

UPSKILL TEXAS

Frequently Asked Questions

What size business can apply for the grant?

Medium and large businesses with 100 or more employees may participate. If the business has multiple locations in the state, the corporate wide employee count must be over 100. Each location does not have to have more than 100 employees.

Is there a minimum or maximum on employees who can participate?

As long as the business has more than 100 employees, they are eligible. There is not a minimum or maximum number of employees that must be trained.

Does the business need to be headquartered in Texas?

No, the business can have locations in Texas with headquarters in a different state. Eligible employees must also be full time and work in the state. Businesses must have an active TWC account number to participate.

Can a workforce board or a third-party trainer be considered a designee?

Yes, the above entities can be a designee applying on behalf of one or more employers.

What costs are considered as 'cost of the training'?

Tuition is always allowed as a cost of the training. Materials, Supplies and Certification Exams are allowed only if they are required for the training.

Are employee wages and benefits allowed to be considered as a cost of the training?

This would be part of the training but only as part of the Employer Share of the training, grant funds cannot be used to pay for these wages. Employers must contribute 50% of the total training cost and can use employee wages while training, benefits, in-kind and or cash as part of that contribution.

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Who is eligible for training?

- full time employees who meet the Fair Labor Standards Act requirement for an employer-employee relationship
- be 18 years of age or older;
- authorized to work in the United States; and
- meet Military Selective Service registration requirements (males only).

What administrative costs are allowed?

Administrative costs of up to 10% of the grant share are allowable.

Administrative costs arising from adherence to the grant requirements.

Examples include accounting, coordinating and tracking of grant funds, reporting expenditures to TWC, submitting payment requests to TWC (drawing cash) and recording payments received, and completing a financial closeout package when the grant award ends.

Examples also include the following, as applicable: procurement and purchasing functions; personnel management functions; payroll functions; general legal services functions; fiscal agent responsibilities; audit functions; and monitoring of administrative functions.

How much money has been allocated to fund Upskill Texas grants?

The Commission approved up to \$6 million to be used for incumbent worker training and awards range from \$150,000 to \$500,000.

How long will I be able to apply for this grant?

Applications will be reviewed in the order they were submitted, and the grant funds will be encumbered on a first come first served basis.

How long does the employee have to be employed to be considered an incumbent worker?

Employees must be employed by the business for at least 6 months.

However, if employees are being trained as a group (cohort), more than 50% of the trainees must have been with the business for at least 6 months.

If I have new employees, can they be included in this grant?

New employees (less than 6 months) are not eligible to participate unless they are included in a training cohort. In that case, incumbent employees must make up at more than 50% of the training for the grant to be approved.

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Are there any occupations that are not eligible?

No, all SOC/occupational titles are eligible to participate.

Do employees have to meet a prevailing wage threshold?

No, there is not a prevailing wage review.

How long is the grant active?

These are 12-month grants.

Can a consortium of small businesses (99 or less employees) be considered eligible?

No, to be eligible, each of the participating business must have 100 employees or more. A consortium must be all businesses over 99 employees.

What is the business's financial requirement?

The employer must provide leveraged funds towards the project through cost sharing contribution, such as employee wages, benefits, or a portion of the training cost, at a rate of 50% of the project cost.

What is the per participant cost?

Employers may be reimbursed up to \$3,000 for each trainee meeting the requirements of the program. The amount of training costs approved under the grant must be matched at 50% by the employer.

Who receives the funding?

Eligible employers or their designee would receive the funding to administer the grant and would be responsible for reporting requirements. The business or designee that signs the executed contract must provide the mandatory monthly reports including PPI, wages, SOC codes, hours trained etc.

What type of business can participate?

Private, for-profit and private, non-profit businesses and public healthcare organizations can participate. Please note that public healthcare applicants can only use funding for staff providing direct patient care.

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Is there a review of the business and or the designee to determine eligibility prior to approval?

Yes, every business and designee if applicable will be asked for a TWC account number, and a regulatory review will be conducted prior to approval.

What type of training program is eligible?

All training programs must be 100% technical. This training is industry specific and focused on the core activities and occupations of the business that are requesting them.

Is there a required employee retention percentage that must be met after the training?

Yes, the employer must retain the employee for 60 days after their training has ended to receive the balance of the training funds.

How quickly can the training begin after the application is submitted?

The application will be reviewed prior to Award and once approved, will go into Contract Development. No training can begin until the contract has been fully executed which is approximately 6-8 weeks AFTER the grant has been Awarded.

Is there a detailed budget required?

Yes, there is an additional budget document that must be completed and submitted with the application.

Does the grant cover equipment?

No, this grant does not allow for equipment purchases.

Why does the employee have to be with the employer for at least 6 months?

Upskill utilizes statewide WIOA funds and must fall within the federal guidelines.

Can you have a Skills Development Fund grant and an Upskill Texas grant?

Yes, as long the trainees are not duplicated.

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