



## Texas Workforce Commission Application for Submission Form

### Texas Industry Partnership (TIP) and High Demand Job Training (HDJT) Grants

#### Application Instructions

Please review and complete the Application Submission Form below. Applications are submitted through DocuSign at any time from September 1, 2022, through August 31, 2023, or until approved funding has been exhausted. If you have questions regarding the form, please contact us by e-mail at [bcm@twc.texas.gov](mailto:bcm@twc.texas.gov).

#### Program Information

Please submit this completed application to the appropriate email address:

- For Texas Industry Partnership: [oeitexasindustrypartnership@twc.texas.gov](mailto:oeitexasindustrypartnership@twc.texas.gov)
- For High Demand Job Training: [oeihighdemand@twc.texas.gov](mailto:oeihighdemand@twc.texas.gov)

The Texas Workforce Commission (the "Agency") has dedicated Workforce Innovation and Opportunity Act ("WIOA") funds to address skill gaps and industry needs. Please review the information below and select the Grant program to which you are applying. Only one grant per application per project.

#### Select the Appropriate Program Type

<input type="checkbox"/> <b>High Demand Job Training (EDC Partnerships)</b>	<p>The intent of the High Demand Job Training Program is to support collaborations between Local Workforce Development Boards ("Boards") and Economic Development Corporations ("EDCs") by leveraging local economic development sales taxes committed to high-demand job training. Collaborations must engage in allowable WIOA activities, focusing on high-demand target occupation job training determined by the Board in the local workforce areas or the Governor's Industry Clusters. The Agency will use available funding to provide grants to Boards totaling up to \$150,000 per Board each fiscal year. Each fiscal year starts on September 1<sup>st</sup> and grant applications are accepted year-round. The allowable grant period is up to 18 months.</p>
<input type="checkbox"/> <b>Texas Industry Partnership (Industry Partnerships)</b>	<p>The intent of the Texas Industry Partnership Program is to support collaborations between Boards and private employers, corporations, or foundations ("Industry Partner(s)") by leveraging matching contributions of cash or qualifying expenditures for occupational job training. Leveraged funds must support allowable WIOA activities and must focusing on High-Demand Target Occupation job training determined by the Board in the local workforce areas or the <a href="#">Target Industry Clusters</a>. The Agency will use available funding to provide grants to Boards totaling up to \$150,000 per Board each fiscal year. Each fiscal year starts on September 1<sup>st</sup> and grant applications are accepted year-round. The allowable grant period is up to 18 months.</p>

**Board Information**

Complete the section below

**Workforce Development**

**Board Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Board Signatory Name:** \_\_\_\_\_

**Title of Board Signatory:** \_\_\_\_\_

**Board Signatory's Email Address:** \_\_\_\_\_

**Board Signatory's Primary Phone Number:** \_\_\_\_\_

\*The role of the Designated Board Contact will be to work with the TWC Grant Manager throughout the life of the contract.

**\*Designated Board Contact Name:** \_\_\_\_\_

**Title of Designated Contact:** \_\_\_\_\_

**Designated Contact's Email Address:** \_\_\_\_\_

**Designated Contact's Primary Phone Number:** \_\_\_\_\_

### Project Summary

In the section below, provide a brief description about: the collaboration between the Board and the EDC(s) or Industry Partner(s); why the project is needed (including a description of request, who is involved, why is there a need for this funding, who will be trained, and what is to be purchased), what is the expected impact (outcome) of the project for the EDC/Industry Partner; and detail any other unique circumstances that should be considered in review of the proposed project. In addition, please describe how the project will increase training access and help connect individuals to employment.



**Application Summary**

Complete the sections below regarding the Governor’s Industry Clusters or Target Occupations.

Provide the [Target Occupations from your local workforce board region](#) and/or [Governor’s Industry Clusters](#) supported by training and/or capacity building encompassed by this project.

Provide the Occupations Supported by Job Training and Allowable Services/Activities within related Industry Cluster or Target Occupations Please include all occupations encompassed by this project.

If applicable, provide the [Related Industry Cluster](#):

In the section below, identify the estimated number of individuals to be trained in high demand occupations or Governor’s designated industry cluster occupations. In addition, provide the estimated total number to be served based on the partnership between the EDC/Industry Partner and the Board.

**\*Total Training and Related Costs Per Participant (out of pocket per trainee):**

\$

*\* The field above is not required if the project is a cluster analysis or workforce study*

**\*\*Total Amount of (WIOA) Program Funds Requested by the Board:**

\$

*\*\*Not to exceed \$150,000 which includes a 5% administrative cost that must be related to this project*

**\*\*\*Total Amount of Board Administrative Costs:**

\$

*\*\*\*not to exceed 5% of total Board expenditures*

**EDC/Industry Partner Total Contribution:**

\$

**Industry Partner(s) Leverage Category:**

**Total Project Costs:**

\$

**Individuals Served and Identified Credentials**

Agency grant funds may be used for related WIOA-allowable supportive services for eligible participants, based on the Board’s determination that the costs are reasonable and necessary to provide WIOA-allowable activities.

To be eligible to receive adult and dislocated services under this grant award participants must:

- Meet WIOA adult eligibility as follows:
  - Be 18 years of age or older;
  - Be a citizen or non-citizen authorized to work in the United States; and
  - Meet Military Selective Service registration requirements (males only); or
- Meet the definition of Dislocated Worker in WIOA § 3(15), 29 U.S.C. § 3102(15), and TWC’s WIOA Guidelines for Adults, Dislocated Workers, and Youth.

To be eligible to receive youth services under this grant award participants must:

- Be a citizen or non-citizen authorized to work in the United States;
- Meet Military Selective Service registration requirements (males only ages 18 or older); and
- Meet either In-School Youth or Out-of-School Youth eligibility requirements as defined by WIOA § 129(a)(1)(B)-(C) and TWC’s WIOA Guidelines for Adults, Dislocated Workers, and Youth.

Please complete the section below regarding data on the individuals served and identified credentials earned.

**Estimated Total Number to be Served During the Grant Period (if applicable):** # \_\_\_\_\_

**Estimated Total Number to be Trained:** # \_\_\_\_\_

**Estimated Number of Total Participants Receiving Credentials:** # \_\_\_\_\_

**Cost per participant:** \$ \_\_\_\_\_

*(Total number of participants divided by total project amount)*

**Credential 1 (if applicable)**

**Name of Credential:** \_\_\_\_\_

**Components:** \_\_\_\_\_ **Acronym:** \_\_\_\_\_

**Estimated number of people receiving a Credential:** \_\_\_\_\_

**Credential 2 (if applicable)**

**Name of Credential:** \_\_\_\_\_

**Components:** \_\_\_\_\_ **Acronym:** \_\_\_\_\_

**Estimated number of people receiving a Credential:** \_\_\_\_\_

### Credential 3 (if applicable)

**Name of  
Credential:** \_\_\_\_\_

**Components:** \_\_\_\_\_ **Acronym:** \_\_\_\_\_

**Estimated number of people  
receiving a Credential:** \_\_\_\_\_

### Board Responsibilities

This section is to confirm Board acknowledgment regarding the Board's requirements below. Once you have reviewed the section, please initial the acknowledgement stating that you have read and understand the contents issued in the section.

1. The Board receiving grant funds must use the funds to match the same amount of EDC local economic development sales tax funding or Industry Partner funding;
2. The Board understands Agency grant funding may be used for administrative costs of up to five percent (5%) of total grant expenditures;
3. The Board receiving grant funds must only use the funds for WIOA-allowable activities. This includes but is not limited to the following:
  - a. Training;
  - b. Mentoring;
  - c. Individual participant recruitment;
  - d. Skills assessment;
  - e. Job search skills improvement, job search, job referral;
  - f. Support services;
  - g. Equipment; and
  - h. Program-related minor renovation of facilities used for job training
  - i. Cluster Analysis/workforce study (with any workforce studies are required to be performed in consultation with the Agency to reduce potential duplication);
4. A Board that provides equipment funded by this grant award to a training partner shall enter into an agreement that requires the training partner to provide an annual report to the Board with the location and condition of the equipment. If this agreement is contained within the MOU for this program, the annual reporting obligation survives termination or expiration of the MOU;
5. The Board understands that leverage is complete when local contributions, cash, or qualifying expenditures are received and expended for the project by the Board, or the Board receives evidence from the EDC/Industry Partner demonstrating that local funds were expended for the project during the grant period;
6. The Board understands that failure to meet leverage requirements may result in a reduction to the grant award;

7. The Board understands activities and services performed under this grant award will comply with the Financial Manual for Grants and Contracts;
8. The Board understands that expenditures must be allowable under the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200);
9. The Board understands that they shall maintain confidential eligibility documentation files for each participant receiving services;
10. The Board understands they shall comply with the requirements in the final regulations and audit compliance supplements to be promulgated by the United States Department of Labor and the Office of Management and Budget and any alternative implementation options exercised by Texas under the WIOA statute;
11. The Board agrees to expend no less than seventy-five percent (75%) of the WIOA Youth program (non-administrative) funds available to the workforce area for out-of-school youth (OSY) as set forth in WIOA § 129(a)(4), 29 U.S.C. § 3164(a)(4), unless the commission adopts a lower rate during the program year, in which case the commission-adopted rate will apply.
12. The Board understands that eligibility and the WIOA OSY 75% requirement for expenditures are required for grant funds used to provide direct services to individuals (Adult/Youth). Examples of expenditures/services that are tied directly to individual participants include: paying tuition and other fees, instructors, course supplies, skills assessments, individual participant recruitment, job search skills improvement, job search, job referral, and other supportive services;
13. The Board understands that eligibility and the WIOA OSY 75% requirement for expenditures are not required for grant funds not considered directly tied to individuals. Examples of expenditures that are not considered directly tied to individuals include: equipment, consumable supplies, curriculum development, and minor renovation of facilities;
14. The Board understands that any grant awarded under this Program shall be governed by the terms and conditions of the resulting grant award;
15. **Boards receiving grants must enter into a written Agreement with each partnering EDC/Industry Partner(s). Each Agreement must:**
  - a. **Identify each entity's roles and responsibilities;**
  - b. **Identify the Target Occupation or Governor's Industry Clusters for which EDC local sales tax or leveraged funds will be used;**
  - c. **Separately identify and describe the activities performed by the Board and the EDC/Industry Partner(s), including all associated costs.**
  - d. **Ensure that grant funds requested by the Board must be matched with Industry Partner(s) leveraged funds (if cash) or expended (if expenditures) or with local economic development sales tax funding for costs that are allowable on a dollar-for-dollar basis, up to \$150,000 per year:**
    - i. **(Note: EDC/Industry Partner(s) may contribute more than \$150,000 to support the training activities under this grant);**



- e. **Provide an assurance that grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIOA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931(d)(1) and (d)(2));**
  - f. **Provide an assurance regarding compliance with Texas Government Code, Chapter 2264;**
  - g. **If applicable, identify the estimated number of individuals to be trained in Target Occupation(s) or Governor’s Industry Cluster occupations;**
  - h. **Provide an assurance regarding compliance with the Financial Manual for Grants and Contracts by the Board;**
  - i. **Identify that the Boards shall provide periodic Progress Reports to the Agency (according to dates listed in the contract) using an Agency-provided format;**
  - j. **Identify that the EDC/Industry Partner(s) will provide periodic narratives (as set forth in the board contract) to the Board reporting cash and expenditure receipts for the reporting period;**
  - k. **Be signed and dated by both the Board and the EDC/Industry Partner(s); and**
16. **Boards must provide the signed and dated written Agreement(s) to the Agency when they submit applications;**
17. A Board that receives a grant award under this program shall:
- a. Report completed leveraged funds using the appropriate supplemental cost category in the Agency’s Cash Draw and Expenditure Reporting system;
  - b. Provide quarterly reports to the Agency (according to dates listed in the contract) using an Agency-provided format that includes: participant services/activities, EDC/Industry Partner’s reported leveraged funds for the reporting period, and how those reported leveraged funds were used to meet the obligations of the grant;
  - c. Incorporate Progress Report narratives from all EDC/Industry Partner into the quarterly reports provided to the Agency;
  - d. Report participant activities, services, and outcome data through the Agency’s designated information technology (IT) data automation system(s) (e.g. TWIST);
  - e. Determine eligibility and document eligibility of each participant, consistent with WIOA eligibility requirements, prior to a participant receiving any services funded with grant funds;
  - f. Agrees to serve as the project coordinator.
  - g. Must clearly link all the activities with costs and be described in the grant application response and must be within the expenditure limitations referenced in this grant application. Include only costs that the organization anticipates incurring during the award period.

**Board  
Initials:** \_\_\_\_\_

Please note, this is a budget summary for the purposes of this application. The Board will be required to submit a detailed budget within thirty (30) days of the grant award. The Board will be working with the TWC Grant Manager during this process.

Please complete the budget summary below.

<b>Cost Categories</b>	<b>General Description of Activities</b>	<b>Program Cost</b>
<b>Administrative</b>		\$
<b>Career Services (Support Services)</b>		\$
<b>Education and Training</b>		\$
<b>Equipment</b>		\$
<b>Supplies</b>		\$
<b>Total Funds Request (including any administrative cost):</b>		\$

**EDC/Industry Partner Information**

Complete the sections below accordingly.

- If applying for the High Demand Job Training grant, please identify the local area EDC(s) that had a role in the development of the proposed project in the section below.
- If applying for the Texas Industry Partnership grant, please identify the local area Industry Partner(s) that had a role in the development of the proposed project in the section below.

**EDC/Industry Partner 1**

**Name of 1<sup>st</sup> Partner(s):** \_\_\_\_\_

**POC:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Total Dollar Amount Contributed: \$** \_\_\_\_\_

Please describe and explain the use of leveraged resources:

  
  
  
  
  
  
  
  
  
  

**EDC/Industry Partner 2 (if applicable)**

**Name of 2<sup>nd</sup> Partner(s):** \_\_\_\_\_

**POC:** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Total Dollar Amount Contributed: \$** \_\_\_\_\_

Please describe and explain the use of leveraged resources:

**EDC/Industry Partner 3 (if applicable)**

**Name of 3<sup>rd</sup> Partner(s):** \_\_\_\_\_

**POC:** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Total Dollar Amount Contributed: \$** \_\_\_\_\_

Please describe and explain the use of leveraged resources:

**Other Partner(s) (if applicable)**

Complete the section below regarding other partners including partner contributions towards proposed project, if applicable.

**Name of Other Partner(s):** \_\_\_\_\_

**POC:** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Total Dollar Amount Contributed: \$** \_\_\_\_\_

Please describe and explain the use of leveraged resources:

**EDC/ Industry Partner Project Budget**

The partnering EDC/Industry Partner will be required to provide one hundred percent (100%) leveraged funds toward the program. All leverage funds must be clearly linked to the activities and/or services in this application. In the section below, please outline the costs the EDC/Industry Partner anticipate/anticipates incurring during the grant period.

Please complete the budget summary below.

<b>Cost Categories</b>	<b>General Description of Activities</b>	<b>Program Cost</b>
<b>Career Services (Support Services)</b>		\$
<b>Education and Training</b>		\$
<b>Equipment</b>		\$
<b>Supplies</b>		\$
<b>Total Project Contribution Amount:</b>		<b>\$</b>

### Application Acknowledgment

This section is to confirm Board acknowledgment for the application statements below and initial below.

1. We acknowledge that grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIOA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931(d)(1) and (d)(2));
2. We acknowledge that activities and services performed under this grant award will comply with Texas Government Code, Chapter 2264.
3. We acknowledge that no funds received under WIOA will be used to assist, promote or deter union organizing, as referred to in WIOA § 181(b)(7), 29 U.S.C. § 3241(b)(7).
4. We acknowledge that none of the funds made available by WIOA may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with the Buy American Act (41 U.S.C. § 8302), as referenced in WIOA § 502, 29 U.S.C. § 3342.
5. We acknowledge that contractors or awardees must comply with the nondiscrimination provisions of WIOA § 188 (29 U.S.C. § 3248).
6. We acknowledge that none of the funds made available by WIOA may be awarded or obligated to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or sucesors in accordance with with Section 163 of the Continuing Appropriations Resolution, 2010, Division B of Public Law No. 111-68 and with the Federal award terms.

**Board**

**Initials:** \_\_\_\_\_

### Application Confidentially Statement

All application information submitted is subject to and will be handled in accordance with the Texas Public Information Act, Government Code, Chapter 552. This Act allows the public to have access to information in the possession of a governmental body. Therefore, any confidential or proprietary information contained within an application must be clearly identified by the Applicant in the application itself. Proprietary information identified by the Applicant in advance will be kept confidential by the Agency to the extent permitted by state law.

By initialing the section below, you are agreeing to abide to the Texas Public Information Act, Government Code, Chapter 552.

**Board**

**Initials:** \_\_\_\_\_

### Public Information Act

Texas Government Code, Chapter 552, gives individuals the right to access government records and prohibits an officer for public information or the officer's agent from asking why the requestor wants the records. All government information is presumed to be available to the public. However, some types of governmental information may be subject to an exception to the rule that public information must be released when requested. Governmental bodies must promptly release requested information if the information is not confidential, or the governmental body has not properly requested an exception. Public Information requests may be mailed or delivered in person to: Texas Workforce Commission, Open Records, 101 E. 15th St., Room 266, Austin, TX 78778-0001. They may also be submitted via e-mail to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us), or via fax to 512-463-2990.

By initialing the section below, you are acknowledging that you have read and understand the information above regarding the Texas Government Code, Chapter 552.

**Board**

**Initials:** \_\_\_\_\_

**Records Retention**

All application information submitted must be retained by the Agency for the period specified in the Agency’s record retention schedule created under Texas Government Code, Chapter 441. The information may not be returned to the Applicant that submitted it during the retention period.

By initialing the section below, you are agreeing to abide to record retention schedule created under Texas Government Code, Chapter 441.

**Board**

**Initials:** \_\_\_\_\_

**Duration of Agreement**

By initialing the section below, you are agreeing to abide to the duration of the agreement

**Board**

**Initials:** \_\_\_\_\_

**Authorized Signature(s)**

The Board shall comply with the requirements of Section 22 of the Agency Board Agreement--Preventing Conflict of Interest. I hereby certify that no conflict precludes me from pursuing activities related to this grant. I understand that if the circumstances reflected on this form change, I have a duty to amend this certification.

I agree to perform any and all functions in an ethical manner, to the best of my ability, and with the best interest of the State of Texas paramount in all decisions.

By signing below, the Applicant Board agrees to function as the Grantee and Fiscal Entity for the project. The Applicant agrees to adhere to all reporting requirements, as well as the laws and regulations governing this funding, including but not limited to, Workforce Innovation and Opportunity Act (WIOA) Statewide Activity Funds, WIOA § 128 and § 133 (29 U.S.C. § 3163 and § 3173); and 20 C.F.R. Parts 680-683. Any grant awarded under this Program shall be governed by the Agency Board Agreement for an Integrated Workforce System (ABA), its attachments, the Special Federal Award Terms and Conditions, and the terms and conditions in the resulting grant award.

I hereby certify that the above statements are true and correct and that I understand and agree to be bound by the commitments contained herein.

**Name of Board**

**Signatory:** \_\_\_\_\_

**Board Authorized**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized Signature 2 – Non-lead Board**

**2<sup>nd</sup> Board Name:** \_\_\_\_\_

**Name of Board**

**Signatory:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_