



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 [Texas Labor Code, Chapter 303](#) and [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 Texas Workforce Commission (TWC) [Skills Development Fund web page](#).

A high-quality proposal is one that demonstrates 1) the strong participation of businesses that identify the skills they need to expand their workforce; 2) collaboration with local workforce development areas (workforce areas) 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 the following:

- ✦ 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 develop projects in workforce areas through collaboration with the Local Workforce Development Boards (Boards).
- ✦ To develop training projects for participants, which, at the completion of the training, result in wages equal to or greater than the prevailing wage of individuals with similar knowledge and experience in that occupation in the local labor market.
- ✦ To the greatest extent practicable, TWC will award Skills Development Fund grants as follows:
 - Approximately 60 percent of the funds for job retention-training; and
 - The remaining funds for training for job creation.
- ✦ 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 prioritize the processing of grant requests from workforce areas where the unemployment rate is higher than the state's annual average unemployment rate.

Additional information about the Skills Development Fund program is available on the [TWC Skills Development Fund web page](#). There you can find in-depth information about the Skills Development Fund program, with a section on [Frequently Asked Questions \(FAQ\)](#). The FAQ includes definitions of terminology used throughout the [Proposal Submission Form](#) and [related documents](#). It also answers questions about the development and submission of a proposal.

If you have additional questions about the program or proposal submission process, please contact the Business Outreach and Project Development Team at skills@twc.state.tx.us.

Proposal Requirements

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

Important Note: Proposals that are not submitted in the required format or those that do not have all the required components will be returned to applicants for completion and resubmittal. 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 complete proposals that include the following components:

1. [Proposal Submission Form](#) (provided on [web page](#)): 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 page](#)): 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.**
3. [Curricula and Budget Management Form](#) (provided on [web page](#)): 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. Additionally, the applicant must sign and date the assurances with regard to the proposed budget.
4. [Local Workforce Development Board Review and Comment Form](#) (provided on [web page](#)): The applicant must ensure that this form is completed and signed by the Board or Boards in the workforce areas where project participants will be employed at the completion of the training project.
For projects that include more than one workforce area, this form is not required if:
 - **Less than 25 percent 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 must inform all Boards of projects that affect their workforce areas, even if a Board review and comment form is not required.**
5. *Signed Agreement(s) between the Applicant and Private Partner(s)*: The Signed Agreement must outline each entity's roles and responsibilities if a grant is awarded, and it must be included as an appendix to the Proposal Submission Form. Separate agreements must be included for each private partner participating in the project. Signatures from the eligible applicant and the respective private partner are required on each Signed Agreement.
6. *Signed printed and electronic copies of the Proposal Submission Form, Private Partner Information Form(s), Curricula and Budget Management Form, Local Workforce Development Board Review and Comment Form, and Signed Agreement(s) between the grant applicant and business partner(s)*: The electronic Proposal Submission Form, Private Partner Information Form and Budget must be in the Microsoft Word and Excel formats, not scanned and not in .pdf format, and provided either by CD-ROM or USB flash drive.

Important Note: The information contained within these documents will be cut and pasted into contract boilerplates in the event of a grant award. If there are any questions regarding the files or if additional signed hard copies are required, a TWC Workforce Business Services team member will follow up with the grant applicant.

Proposal Submission

1. Proposals may be submitted to TWC 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 Business Outreach and Project Development team to revise and resubmit the proposal, ensuring that deficiencies have been identified and addressed.

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
4405 Springdale Rd.
Austin, TX 78723
ATTN: Cristina Ramos, Room 424T

3. Once proposal packages have been submitted, applicants may contact Cristina Ramos regarding the status of their proposals. Ms. Ramos can be reached at (512) 936-3615 or cristina.ramos@twc.state.tx.us.



Texas Workforce Commission Skills Development Fund PROPOSAL SUBMISSION FORM

Applicant Information

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

| APPLICANT INFORMATION | |
|--------------------------------------|--|
| Applicant Organization: | |
| Address: | |
| City/State/Zip: | |
| Contact Name and Title: | |
| Telephone and E-mail Address: | |

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

| GRANT AMOUNT AND JOB INFORMATION | |
|---------------------------------------|--|
| Total Requested Grant Amount: | |
| Total Number of New Jobs: | |
| Total Number of Upgraded Jobs: | |
| Cost per Trainee*: | |

** Divide the Total Requested Grant Amount by the sum of the Total Number of New Jobs and the Total Number of Upgraded Jobs for the Cost per Trainee.*

Business Partner Information

Provide 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. Add lines as needed.

| Table 1 – Participating Private Partners | | |
|------------------------------------------|---------------------|--------------------------|
| Name of Private Partner | Total # of New Jobs | Total # of Upgraded Jobs |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS: | | |

1. Additional Sources of Funding:

Complete Table 2 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 and state funds, including Texas Enterprise Fund (TEF) incentive grants (TEF received within past 12 months or intention to submit application). Add lines as needed. *If funds indicated within Table 2 will be leveraged to support training costs, indicate in Question 2c how those funds will be used.*

| TABLE 2 – SOURCES OF FUNDING FOR PROPOSED PROJECT | | | |
|----------------------------------------------------------|---------------|--------------------|--------------------------------|
| Cash/ In-kind/ Grants | Source | Description | Estimated \$ Amount |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2. Summary of Proposed Project:

a. Please provide a brief description about business partner(s) and why training is needed.

Applicant Response:

b. What is the expected impact (outcome) of training for the business partner?

Applicant Response:

c. Please discuss any other unique circumstances that should be considered in review of the proposed project.

Applicant Response:

3. Enhancement of Applicant’s training capacity for responding to workforce and industry current and future training needs:

a. Please list courses developed specifically for this project that have not previously been offered at this college. In addition to benefiting the current business partner(s), how will newly developed curriculum benefit area business partners (provide names of prospective business partners) in the future?

Applicant Response:

b. How have courses been customized for this project?

Applicant Response:

c. How will requested equipment, if applicable, be used for this current training request and to benefit other area business partners in the future? Provide names of prospective business partners.

Applicant Response:

- d. Please provide a brief explanation for proprietary training courses, if applicable.

Important note: Proprietary training is instruction the applicant cannot use with other businesses.

Applicant Response:

4. For each training course to be delivered, please provide a brief description of the training and list the skills trainees will learn and be able to successfully demonstrate. Describe how the course was newly developed or customized within the course description as appropriate. Please follow the sample description when providing this information.

Important Note: Training courses must be listed alphabetically by title to mirror the listings in the Contract and Budget Management (CBM) form. Additionally, all acronyms must be spelled out the first time they are used – see example below.

SAMPLE COURSE DESCRIPTION:

Programmable Logic Controllers

This training provides hardware and software applications for industrial Programmable Logic Controllers (PLCs). Training includes PLC definitions, purpose, and advantages/comparisons; PLC Hardware (block diagram, physical components, control functions, inputs/outputs); PLC Software and Programming basics (programming software, ladder logic diagrams, symbols and terms, programming functions); PLC Operation (hardware configurations, input/output processing, Central Processing Unit (CPU) information and displays, error resolution); and PLC applications (common applications, specialized applications). Curriculum will incorporate XYZ PLC programming and workflow examples. Additionally, curriculum has been condensed from XXX weeks to XXX to focus on core curriculum requirements of XYZ company, as determined by business partner workforce skills assessments. Upon completion of training, the trainee will be able to do the following:

- 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;
- Demonstrate knowledge of operations and applications of programming elements; and
- Program ladder logic using elements to produce a time control for output device operation.

Applicant Response:

5. Attained Certificate:

Please identify the certificate(s) that trainees will receive upon the successful completion of training, as well as the names of certifying bodies.

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 industry-recognized, portable skills standards developed by or endorsed by employers. A course that merely awards a certificate of completion does not qualify.

Applicant Response:

6. Collaboration with the local workforce development area (workforce area) 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*):

- a. Please identify the Local Workforce Development Board (Board) or Boards involved in the development of the proposed project*.

Name(s) of Board(s):

**In instances in which Skills Development Fund projects include more than one workforce area, it is anticipated that all involved Boards will have participated in grant development.*

- b. Please identify the local economic development entities that had a role in the development of the proposed project. *(The local economic development entity cannot be the same as the Board.)*

Name of Economic Development Entities:

7. Please complete the [Curricula and Budget Management Form](#).

Applicant Acknowledgement and Assurances:

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

- 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 [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 [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. Printed, hard-copy documents require original hand signatures and dates. These items include:

- Completed and signed Proposal Submission Form.
- Completed 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 or USB flash drive 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.)