###

TEXAS WORKFORCE COMMISSION

## APPLICATION FOR FUNDING

# SKILLS DEVELOPMENT FUND

**FY 2022**

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

| GRANT AMOUNT |
| --- |
| **Requested Grant Amount: *Cost per Trainee Target is $2,000*** | $       |
| **SDF Program:** *(check grant program below that applies)* |
| [ ]  SDF – Regular Training Project |
| [ ]  SDF – Recruit Texas |
|  |

**If application includes business partner(s) for training, please continue here. If not, please sign document under Applicant Acknowledgement and Assurances and submit to the Texas Workforce Commission’s Outreach and Employer Initiatives** **SDF Outreach Team** **for review.**

| OTHER SOURCES OF FUNDINGPlease identify all other sources of funding to be leveraged for the proposed project. This should include other local and state fund, including Texas Enterprise Fund (TEF) grants. |
| --- |
| Cash/In-Kind/Grants | Source | Dollar Amount ($) |
|       |       |       |

* **SDF-Regular Training Project**: An initial business partner is required for funding requests above $50,000.
* **SDF-Recruit Texas**: Prior Communications with the Outreach and Employer Initiatives is required for funding under Recruit Texas.
* Funding Requests above $500,000 will be considered on a case-by-case basis.

The following forms are required, as indicated below. Please include with grant request or when business partner and training requests are identified:

# Private Partner Information Forms (PPIF): Required for all businesses that will participate and benefit from Skills-Sponsored Training.

# Memorandum of Agreement/Understanding: A signed agreement between the business partner(s) and grantee outlining each entity’s role and responsibilities under grant award.

* **Budget and Training Request Form**: Funding requests in excess of $50,000 are required to submit this form in Excel Format.
* **Course Descriptions**: Required for all training courses listed on the Budget and Training Request Form. Must be provided in MS Word Format.

| TRAINING PROJECT DESCRIPTION |
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| **Project Description:***Please provide a brief description of the training needs that have been identified for which funding has been requested.* |       |
| **Project Unique Circumstances:***Please discuss any unique circumstances that should be considered.* |       |
| **Collaboration with Local Workforce Development Board:***Please provide a brief description on the collaboration for this project with the Local Workforce Development Board.* |       |

| JOB INFORMATION |
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| **Total # of New Jobs to be Trained:****(***New job is considered anyone hired within the last 12 months from the date of submission of business partner form)* |       |
| **Total # of Upgraded Jobs:**(*Upgraded jobs are those individuals who have been in employment for 12 months or more)* |       |
| **Total # of Unduplicated Persons to be Trained:** |       |

| TABLE OF TRAINING COURSES TO BE PROVIDED:Course Name & Info listed below must match the Budget and Training Request Form.(Insert Rows as needed). |
| --- |
| Course Name: | Training Hours per Course | Cost per Trainee | Explanation for Costs Exceeding $2,000 per trainee |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |

# Applicant Acknowledgement and Assurances:

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

* The funding request submitted is in direct response to an immediate training need identified (or to be identified if initial contract) by the business partner identified in the Private Partner Information Form (PPIF).
* The applicant and business partner collaborated (or will collaborate if initial contract) to determine training needed and to develop and/or customize curricula to address those needs.
* The applicant acknowledges and confirms compliance with all required reporting, as well as the rules and regulations governing this funding, as outlined in Texas Labor Code, Chapter 303 and the Texas Administrative Code, Title 40, Part 20, Chapter 803.

|  |  |
| --- | --- |
|       |  |
| Authorized Signature (e-signature accepted) | Title |
|       |
| Date |

Submit Applications to:

Outreach and Employer Initiatives

Skills Development Fund Outreach Team

Texas Workforce Commission

skills.application@twc.texas.gov

*ONLY ELECTRONIC COPIES WILL BE ACCEPTED.*

*Scanned copies of signature page are acceptable.*

**TEXAS WORKFORCE COMMISSION**

**SKILLS DEVELOPMENT FUND**

**FY 2022 FUNDING APPLICATION OVERVIEW**

The Texas Workforce Commission (TWC) has streamlined the Request for Funding Application for the Skills Development Fund (SDF) program. The application will allow eligible applicants to apply for Skills funds for one of the programs mentioned below. The streamlined application will allow for a quick review and approval in order to assure grant funds are available quickly to allow grantees to respond to training requests on a timely basis.

**HOW IT WORKS**

If you are a former SDF grantee, the application is different from what you are used to. Rather than building up a training program on the front end, eligible applicants will be allowed to apply for funds when they are approached by a business in need of immediate training.

Grantees wishing to apply for funds without a business partner will be eligible for a maximum grant award amount of $50,000. Grantees who apply in partnership with one or more eligible business partners will be allowed to request additional funds. Requests for additional funds will be submitted to grant managers.

An initial training request, business partner application, and Budget and Training Request form will be required for fund requests higher than $50,000.

Other SDF program requirements are listed below.

**SDF PROGRAMS**

[**SDF-REGULAR TRAINING PROJECT**](https://twc.texas.gov/partners/skills-development-fund-training-providers-workforce-development-partners)**:**

* SDF-Regular Training Project is an SDF grant which will award grant funds to eligible grantees to provide requested training from eligible business partners. Applications must show collaboration with Local Workforce Development Area Offices to ensure local demand is being met.
	+ Average Cost Per Trainee: $2,000 per participant
* Business Partner: Businesses, from micro-sized to large, in the service area or local workforce area requiring specific training to upskill new and incumbent workers. Regulatory reviews continue to be a requirement for all business partners requesting SDF training.
	+ Participant: Full-time regular employees of eligible business partners. Participants must be making at least prevailing wage for the local workforce area in which the business partner is located.
	+ Eligible Expenditures:
		- Customized training courses requested by business partner;
		- Equipment for consortium projects. Costs must not exceed 10% of training costs. Single business partner projects requesting equipment will require a waiver from the Executive Director (current TAC Rules Requirement);
		- Training Hour Requirements. The current training hour requirements are for 55% Business Technical training hours and 45% General Technical hours. NOTE: Non-Technical training is now considered General Technical.
		- Third-party training providers: There is no longer a 50% requirement of training by community college partners. However, some training needs to be provided by the community college when they are the applicant for funds. Proprietary training, which is training unique to that business, offered by that business and curriculum that cannot be shared, will be capped at 50%. Exceptions will be reviewed on a case-by-case basis.
	+ Micro and small businesses can participate in either SDF-Regular Training or [Skills for Small Business](https://twc.texas.gov/businesses/skills-small-business-employers). However, they cannot participate in both programs at the same time (during active contracts with either eligible grantee), nor can training be duplicated between programs.
	+ Application Requirements:
		- Completed funding application;
		- Private Partner Information Form (PPIF);
		- Memorandum of Agreement/Understanding between the applicant and Business Partner(s);
		- Signed Local Workforce Development Board Review & Comments Form;
		- Budget and Training Request Form, (all parts are required to be filled out for each course); and,
		- Course Descriptions.
* Training: Grantees must start training within 90 days of grant award.
	+ Training/curriculum cannot be approved without a business partner.
	+ Grantees work with grant managers to request amendments for approved business partners that require additional training after a contract has been executed.

[**SDF-RECRUIT TEXAS**](https://twc.texas.gov/partners/skills-development-fund-training-providers-workforce-development-partners#recruitTexas)**:**

* SDF Recruit Texas applications must be submitted in cooperation with a TWC Outreach and Employer Initiatives (OEI), Employee Engagement and Community Outreach team member. OEI/EECO will ensure that discussions have taken place for the requested funding under this SDF program.
* Business Partner: Regulatory reviews continue to be a requirement for all business partners requesting SDF training.
	+ Participant: Full-time regular employees of eligible business partners. Participants must be making at least prevailing wage for the local workforce area in which the business partner is located.
	+ Eligible Expenditures:
		- Expenditures approved will be determined on an individual basis, taking into consideration the merits of the Recruit Texas project requesting funds under this SDF program.
	+ Application Requirements:
		- Completed funding application;
		- PPIF;
		- Memorandum of Agreement/Understanding between the applicant and Business Partner(s);
		- Budget and Training Request Form, (all parts are required to be filled out for each course); and,
		- Course Descriptions.

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