

Wagner-Peyser 7(b) Grant Program

Frequently Asked Questions

When can we apply for Wagner-Peyser 7(b) grants?

Eligible entities may apply for Wagner-Peyser 7(b) grant funds once the call for applications has been made by the Office of the Governor. Check this [site](#) for information.

What is the status of our application?

To confirm the status of a Wagner-Peyser 7(b) application that has been submitted, please click [here](#) for assistance.

Will the application or selection process for the Wagner-Peyser 7(b) grants change?

Standard processes have been developed to ensure efficient facilitation of the application process and objectivity in the selection process.

Some revisions have been made to the application to comply with the reauthorization of the Workforce Innovation and Opportunity Act of 2014 and to support effective selection and administration of the grants. Please review the application carefully to ensure that your application meets any new requirements. If you have questions about the application, please click [here](#) for assistance.

Can an applicant apply for three years of funding?

Applicants to the Wagner-Peyser 7(b) grant program in Texas may only apply for funding for one year. Successful applicants (grantees) can reapply for up to two additional years of funding—maximum—consecutive or otherwise, for essentially similar grant activities that demonstrate successful outcomes. Grantees must reapply for funding each year. There is no guarantee of award in any year.

An applicant may present a proposal for three years of a project or program to present the full scope of the proposal. However, the application must clearly delineate the outcomes, activities, deliverables, and timeline tied to a budget for the single year for which funding is being requested; otherwise, the application will be rendered ineligible for consideration.

What information is required in the sustainability plan?

The Wagner-Peyser 7(b) program is a limited source of funding. Therefore, an objective process has been implemented to determine the grant awards, and there is no guarantee of award in any year.

The program parameters are designed to attract innovative proposals yet provide grantees, whose projects demonstrate successful outcomes, with an opportunity to compete for additional funding to continue to implement, refine, expand, and/or replicate the activities and outcomes that were funded in the first year. Because the intent is to support innovation of workforce training and job placement services and in order to fund new projects, this grant program is not a sustainable source of funding. Therefore, all applications must demonstrate an ability to effectively use traditional or other sources of funding to integrate and institutionalize the new programs and services developed through the grant beyond the period of grant funding from this source.

The grant application asks for a description of how the proposed project's innovative, promising, and replicable practices will be funded in subsequent years, including the following:

- The institution or organization's commitment to continuing the project using existing financial or other resources;
- Identification of all other sources of funding and the general terms of the funding;

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- The grantee's development program for obtaining additional resources to continue and expand the project after the grant contract period has ended;
- A detailed plan and schedule for how the proposed project is seeking to secure continued commitment of resources and partners; and
- Confirmation as to whether the institution has formerly received Wagner-Peyser grant funds for the proposed project(s), and if so, why continued funding is necessary.

What is the maximum amount of funding?

Grant proposals are reviewed and awarded each year and are generally limited to \$500,000 per application.

If a grantee does not reapply for a second or third year of additional funding in the year following a grant award, does the grantee remain eligible to reapply for additional funding for the same project at a later time? Must the years be consecutive?

If a project encounters challenges that require a contract extension, and, therefore, the grantee is not in a position to reapply for a second or third year of funding during the open application period of the year following the first, or second, award, the grantee would remain eligible to reapply for funding of the same project at a later time. An application submitted for a previously awarded project—with substantially *similar* grant activities and outcomes—will be considered a continuation grant and not a new grant.

If the project is substantially *different* than the previous project, does the three-year funding limit apply?

An application from any prior grantee that proposes substantially *different* activities and outcomes will be considered as a new project for a first year award of funding. The new project will still be limited to three years of potential funding, and the applicant must apply for each subsequent year of funding. Prior performance will be considered for all previously awarded Wagner-Peyser 7(b) grant program applicants.

Can a grantee organization both reapply for a continuation grant for one project and also apply for a new project?

Yes, a grantee institution or organization can reapply for both a continuation grant for one project and a new project; however, the sustainability plan for each of the projects must demonstrate that the relevant activities and outcomes of both projects can be continued after the term of the funding requested in the grant application. There is no guarantee of award for multiple projects or any one project in any year.

Are initiatives that “upskill” individuals (i.e. training IT professionals for cybersecurity jobs) eligible for funding?

Yes, provided that the application addresses the following two criteria:

- (1) the occupations have been determined to be high-growth occupations by the state and local workforce development board(s) and
- (2) the skills required for incumbent workers can be demonstrated to be substantially changing and require training to ensure job retention or lead to increased wages in the targeted industry sector.

Where is the grant application? How can I obtain a grant application?

The Wagner-Peyser 7(b) grant program application will be available during the 30-day open call for applications. The application will be posted on this [site](#) at that time.

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Under the General Program Requirements, the application includes a requirement for local workforce development board review and comment. How should that review be documented in the application?

A letter from the local workforce development board executive director in each of the proposed area(s) of service with comments indicating support for the proposed project is acceptable for the application to be considered for Wagner-Peyser 7(b) funding. Applications that do not meet this requirement by the application deadline will not be considered.

The review and comment document(s) confirms that the local board is informed about new workforce services being offered. This ensures that any proposed project will complement, and not duplicate, services already provided within the region.

The project in our grant proposal would be a new program, so there is no review from a workforce board. We do currently work closely with workforce boards on other projects. Would comments from those programs be acceptable?

This requirement applies to all new and continuation Wagner-Peyser 7(b) project or program proposals. It is not a performance review. The review and comment by the local workforce development board provides the selection committee with confirmation that the local board has been informed about the proposed project activities and services. This requirement ensures the committee that there is no duplication of or conflict between services provided in the workforce board region. It also provides the board and project partners with an opportunity to identify any potential efficiencies that may be gained by aligning services. The review and comments must be specific to the proposed project.

Will the Contract Information Form (CIF) sheet serve as the grant cover sheet, or will the applicant need to create a cover sheet with its proposal submission?

The CIF sheet may serve as the grant cover sheet.

Will the Contract Number and Texas Workforce Commission (TWC) Contract Manager information requested on the CIF in the application be completed by TWC, or will the Contract Number and TWC Contract Manager be provided prior to the application due date?

TWC uses the CIF form for multiple grant programs. In the case of the Wagner-Peyser 7(b) grants, the Contract Number and TWC Contract Manager information refer to a previous Wagner-Peyser 7(b) grant award, which the currently proposed grant would continue if awarded. It is not necessary to complete those blanks if you are applying to this program for the first time. TWC will provide that number to the grantee during contract development for any new applicant proposal that is awarded.

For Section 3, Grant Application Narrative Project Description, do you want to see this as a single two-page narrative, or broken down into sections A.1 – A.10?

Please break the narrative down into sections according to the information requested in sections A.1 – A.10.

Is any specific file order preferred for submission of the grant application and documents?

Please submit the grant application in the order specified in the application and appendices.

Should the original and copies of the application be stapled or unstapled, with dividers or without dividers?

Please submit the original *and* copies unstapled using a binder clip to hold the application together.

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Is there a page limitation for section A.11, Proposed Project Activities, Deliverable Targets, and Schedule?

No page limitations have been set. Given that the proposal is for one year of funding, the response to section A.11 is not expected to be extensive. Please be succinct, concrete, and on point as suggested in the examples provided.

Is it acceptable to drop off our original Wagner-Peyser 7(b) grant application and copies in person?

All applications must be submitted in the format requested by the specified deadline. Please click [here](#) to request assistance well in advance of the application deadline if you wish to deliver the applications in person.

The grant application references the availability of up to \$5,000 for grantees without capabilities to obtain the services of a qualified Certified Public Accountant (CPA) with experience in the management and review of the use of federal funds, if the grant amount exceeds \$100,000. How should this cost be listed in the budget?

The costs incurred for accounting and audit functions, including those for the referenced CPA, can be listed under “Administration: Other” in the proposed budget, as these costs are defined as necessary for the overall administration and program management of a project. TWC will clarify all requirements associated with the provision of up to \$5,000 for the services of a qualified CPA during the contracting of the grants with any successful grantees who qualify for this provision.

For the electronic copy that is required with the hard copies of the grant application, is a CD or flash drive preferred? Or if submitted via email, is Word or PDF format preferred?

The Wagner-Peyser 7(b) grant application must include submission of an electronic copy in either Word or PDF format in addition to the original and four printed copies in order to be considered complete. The electronic copy must follow the same format as the hard copy application and include all of the required elements in order to be considered complete. Information for submission of the electronic copy will be provided in the application. If you experience difficulty with electronic submission of an application, please click [here](#) for assistance. Assistance will not be provided after the application deadline.

What factors would render an application ineligible for consideration for funding?

The following list provides guidance as to the types of issues that will automatically exclude an application from being included in the selection process:

- The application—or any element of the application in any format—is received after the deadline.
- The application is incomplete and does not include all of the required documents in the required formats, including the appendices and clearly defined supporting documents.
- The applicant uses an outdated form of the application which does not include all of the required information.
- Proposed outcomes, activities, deliverables, timeline, and budget are not clearly delineated for one year of funding only.
- Confirmation from the local workforce development board for any area of proposed service is not included. This letter of support ensures that the board has reviewed the proposal and confirmed that proposed programs and services complement existing programs and services.
- Regulatory and contract compliance reviews render the applicant ineligible.
- Prior performance of a current grantee/applicant did not meet the proposed objectives of the prior/current contract.
- The application proposes an additional year of funding for a grantee project that has already received three years of Wagner-Peyser 7(b) funds for similar activities and outcomes.