



# JET GRANT FAQ



All answers are accurate as of January 1, 2024. Please thoroughly read the most current JET Grant RFA, including the Solicitation, Application and Attachments to ensure there have been no changes to the grant requirements, rules, or parameters.

**1. Q: Who is eligible for a JET grant?**

**A:** Texas public junior, state, and technical colleges; a Texas independent school district (ISD) or open-enrollment charter school which has entered into a partnership with a Texas public junior, state, or technical college; and the Windham School District.

**2. Q: What will a JET grant pay for?**

**A:** JET grant funds will pay for: the purchase and installation of equipment necessary for the development of Career and Technical Education (CTE) course(s) or Program(s) that leads to a license, certificate, or post-secondary degree in an Eligible Occupation.

**Note:** For a detailed explanation of unallowable costs for this grant, please refer to the BUDGET REQUIREMENTS AND INSTRUCTIONS document included in the RFA as Attachment 3.

**3. Q: What will the JET grant NOT pay for?**

**A:** The JET grant will not pay for any cost that does not constitute a permissible purchase and installation of equipment as described in the RFA. For example, JET grants will not pay for consumables or repairs to current equipment. **Note:** For additional examples of unallowable costs for this grant, please refer to the RFA.

**4. Q: Can an individual apply for this grant or is this program only available to public schools?**

**A:** Individuals cannot apply. This grant is meant for Texas public junior, state, and technical colleges; a Texas ISD or open-enrollment charter school which has entered into a partnership with a Texas public junior, state, or technical college; and the Windham School District.

**5. Q: Are staff salaries included in allowable costs?**

**A:** No. The grant is only for the purchase and installation of equipment as described in the RFA **Note:** For a detailed description of unallowable equipment and installation costs for this grant, please refer to the RFA.

**6. Q: What are acquisition costs?**

**A:** In short, the acquisition cost is the unit cost of the equipment and costs necessary to ready the equipment for its intended use and certain ancillary charges. **Note:** For the definition of acquisition costs for this grant, please refer to the "Definitions and Acronyms" section of the RFA.



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**7. Q: What are ancillary charges?**

**A:** Ancillary charges refer to costs such as freight, sales tax, protective in-transit insurance, assurance type warranties, installation, and other normal or necessary costs required to place the equipment in its intended location and use. For this program, it does not include extended warranties or maintenance agreements. **Note:** For the definition of ancillary costs for this grant, please refer to the "Definitions and Acronyms" section of the RFA.

**8. Q: How does the TWC define the term "Career Pathways?"**

**A:** The Local Workforce Development Board with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

**Note:** TWC uses the definition for career pathways as defined by the Workforce Innovation and Opportunity Act (WIOA). Review the PDF of the [Public Law document](#) which includes a definition for the term on page 6 of the document in Section 3(7).

**9. Q: How do I find out which targeted occupations are in my region?**

**A:** Please use the Preapproved Standard Occupation Classification (SOC) List by Board Area attached to the RFA to identify your region's in-demand occupations, or you can also contact your Local Workforce Development Board to provide you with a list of targeted occupations for your workforce area. These workforce and labor market data experts can help applicants determine if they are selecting appropriate SOCs, proposing credentials of value to the workforce, and offer data support or unique perspectives to the program narratives proposed. To find your local workforce office, visit the TWC [Office Locator website](#).

**10. Q: Do we use the list of high-demand occupations for the state or our geographical area?**

**A:** You will use the High-Demand or Targeted Occupations lists from your Local Workforce Development Board to determine acceptable occupation codes.

**11. Q: Why would wage data be unavailable for a particular occupation? Would that make that occupation ineligible for the grant?**

**A:** Depending how many individuals are employed in that occupation or the number of employers who hire for that occupation in an area, there may not be a high enough number of representations to secure anonymity. In those cases, the data could be suppressed to protect the personal information of individuals or companies. If you are located in a region without wage information, you can use the state-level wage information on your application.



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- 12. Q: How can we determine which Workforce Board we are assigned to?**  
**A:** Visit the TWC [Office Locator website](#) for a directory to find your workforce offices by ZIP code or review this board area crosswalk [document](#) to see a map which shows the crosswalk between education and workforce regions across the state.
- 13. Q: Many people in our community commute for work to other local workforce board areas. Can we include the data for those regions in our application as well?**  
**A:** No. Applicants must use the data for the county in which the equipment will be primarily located.
- 14. Q: Does the application require the program be a new CTE program to be eligible?**  
**A:** JET grants can be used to support CTE programs which are brand new, but also those that are expanding to serve more students or occupations.
- 15. Q: Does the application need to be connected to a for-credit program, or can it be a non-credit program offering training, such as a CE program at a college?A:**  
The program must lead to a license, certificate, or post-secondary degree in an eligible occupation. A credit versus non-credit program is not specified in the application.
- 16. Q: How much can we ask for in an application?**  
**A:** All applicants can request funds in the range of \$40,000-\$350,000.
- 17. Q: Can an applicant apply for more than one JET grant?**  
**A:** An applicant may submit only one (1) application to the 2024 JET RFA.
- 18. Q: Are Institutes of Higher Education (IHEs) required to partner with a Texas ISD or open enrollment charter schools for their applications?**  
**A:** No. But they can submit a partnership Letter of Agreement to earn five (5) bonus points on their application.
- 19. Q: Are Texas ISDs and open enrollment charter schools required to partner with an IHE for their application?**  
**A:** Yes, all Texas ISDs and open-enrollment charter school applicants must provide a partnership Letter of Agreement with an IHE signed by both parties. The Windham School District is not required to partner with an IHE.



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**20. Q: Which entities can ISD and open enrollment charter school Applicants partner with to meet the partnership requirement of the grant?**

**A:** Eligible entities able to partner and sign an Applicant's Letter of Agreement are public [junior colleges](#), [technical colleges](#), or [state colleges](#). Private colleges, universities, career schools, and private training providers, among others, are not eligible to partner on a JET grant.

**21. Q: Can one college partner with multiple Texas ISDs or open enrollment charter schools if the ISD or school is the lead applicant?**

**A:** Yes.

**22. Q: Can a junior college apply for an eligible high-demand occupation and be partnered with an ISD or open enrollment charter school that is applying for the same high-demand occupation?**

**A:** Yes.

**23. Q: Please elaborate on the Texas ISD and open enrollment charter school partnerships with IHEs for the JET grant.**

**A:** All Texas ISDs and open-enrollment charter schools are required to partner with a public junior, state, or technical college on their application. Both entities must work in support to provide pathways into the occupation for program participants. Partnership can include any or all of the following: dual credit, curriculum sharing, physical space, equipment use, training of students, work-based learning, internships, summer boot camps or any other beneficial partnership opportunities. **Note:** Dual credit is not a requirement of the partnership.

**24. Q: Is there anything that can automatically disqualify my grant application?**

**A:** Applications which are submitted unsigned; outside the allowable parameters of the funding limitations; have no verification of partnerships when required; or include ineligible SOCs, applicants or partners are automatically disqualified. **Note:** This is only a small list of examples. Please read the RFA to see all minimum qualification requirements to avoid disqualification.

**25. Q: Are there prior approval requirements under this award and how does one receive it?**

**A:** Prior approval requests are required but they are not submitted as part of the Application process. Submission to the TWC Grant Manager would occur after the start of a grant award that results from this RFA. The TWC Grant Manager will be able to provide more information about the prior approval request process after an applicant has been notified that they have been selected to move to the next stage of the grant process.



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**26. Q: What if my unduplicated student number will be low because the program is in a small school?**

**A:** There are checks and balances built into the application to ensure all applicants can be competitive regardless of size.

**27. Q: There are some CTE Programs of Study which may overlap in the coursework and certifications offered in other Programs. Can we count all students using the equipment for the unduplicated student count?**

**A:** Each application asks for only one (1) Texas Education Agency (TEA) CTE Program of Study (POS). The unduplicated student headcount should apply only to the students utilizing the equipment who are enrolled in that singular POS.

**28. Q: Does a Learning Management System (LMS)/software count as equipment?**

**A:** No. Software is an unallowable expense, unless it is necessary to operate the allowable equipment funded under the grant. In such cases, a detailed justification must be submitted with the budget request for consideration.

**29. Q: Do vehicles count as equipment applicants can purchase?**

**A:** No. Vehicles are an unallowable expense. For a detailed definition of what constitutes as a vehicle, please carefully read through the definition section of the Solicitation in the JET RFA packet.

**30. Q: Will JET pay for external educational programs to provide training, certification and internship opportunities for our students?**

**A:** No. JET funds are for equipment and installation only. Paying for contract services or external training providers is unallowable except for training that is required or necessary to put equipment acquired under the grant into service.

**31. Q: Can JET funds be used for entrepreneurial training?**

**A:** JET funds cannot be used to pay for the training itself but may be used for equipment necessary and reasonable to support a CTE program. As long as the application is connected to local, high-demand SOC, a related TEA POS (school districts and open-enrollment charter schools only), and the equipment requested to purchase supports that SOC and program, it would be eligible for consideration.



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**32. Q: Can JET funds pay for lab upgrades like a room extension, new building construction or modifications of facilities?**

**A:** JET funds cannot be applied towards real property such as new buildings or renovations or expansions to real property, however if electrical, mechanical, structural, or other building modifications are needed in order to make grant-funded equipment functional, then those modifications may be allowable. Some examples would be updating the electrical system in a room to accommodate equipment or adding a ventilation system to a welding bay. **Note:** For a detailed explanation of unallowable costs for this grant, please refer to the RFA.

**33. Q: Can the equipment be contracted/custom made if out-of-the-box equipment is not available?**

**A:** Yes. As long as the equipment is an allowable expense whether a grantee purchases them out-of-the-box or custom-built by a vendor is up to the grantee and the TWC JET Grant Manager to discuss.

**34. Q: If our school already started a new CTE Program and are purchasing the items slowly, can we apply for a grant and receive funding for items we have already purchased?**

**A:** No. JET funding can only be applied to purchases made during the grant period.

**35. Q: How is the application score determined?**

**A:** Scoring guidelines for the JET grant application may change year-to-year. All instructions and a scoring breakdown are included in each application. Please carefully read through each RFA to ensure you understand how that application will be scored.

**36. Q: Do JET grants have a match requirement? If so, can you explain that requirement?**

**A:** Yes. A 5% cash match is required for all JET awards. To count, cash matching funds must be expended on the equipment approved under the grant award and must be for the same CTE program for which the grant funds are provided. Therefore, grantees pay the 5% contribution directly to the vendor from whom the approved equipment is purchased. The grantee is required to keep the match documentation for a period of seven (7) years after closeout for audit purposes.

**37. Q: May a Texas ISD or open enrollment charter school choose a partner community college site as the primary location for any equipment purchased with JET grant funds?**

**A:** Yes.



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- 38. Q: Can one applicant apply for a single grant with the same Standard Occupation Classification (SOC) on two campuses so that equipment purchased with the grant be housed on both campuses?**  
**A:** Yes, as long as there is only one (1) application and the campuses who will share the equipment are in the same district and located in the same county.
- 39. Q: Should a JET grant application come from the district or by the campus? Some districts have up to 8 high schools.**  
**A:** For school districts, the districts are the eligible applicants. For the 2024 JET grant cycle, each eligible entity is only allowed to submit one (1) application. The last application received from a district is kept, all other previous applications from the same district will be automatically disqualified. Therefore, it is critical that communication among campuses and the district occur to coordinate what singular SOC and POS are selected and whether or not the grant application will consider placing equipment on multiple campuses.
- 40. Q: If two colleges within the same district apply for JET, would the grant be split between the colleges?**  
**A:** No. Each college district is only allowed one (1) application. The last application received from the college district will be accepted, and all other applications previously received will be automatically disqualified.
- 41. Q: When you explain that applications must meet or exceed a 55-point threshold to be considered eligible for a grant, what does that mean?**  
**A:** An Application must receive a minimum score of fifty-five (55) points, to be considered for a Grant Award. Bonus Points, if applicable, and Form B, Budget Workbook deductions will be applied to the final score.
- 42. Q: Do specific expenditures and items need to be included in the application? A:**  
Yes, cost items must be detailed in the budget workbook.
- 43. Q: Is there a minimum cost for a piece of equipment to be eligible for funding?**  
**A:** Equipment is defined as tangible, personal property having a useful life of more than one year, and a unit acquisition cost of \$5,000 or more. Modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it is required fall into the definition of acquisition cost. **Note:** For a detailed explanation of unallowable costs for this grant, please refer to the RFA.





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**44. Q: A lot of items needed to build a program might individually cost less than the \$5,000 equipment threshold. Would any of these items be eligible?**

**A:** "A collection of similar or identical tangible items that individually do not meet the definition for Equipment may be considered for Equipment funding under this RFA if the items meet all the following conditions: (1) have a useful life greater than one (1) year, (2) have a combined acquisition cost of five thousand dollars (\$5,000) or more, and (3) it is clear from the application that the items would function as a single asset." Each item must have a unit cost of \$100 or more. A detailed description of the individual items and explanation of how the items function together as a single asset is required. Refer to the BUDGET REQUIREMENTS AND INSTRUCTIONS document included in the RFA attachments for additional instruction.

**45. Q: Would the purchase of a kit be an eligible purchase?**

**A:** Some vendors sell "kits" which include multiple items. Applicants must add these kits as a single line item to their proposed budget workbooks, detailing the name of the kit along with each item included in the kit individually listed. There should be only a single unit of cost. Multiple kits itemized in a proposed budget workbook are allowed.

**46. Q: We are an IHE and recommend that partnering applicants share their applications with us for a technical review and feedback. Is this required?**

**A:** While it is not required, it is encouraged to strengthen the application and inform the partnering applicant of what they are committing to support.

**47. Q: What if I need to change something on my application after I have submitted?**

**A:** An application may be amended in writing at any time after submission prior to the application submission deadline. Revisions must be received by TWC by the deadline for submission of Applications set forth in the Schedule of Events of this RFA.

**48. Q: What does "promoting career and technical education to the districts students" specifically mean?**

**A:** Texas Education Code § 134.007 allows TWC to award grants to ISDs or open enrollment charter schools in partnership with a public junior college, public technical institute, or public state college. That partnership may include promoting career and technical education or by offering dual credit courses to the school's or district's students. For prior RFAs, TWC has allowed a variety of partnership activities to qualify as the promotion of CTE to the school's students. Please read the Letter of Agreement closely for each RFA to see the sample partnerships which are included, but also note that there is an opportunity to select, "other" as the partnership category and include your own partnership activities. In general, promoting career and technical education to the students would be demonstrated by those cooperative agreements outside of dual credit.





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**49. Q: How will we find out if our application is or is not selected as an award winner?**

**A:** The point of contact listed in the application will be notified via email if selected or not selected for a grant award.

**50. Q: If an organization does not receive funding, are evaluator notes available to the applicant?**

**A:** Once the RFA is closed and all grant awards are executed for that grant cycle, Applicants who did not receive funding can submit an email to [RFAGrants@twc.texas.gov](mailto:RFAGrants@twc.texas.gov) and request to collect any information pertaining to their application, including evaluator notes, if there are any.

**51. Q: About how long does it take to get funds if our application is selected?**

**A:** The funds are paid on a reimbursement basis after the grantee purchases the equipment as outlined in the "Program Requirements" section of the Solicitation. All grantees will be required to attend a JET grant orientation. The designated TWC Grant Manager will explain the process and timeline in more detail during the JET grant orientation session.

**52. Q: Who can I contact if I have more questions about the JET grant program, but not questions about the application of RFA process?**

**A:** For more information about the JET program, email questions to [JETgrants@twc.texas.gov](mailto:JETgrants@twc.texas.gov) and appropriate staff will respond as needed. **Note:** Questions received that are related to an RFA or application will not be answered, and you will be directed to resubmit those questions to [RFAGrants@twc.texas.gov](mailto:RFAGrants@twc.texas.gov).

**53. Q: How can I get help with an application while an RFA is open for submissions?**

**A:** Once an RFA has been open for submissions, only designated TWC staff are able to respond to applicant questions. Therefore, all questions or concerns should be emailed to [RFAGrants@twc.texas.gov](mailto:RFAGrants@twc.texas.gov) and appropriate staff will respond, as needed.