

TEXAS WORKFORCE COMMISSION LONE STAR WORKFORCE OF THE FUTURE FUND APPLICATION

****This Application must be submitted as a signed PDF.**

The PDF must include all pages of the document. **

SECTION 1: INTRODUCTION

Program Purpose and Goal:

The purpose of the Lone Star Workforce of the Future Fund is to develop workforce training programs administered by public junior colleges, public technical institutions, and non-profit organizations to increase the supply of qualified workers for entry-level to mid-level jobs in high demand occupations in Texas.

The goal is to ensure the Texas workforce can fill available and emerging middle skill jobs in this state – those occupations that require more education than a high school diploma but less than a bachelor’s degree.

Grant Eligibility:

This program is available to public junior colleges, public technical institutes, and nonprofit organizations to administer performance-based workforce training that leads to a full-time occupation in a high-demand and high-growth career that results in a self-sufficient wage. For a list of allowable occupations, please refer to the LSWF High Demand Occupations List on the [LSWF Webpage](#) under Resources.

Funding from this program can be used for curriculum development, instructor fees and certifications, training materials, work-related expenses, work-based experience stipends, administrative costs, and related wraparound services such as transportation, uniforms, childcare, etc.

Grantees under this program must facilitate the successful transition of at least fifty percent (50%) of their program’s participants from unemployment or low wage work to full-time jobs offering a self-sufficient wage.

For more information regarding grant eligibility, please refer to the [LSWF Webpage](#) under Authority & Funding.

The Application is based on the requirements set forth in the [Texas Education Code, Chapter 134A](#) and the [Texas Administrative Code, Chapter 810](#), which Applicants can find on the Texas Workforce Commission (TWC) [Lone Star Workforce of the Future Fund Webpage](#). There you can also find in-depth information about the Lone Star Workforce of the Future Fund (LSWF)

program, with a section on Frequently Asked Questions (FAQ).

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

SECTION 2: APPLICANT INFORMATION & FUNDING

APPLICANT INFORMATION	
Type of Organization	<input type="checkbox"/> Public Junior College <input type="checkbox"/> Public Technical Institute <input type="checkbox"/> Nonprofit Organization (please include a formal confirmation of your nonprofit status)
Legal Name of Organization:	
<u>Local Workforce Development Area:</u>	
Physical Address (No. P.O. Boxes):	
City:	
County:	
State:	Texas
ZIP Code:	
Contact Name:	
Contact Title:	
Contact’s Telephone:	
Contact’s Email Address:	
Authorized Signatory:	
Authorized Signatory Title:	
Authorized Signatory Email Address:	

<p><u>TWC Unemployment Tax Number:</u></p> <p>(This is the 9-digit account under which the organization reports wages to the TWC Tax Department.)</p>		
<p>Does your organization use a Professional Employer Organization (PEO) for payroll purposes?</p> <p>(If working with a PEO please provide the name and TWC number)</p>	<p>_____ Yes</p>	<p>_____ No</p>
	<p>PEO Name:</p> <p>TWC Number:</p>	

<p>REQUESTED GRANT AMOUNT</p> <p>Use the provided itemized Budget Management Form to complete this section</p>	
<p>Grant Parameters</p> <p>Maximum total grant amount is \$250,000</p> <p>Maximum cost per trainee is \$7,500</p> <p>Administrative costs: Up to 10% of the Direct Cost</p>	<p>Direct Cost: \$</p> <p>10% Administration</p> <p>Cost: \$</p> <p>40% Non-State Government</p> <p>Funding: \$</p> <p>Total TWC Award Amount:</p> <p>\$</p> <p>Number of Unduplicated Trainees:</p> <p>Cost Per Trainee: \$</p>

ADDITIONAL SOURCES OF FUNDING TO BE CONTRIBUTED TOWARDS PROJECT

In accordance with [Texas Education Code § 134A.007\(3\)](#) attract at least forty percent (40%) of the necessary funding for training program operation from revenue streams other than state government funding.

Please identify all other sources of funding to be used to meet this requirement for the proposed project.

Description of Other Funds	Source	Amount (\$)

SECTION 3: OCCUPATIONAL & TRAINING INFORMATION

Complete the table below detailing the occupations you intend to train under the program. Please be sure to complete each row in its entirety. If you intend to train more than five (5) occupations, please utilize the “Occupational Information” tab located within the LSWF Budget Management Form. This form, as well as SOC Codes and Occupation Titles can be found on LSWF's High Demand Occupations List on the [LSWF Webpage](#), under Resources.

TABLE 1: OCCUPATIONAL INFORMATION					
Occupations that are not found in the LSWF High Demand Occupation List will not be accepted					
Occupation	Industry	SOC Code	SOC Occupation Title	Projected Number of Participants	Anticipated Wages at Placement*

*Note: The wages must be at or above the Self-Sufficient Wage for the county in which the training participant resides or the employer is located. Employment below the Self-Sufficient Wage will not count towards program deliverables.

Proposed Training Program:

1. Provide a detailed description of the proposed training project. Include how this project will create pathways to employment for participants as well as the method by which participants will be trained (classroom based, hybrid, online instruction, work-based experiences, internships, or a combination of these methods). Additionally, please include a timeline detailing milestone within the training program such as participant recruitment, training, assessment, and completion. When completing your timeline, please note most grant terms will not exceed 18 months—up to 12 months of training with no more than 6 months for placement following training completion.

Applicant Response:

2. Explain your organization’s prerequisites for participant entry into the training program including but not limited to, entry evaluation, training hour completion requirements, assessments, etc.

Applicant Response:

3. In accordance with [Texas Education Code § 134A.007\(1\)](#), provide the name and address of the employer that provided input in the creation of this workforce training program and describe its involvement in the proposed project. Include details as to how the local employer needs and in-demand skills align with the proposed training program’s offerings. If necessary, include multiple employers to ensure all occupational training programs show collaboration with an employer.

Note: The Employer Input Form must be completed and submitted with your application.

Applicant Response:

4. List all training providers that will be directly providing training to participants in the project. Additionally, identify the certification, licensure, and/or registration that each Training Provider must hold or acquire to provide training. Provide verification that each of the identified Training Providers is in good standing regarding the required certifications, licensures, and/or registrations. This may include links to the certification, licensure, and/or registration documents or letters from the certifying or licensing entity.

TABLE 2: VERIFICATION OF TRAINING PROVIDER (Including Applicant)		
Name of Training Provider	Certification, Licensure, and/or Registration	Verification of Certification, Licensure, and/or Registration (Insert link, if applicable, or note the inclusion of appropriate documentation with the application.)

SECTION 4: PROGRAM SUPPORT & PERFORMANCE

5. List the names of all entities that will be providing support services to the participants in the project and describe the services each will provide. Explain why support services are necessary for the participants who will participate in the proposed training activities. Describe how these services will assist participants to do the following:
 - a. Prepare for and participate in training activities; and
 - b. Transition from training activities to employment at a self-sufficient wage.

TABLE 3. ENTITIES PROVIDING SUPPORT SERVICES IN PROJECT (Including Applicant)			
Name of Provider	Description of Service	Reason for Service	How Service Will Assist Program Participants

6. In accordance with 40 [Texas Administrative Code § 810.27](#), the Applicant must facilitate the successful transition of at least fifty percent (50%) of training program participants from low-wage work or unemployment to full-time employment in jobs offering a self-sufficient wage and the opportunity for career mobility within six (6) months of training completion. Explain how the proposed training will link participants to employers upon completion of training to meet this performance benchmark.

Applicant Response:

7. Discuss any unique circumstances TWC should consider. Include explanations for any portion of the project that may not clearly fall within the program parameters.

Applicant Response:

SECTION 5: ADDITIONAL COLLABORATING PARTNERS

8. [Texas Education Code § 134A.007\(4\)](#) requires the Applicants to “engage local entities and organizations, including local workforce development boards and community-based organizations, to assist with identifying and recruiting eligible training program participants.” Provide a description of all collaborating partners and how they assisted in developing the proposed training program(s).

Applicant Response:

SECTION 6: ADDITIONAL REQUIRED DOCUMENTS:

The following forms are required for all LSWF projects, as indicated below:

Third Party Validation: Either demonstrate through third-party validated data or enlist at least one third-party organization to complete the Recommendation Form testifying that the Applicant has experience in:

- Recruiting local unemployed and underemployed individuals to participate in training programs;
- Training individuals with the skills needed to secure full-time employment paying at least a self-sufficient wage; and
- Placing individuals in employment in high demand occupations.

Employer Input Form: A form to be completed by a local employer that details their input, involvement in the proposed training program, and alignment between the proposed training program offerings and in-demand skills.

Budget & Training Detail Form: Within the Budget & Training Detail Form are three (3) separate tabs. Each tab must be completed for the application to be considered. Please note that training must not be exclusive to a single corporate partner and must lead to knowledge, skills, and work-based experiences that are transferable to similar employment opportunities in high demand occupations offered by other employers.

Financial Management System Questionnaire (FMSQ): This form is only required if the Applicant is a non-profit organization.

Each of the above forms can be found on the [LSWF Webpage](#), under Resources.

SECTION 7: APPLICANT ACKNOWLEDGEMENT AND ASSURANCE

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

- Collaborate with TWC, corporate partners, and nonprofit educational partners to determine the training programs to be provided using grant funds;
- Secure support from local businesses to ensure alignment between training program offerings and in-demand skills;
- Collaborate with regional employers, public junior colleges, public technical institutes, or nonprofit organizations to render developmental work-based experiences to further enhance training program participants' career readiness;
- Engage local entities and organizations, including local workforce development boards and community-based organizations, to assist with identifying and recruiting eligible training program participants;
- Facilitate the successful transition of at least fifty percent (50%) of the grantee's training program participants from low wage work or unemployment to full-time jobs offering a self-sufficient wage as determined under [Section 2308A.012](#), Government Code, and the opportunity for career mobility, as determined by the TWC, within six (6) months of training program completion. Reimburse TWC on a pro rata basis as required by [Texas Education Code § 134A.008\(b\)](#) should it fail to meet the required performance benchmark.
- Applicant acknowledges and confirms compliance and continued compliance with all required reporting, as well as the rules and regulations governing this funding, as outlined in [Texas Education Code, Chapter 134A, 40 Texas Administrative Code, Chapter 810, the General Terms and Conditions and Certifications](#).
- Applicant represents and warrants that all statements and information prepared and submitted in this Application are current, complete, true and accurate. Submitting an Application with a false statement or material misrepresentation is a material breach of

contract and may void the submitted Application and any resulting Grant Award.

Authorized Signature (e-signature accepted)

Title

Typed signatures will not be accepted

Date

Please Submit Applications in PDF format with all required documents to:

Skills@twc.texas.gov

ONLY EMAILED APPLICATIONS WILL BE ACCEPTED