

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, Section 835. All requested information is in adherence to the Self-Sufficiency Fund program rules, which applicants may access at:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=835](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=835) .

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

- 9 To provide training for targeted employment opportunities to allow adult Temporary Assistance for Needy Families (TANF) recipients as well as those individuals at risk of becoming dependent on public assistance to achieve self-sufficiency;
- 9 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;
- 9 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;
- 9 To develop projects that will create jobs in the local workforce development areas through collaboration with the Boards;
- 9 To collaborate with Board contractors, one-stop centers, or other entities to establish referrals of eligible trainees;
- 9 To develop projects that at the completion of training will result in employment benefits, including medical insurance, for the participants in the customized training project;
- 9 To develop projects which include contributions from other resources, including the private partners, that are being committed to the customized job training project; and
- 9 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 the Self-Sufficiency Fund program is available on the Texas Workforce Commission (TWC) web site at: <http://www.twc.state.tx.us/svcs/funds/ssfintro.html> . If you have additional questions about the program or proposal submission process, please contact us at: customizedtraining.solutions@twc.state.tx.us .

Proposal Submission Periods

1. Proposals may be submitted year round, however, they will be reviewed on a quarterly basis. The chart below shows the quarterly submission dates and targeted contract start dates for each quarter of Fiscal Year 2009 (September 1, 2008 through August 31, 2009):

For Contracts Starting On or After:	Proposals Must be Received by*:
October 1, 2008	July 14, 2008 (Quarter 1)
January 1, 2009	October 13, 2008 (Quarter 2)
April 1, 2009	January 2, 2009 (Quarter 3)

* *Proposals received after the due date for the third quarter may not be considered for funding until the following fiscal year, unless funds are available for a fourth quarter funding cycle.*

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 date of receipt that the proposal was received and whether or not it contains all the required components. In addition, TWC will make every effort to notify applicants within 45 working days of the quarter submission date if the proposal has been approved for funding. (***Important Note: If extensive and/or multiple Requests for Information are necessary during the review process, it may affect the 45-day target.***)
3. Applicants must submit a complete proposal package by mail. The package must contain all the required components, including original signatures, and must be received at TWC by the due date. Please send proposal packages to the following address:

Texas Workforce Commission
Workforce Business Services, Room 212-T
Attention: Pat Segura/Debbie Hall
101 E. 15th Street
Austin, Texas 78701

4. Once a proposal package has been submitted, applicants may contact Ms. Pat Segura or Ms. Debbie Hall regarding the status of their proposals. Ms. Segura can be contacted at (512) 936-3119 or pat.segura@twc.state.tx.us, and Ms. Hall can be contacted at (512) 475-1698 or debbie.hall@twc.state.tx.us.

Proposal Requirements:

Proposal information must be submitted using the five (5) forms provided on the Self-Sufficiency Fund web site at: <http://www.twc.state.tx.us/svcs/funds/ssfintro.html>. 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 web site)***: Every section and/or request for information must be addressed, and the applicant must sign the form.
2. ***Private Partner Information Form(s) (provided on web site)***: The applicant must ensure that a completed and signed Private Partner Information Form is included for each private partner participating in the proposed project. All sections of the form must be filled out with the appropriate requested information. For each occupation for which the private partner(s) has agreed to interview trainees and/or for which the it wants to upgrade workers' skills, please include the:
 - a. Title of each occupation for which the private partner is requesting training;
 - b. Standard Occupational Classification (SOC) Code for each occupation for which the private partner is requesting training (access SOC Code definitions at: http://stats.bls.gov/soc/soc_majo.htm). It is the applicant's responsibility to assist the private partner in completing this section correctly;
 - c. Hourly wage or wage range for each occupation for which the private partner is requesting training;
 - d. The number of new and existing workers in each occupation for which the private partner is requesting training;
 - e. The private partner's Equal Employment Opportunity policy; and
 - f. Attachment A, if applicable. (This attachment must be completed only by private partners that are representing multiple businesses that will employ project participants.)
3. ***Budget Detail Form (provided on web site)***: 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 & Comment Form (provided on web site)***: The applicant must ensure that this form is completed and signed by the Local Workforce Development Board(s) in the workforce area where project participants will be employed at the completion of the training project. The Board will need to address such issues as:
 - 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.

If project participants will be employed in multiple workforce areas, please ensure that a separate form is completed by all applicable Boards.

5. ***Financial Management System Questionnaire Form(s) (FMSQs) (provided on web site)***: The applicant and each training provider identified in Table 2 of the Proposal Submission Form must complete and sign an FMSQ.

6. ***Signed Agreement(s) between the Applicant and Private Partner(s):*** This agreement must outline each entity's roles and responsibilities if a grant is awarded and must be included as an appendix to the Proposal Submission Form. ***(Important Note: There is no required format provided for this component.)***
7. ***Evidence of the Applicant's 501(c)(3) Status,*** as recognized by the Internal Revenue Service Code of 1986, as amended (if applicable); and
8. ***A CD-ROM disk that contains copies of the Proposal Submission Form, Private Partner Information Form(s), and Budget.*** The documents copied on the CD must be in the Microsoft Word and Excel formats, not scanned and not in .pdf format.

Important Note: The copies of the Proposal Submission Form and Private Partner Information Form(s) documents provided on the CD-ROM disk do not require signatures. The information contained within these documents will be cut and pasted into contract boilerplates in the event of a grant award.

TEXAS WORKFORCE COMMISSION

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:	
Email Address:	

GRANT AMOUNT AND JOB INFORMATION	
Requested Grant Amount:	\$
Total Number of New Jobs to be Created:	
Total Number of Existing Jobs to be Upgraded:	

A private partner participating in a Self-Sufficiency Fund grant is a person, sole proprietorship, partnership, corporation, association, consortium, or private organization that enters into a partnership for a customized job training project with the applicant. **Please complete Table 1 by providing the requested information for the private partner(s) participating in the proposed project. In addition, attach as an appendix a copy of the signed agreement between the private partner and the applicant outlining each entity's roles and responsibilities if a grant is awarded. A separate agreement must be included for each private partner participating in the project.**

TABLE 1 – PRIVATE PARTNERS INVOLVED IN THE PROJECT			
Name of Private Partner	Industry	Total Number of New Jobs	Total Number of Upgraded Jobs

Proposed Training:

1. How was the Local Workforce Development Board (Board) involved in the development of the proposed project? §835.11(4)

Applicant Response:

2. Complete Table 2 below by listing the names of all entities that will be directly providing training and educational services to the participants in the project. §835.14(c)(7) of the SSF Rules

TABLE 2 – TRAINING PROVIDERS INVOLVED IN PROJECT (Including Applicant)	
Name of Training Provider	Role in Proposed Project

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. §835.15(a)(4)

Applicant Response:

4. Describe each training provider’s prior experience and demonstrated performance in directly providing training or services to the targeted population. §835.14(c)(7)

Applicant Response:

5. Provide an overview of the proposed training project and address such issues as: §835.14(c)(7) and 835.2(2)
- a. How the skills training needs were determined; and
 - b. How the applicant and private partner(s) will collaborate to develop and customize the proposed training curricula to meet the identified needs.

Applicant Response:

6. How will the curriculum developed for this training project be used by the applicant to serve other businesses? §835.11(2)

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: §835.1(d) and 835.3(3)

- 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. In the discussion, include any anticipated wage increases, employee promotions, career advancement opportunities, etc. Provide a timeline explaining how long it will take successful trainees to achieve self-sufficiency. §835.1(b), and 835.14(c)(3)

Applicant Response:

9. Describe the referral procedures or agreements established with Board contractors, one-stop centers, and/or other entities to ensure the recruitment and eligibility determination of project trainees, as well as the reporting of training outcomes. §835.1(c), 835.11(5), and 835.14(c)(2)(A)

Applicant Response:

Customized Training Curricula, Objectives, & Outcomes:

10. 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). Please follow the example provided below when completing this table. §835.14(c)(7) and 835.14(c)(2)(D)

TABLE 3 – TRAINING COURSES & TRAINEE HOURS				
Training Provider	Title of Training Course	CIP Code	Training Hours to be Received by Each Trainee	Total Number of Trainees
ABC College	Safety Training	11.1111	10	10
Machinery Technical Ctr	Fabrication Fundamentals	22.2222	40	15

12. Describe the assessment method the training provider will use prior to training to determine if individuals identified for training are able to participate and complete the curricula. §835.14(c)(2)(A)

Applicant Response:

13. Describe the assessment method the training provider will use at the completion of training to determine if the trainees acquired the identified skills. §835.14(c)(2)(A)

Applicant Response:

Costs & Funding Sources for the Proposed Training:

14. Complete the Budget Detail Form to show all administrative and program costs for the proposed project. Provide comprehensive detail in the space below for each budget category to show how all costs were derived. Include the completed Budget Detail Form in the proposal packet. §835.14(c)(5)

15. Complete Table 4 below to identify all other sources of funding for the proposed project. These sources may include resource contributions from the private partners involved in the project, as well as local, state (e.g., Texas Enterprise Fund grants), and federal funds. §835.11(7), §835.12(b), and §835.15(b)

TABLE 4 – SOURCES OF FUNDING FOR PROPOSED PROJECT		
Cash or In-kind?	Source/Description	Estimated \$ Amount
		\$
		\$
		\$

Applicant Acknowledgement and Assurances:

By signing below, the applicant hereby acknowledges that this proposal is being submitted jointly with the private partner(s) identified in Table 1 in order to request funding for a customized 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 ([http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=835](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=835)); and
- The Texas Labor Code, Chapter 306 (<http://tlo2.tlc.state.tx.us/statutes/docs/LA/content/pdf/la.004.00.000309.00.pdf>).

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:

- Completed and signed Proposal Submission Form;
- Completed and signed Private Partner Information Form(s) for each private partner participating in the proposed project. (Attachment A must be included, if applicable. This attachment must be completed only by private partners that are representing multiple businesses that will employ project participants.)
- A statement or copy of each private partner’s Equal Employment Opportunity policy;
- Completed Budget Detail Form;
- Completed and signed Local Workforce Development Board Review & Comment Form;
- Financial Management System Questionnaire Forms completed and signed by the applicant and each training provider;
- Signed agreement(s) between the applicant and private partner(s);
- Evidence of the applicant’s 501(c)(3) status, as recognized by the Internal Revenue Service Code of 1986, as amended (if applicable); and
- A CD-ROM disk that contains copies of the Proposal Submission Form, Private Partner Information Form(s), and Budget. (The documents copied on the CD must be in the Microsoft Word and Excel formats, not scanned and not in .pdf format.)