



Texas Workforce Commission Grant Application for the Emergency Medical Response Service Staffing Program

Texas Workforce Commission (TWC) is seeking grant applications from emergency medical services (EMS) providers for its Emergency Medical Response Service Staffing Program. Funded by the Texas legislature in the Texas General Appropriations Act, Article VII-45, Rider 52, 89th Legislature, Regular Session (2025), with \$2.5 million for Fiscal Year 2026 (FY 2026) with carryover to FY 2027, the program aims to address emergency medical response staffing needs across the state by providing grants to EMS providers to pay for scholarships for aspiring emergency medical technicians (EMTs).

This initiative will award grants to **Department of State Health Services (DSHS)–licensed EMS providers** for trainees and employees pursuing EMT-basic, EMT-advanced, and paramedic careers.

Funding priority will be given to EMS providers that offer coverage to **rural and underserved areas** as defined by the following:

- Rural:
 - a county with a population of 50,000 or less; or
 - a relatively large, isolated, and sparsely populated area in a county with a population of more than 50,000
- Underserved: a county or area where the minimum level of EMS care is diminished or does not exist

Eligibility

An EMS provider eligible for grant funding is:

- located in Texas; and
- licensed by the Texas Department of State Health Services (DSHS).

EMS providers must select courses approved by DSHS. A current list of DSHS-approved programs can be found on the [DSHS website](#).

EMS providers must include the total number of participants in their grant application. It is the EMS providers' responsibility to verify their participants' eligibility for EMS certification and licensing.

To be eligible for an EMS basic scholarship, trainees must meet the following requirements:

- Be at least 18 years old.
- Have a high school diploma or GED certificate.

- If the participant has disclosed criminal history, EMS providers must work with the participant to submit a Pre-Screen Petition for review of Criminal History using the DSHS Online Licensing System. More information can be found on the [DSHS Criminal History web page](#).

EMS provider employees eligible for EMS advanced and EMS paramedic scholarships must meet the following criteria:

- Be a full-time employee with the employer that is applying for funding.
- Have an established employment history of six months or more with the employer.

Application Information

TWC will accept applications on a rolling basis, with applications open for two months, then closed for one month for grant application reviews and grantee selection. **See website for application schedule.**

Grant applications must include the full names of participants, the course and DSHS-licensed education program of choice, and certification that the grant applicant has verified the participants' eligibility for EMS certification and licensing in Texas. Applicants must submit a detailed budget.

Grants will be issued on a first-come, first-served basis until all funds are exhausted.

Grant Term

The grant will commence upon TWC approval of the grant application and end 90 days after the last projected course completion date.

Grant Payment Schedule

Eighty percent of the grant budget will be issued upon grant execution, and the remaining 20 percent for each participant will be issued upon that participant's completion of their EMS course. In addition, TWC will reimburse EMS providers for National Registry of Emergency Medical Technicians (NREMT) exam fees, but only if participants pass the NREMT exam.

The grantee agrees to retain financial and supporting documents, statistical records, and any other records pertinent to the services provided under this grant for which a claim or report was submitted to the TWC. These supporting records and documents must be kept for a minimum of seven years after final payment and all other pending matters are closed out.

Section I: Employer Information

Please provide the applicant information below.

Note: The address provided must be the street address of each participating employee’s physical work site. Post Office (P.O.) Box addresses are not accepted.

Employer Information

Legal Entity Name:	
Contact Name:	
Contact Title:	
Contact Email Address:	
Contact Phone Number:	
Authorized Signatory:	
Authorized Signatory Title:	
Authorized Signatory Email Address:	
Company Street Address:	
City:	
County:	
State:	Texas
ZIP Code (9-digit):	
Counties of EMS service coverage:	
Company’s Total Number of Employees:	
Company Type:	<input type="checkbox"/> For-Profit Company <input type="checkbox"/> Nonprofit Company <input type="checkbox"/> Publicly Funded Healthcare
Four-digit NAICS Code that identifies Industry (NAICS codes can be found on the U.S. Census Bureau website):	
TWC Unemployment Tax Account Number (the nine-digit account number under which the business reports employee wages to the TWC Tax Account department.)	
Federal Tax ID Number (FEIN):	
DSHS License Provider Number:	
Is the business working with a Professional Employer Organization (PEO) for payroll purposes? (If so, please provide the name and TWC Tax Account Number.)	

Section II: Participant and Course Information

Please provide the course information in the format below.

Number of Participants	Course (Basic, Advanced, Paramedic)	EMS Education Provider	Projected Course Start Date	Projected Course Completion Date

Section III: Proposed Budget

A budget in Microsoft Excel must be completed to be considered for funding. Please submit a budget following the format below:

Budget Category	Cost per Participant	Number of Participants	Total Cost
Tuition Costs			
Basic			
Advanced			
Paramedic			
Total Tuition Costs			

Allowable and Reimbursable Costs

Training course tuition is an allowable cost and must meet the following criteria:

- Training must be provided by a DSHS-approved EMS training course.
- If more than one EMS training provider will be used, and costs vary by training provider, the applicant must separate costs by EMS training provider.

National Registry exam fees are a reimbursable cost. TWC will reimburse exam fees for the NREMT exam upon submission of receipts and documentation that the participant has passed the exam. **TWC will not reimburse exam fees for failed exam attempts.**

Note: This grant will not fund transportation or lodging to attend training, per diem costs, or meal allowances. It also excludes equipment, books, student uniforms, and lab coats. If awarded a grant, employers may be required to detail training costs on a course-by-course basis.

Refunds

If a participant begins an EMS course but subsequently withdraws or fails to complete the program, the tuition funds for that participant are considered earned by the EMS Education Provider, and no refund to TWC will be required from the grantee.

If a grantee has a participant who does not begin the EMS course, then the grantee may substitute a new participant within 60 days of the scheduled course start date. If a replacement cannot be found within this time frame, the tuition funds allocated for the original participant must be refunded to TWC.

Section IV: Reporting Requirements

A grantee will be required to submit the following reports to TWC on TWC-supplied templates:

1. **Quarterly Performance Reports (QPRs):** QPRs provide regular updates toward the grant program goals and must be submitted to the designated TWC grant manager no later than 10 days after the end date of each quarter. A quarter is defined as a three-month period during a grant's period of performance that acts as basis for periodic progress reports. The first quarter begins on the grant execution date and includes all remaining days of the month of execution and the two months following. Subsequent quarters begin on the first day of the fourth month and are measured in three-month increments. Quarterly reports shall include, but are not limited to:
 - participant name;
 - course level (basic, advanced, paramedic);
 - EMS education provider;
 - projected course start date;
 - projected course completion date; and
 - course status for each participant (currently enrolled, course completed, NREMT exam passed or failed).
2. **Ad Hoc Reports:** Ad hoc reports, as requested, by TWC to meet the potential need for timely information during the grant term. Due dates for ad hoc reports will be established at the time of request.
3. **Final Report:** A final report must be submitted to the designated TWC grant manager regarding the grant outcomes. The final report is due no later than 30 days after the grant end date.

Acknowledgements and Certifications

The 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 misrepresentations made during the performance of a grant award is a material breach of contract and may void the submitted application and any resulting grant award.

The applicant acknowledges and confirms compliance with all required reporting, as well as the rules and regulations governing this funding, as outlined in the General Terms and Conditions and Certifications.

Name of Authorized Signatory

Signature

Title of Authorized Signatory

Date

Submit questions to the TWC Workforce Development Division at EMS@twc.texas.gov.

Only electronic copies will be accepted.

Typed signatures will not be accepted. Scanned copies of signature page are acceptable, but they must include the entire document in a single digital file.