

# TEXAS WORKFORCE COMMISSION

## PROPOSAL SUBMISSION GUIDELINES SELF-SUFFICIENCY FUND PROGRAM

### Introduction

Thank you for applying for a grant through the Self-Sufficiency Fund program. By participating in this program, you play a critical role in assisting businesses to meet their training needs and build a skilled workforce.

The Proposal Submission Form is based on the requirements set forth in the Texas Administrative Code, Title 40, Part 20, Chapter 835, SELF-SUFFICIENCY FUND.

A high-quality proposal is one that demonstrates: 1) the strong participation of businesses that identify the skills they need to expand their workforce; 2) collaboration with the local workforce development area (workforce area); and 3) commitments to help Texans increase their skills levels and wages. This is in keeping with the Self-Sufficiency Fund program objectives, which are the following:

- To provide training for targeted employment opportunities to allow adult Temporary Assistance for Needy Families (TANF) recipients and individuals at risk of becoming dependent on public assistance to achieve self-sufficiency;
- To the extent practicable, to provide Self-Sufficiency Fund services in all areas of the state and ensure expansion of the state's capacity to respond to workforce training needs;
- To assist the Local Workforce Development Board (Board) in its efforts to meet the Board's Choices performance measures and assist individuals receiving public assistance in entering the workforce;
- To develop projects that will create jobs in the workforce areas through collaboration with the Boards;
- To collaborate with Board contractors, Workforce Solutions Offices, and other entities to establish referrals of eligible trainees;
- To develop projects that at the completion of training will result in the attainment of an industry-recognized certificate or credential for the participants in the training project in one of the following targeted industries:
  - Advanced Technologies and Manufacturing;
  - Aerospace and Defense;
  - Biotechnology and Life Sciences;
  - Information and Computer Technology;
  - Petroleum Refining and Chemical Products; and
  - Energy.
- To develop projects that include contributions from other resources that are being committed to the job-training project; and

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- To develop projects that at the completion of training will result in the greatest economic benefit to the public, in the form of enhanced worker skills and positive economic impact within the local community for each dollar invested in worker training.

Further information about is available on the Texas Workforce Commission (TWC) [Self-Sufficiency Fund web page](#). If you have additional questions about the program or proposal submission process, please contact us at: [customizedtraining.solutions@twc.state.tx.us](mailto:customizedtraining.solutions@twc.state.tx.us).

## Proposal Requirements:

Proposal information must be submitted using the four forms provided on the [Self-Sufficiency Fund web page](#). No other forms will be accepted. ***Proposals that are not submitted in the required format or that do not have all the required components will be disqualified.*** Applicants are encouraged to use the checklist on the Applicant Acknowledgement and Assurances page of the Proposal Submission Form to ensure that all required components are included in the proposal package.

### TWC will only consider for funding complete proposals that include the following components:

1. ***Proposal Submission Form (provided on website)***: Every section must be addressed, and the applicant must sign the form.
2. ***Letter of Support***: The applicant must provide a letter of support from at least one local employer for each of the targeted industries in which workers will be trained. Trainees may be placed with any employer in the industry for which they receive training, not only those with a documented letter of support.
3. ***Budget Detail Form (provided on website)***: The applicant must complete this form to show all administrative and program costs for the proposed project. Comprehensive detail must be provided in the space below each budget category to show how all costs were derived.
4. ***Local Workforce Development Board Review and Comment Form (provided on website)***: The applicant must ensure that this form is completed and signed by the Board(s) in the workforce area where employers providing a letter of support are located. The Board will need to address such issues as the following:
  - a. How it participated in the development of the proposal;
  - b. Its role in the proposed training project;
  - c. How the project supports the Board's strategic goals and objectives;
  - d. The strengths of the proposal;
  - e. Areas of concern regarding the proposed training project; and
  - f. Additional factors that should be considered by TWC in the evaluation of the proposal.
5. ***Financial Management System Questionnaire Form(s) (FMSQs) (provided on website)***: All nonprofit and community-based organization applicants, as well as each training provider identified in Table 2 of the Proposal Submission Form, must complete and sign an FMSQ.
6. ***Evidence of the Applicant's 501(c)(3) Status***, as recognized by the Internal Revenue Service Code of 1986, as amended (if applicable).
7. ***A USB flash drive that contains copies of the Proposal Submission Form and Budget***. The documents copied on the USB flash drive must be in the Microsoft Word and Excel formats, not scanned and not in .pdf format.

***Important Note: The copy of the Proposal Submission Form document provided on the USB flash drive does not require a signature. The information contained within these documents will be cut and pasted into contract boilerplates in the event of a grant award.***

## Proposal Submission Periods

1. Proposals may be submitted year-round. Submitters are encouraged to use the Office of Employer Initiatives' Outreach and Customer Support Team to provide technical assistance, assist with development of quality projects, and review draft proposals prior to formal submission.
2. TWC will keep applicants informed of the status of their proposals throughout the evaluation period. An applicant will be notified within three working days from the date of receipt that the proposal was received and whether or not it contains all the required components.
3. Applicants must submit a complete proposal package by mail. The package must contain all the required components, including original signatures. Please send proposal packages to the following address:

Texas Workforce Commission  
4405 Springdale Rd.  
Austin, TX 78723  
ATTN: Cristina Ramos, Room 424T

4. Once a proposal package has been submitted, applicants may contact Daniel Gonzalez or Cristina Ramos regarding the status of their proposals. Mr. Gonzalez can be contacted at (512) 936-9838 or [daniel.gonzalez@twc.state.tx.us](mailto:daniel.gonzalez@twc.state.tx.us), and Ms. Ramos can be contacted at (512) 936-3615 or [cristina.ramos@twc.state.tx.us](mailto:cristina.ramos@twc.state.tx.us).

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## PROPOSAL SUBMISSION FORM SELF-SUFFICIENCY FUND PROGRAM

### Applicant Information:

An applicant for a Self-Sufficiency Fund grant must be a public community or technical college, a community-based organization (CBO), or the Texas Engineering Extension Service (TEEX). **If the applicant is a CBO, please attach as an appendix evidence of the applicant's 501(c)(3) status, as recognized by the Internal Revenue Service Code of 1986, as amended.**

| APPLICANT INFORMATION   |  |
|-------------------------|--|
| Applicant Organization: |  |
| Address:                |  |
| City/State/Zip:         |  |
| Contact Name and Title: |  |
| Telephone:              |  |
| E-mail Address:         |  |

| GRANT AMOUNT AND JOB INFORMATION |    |
|----------------------------------|----|
| Requested Grant Amount:          | \$ |
| # Trainees:                      |    |

Please complete Table 1 by providing the requested information for the list of targeted occupations for which training will be provided. Additionally, attach as an appendix a copy of the required letters of support as stated in the Proposal Requirements.

| TABLE 1: OCCUPATIONS INFORMATION |          |          |                              |
|----------------------------------|----------|----------|------------------------------|
| Occupation                       | Industry | SOC Code | Projected Number of Trainees |
|                                  |          |          |                              |
|                                  |          |          |                              |
|                                  |          |          |                              |
|                                  |          |          |                              |
|                                  |          |          |                              |

**Proposed Training:**

1. How was the Local Workforce Development Board (Board) involved in the development of the proposed project?

*Applicant Response:*

- a. Describe the referral procedures or agreements established with Board contractors, Workforce Solutions Offices, and/or other entities to ensure the recruitment and eligibility determination of project trainees, as well as the reporting of training outcomes.

*Applicant Response:*

2. Please list training providers that will be directly providing training to participants in the project.

| TABLE 2 – TRAINING PROVIDERS INVOLVED IN PROJECT (Including Applicant) |                                 |
|--|---------------------------------|
| Name of Training Provider  | Training Courses to be Provided |
|  |                                 |
|  |                                 |
|  |                                 |

3. Identify the certification, licensure, and/or registration that each entity listed in Table 2 must have in order to provide training (if applicable). Provide verification that each of the identified entities is in good standing with regard to the required certifications, licensures, and/or registrations. This may include copies of the certification, licensure, and/or registration documents or letters from the certifying or licensing entity.

*Applicant Response:*

4. Describe each training provider’s prior experience and demonstrated performance in directly providing training or services to the targeted population.

*Applicant Response:*

5. Provide a summary of the proposed training project and include how the applicant collaborated with local businesses to do the following:

- a. Determine the industry training needs; and
- b. Develop the proposed job skills training curricula to meet the industry needs.

*Applicant Response:*

6. List any industry-recognized certificates or credentials that trainees will receive upon successful completion of training. *(Important Note: A certificate is a document awarded in recognition of the attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. A course that merely awards a certificate of completion does not qualify.)*

*Applicant Response:*

7. List the names of the entities that will be providing support services to the participants in the project and describe the services they will provide. Explain why the support services are necessary for the trainees who will participate in the proposed training activities. Describe how these services will assist trainees to do the following:

- a. Prepare for and participate in training activities; and
- b. Make the transition from the training activities to employment.

*Applicant Response:*

**Trainee Information:**

8. Discuss how the proposed training will result in successful trainees becoming and remaining independent of public financial assistance. Describe the plan for linking participants to employers upon completion of training.

*Applicant Response:*

**Training Curricula, Objectives, and Outcomes:**

9. Complete Table 3 to reflect each training course to be provided, as well as the number of trainees for each course and the number of training hours each trainee will receive (the number of training hours may be an average). Include any certificates or credentials that trainees will receive upon successful completion of training. Please follow the example provided below when completing this table.

| TABLE 3 – TRAINING COURSES and TRAINEE HOURS <i>(Example)</i> |   |          |   |                          |  |
|---|---|----------|---|--------------------------|--|
| Training Provider   | Title of Training Course                                | CIP Code | Training Hours to be Received by Each Trainee | Total Number of Trainees | Certificate or Credential to be Obtained |
| ABC College   | Occupational Safety and Health Administration (OSHA) 10 | 15.0701  | 10  | 10                       | OSHA 10                                  |
| Machinery Technical Cert                                      | Fabrication Fundamentals                                | 22.2222  | 40  | 15                       | Not Applicable                           |

| TABLE 3 – TRAINING COURSES and TRAINEE HOURS |                          |          |   |                          |  |
|--|--------------------------|----------|---|--------------------------|--|
| Training Provider                            | Title of Training Course | CIP Code | Training Hours to be Received by Each Trainee | Total Number of Trainees | Certificate or Credential to be Obtained |
|  |                          |          |   |                          |  |
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**10. For each of the training courses identified in Table 3, provide a description of the skills trainees will learn and be able to successfully demonstrate. Please follow the example provided below.**

**Sample Course Description 1**

**OSHA 10 – 10 hours:**

This course covers OSHA (Occupational Safety and Health Administration) policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. The need is to place special emphasis on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the trainee will be able to:

- recognize common occupational hazards;
- describe the components of effective workplace design and accident prevention programs; and
- demonstrate correct selection and safe use of personal safety equipment.

**Sample Course Description 2**

**Fabrication Fundamentals – 40 hours**

An introduction and practical application training using welded steel, brushed aluminum, sheet metal, casting, foam, wood, MDF, and plastics processes. Also addresses paint, anodizing, plating, powder coating, and the application of cold metal finishes. Upon successful completion, the trainee will be able to:

- prepare a variety of molds using welded steel, brushed aluminum, sheet metal, casting, foam, wood, MDF, and plastics;
- paint, anodize, and plate molds; and
- apply cold metal finishes.

*Applicant Response:*

**11. Describe the methodology to identify skills attainment/mastery as a result of requested training. Include such examples as entry/exit evaluations; certifications; training hour completion requirements; and skills progression instruction, where applicable.**

*Applicant Response:*

**Costs and Funding Sources for the Proposed Training:**

**12. Complete the Budget Detail Form to show all administrative and program costs for the proposed project. (Important note: Under Program Services, Salaries and Wages, instructor costs should only be listed for courses that do not include tuition costs under Training Costs per Course.) Include the completed form in the proposal packet.**

**13. Complete Table 4 below to identify all other sources of funding for the proposed project. These sources may include resource contributions from local, state (e.g., Texas Enterprise Fund grants), and federal funds.**

**TABLE 4 – SOURCES OF FUNDING FOR PROPOSED PROJECT**

| <b>Cash or<br/>In-kind?</b> | <b>Source/Description</b> | <b>Estimated \$<br/>Amount</b> |
|-----------------------------|---------------------------|--------------------------------|
|                             |                           | \$                             |
|                             |                           | \$                             |
|                             |                           | \$                             |

**Applicant Acknowledgement and Assurances:**

By signing below, the applicant hereby acknowledges that this proposal is being submitted in order to request funding for a training project under the Self-Sufficiency Fund. Further, the applicant agrees to adhere to all reporting requirements, as well as the rules and regulations governing this funding, including, but not limited to:

- The Texas Administrative Code, Section 40, Part 20, Chapter 835; and
- The Texas Labor Code, Chapter 306.

|                      |       |
|----------------------|-------|
| Authorized Signature | Title |
| Typed Name           | Date  |

**Proposal Submission Package Checklist:**

The following is a checklist to assist the applicant in ensuring that all required items are included in the proposal package. These items include the following:

- Completed and signed Proposal Submission Form
- A letter of support from at least one local employer for each of the targeted industries in which workers will be trained
- Completed Budget Detail Form
- Completed and signed Local Workforce Development Board Review and Comment Form
- Financial Management System Questionnaire forms completed and signed by the applicant and each training provider
- Copies of the training provider’s certification, licensure and/or registration documents or letters from the certifying or licensing entity (if applicable)
- Evidence of the applicant’s established 501(c)(3) status, as recognized by the Internal Revenue Service Code of 1986, as amended (if applicable); and
- A USB flash drive that contains copies of the Proposal Submission Form and Budget. (The documents copied on the USB flash drive must be in the Microsoft Word and Excel formats, not scanned and not in .pdf format.)