copy of Finalized Form (Recipient 2)

Name:
Full Name

Email:
Email Address

BEGIN SIGNING

Callout Box 1 (Left): Enter the first and last name of the Grant Preparer of your Organization in the "Your Name" field, and the Grant Preparer's email in the "Your Email" field. This person will be responsible for filling out all application fields. Please see the convenience copy of the application on page 1 of these instructions if you have questions about what will be asked in the application process.

Callout Box 2 (Right): If applicable, enter the Name and Email of the additional Authorized Representative of your organization. This person will be able to sign off on the information provided in the application but will not be able to make any changes to the submission. Please ensure that this email is correct and free from errors, as any errors in this field could prevent your application from being received. It is the applicant's responsibility to ensure that the Authorized Representative receives and completes the application prior to the application deadline on April 18, 2022, at 5:00 PM Central Time.

Callout Box 3 (Bottom Left): The Grant Preparer and Authorized Representative will receive a copy of the document via email if their email information is entered correctly. **Receiving a copy serves as confirmation of receipt by the program.** There are two additional fields if you would like to add additional recipients for the confirmation.

Callout Box 4 (Bottom Right): Do NOT change anything in the Grant Administration fields.

Callout Box 5 (Bottom Right): Click "Begin Signing" when you are done entering and proofreading the entered information.

Submission Instructions for all Documents (Continued):

Filling Out Each Document:

The next page will be “Please review & act on These Documents.”

1. Agree to DocuSign disclosures, if prompted.
2. **Strongly Recommended:** Click “Finish Later” button. Clicking “Finish Later” creates a link to your documents that can be re-visited at any time prior to clicking “Finish” on the document. An email with the link will be sent to the Grant Preparer’s email you provided in the previous step. Click “Review Documents” from that email link to continue the signing process. The program also strongly recommends clicking “Finish Later” any time you close the application to ensure any newly entered information is saved. If you follow this step, please see your email for a new link to continue the document. If you do not receive an email, you have entered the wrong email address into the system. There is no way to correct the entry at this point, you must start over with a new application by clicking on the application link on page 1.
3. Click through to “Continue” to fill out the application.
4. Please fill out all fields as applicable to your organization.

The screenshot below shows the “Please review & act on These Documents” page.

To Submit each document:

Click “Finish” when you have reviewed and completed all required fields on the application. This step will send the completed application to the Grant Preparer and to any additional emails you provided as an “Email Copy Recipient”. Your application will not be submitted to the program until you click “Finish”.

The page will automatically re-direct to the Department of Administration Homepage when you click “Finish”. Please select another document link from the table on page 1 of these instructions to proceed with the application.

Individual Form Submission Instructions and Tips

Application Document (Required):

Section 1: Applicant Information

Fill out all of the required fields (outlined in red in DocuSign) and any additional optional fields, as applicable. We have highlighted some required fields that may require additional attention here:

- **Please select applicant type:** Choose the appropriate designation for the lead applicant. Choices are: Governmental Organization, Tribal Government, and Nonprofit Agency. If your organization does not fit one of the applicant types, you are not eligible for this program.
- **Application Category:** Choose the option that best reflects your project's intent.
 - Choices are Arts, Barriers to Entry, Career Pathways, Childcare, Entrepreneurship, Health Services, Housing, Transportation, Other. You must specify a new category if you choose "other".
- **Project Name:** Choose a descriptive and distinct name for your project. Project names should be different if you are submitting multiple projects.
- Your Organization's **DFI** (Department of Financial Institutions) **Entity ID** is available to search at the following link: <https://www.wdfi.org/apps/CorpSearch/Search.aspx> Per Grant requirements applicants, *If required, must be registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date: "restored to good standing", "incorporated/qualified/registered", "organized", or "registered".* **This field is required for Nonprofit Applicants.**
 - Please reach out to the [Department of Financial institutions](#) as soon as possible with any questions regarding your organization's status. The program is unable to comment on or resolve your DFI status.
- **EIN** or "[Employer Identification Number](#)". This is the number under which the applicant organization files its taxes. **This field is required for Nonprofit Applicants.**
 - **If your EIN begins with a zero and is not recognized by the form, please enter the EIN without the zero and it should be accepted by the form.**
- **Please list the Wisconsin counties in which the project will operate:** List all of the Wisconsin counties in your organization's operating area for this project. **This field is required.**
 - **If you are unable to fit all the individual counties on this line, please enter a region (i.e., 14 counties in Northwest Wisconsin) and define your region (including the specific counties) in "Section 2, Project Summary Statement".**
- **Organization Financial Contact Information:** This address information must be able to receive a paper check, if necessary. **These fields are required.**

Section 3: Narrative Questions

Be sure to answer the questions fully and adhere to all question character counts. Please review all answers for completeness before submitting. If any text is not visible to you, it will not be visible to the reviewers.

Troubleshooting tips for the Narrative section. A small number of applicants have reported issues with copying and pasting text into the narrative boxes of the application. The program is providing these potential troubleshooting tips as a courtesy to applicants. Please complete the application to the best of your ability. The program will not accept applications after the deadline. The program has confirmed that the sections are all set to the correct character limits. Please ensure that your current word count includes spaces to adhere to all character limits.

1. Hand Type Method (preferred):

The program believes many of the problems result from applicants using rich text formatting in their responses, which may conflict with the formatting already present in DocuSign.

- The program has found that the best way to ensure DocuSign will recognize all of your characters is to re-type the response into the narrative section, instead of copying and pasting from another document. If the applicant has already tried to copy and paste text into the field, before you trying to copy and paste again, click into the narrative box you are having issues with, and holding down the delete key to ensure there are no additional invisible spaces leftover in the field.

2. Copy Paste Method:

- If the applicant has already tried to copy and paste text into the field, before trying to copy and paste again, click into the narrative box and holding down the delete key to ensure there are no additional invisible spaces are present.
- Then, paste the text in as a "plain text" formatting. Applicants may be able to do this by right clicking and selecting "paste as plain text" or by copying the text into a "notepad" application and then copying and pasting from there.

3. Change Internet Browsers:

- If an applicant is still having issues after trying all of the above steps, the program recommends trying another browser to complete the application. You may do this by right clicking on the link from the "finish later" email, copying it, and then pasting it into another browser. Please see page 10 of this document for DocuSign's supported browser versions.

4. Clean Slate Method:

- To ensure clean, error free copy, the program recommends opening a new application and hand typing all responses if none of the above tips work. Applicants do not need to notify the program to start a new application unless an application was previously completed and submitted. Please see page 8 to withdraw a submitted application.

Section 3.5 Budget

Please group similar expenses in the **Expenditures, Supplies, and Services** field. This is meant to be a high-level review of your program’s grant budget, with no more than 300 characters with spaces per **Expenditures, Supplies, and Services** field. Use the budget narrative to expand upon your entries in the budget tables. Additional budget table pages will not be provided.

- The total for both budget tables will auto-populate. Calculation will not process until you click out of the field.
- Only enter numbers in the third column of tables 3.5 a or 3.5 b, **Anticipated Expense Amount** or **Monetary Value of Support** fields.
- If you receive an error in the third column of tables 3.5 a or 3.5 b, **Anticipated Expense Amount** or **Monetary Value of Support** fields when trying to submit your application, please make sure that you have entered only whole, rounded numbers in the third column of the table. Additional non-numerical characters or extra spaces before or after the number may result in an error. To ensure you do not have spaces after the character, you must click into the field and press the “delete” key after the number.

ind Support	Monetary Value of
Required - Number - Monetary Value of Support_1 - Invalid number.	
	300

Because there is a space after this number, DocuSign is not recognizing it as a valid number. Click into the field and remove the space by hitting the “delete” or “backspace” key and then DocuSign will recognize the number.

Section 3.6 Partnerships and Collaboration and Letters of Commitment

Section 3.6, Table A: Enter the information as requested for each partner of your project. FEIN is not required for Governmental entity partners, but is required for all other organizations.

- If an EIN begins with a zero and is not recognized by the form, please enter the EIN without the zero and it should be accepted by the form.

Section 3.6, Attachment A: Please gather all letters of Commitment in one PDF and name the file with the following file name: organization_legal_name_Attachment_A_Letters_of_Commitment

The attachment icon will only appear after you enter partner information in Section 3.6, Table A.

Section 4. Attestations and Required Signature

Applicants must certify compliance with all of the statements in the attestation section. The applicant is also required to independently collect the same attestations from all of its proposed Subrecipients. The State may ask the applicant to submit the subrecipient attestations at any point during the application review and scoring process. Please review the convenience copy on page 1 of this document for a list of all attestations.

Section 4. Attestations and Required Signature (Continued)

Please consult your organization's legal counsel if you have any questions regarding your responses to the attestation statements. The program cannot make advisements on how your organization should answer these questions.

PLEASE REVIEW ALL APPLICATION INFORMATION BEFORE SUBMITTING THE APPLICATION.

The program is not able to make changes to applications after you select the "Finish" button. Any errors, changes, or additions will result in the applicant having to restart and resubmit the application.

TO WITHDRAW AN APPLICATION: Please send an email with the submitters name, email address, and submission date and time to DOA at WorkforceInnovation@wisconsin.gov. Changes to the application are not allowed after the application deadline.

Select "finish" to submit and send your application on in the process.

- If your organization does not require an additional Authorized Representative to sign, your application form will be sent to the Program for review after the application deadline. The Grant Preparer will receive a copy of the completed application if their information was correctly entered as directed on page 2, Step 1. **This copy serves as confirmation of application receipt by the program.**
- For entities which require an additional Authorized Representative signature, please continue reading.

If Applicable, Additional Authorized Representative

For organizations with an additional Authorized Representative, your form will be forwarded to the email you provided on Step 2, Page 2 of these instructions for their signature.

The program is not able to make changes on behalf of the applicant. If there are errors in the application noticed by the Additional Authorized Representative, a new application should be started by the Grant Preparer, and the incorrect application should be formally withdrawn.

It is the applicant's responsibility to ensure that the Additional Authorized representative receives and completes the application prior to the Application Deadline on April 18, 2022, at 5:00 PM Central Time. Your application is not considered complete without the Additional Authorized Representative's Signature. The Grant Preparer and Authorized Representative will receive a copy of the completed application if their information was correctly entered as directed on page 2, Steps 1 and 2. This copy serves as confirmation of application receipt by the program.

If more than one authorized representative is required to sign the application, please contact the program at WorkforceInnovation@wisconsin.gov to add an additional authorization page.

Form DOA 3027: Designation of Confidential and Proprietary Information (Optional):

Review the information below, and, if applicable, complete and submit the DOA-3027 via the link provided on page 1 of this document.

DOA-3027 is optional, do not submit this document if the following does not apply to information submitted in your application.

Applicants should submit this form if their application materials contain proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law.

Other information cannot be kept confidential unless is a trade secret. Trade Secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

To completed DOA-3027, follow the instructions on pages 1 and 2 of these instructions to add an Authorized Representative and Email Copy Recipient to the Document and begin signing.

- Please designate the page(s) of the application documents, and topics that you are requesting not be released on the DOA-3027 form.
- Click "Finish" to submit.

Additional Helpful Links for DocuSign Troubleshooting:

Please be sure that your internet browser is up to date if you have any technical issues. DocuSign supports the most commonly used internet browsers. <https://support.docusign.com/guides/signer-guide-signing-system-requirements>

Additional DocuSign Help links are listed below:

Common Signing Issues: <https://docusigncommunity.force.com/en/articles/Common-signing-issues>

Adopting a signature: <https://support.docusign.com/en/guides/signer-guide-signing-adopt-new>

DocuSign Support Center: <https://docusigncommunity.force.com/en/home>

General DocuSign Walkthrough: <https://support.docusign.com/en/videos/New-Signing-Experience>