



TEXAS WORKFORCE COMMISSION

SKILLS DEVELOPMENT FUND APPLICATION

****This Application must be submitted a signed PDF.
The PDF must include all pages of the document. ****

APPLICATION OVERVIEW

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](#). There you can also find in-depth information about the Skills Development Fund program, with a section on [Frequently Asked Questions \(FAQ\)](#).

If you have additional questions about the program or proposal submission process, please contact the Employer Engagement and Community Outreach Team at skills@twc.texas.gov.

APPLICANT INFORMATION

Applicant Organization:	
Local Workforce Development Area:	
Address:	
City/State/Zip:	
Contact Name and Title:	
Telephone:	
Email Address:	

GRANT AMOUNT

Requested Grant Amount: Target average cost per trainee is \$2,000 Administrative costs: Up to 10% of training cost with one business partner or 15% for two or more business partners	Training cost: \$ Administrative cost: \$ Total grant amount request: \$
Skills Development Fund Program: <i>(check grant program that applies)</i>	
<input type="checkbox"/> Skills Development Fund – Regular Training Project	
<input type="checkbox"/> Skills Development Fund – Contingency Contract	
<input type="checkbox"/> New <input type="checkbox"/> SDF – Additional Business Partner, please include contract number:	

If the application includes business partner(s) for training, please continue here. If not, please complete the Project Description, sign document under Applicant Acknowledgement and Assurances, and submit to the Texas Workforce Commission's Outreach and Employer Initiatives [Employer Engagement and Community Outreach Team](#) at skills.application@twc.texas.gov for review.

ADDITIONAL SOURCES OF FUNDING TO BE CONTRIBUTED TOWARDS PROJECT

Please identify all other sources of funding to be leveraged for the proposed project. *This should include other anticipated local and state funds, including Texas Enterprise Fund (TEF) grants.* In-kind contributions are funds the college or the business partner(s) will contribute towards the project, including, but are not limited to, employee salaries while attending training, equipment, etc.

Cash/In-Kind/Grants	Source	Amount (\$)

PROJECT DESCRIPTION

<p>Project Description: <i>Please provide a description of the business and the training needs that have been identified for which funding has been requested. Also include why the training is needed and how the business and the community will be positively impacted after the training is complete.</i></p>	
<p>Project Unique Circumstances (not required for new contingency contracts): <i>Please discuss any unique circumstances that should be considered. Include justifications or waiver requests with corresponding explanations for any portion of the project that is outside of the program requirements listed in the Funding Application Overview below.</i></p>	
<p>Collaboration with Local Workforce Development Board: <i>Please provide a description on the collaboration for this project with the Local Workforce Development Board.</i></p>	

JOB INFORMATION (not required for new contingency contracts)

<p>Total # of New Jobs to be Trained: <i>(A new job is any position hired within the 12-month period prior to the date of submission of the application with all required documents. It also includes individuals who will be hired during the grant period and will receive training with grant funds)</i></p>	
<p>Total # of Upgraded Jobs: <i>(Upgraded jobs are the positions employed for 12 months or more prior to the date of submission of the application with all required documents)</i></p>	
<p>Total # of Unduplicated Persons to be Trained:</p>	

ADDITIONAL REQUIRED DOCUMENTS

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

- ❑ **Private Partner Information Form (PIIF)**: Required for each business (and each business location) that will participate and benefit from SDF-sponsored training. Must be submitted as a MS Word document initially then once it is reviewed, it will need an authorized signature from the business and saved as a PDF.
- ❑ **Memorandum of Agreement/Understanding**: A signed agreement between the business partner(s) and grantee outlining each entity's roles and responsibilities under grant award. The following bullet points must be included:
 - The business partner acknowledges and assures that all project participants are full-time employees of the business partner and any businesses it represents on Attachment A of the Skills Development Fund (SDF) application prior to receiving training with grant funds.
 - The business partner acknowledges and assures that they are contributing and will continue to contribute Texas Unemployment Insurance taxes for any participant that receives training with grant funds.
 - The business partner acknowledges and assures that by the completion of the training project, the wages paid to the project participants meet or exceed the hourly wage or wage range corresponding to their respective job titles as included and approved in the Skills Development Fund (SDF) application.
 - The business partner acknowledges and assures that it will employ the project participants for at least sixty (60) days after the completion of training.
 - The business partner acknowledges and assures that they will document and provide project participant data as required or requested by the Texas Workforce Commission (TWC) to the grantee, college partner or TWC directly.
- ❑ **Budget and Training Request Form**: Funding requests are required to submit the budget request form in Excel format and a signed PDF. Equipment requests are for projects that include 2 or more business partners and the total amount requested for equipment costs may not exceed 10% of the total project amount.
- ❑ **Course Descriptions**: Required for all training courses listed on the Budget and Training Request Form. Must be provided in MS Word Format and in alphabetical order.
- ❑ **Local Workforce Development Board Review and Comment Form**: The applicant must ensure that this form is completed and signed by the Board or Boards in the areas where project participants will be employed at the completion of the training project. This form is not necessary if the Board is the applicant.

TRAINING COURSES EXCEEDING \$2,000 PER TRAINEE:

Course(s) name & all other information listed below must match the Budget and Training Request Form. Only include courses with the cost exceeding \$2,000 per trainee, in alphabetical order. Do not include acronyms. Insert additional rows as needed.

Course Name:	Total course training hours	Cost per trainee	Explanation for course 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 by the applicant and submitted within 90 days if requesting an SDF – Contingency Contract) by the business partner identified in the Private Partner Information Form (PPIF).
- The applicant and business partner collaborated (or will collaborate if requesting an SDF – Contingency 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
Employer Engagement and Community Outreach

Texas Workforce Commission

skills.application@twc.texas.gov

*ONLY ELECTRONIC SIGNATURES WILL BE ACCEPTED.
Typed signatures will not be accepted*