



TEXAS WORKFORCE COMMISSION HIGH DEMAND JOB TRAINING PROGRAM

Application Submission Guidelines

The Texas Workforce Commission (the "Agency") has dedicated an additional one million dollars (\$1,000,000) of Workforce Innovation and Opportunity Act ("WIOA") funds to address skill gaps and ensure a talent pipeline to address industry needs, through collaborations between Local Workforce Development Boards ("Boards") and local Economic Development Corporations ("EDCs"). Collaborations must engage in allowable WIOA activities, focusing on high demand occupational job training determined by the Board in the local workforce areas.

The intent of the High Demand Job Training Program (the "Program") is to support Boards in partnering with local EDCs that use their local economic development sales taxes for high demand job training. To achieve this purpose, the Agency wants to enable Boards to collaborate with local EDCs and leverage funds from their local economic development sales tax funds to jointly support the provision of such training, as discussed in these Application Submission Guidelines ("Guidelines").

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| Award Amount: | Not to exceed \$150,000 per Board per fiscal year |
| Leverage: | One dollar (\$1.00) for every one dollar (\$1.00) of grant funds awarded |
| Grant Period: | Can begin any time after September 1, 2019 |
| Grant End Date: | Awards will have an end date of no later than April 30, 2021 |
| Submission Deadline: | Submissions will be received throughout the fiscal year. The submission deadline is August 30, 2020. |

Projects must meet the following requirements:

1. Any grant awarded under this Program shall be governed by the Agency Board Agreement for an Integrated Workforce System (ABA), its attachments, and the terms and conditions in the resulting grant award.
2. The Agency will use available funding to provide grants to Boards totaling up to \$150,000 per Board per year.

3. The grant period for grants awarded will start on or after September 1, 2019 and end on or before April 30, 2021.
4. Boards receiving grants will use the funds to match the same amount of EDC(s)' Texas Development Corporation Act monies used to provide the high demand job training.
5. "High Demand Job Training," for this Program, means job training that supports occupations in high demand jobs as identified by Boards.
6. To be eligible for TWC matching funds, EDC funds must be spent on high demand job training. TWC matching funds awarded under this request for applications may be made available for job training activities and relevant direct costs as well as additional training.
7. **Boards receiving grants must enter into a written Agreement with each partnering EDC. Each Agreement must:**
 - 7.1. **identify each entity's roles and responsibilities;**
 - 7.2. **identify the workforce area's high demand jobs for which local economic development sales tax funds will be used for high demand job training;**
 - 7.3. **identify and describe the activities and associated costs of the high demand job training of both the Board and the EDC(s);**
 - 7.4. **provide that funds provided to the Board will be used to match local economic development sales tax funding for job training, on a dollar-for-dollar basis, up to \$150,000 per year;**
 - 7.5. **support the provision of high demand job training;**
 - 7.6. **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));**
 - 7.7. **provide an assurance regarding complying with Texas Government Code, Chapter 2264; and**
 - 7.8. **identify the estimated number of individuals to be trained in high demand occupations based on the partnership between the EDC and the Board.**
 - 7.9. **provide an assurance regarding compliance with the Financial Manual for Grants and Contracts by the Board;**
 - 7.10. **identify that the Boards must provide periodic Progress Reports to the Agency (according to dates listed in the contract) using an Agency-provided format;**
 - 7.11. **identify that the EDC(s) must provide periodic narratives (as set forth in the board contract) to the Board including, but not limited to, the number of participants trained and/or assessed and the costs expended for each activity conducted during the reporting period.**

(The narratives for all EDCs must be incorporated in the Progress Reports the Board provides to the Agency); and

7.12. be signed by both the Board and the EDC(s).

8. Boards must provide the signed written Agreement(s) to the Agency when they submit applications.
9. Boards may use Agency grant funding to support Workforce Innovation and Opportunity Act (WIOA)-allowable, high demand job training activities and related direct costs, including:
 - 9.1. individual participant recruitment;
 - 9.2. skills assessment;
 - 9.3. job search skills improvement, job search, job referral;
 - 9.4. equipment; and
 - 9.5. minor renovation of facilities used for Program-related job training.
10. 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 for the individual's participation in the training.
11. Agency grant funding may not be used for administrative costs.
12. Boards shall be responsible for determining and documenting eligibility of each participant, consistent with WIOA "basic eligibility" requirements, prior to a participant receiving any services funded with grant funds. Boards shall maintain confidential eligibility documentation files for each participant receiving services.
13. Boards must provide quarterly reports to the Agency using an Agency-provided format.
14. Boards 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.
15. Agency grant funds may 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)).
16. 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. § 2931(b)(7).
17. 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 § 505, 20 U.S.C. § 9275.

18. Any contract or grant award resulting from this Application shall include a requirement that the contractor or awardee must comply with the nondiscrimination provisions of WIOA § 188 (29 U.S.C. § 2938).
19. 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, or allied organizations, in accordance with WD Letter 36-09 and subsequent issuances.
20. Application Information Confidentiality: 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.
21. 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.
22. 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, or via fax to 512-463-2990.
23. The Board agrees to expend no less than seventy-five percent (75%) of the WIOA Youth direct program funds available to the workforce area for out-of-school youth as set forth in WIOA § 129(a)(4), 29 U.S.C. § 3164(a)(4), and any subsequent Agency issuances. If the funds are used to provide direct services to individuals (Adult/Youth), then eligibility and WIOA OSY 75% requirement for expenditures are required. 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. **If the funds are not used to provide direct services to individuals (Adult/Youth), then eligibility and WIOA OSY 75% requirement for expenditures (basic or otherwise) is not required. Examples of expenditures that are not considered directly tied to individuals include: equipment, consumable supplies, curriculum development, and minor renovation of facilities.**

24. To be eligible to receive adult and dislocated services under this grant award participant must:

- 24.1. be 18 years of age or older;
- 24.2. be a citizen or non-citizen authorized to work in the United States; and
- 24.3. meet Military Selective Service registration requirements (males only)

25. To be eligible to receive youth services under this grant award participant must:

- 25.1. be a citizen or non-citizen authorized to work in the United States
- 25.2. meet Military Selective Service registration requirements (males only)
- 25.3. meet either In-School Youth or Out-of-School Youth eligibility requirements as defined by WIOA §129(a)(1)(B)-(C). **If the funds are not used to provide direct services to Youth, then eligibility and WIOA OSY 75% requirement for expenditures (basic or otherwise) is not required. Examples of expenditures that are not considered directly tied to Youth include: equipment, consumable supplies, curriculum development, and minor renovation of facilities.**

Application Submission

- Use the Application Submission Form below. Applications may be submitted at any time from September 1, 2019 through August 31, 2020, **or until approved funding has been exhausted.**
- Applicants must submit a completed application by e-mail to “High Demand Job Training” at the following address: oeihighdemand@twc.state.tx.us. **The application must contain all of the required components, including signatures.**



APPLICATION SUBMISSION FORM

HIGH DEMAND JOB TRAINING PROGRAM

Application Instructions

1. The application shall not exceed six (6) pages, including this Application Submission Form but not including Section 3 "Signed Agreements between the Board and local area EDCs" and Section 8 "Application Budget and EDC(s) Budget."
2. The Signed Agreements between the Board and local area EDC(s) and the Application Board Budget and EDC(s) Budget must be submitted with the application.

Use the space designated below to complete the Application.

1. Board Contact Information

- 1.1 Board Submitting the Application:
- 1.2 Name and Title of Board Representative Completing the Application:
- 1.3 E-mail address of Representative:
- 1.4 Telephone Number of Representative:
- 1.5 Name and Title of Designated Contact for the Board:
- 1.6 E-Mail of Designated Contact:
- 1.7 Telephone Number of the Designated Contact:

2. Amount requested,

Total amount of WIOA program (not to exceed \$150,000):

3. Signed Agreement(s) between the Board and local area EDC(s) are attached to this Application.

The Signed Agreement(s) must: (1) identify each entity that is a party to the attached Agreement; (2) identify the workforce area's high demand jobs for which local economic development sales tax funds will be used for training; (3) identify and describe the activities and associated costs of the high demand job training of both the Board and the EDC(s); (4) state that funds provided to the Board will be used to match local economic development sales tax funding for job training, on a dollar-for-dollar basis, up to \$150,000 per year; (5) support the provision of high demand job training; (6) 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)); (7) provide an assurance regarding complying with Texas Government Code, Chapter 2264; (8) identify the estimated number of individuals to be trained in high demand occupations based on the partnership between the EDC and the Board; (9) provide an assurance regarding compliance with the Financial Manual for Grants and Contracts by the Board; (10) identify that the Boards must provide periodic reports to the Agency using an Agency-provided format; (11) identify that the EDC(s) must provide periodic narratives to the Board including, but not limited to, the number of participants trained and/or assessed and the costs expended for each activity conducted during the quarter. (The EDC(s) narratives must be incorporated in the periodic reports the Board provides to the Agency.); and (12) be signed by both the Board and the EDC(s).

3.1 Official name(s) of Economic Development Corporation(s):

3.2 Completed - Yes

4. Project Summary

Provide a brief, one (1) paragraph project summary, including: (1) the project's purpose and goals; (2) the identification and description of the activities and associated costs of the high demand job training of both the Board and the EDC(s); and (3) the Board's and EDC's requests and the Total Project Cost amounts. The "EDC's Total Project Share" must be at least equal to the "Board's Total Project Request." Round all amounts to the nearest dollar.

4.1 One-paragraph summary:

4.2 Board's Total Project Request Amount: \$0.00

4.3 EDC's Total Project Share: \$0.00

4.4 Total Project Cost: \$0.00

5. Project Objectives

Describe the proposed project's objectives. Information must include the high demand occupations for which training will be provided, the estimated number of individuals to be trained and estimated total number to be served, and descriptions of allowable related services (such as recruitment, job search, job referral; and minor renovation of facilities).

5.1 Project Objectives and Services Provided:

5.2 List the high demand occupations to be supported by training:

5.3 Estimated total number to be trained (if applicable):

6. Project Timeline

Provide a timeline of each major activity in the project, and for each activity, specify which partner will have primary responsibility. Project start date should be, at minimum, 2 months from the application submission date.

- 6.1 Major Activity Timeline:
- 6.2 Estimated project start date:
- 6.3 Estimated project end date (All grants must have an end date on or before April 30, 2021.):

7. Authorized Signature

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 Investment Act (WIOA) Statewide Activity Funds, WIOA § 128 and § 133 (29 U.S.C. § 2853 and § 2863); and 20 C.F.R. Parts 665-667. Any grant awarded under this Program shall be governed by the Agency Board Agreement for an Integrated Workforce System (ABA), its attachments, and the terms and conditions in the resulting grant award.

Typed name and title of authorized Board signatory:

Date signed:

Board Authorized Signature: _____