

RETURNING VETERANS SKILLS TRAINING FUND

Grant Application

Introduction

On October 28, 2008, the Texas Workforce Commission (TWC) approved \$1 million for job training grants for recently separated veterans. By establishing the Returning Veterans Skills Training Fund, TWC will provide funding for returning veterans to enable them to upgrade their skills to meet the needs of their current or prospective employers. Funds are awarded for skills training based on employers' identification of the skills necessary for Texas' future economic growth.

Private Texas employers can apply to TWC for training grants by partnering with established training providers such as community colleges, apprenticeship training programs, or community-based training programs with demonstrated experience. Employers must be based in Texas and in good standing and in compliance with the Texas Unemployment Compensation Act and other applicable state and federal labor laws. Applications must identify a fiscal agent and grant recipient with demonstrated experience in the administration of federal funds.

Funds are awarded for skills training to recently separated veterans (i.e., veterans separated during the three-year period beginning on the date of their discharge or release from active duty) who are:

- (1) honorably separated veterans who served during a war, campaign, or expedition for which a campaign badge has been authorized;
- (2) employed by a participating employer or have an offer of employment from a participating employer; and
- (3) at least 18 years old and eligible to work in the United States. Eligible veterans must provide a DD214 to document service status.

Scholarship funds can be used to pay tuition, books, and fees for eligible veterans. Scholarships may be granted for amounts up to \$1000 per scholarship. Scholarships may exceed \$1,000 with sufficient justification. The veteran's GI Bill is not affected.

To secure funding under this project, eligible consortia will be required to submit a short application that includes the following information:

- Number of current employees who are returning veterans;
- Number of new employees who will be hired and are returning veterans;
- Description and justification for the needed training;
- Wages that will be paid to veteran employees at the completion of training;
- Benefits that will be provided to veteran employees who have completed training; and
- Average cost associated with each grant request.

Although Congress recently approved increased educational benefits for veterans under the GI Bill, this fund targets employers' needs for skills upgrading. Returning veterans will continue to have access to educational assistance for self-directed education under the GI Bill. The goal of this fund is to address skills upgrades that employers determine are necessary for returning veterans to successfully obtain and retain employment.

Applications for grants can be submitted at any time up to **November 1, 2010**. To apply, download the attached forms, complete all requested information, sign the forms, and return them electronically to: vet.scholarproject@twc.state.tx.us.

For more information, contact George Bousquet at (512) 936-0401 or George.Bousquet@twc.state.tx.us.

Texas Workforce Commission

APPLICATION SUBMISSION FORM

RETURNING VETERANS SKILLS TRAINING FUND

Applicant Information

An applicant for the Returning Veterans Skills Training Fund grant must be a consortium led by a private Texas employer and must include established training providers such as community colleges, apprenticeship training programs, or community-based training programs with demonstrated experience. **Applications are limited to ten pages.**

Section 1. Eligible Applicant

Describe the consortium submitting the application for funds, including a brief description of the Employer(s) leading the consortium and the companies they represent. Describe the demonstrated experience of the selected training provider, and identify the fiscal agent and grant recipient responsible for the accounting and reporting on the federal funds, if awarded.

In addition to the one-page description, applicants must complete the following information. The following charts are not included in the page limit.

Fiscal Agent/Grant Recipient INFORMATION

Grantee:

Address:

City/State/Zip:

Contact Name and Title:

Telephone:

E-mail Address:

Employer INFORMATION (complete for each employer)

Legal Name of Business:

Address*:

City/State/Zip/County:

Telephone No.:

Dun & Bradstreet #:

Texas Employer Tax ID Number:

Number of Employees Companywide:

Medical Insurance Provided?

YES

NO

Training Provider INFORMATION (complete this information for each training provider)

Name of Training Provider:	
Address:	
City/State/Zip:	
Contact Name and Title:	
Telephone:	
E-mail Address:	

Section 2. Need for Training and Number of Grant Requests

Provide a description and justification for each fund request. Employers seeking the same training for multiple employees may indicate the number of individual grants for each type of training needed. Include the number of currently employed veterans to be provided funds for skills upgrading and the number of veterans to be provided funds and hired for new positions by employers participating in the consortium

Need for Training and Number of Grant Requests

Description of training	Justification for funds	# of current veterans to receive training	# of newly hired veterans to receive training
Description of training	Justification for funds	# of current veterans to receive training	# of newly hired veterans to receive training

Section 3. Return on Investment

Identify the hourly wage to be paid to each grant recipient at the completion of training. Describe the employer-paid benefits to be provided to employees at the completion of training and any benefits that

employees may purchase or take part in as a condition of employment. Identify the cost of each grant to be provided.

Section 4. Reporting Requirements

The fiscal agent is responsible for the necessary eligibility requirements of the participants as well as the data collection and reporting to TWC.

Payment will be made only to the fiscal agent upon providing appropriate documentation to TWC indicating the requested training has been completed.

Participant information must be reported to TWC on a monthly basis using a TWC-provided Excel spreadsheet that includes, among other information:

- Veteran's social security number
- Certificate or completion data
- For currently employed veterans:
 - Skills that were upgraded
 - Hourly wages prior to training
 - Hourly wages upon completion of training
 - Other related benefits
- For veterans employed upon completion of training:
 - Skills that were upgraded
 - Hourly wages
 - Other related benefits

Section 5. Cost of Training

Please indicate the cost associated with each grant request, including a maximum 10 percent administrative cost:

Cost of Training	
Number served	
Grant cost	\$
Administration cost (not to exceed 10%)	\$
Total cost	\$
Average cost per grant	\$

Section 6. Assurances

Applicant Acknowledgement and Assurances

By signing below, the applicant hereby acknowledges that this proposal is being submitted jointly with the employer identified in Section 1 in order to request funding for grants under the Returning Veterans Skills Training Fund. The applicant agrees to adhere to all reporting requirements, as well as the rules and regulations governing this funding.

Authorized Signature

Title
