

**Pathways Grants**  
(Military Training for Civilian Careers)  
**Grant Availability Announcement**

**Applications open April 1, 2023**



**Application Deadline is June 16, 2023.**  
Email Applications to [DPSGrants@wisconsin.gov](mailto:DPSGrants@wisconsin.gov)

The transition from the military to a civilian career can often be a rocky one for veterans. Our armed services have spent thousands of dollars training our military service members with a vast number of skills, including everything from medical training to IT and business services. These are valuable skills, and their value is not always reflected in the process of obtaining civilian sector careers and credentials. This grant provides funding to entities that provide training for licensed careers. Grantees would evaluate military training and offset it against civilian requirements. This would result in maximizing credits for military training and/or experience.

The Department of Safety and Professional Services (DSPS) is offering grants for entities that provide training for licensed professions to create new pathways from a military career to a comparable licensed civilian career that reduce the time and expense for trained veterans to enter Wisconsin's workforce. The outcome benefits Wisconsin employers, educational institutions, and veterans. One way this could be accomplished is by giving credit for military training and/or experience in meeting civilian requirements.

## Grant Program Highlights

<b>Total Grant Program</b>	Total amount of grant funds available is \$50,000.
<b>Individual Awards</b>	Minimum request is \$500, and maximum request is \$50,000. Amount awarded may be less than the amount requested.
<b>Award Period</b>	Contract period will be based on project timeline but may not exceed one year from the project start date as defined in the contract.
<b>Eligible Applicants</b>	Colleges, universities, apprenticeship programs or other entities that create curriculum leading to careers in licensed professions.
<b>Use of Grant Funds</b>	Creation of curriculum and programs which maximize the value of military training for licensed occupations.
<b>Goal</b>	To shorten the transition time from military service to licensed civilian careers, especially those in high-demand occupations.
<b>Terms of Award</b>	Grants will be awarded as cost reimbursement contracts with an anticipated contract start date on the date of award.
<b>Matching Funds</b>	While matching funds are NOT required, it is anticipated that grantees will incur in-kind costs, including but not limited to facilities, transportation, insurance, and administration.

**Eligibility:** To be considered for an award, the entity submitting the proposal or the Applicant must meet the following conditions:

- Must be a public college or university, a private college or university in good standing (compliance with DSPS Educational Approval Program), an apprenticeship program recognized by the Wisconsin Department of Workforce Development or other entity that provides training for licensed civilian occupations.
- Must plan to serve military service members (including National Guard and Reserve) and military veterans currently residing in the state of Wisconsin.
- Must document a technical assistance relationship with at least one military service component, i.e., National Guard, U.S. Air Force, etc.

## Program Overview

The Department participates in the Occupational Licensing Policy Learning Consortium (the Consortium). The Consortium is a Department of Labor-funded policy initiative that facilitates collaboration among states, shares best practices, and studies occupational licensure. The Department's focus on the importance of creating career pathways for military service members was developed out of our Consortium work. While the military has prioritized passive tools to assist outgoing service members with translating their military experience to civilian occupations, DSPS has identified a need to create clear pathways into licensed occupations for our military service members and veterans. Projects funded should increase the number of military veterans pursuing licensed civilian careers for which they already have applicable training skills and experience resulting from military service.

**Grant Proposals:** Grant applicants must describe in a detailed proposal, including a timeline and milestones, how they will measure and meet the following goals as well as any additional goals defined in their proposal:

- Reducing barriers to achieving civilian licensure, such as training time and training cost, for military veterans with applicable training and experience.
- Increasing the number of military veterans training for and entering jobs identified as in-demand jobs in the state of Wisconsin.
- Showing how their model can be utilized by similar institutions to update their own training pathways and/or curriculum.

**Letters of Commitment:** Partner letters of commitment or support should include attestation on organization letterhead from each participating organization. This letter should include partnership expectations and any other elements that inform the application.

**Grant Administration:** Grant applicants must identify a fiscal agent for the grant and discuss the capabilities of the designated organization/individual to perform these functions in their application. Applicants and their partners may be subject to program and fiscal audits.

**Project Costs:** Grant funds shall be used for updating program structures and/or curricula to meet the goals and objectives of the grant program.

This grant will only reimburse for reasonable direct non-capital grant expenses. An expense is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

DSPS does not require a match for this grant; however, DSPS expects that the grant recipient will make monetary and non-monetary contributions to ensure the program's success. Certain costs will be considered an in-kind contribution to the program and can be identified but not included in the grant budget. The following are examples of items that would be in-kind contributions to the program from either the grant recipient or other program partners:

- Grant management activities, such as reporting, tracking, and invoicing
- Indirect, shared, or overhead costs

Description of investments that show commitment to the program may strengthen the proposal, even though they are not a part of the project budget.

**Project Budget:** Include direct costs related to the creation and development of the program. This includes, for example, costs for developing curriculum components, plans for new class sequencing, and any other work required to meet the goal of a cohesive training program that meets the requirements. Program development costs may include staff, contracts, if applicable, and supplies directly related to the program creation. If services are purchased through a vendor or developed under contract, provide the details of the contract. Please highlight each type of cost (salary, fringe, contract, supplies) and provide sufficient detail about how the cost estimate was determined. For staff, please list each position individually and show the number of hours, their hourly wage, and the fringe rate associated. This grant only covers direct costs related to the purpose of the grant; overhead and grant management, for example, should be covered by the grantee.

**Program or Application Questions:** Any questions or requests for clarification related to this Grant Program Announcement must be submitted in writing via email to [DSPSGrants@wisconsin.gov](mailto:DSPSGrants@wisconsin.gov). Responses to questions and any additional clarifying data and/or information will be posted at <https://dsps.wi.gov/Pages/Programs/Military/PathwaysGrant.aspx>. For answers to technical questions (such as accessing forms or documents, submitting your proposal, etc.), please email your inquiry to [DSPSGrants@wisconsin.gov](mailto:DSPSGrants@wisconsin.gov).

**Submission:** Please email your complete application to [DSPSGrants@wisconsin.gov](mailto:DSPSGrants@wisconsin.gov).

## Application Schedule

Announcement Released	April 1, 2023
Application Submission	June 16, 2023
Grant Awards Announcement	June 23, 2023 (Projected)
Contract Start Date	Varies based on proposal

## Additional Information

**Application Forms, Instructions and Process:** You can access the application forms and guidance at <https://dsps.wi.gov/Pages/Programs/Military/PathwaysGrant.aspx>. To submit, email the application package to [DSPSGrants@wisconsin.gov](mailto:DSPSGrants@wisconsin.gov).

**Grant Evaluation Rubric and Scoring:** The evaluation committee will appraise grant applications for compliance with grant guidelines and specifications cited in this document. Grant proposals will be rated on a 100-point scale, based on the following point values:

Selection Criteria	Points
Project Need Statement	10
Program Design, Cost & Implementation	50
Program Objectives & Outcomes	30
Program Equity and Inclusion Outcomes	10

Applicants will be ranked by preference and high score and awarded based upon ranking 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 criteria when writing proposals. <https://dsps.wi.gov/Pages/Programs/Military/PathwaysGrant.aspx>. Grant amounts offered may be less than the requested amount.

**Contract:** Applicants that are selected to receive a DSPTS Pathways Grant will be required to execute a contract with DSPTS before any expenses are incurred for which reimbursement is expected. The contract between the grantee and the State of Wisconsin is a legal document that defines the expectations and obligations of the parties to the contract. No grant recipient shall expend grant funds until a contract has been fully executed with DSPTS. Upon contract execution, recipients will be allowed to incur costs. The successful Applicant's application and portions of the GPA deemed applicable by DSPTS will be made a part of the grant contract.

**Reimbursement:** Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any program funds.

- All eligible grant expenses will be reimbursed as specified in individual contracts when expenses are documented by grantee, per the contract, and approved by DSPTS.
- As a condition of reimbursement, DSPTS may require that awardee has submitted outcome reporting as determined by the individual grant contract.
- Reimbursement requests may be made once per month but at a minimum once per quarter. No invoices will be accepted 60 days after the grant end date.
- A properly submitted invoice includes expense documentation.
- Reimbursement request with expense documentation must be submitted to the DSPTS Fiscal Mailbox [DSPTSFiscal@wisconsin.gov](mailto:DSPTSFiscal@wisconsin.gov).

**Grant Reporting Requirement:** Grantees will be required to submit regular project updates in a form and frequency to be outlined in the grant contract. The report shall include the following:

- The *quantifiable* outcomes for the State of Wisconsin, such as increasing the number of military veterans pursuing licensed civilian careers, decreasing the amount of civilian education and training required for military members to graduate from programs leading to licensed civilian careers, or the creation of curriculum or programs which are publicly available and repeatable by other training entities.
- Copies of the developed curriculum/program will be provided to DSPTS and made publicly available.

**Additional Information:** All applications and accompanying documentation will become the property of the DSPTS 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.

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