

TEXAS WORKFORCE COMMISSION

PROPOSAL SUBMISSION GUIDELINES SKILLS DEVELOPMENT FUND PROGRAM

Introduction

Thank you for applying for a grant through the Skills Development Fund program. By participating in this program, you play a critical role in helping businesses meet their training needs and build a skilled workforce.

The Proposal Submission Form is based on the requirements set forth in the Texas Labor Code, Chapter 303 and the Texas Administrative Code, Chapter 803. All requested information is in adherence to the Skills Development Fund program statute and rules, which applicants can find on the [TWC Skills Development Fund web page at http://www.twc.state.tx.us/svcs/funds/sdfintro.html](http://www.twc.state.tx.us/svcs/funds/sdfintro.html).

A high quality proposal is one that will demonstrate 1) the strong participation of businesses that identify the skills they need to expand their workforce; 2) collaboration with the local workforce and economic development entities; and 3) commitments to help Texans increase their skills levels and wages. This is in keeping with the objectives of the Skills Development Fund program, which are:

- ✪ To ensure that funds from the program are spent in all areas of this state and expand the state's capacity to respond to workforce training needs;
- ✪ To develop projects in workforce areas through collaboration with the Local Workforce Development Boards (Boards);
- ✪ To develop projects that, at the completion of the training, will result in wages equal to or greater than the prevailing wage of persons with similar knowledge and experience in that occupation in the local labor market for the participants in the customized training project;
- ✪ To prioritize the processing of grant requests from the workforce areas where the unemployment rate is higher than the state's annual average unemployment rate; and
- ✪ To sponsor creation and attraction of high-value, high-skill jobs for the state that will facilitate the growth of industry and emerging occupations.
- ✪ To the greatest extent practicable, the Texas Workforce Commission (TWC) will award Skills Development Fund grants as follows:
 - Approximately 60 percent of the funds may be for job retention training; and
 - The remaining funds may be for training for job creation.

Additional information about the Skills Development Fund program is available on the [TWC Skills Development Fund web page](#). At this site, you will find in-depth information about the Skills Development Fund program, as well as a section on Frequently Asked Questions (FAQs). The FAQs will include definitions of terminology used throughout the Proposal Submission Form and related documents. It will also answer questions about the development and submission of a proposal.

If you have additional questions about the program or proposal submission process, please contact us at customizedtraining.solutions@twc.state.tx.us.

Proposal Submission

1. Proposals may be submitted at any time. Applicants will be notified within three days of the receipt of their proposals.

Important Note: A proposal that does not contain all the required components and/or has multiple deficiencies will be returned to the applicant. The applicant will be asked to work with the Outreach and Development Team to revise and re-submit its proposal, ensuring that it has addressed the identified deficiencies.

2. Applicants must submit a complete proposal package by mail. The package must contain all the required components, including original signatures. Please send proposal packages to the following address:

Texas Workforce Commission
Workforce Business Services, Room 426-T
Attention: Dana Mays/Cristina Ramos
101 E. 15th Street
Austin, Texas 78701

3. Once a proposal package has been submitted, applicants may contact Ms. Dana Mays or Ms. Cristina Ramos regarding the status of their proposals. Ms. Mays can be contacted at (512) 463-2249 or dana.mays@twc.state.tx.us, and Ms. Ramos can be contacted at (512) 936-3615 or cristina.ramos@twc.state.tx.us.

Proposal Requirements:

Proposal information must be submitted using the four (4) forms provided on the [TWC Skills Development Fund web page](#). No other forms will be accepted.

Important Note: Proposals that are not submitted in the required format or that do not have all the required components will be disqualified. Applicants are encouraged to use the checklist on the Applicant Acknowledgement and Assurances page of the Proposal Submission Form to ensure that all required components are included in the proposal package.

TWC will only consider for funding complete proposals that include the following components:

1. **Proposal Submission Form (provided on web site):** Every section and/or request for information must be addressed, and the applicant must sign the form.
2. **Private Partner Information Form(s) (provided on web site):** The applicant must ensure that a completed and signed Private Partner Information Form is included for each private partner participating in the proposed project. **It is the applicant's responsibility to assist the private partner in completing all sections of this form correctly, including:**
 - a. Title of each occupation for which the private partner is requesting training;
 - b. Standard Occupational Classification (SOC) Code for each occupation for which the private partner is requesting training (access SOC Code definitions at the [U.S. Bureau of Labor Statistics: http://stats.bls.gov/soc/soc_majo.htm](http://stats.bls.gov/soc/soc_majo.htm));
 - c. Hourly wage or wage range for each occupation for which the private partner is requesting training;
 - d. The number of new and existing workers in each occupation for which the private partner is requesting training;

e. Attachment A, if applicable. (This attachment must be completed only by private partners that are representing one or more businesses that will employ project participants.)

3. ***Curricula and Budget Management Form (provided on web site)***: The applicant must complete this form to show all training courses by category, training hours, and administrative and direct program costs for the proposed project. In addition, the applicant must sign and date the assurances with regard to the proposed budget.
4. ***Local Workforce Development Board Review & Comment Form (provided on web site)***: The applicant must ensure that this form is completed and signed by the Local Workforce Development Board(s) in the workforce area(s) where project participants will be employed at the completion of the training project.
5. **For projects that include more than one workforce area, this form is not required if:**
 - **Less than 25% of the total number of project participants will be employed in a workforce area; AND**
 - **The number of project participants that will be employed in a workforce area is less than 50.**

However, applicants are still encouraged to inform all Boards of projects that affect their areas, even if a Board review and comment form is not required.

6. ***Signed Agreement(s) between the Applicant and Private Partner(s)***: This agreement must outline each entity's roles and responsibilities if a grant is awarded and must be included as an appendix to the Proposal Submission Form.
7. ***A CD-ROM disk that contains copies of the Proposal Submission Form, Private Partner Information Form(s), and Budget.*** The documents copied on the CD must be in the Microsoft Word and Excel formats, not scanned and not in .pdf format. (***Important Note: The information contained within these documents will be cut and pasted into contract boilerplates in the event of a grant award. Therefore, the copies of the Proposal Submission Form and Private Partner Information Form(s) documents provided on the CD-ROM disk do not require signatures.***)

TEXAS WORKFORCE COMMISSION

PROPOSAL SUBMISSION FORM

SKILLS DEVELOPMENT FUND

Applicant Information:

An applicant for a Skills Development Fund grant must be a public community or technical college, the Texas Engineering Extension Service (TEEX), or a community-based organization (CBO) only in partnership with the public community or technical colleges or TEEX. *§803.2(2) of the SDF Rules*

APPLICANT INFORMATION	
Applicant Organization:	
Address:	
City/State/Zip:	
Contact Name and Title:	
Telephone:	
Email Address:	

CO-APPLICANT INFORMATION (if applicable)	
Applicant Organization:	
Address:	
City/State/Zip:	
Contact Name and Title:	
Telephone:	
Email Address:	

GRANT AMOUNT AND JOB INFORMATION	
Requested Grant Amount:	\$
Total Number of New Jobs:	
Total Number of Upgraded Jobs:	
Cost Per Trainee*:	\$

* The *Cost Per Trainee* is calculated by dividing the *Requested Grant Amount* by the sum of the *Total Number of New Jobs* and the *Total Number of Upgraded Jobs*.

1. Private Partners and Numbers of Jobs for Training:

§803.2(4)

Complete Table 1 on the following page by providing the name(s) of the private partner(s) participating in the proposed project and the numbers of new and upgraded jobs for the private partner(s). Please ensure that the numbers of new and upgraded jobs match the information provided in the Private Partner Information Form(s). In addition, indicate if the applicant or private partner has submitted or intends to submit a proposal requesting a Texas Enterprise Fund (TEF) grant. *(Important Note: A private partner participating in a Skills Development Fund grant is a person, sole proprietorship, partnership, corporation, association, consortium, or private organization that enters into a partnership for a customized job training project with the applicant.)*

TABLE 1 – PRIVATE PARTNERS INVOLVED IN THE PROJECT

Name of Private Partner	Total # of New Jobs	Total # of Upgraded Jobs	Has Applied or Will Apply for a TEF Grant?	
			Yes	No
TOTALS:				

- 2. Signed Agreement:** §803.14(f)(6)
 Please attach as an appendix a copy of the signed agreement between the private partner and the applicant outlining each entity’s roles and responsibilities if a grant is awarded. (*Important Note: A separate agreement must be included for each private partner participating in the project.*)

For State Use Only

- 3. Summary of Proposed Project:** §803.14(f)(2)
- a.** Provide an overview of the proposed training project. The response must include relevant background information about the business; why the training is needed; and the outcomes the business expects to achieve as a result of the training.
- Applicant Response:*
- b.** Discuss any other unique circumstances that should be considered in the review of the proposed project.

Applicant Response:

For State Use Only

4. Collaboration with the Local Workforce and Economic Development Entities (*In addressing the following, the responses must be relevant to the proposed project, and not projects that have already been implemented*): §803.13(2) and §803.14(f)(12)

- a. Identify the Local Workforce Development Board(s) (Board) that was involved in the development of the proposed project.

Name(s) of Board(s):

- b. Identify the local economic development entity(ies) that had a role in the development of the proposed project. (*Important Note: The local economic development entity is not the same as the local Board.*)

Name of Economic Development Entity(ies):

For State Use Only

5. Enhancement of Applicant's Training Capacity: 803.1(a)

- a. How will the proposed project help build the applicant's capacity to respond to workforce and industry training needs? If curriculum will be developed, explain how it will be used after the completion of this project to serve other businesses.

Applicant Response:

- b. List below the courses included in Table 2 that are considered proprietary and cannot be used by the applicant to serve other businesses.

Applicant Response:

For State Use Only

6. Training Courses and Trainee Hours: §803.14(f)(3)

Please complete the three Table 2 worksheets (Business Technical, General Technical and Non-Technical) in the *Curricula and Budget Management Form* to reflect each training course in the appropriate training category to be provided, as well as the number of trainees for each course, the number of training hours each trainee will receive (the number of training hours may be an average), and the cost for each training course. In addition, applicants must include in Table 2 the unduplicated number of trainees participating in each training category. Please follow the example provided below when completing this table.

Important Note: *Training courses must be in alphabetical order by their title.*

TABLE 2 - TRAINING, TRAINEE HOURS, & PROGRAM SERVICES COSTS					
Training Provider	Title of Training Course	CIP Code	Training Hours to be Received by Trainees	Number of Trainees	Total Course Cost
BUSINESS TECHNICAL SKILLS TRAINING					
ABC College	Introduction to Welding Metallurgy	11.1111	100	94	\$23,500
Machinery Technical Ctr	Pneumatics	11.1111	48	13	\$3,120
GENERAL TECHNICAL SKILLS TRAINING					
ABC College	Fire Safety	11.1111	7	32	\$840
Machinery Technical Ctr	Introduction to Microsoft Word	11.1111	12	70	\$4,200
NON-TECHNICAL SKILLS TRAINING					
ABC College	Strategic Negotiating Skills	11.1111	24	31	\$3,720
Machinery Technical Ctr	Leadership Skills for Supervisors	11.1111	24	40	\$4,800

7. Course Descriptions:

§803.14(f)(2)

For each of the training courses identified in the three Table 2 worksheets, provide a brief description of the training and list the skills trainees will learn and be able to successfully demonstrate. Applicants must follow the example below when providing this information.

Important Note: Training courses must be in alphabetical order by their title. In addition, all acronyms must be spelled out the first time they are used – see example below.

Programmable Logic Controller (PLC)

This course covers the maintenance programming and troubleshooting of PLC systems. Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters. The trainee will be able to:

- List components contained within a typical PLC system;
- Describe how different components work together to produce a functioning PLC system;
- Describe characteristics of discrete devices;
- Discuss operations and applications of basic programming elements, including I/O modules; and
- Program ladder logic using basic elements to produce a time control for output device operation.

Applicant Response:

For State Use Only

8. Attained Certificate:

§803.14(f)(12)

Identify the certificate(s) that trainees will receive upon the successful completion of training. (***Important Note:*** A certificate is a document awarded in recognition of the attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed by or endorsed by employers. A course that merely awards a certificate of completion does not qualify.)

Applicant Response:

For State Use Only

9. Curricula and Budget Management Form: §803.14(f)(5)

- a. Complete the Curricula and Budget Management (CBM) Form to show all administrative and program costs for the proposed project. Include the completed CBM Form in the proposal packet.
- b. If the budget includes costs for equipment, ensure that the appropriate worksheet in the CBM Form is completed to identify the equipment to be purchased and the cost. Below, explain why the equipment is needed for the proposed project.

Applicant Response:

For State Use Only

10. Additional Sources of Funding: §803.14(d) and 803.14(f)(5)

Complete Table 3 below to identify all other sources of funding being leveraged for the proposed project. These sources must include any resource contributions from the private partners involved in the project, as well as local, state (e.g., Texas Enterprise Fund grants), and federal funds.

TABLE 3 – SOURCES OF FUNDING FOR PROPOSED PROJECT			
Cash or In-kind?	Source	Description	Estimated \$ Amount
			\$
			\$
			\$

For State Use Only

Applicant Acknowledgement and Assurances:

By signing below, the applicant hereby acknowledges and assures that:

- The proposal is being submitted jointly with the private partner(s) identified in Table 1 in order to request funding for a customized training project under the Skills Development Fund;
- The private partner(s) is experiencing a shortage of potential employees and/or does not have the incumbent workers it needs with the appropriate level of skills, and therefore requires customized training that is not available at an existing institution in the local area;
- The applicant and private partner(s) collaborated to determine the skills training needs and to develop the customized curricula to address those needs;
- All training will be provided within the applicant’s service area or, if the training is outside the applicant’s service area and the type of instruction is subject to the requirements in Chapter 4, Subchapter E of the Texas Higher Education Coordinating Board rules, the applicant has met all requirements of the subchapter; and
- The applicant will adhere to all reporting requirements, as well as the rules and regulations governing this funding, including, but not limited to the [Texas Administrative Code, Title 40 , Part 20, Chapter 803](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=803) ([http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=803](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=803)); and the [Texas Labor Code, Chapter 303](http://www.statutes.legis.state.tx.us/Docs/LA/htm/LA.303.htm) (<http://www.statutes.legis.state.tx.us/Docs/LA/htm/LA.303.htm>).

Authorized Signature	Title
Typed Name	Date

Proposal Submission Package Checklist:

The following is a checklist to assist the applicant in ensuring that all required items are included in the proposal package. These items include:

- Completed and signed Proposal Submission Form.
- Completed and signed Private Partner Information Form(s) for each private partner participating in the proposed project. (Attachment A must be included, if applicable. This attachment must be completed only by private partners that are representing multiple businesses that will employ project participants.)
- Completed and signed Curricula and Budget Management Form.
- Completed and signed Local Workforce Development Board Review & Comment Form(s).
- Signed agreement(s) between the applicant and private partner(s).
- A CD-ROM disk that contains copies of the Proposal Submission Form, Private Partner Information Form(s), and Budget. (The documents copied on the CD must be in the Microsoft Word and Excel formats, not scanned and not in .pdf format.)