Is My JET Application Ready to Submit?

Start Here

Am I using the correct TWC designated application for the 2023 JET grant RFA?

— Yes → **Have I verified that the CTE program included in this application is a new program under development or an existing program needing expansion?**

— Yes → **Is there only one Standard Occupation Classification (SOC) code included on this application?**

NO ↓ (from first question) → This will disqualify your application. Make any necessary corrections and return to this step on the flow chart again.

NO ↓ (from second question) → This will disqualify your application. Make any necessary corrections and return to this step on the flow chart again.

NO ↓ (from third question) → This will disqualify your application. Make any necessary corrections and return to this step on the flow chart again.

— Yes ↓ **Was the SOC on my application selected from the pre-approved list provided by TWC?**

— Yes → **If yes, move on to the next question. If no, did I get a signed High-Demand Confirmation form from my local Workforce Board certifying that the SOC I selected is a high-demand occupation?**

NO ← (from SOC pre-approved list question)

— Yes → **The SOC I selected represents an occupation which is employed primarily in the private sector in my region.**

NO ↓ (from High-Demand Confirmation question) → This will disqualify your application. Make any necessary corrections and return to this step on the flow chart again.

— Yes ↓ **Did I sign the application certification form on page ##?**

— Yes → **Did I complete the TWC-provided budget workbook and am prepared to submit with my application? (Submit as an EXCEL file to avoid point reduction).**

— Yes → **If I am a Texas public ISD or open-enrollment charter school district, did I include a letter of agreement form signed by an authorized representative from a partnering public junior, technical or state college?**

NO ↓ (from sign application question) → This will disqualify your application. Make any necessary corrections and return to this step on the flow chart again.

NO ↓ (from budget workbook question) → This will disqualify your application. Make any necessary corrections and return to this step on the flow chart again.

NO ↓ (from letter of agreement question) → This will disqualify your application. Make any necessary corrections and return to this step on the flow chart again.

— Yes ↓ **I used the checklist in the RFA to ensure I have included all required sections of my application?**

— Yes ← **Did I verify that all costs included in the workbook are allowable costs?**

— Yes ← **I have double-checked my application and all attachments for errors or incomplete information and corrected?**
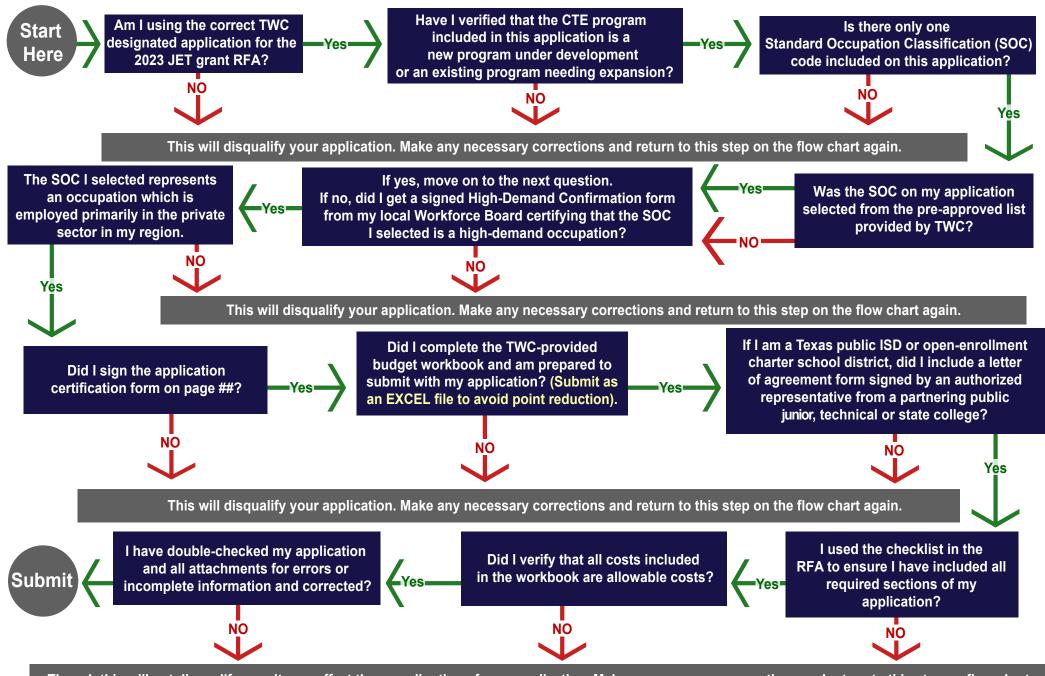
→ **Submit**

NO ↓ (from checklist question) → Though this will not disqualify you, it may affect the overall rating of your application. Make any necessary corrections and return to this step on flow chart.

NO ↓ (from allowable costs question) → Though this will not disqualify you, it may affect the overall rating of your application. Make any necessary corrections and return to this step on flow chart.

NO ↓ (from double-checked question) → Though this will not disqualify you, it may affect the overall rating of your application. Make any necessary corrections and return to this step on flow chart.