

2025 Open Call for Application

Texas Talent Connection Grant Employment through Workforce Innovation

[Due Date: 4/30/2025, 5:00PM CDT]

Applications received by April 21, 2025 or earlier will qualify for a pre-review with staff and access to technical support trouble-shooting. See page 3 for details.

The Texas Workforce Investment Council, on behalf of the Office of Governor Greg Abbott, is issuing this call for grant applications to support development of the workforce system through programs that ensure that Texas' growing workforce and new and existing businesses are prepared to successfully operate in an ever-changing 21st century economy.

2025 Applicant Organization: _____

Project Name: _____

Project Contact and Phone Number: _____

Funding Requested:

\$ 1.00

move to page 26 section 3.1 to enter funding amount that will auto-populate here

**Local Workforce Development Board
Area(s):**

Select LWDA from List

If Applicable - Select Additional LWDA from List

If Applicable - Select Additional LWDA from List

☐

New Program Application for Year 1 funding

☐

Grant Application for Year 2 funding

☐

Grant Application for Year 3 funding

Please note: Applications may not be a replication or expansion of a previous program or of an existing program.

All programs must have a start date of September 1, 2025 and an end date of August 31, 2026. Please check the box to confirm agreement with these terms. ☐

For questions or more information, please email the grant project staff at wpgrants@gov.texas.gov.

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TEXAS TALENT CONNECTION GRANT—APPLICATION CHECKLIST

This checklist is designed to assist applicants with completing the application and includes the required elements that constitute a complete application for the Texas Talent Connection grant program in its entirety. **If any element of the grant application or the required attachments is incomplete or not included at the close of business (5:00PM CDT) on the date that the application is due, the application will be considered incomplete and will NOT be reviewed for funding. Please check the box to confirm agreement with these terms.** ☐

PART 1 – GRANT APPLICATION REQUIREMENTS

- ☐ Format specifications
- ☐ Required Application Materials (See Part 3 - Grant Application Signature Forms)
- ☐ Application (in electronic PDF fillable format)

PART 2 – TEXAS TALENT CONNECTION GRANT—PROJECT APPLICATION

- ☐ Section 1: Project Overview
- ☐ Section 2: Evidence Requirement
- ☐ Section 3: Project Scope (including Avg Cost Per Participant; Logic Model; Performance Metrics)
- ☐ Section 4: Project Activities, Deliverables, Targets, and Schedule
- ☐ Section 5: History of Performance and Sustainability Plan
- ☐ Section 6: Budget Instructions, Summary, and Budget Detail Form
- ☐ Section 7: Other Project Documentation

PART 3 – GRANT APPLICATION SIGNATURE FORMS (Required with Application)

- ☐ Certification of Review and Comment by Local Workforce Development Board(s) Form (1)
- ☐ Grant Information and Fiscal Agent Information Forms (2)
- ☐ Federal Funding Accountability and Transparency Act of 2006 Affidavit (FFATA) Form (1)

APPENDICES

Appendix A - Terms & Conditions. Attachments 1-8: **For review & download only. Do not submit with application.**

Appendix B - Quarterly Reporting Tool. For review and download only. **Do not submit with application.**

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For Review and Download: <https://gov.texas.gov/uploads/files/organization/twic/TTC-Appendix-A.pdf>

APPENDIX A

Attachment 1 – Special Terms and Conditions
Attachment 2 – General Terms and Conditions (Competitive RFA GTC)
Attachment 3 – General Terms and Conditions (Board GTC Other)
Attachment 4 – General Terms and Conditions (Non-Board, Non-Government GTC)
Attachment 5 – Financial Requirements
Attachment 6 – Certifications
Attachment 7 – Wagner-Peyser 7(b) Guidance on Program Parameters
Attachment 8 – Definitions and Data Sources

APPENDIX B

Texas Talent Connection Reporting Tool
<https://gov.texas.gov/uploads/files/organization/twic/TTC-Appendix-B.xlsx>

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INTRODUCTION TO THE TEXAS TALENT CONNECTION GRANT PROGRAM

The Texas Talent Connection Grant program uses discretionary federal Wagner-Peyser 7(b) funds allocated to each state governor to support innovation in the development of programs and services that ensure Texas' growing workforce and businesses are prepared to successfully operate in an ever-changing 21st century economy. Funds are awarded through competitive grants.

The program is established to fund workforce training and job placement services with outcomes intended to increase wages and job retention, through:

- Labor exchange services – activities including job search, job referral, and job placement that may include counseling, assessment, and occupational and labor market information
- Special needs populations – activities targeted to assist groups of workers who traditionally have barriers to employment
- Youth programs – activities supporting programs that satisfy one or more of the 14 youth elements described in the Workforce Innovation and Opportunity Act (WIOA)¹, including employer-driven career pathways that include public education, higher education, and private industry partners
- Training – activities that are tied to occupational skill acquisition, work experience, internships, entrepreneurship, and job placement

Funded grants should complement, not duplicate, existing workforce services or programs.

¹ The 14 youth elements described by WIOA are:

1. Tutoring, study skills training and instruction, and evidence-based dropout prevention and recovery strategies that lead to high school/GED credential or a recognized postsecondary credential;
2. Alternative secondary school services or dropout recovery services;
3. Paid and unpaid work experiences that include academic and occupational education summer employment and employment during the school year, pre-apprenticeship programs, internships and job shadowing, and on the job training;
4. Occupational skills training, which may include priority for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations in the relevant workforce area;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Support services;
8. Adult mentoring;
9. Follow-up for at least 12 months after exit;
10. Comprehensive guidance and counseling (may include substance abuse counseling and referral);
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Local market information about in-demand industry sectors or occupations available in the workforce area; and
14. Activities to help youth prepare for and transition to postsecondary education and training.

Administration

In Texas, Wagner-Peyser 7(b) funding for the Texas Talent Connection grant program is administered through the Texas Workforce Commission (TWC). The Texas Workforce Investment Council (Council), on behalf of the Office of the Governor, coordinates the call for applications and facilitates the grant selection process to recommend awards for funding. As the administrator, TWC is responsible for grant negotiation, implementation, management, and monitoring activities. TWC reviews the grant applications for policy and programmatic compliance prior to selection. A selection committee provides an impartial review and scoring of applications for grant funding. All awards are subject to the laws, rules, and regulations which govern grant awards managed by TWC. Any grant award notification may be rescinded if, during development of the grant, circumstances arise that make the grantee ineligible.

Applicable Grant Authorities

This grant is entered into under the provisions of the Wagner-Peyser Act of 1933, §§ 7(b), (c), and (d), 29 U.S. Code (U.S.C.) § 49f and 42 U.S.C. § 1101; the Further Consolidated Appropriations Act, 2024 (Pub.L. 118-47); Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in the Uniform Guidance (UG) at 2 CFR Part 200, including Department of Labor's (DOL) exceptions to the UG at 2 CFR Part 2900; Texas Labor Code § 301.063; Training and Employment Guidance Letter (TEGL) 12-23; TEGL 39-11; and Workforce Development (WD) Letters, Grantee's Texas Talent Connection Grant Application, due to the extent referenced in this grant award, and other Agency policy guidance.

Allowable Services/Activities

Allowable services and activities under this project are those in keeping with the Wagner-Peyser Act of 1933, §§ 7(b), (c), and (d), 29 U.S. Code (U.S.C.) § 49f and 42 U.S.C. § 1101, and Texas Labor Code § 301.063.

Application Process and Requirements

The grant application will be open to applicants for a period of 30 days. All of the required elements that constitute the application must be received in full and in the requested format no later than close of business on the due date. In addition to the application, applicants are required to submit all required signature forms as separate attachments. **If any element of the application is not included, the application will be considered incomplete and will not be considered for funding.**

TWC conducts a preliminary review of grant applications for policy and programmatic compliance. Prior performance on workforce grants is considered. Applications that meet the required criteria proceed for consideration by a selection committee. The selection committee utilizes an objective review and scoring process for grant applications that allows for an impartial recommendation for grant funding. Based upon the results of this process, a recommendation is made by the Office of the Governor to TWC regarding the funding of projects, and potential grant recipients are notified of any award. Upon acceptance, TWC initiates grant negotiation with each potential grant recipient.

All awards are subject to the laws, rules, and regulations which govern grant awards managed by TWC. Any grant award notification may be rescinded if, during development of the grant, circumstances arise that make the grantee ineligible.

Important: TWC conducts internal reviews on potential grantees. TWC's review includes an analysis of the fiscal stability of the business, as well as regulatory integrity review of the business partner's standing with federal, state, and local governments (including confirming payment of all taxes, determining the existence of pending administrative or court actions, and determining whether there are any adverse factors related to the business partner that could impact the awarding of a grant).

For Review: Prior to submission of an application for the Texas Talent Connection grant, please review the information in Appendix A of the application, including the General Terms and Conditions appropriate to your organization, via the link below. Submission of a grant application confirms agreement with these terms and all attachments in Appendix A.

[For reference only, do not submit with application]

Attachment 1 – Special Terms and Conditions

Attachment 2 – General Terms and Conditions (Competitive RFA GTC)

Attachment 3 – General Terms and Conditions (Board GTC Other)

Attachment 4 – General Terms and Conditions (Non-Board, Non-Government GTC)

Attachment 5 – Financial Requirements

Attachment 6 – Certifications

Attachment 7 – Wagner Peyser 7(b) Guidance on Program Parameters

Attachment 8 – Definitions and Data Sources

Download Appendices, which includes the General Terms and Conditions, via webpage:

<https://gov.texas.gov/uploads/files/organization/twic/TTC-Appendix-A.pdf>

Format Specifications

All applications must be received in full with all of the required elements and attachments no later than the close of business on the deadline set for each funding period and must include the following formatting:

One (1) digital copy of the application and all required attachments must be submitted. Applicants must use the original PDF fillable application form provided on the program's webpage in order for the application to be considered. Do not lock or change the format of the fillable application form or save as a different PDF document. If you do so, your application will be ineligible for consideration. The digital copy must be submitted via email to wpgrants@gov.texas.gov. Only include the documents required for the application. Any non-required documents will not have an impact on the evaluation of the application. Submitting all required documents in one zipped file is highly recommended.

Applications received by April 21, 2025 or earlier will be pre-reviewed by staff to ensure application is accurately filled out and all attachments have been received. Technical support will be available to applicants during this phase.

Applications received after the due date will not be considered. Applications that are missing any of the elements or attachments in any of the required formats will be considered incomplete and will not be considered for a grant award.

Program Requirements

Grant Period. The grant period for the grants awarded under Texas Talent Connection is 12 months from the effective start date of the grant. The start date of the project is September 1 through August 31 of any given year. No grant may have a retroactive effective date, and costs incurred prior to the effective start date will not be reimbursed. **Program extensions will not be considered.**

Applicants. Texas Talent Connection grants are administered through partnerships that provide workforce training and job placement services. Eligible partnerships may include various combinations of local workforce boards; employers, industry, and trade organizations; institutions of higher education; faith-based organizations; local school districts; and not-for-profit community-based organizations. Partnerships that engage employers and educational institutions in innovative programs and services that grow and sustain a competitive workforce for a dynamic global economy are strongly encouraged.

Priority of Service

Ensure that priority of service is provided to federally qualified Veterans or qualified spouses, state qualified Veterans, and eligible foster youth, in accordance with the following:

1. the Jobs for Veterans Act, Pub L. 107-288, 38 U.S.C. §§4211 and 4215;
2. Texas Labor Code §§302.151-302.153;
3. Texas Government Code §657.002;
4. Training and Employment Guidance Letter (TEGL) No. 10-09; and
5. Texas Family Code §264.121(a)(3).

Application Factors. Wagner-Peyser 7(b) is the sole funding source and requirements associated with this funding apply to all grants. Applicants are responsible for determining their own eligibility. Key parameters associated with eligibility to apply for funding from this program include the following:

- Applicants may only apply for a single year of funding.
- Successful applicants may be eligible for two additional annual awards for a total of no more than three years maximum—consecutive or otherwise—for essentially similar grant activities that demonstrate successful outcomes. (See performance requirements.)
- Applicants must reapply each year for additional funding consideration. There is no guarantee of an award in any year.
- Grants are limited to no more than \$350,000 for any 12-month grant period.
- If a project has received three program years of funding, consecutive or otherwise, for similar grant activities and outcomes, the project is no longer eligible for funding through the Texas Talent Connection grant program.
- The Texas Talent Connection grant program is implementing a two-pronged approach that will link grant funds directly to common priority outcomes while continuing to support innovative practices. This approach will create incentives for grant applicants to identify and use program models that have demonstrated a record of effective outcomes. To continue to encourage innovative, but less- tested program models, the state has designed a tiered strategy. Evidence tiers have been defined to support a graduated method for programs and applicants to adapt to evidence-based grants. Section 2: Evidence-Based Grant Making in Texas, on page 13, outlines this requirement in detail.
- Applications must not duplicate existing workforce programs or services in any of the proposed local workforce development board areas that the grant will serve.

- Applications must include the confirmation of a review with comments by the local workforce development board director(s) representing the area(s) of service for the activities proposed in the current application.
- All applications are subject to the Special Terms and Conditions and the General Terms and Conditions of this funding program, if awarded. Submission of an application confirms agreement with the terms, included in this application packet.
- For any grant application that applies for a second or third year of grant funding, successful performance on the intended outcomes of the previous grant(s) will be taken into consideration.
- Applicants applying for a second or third year of funding are required to submit a copy of their most current quarterly report from the previous year with their application package. See page 39 for instructions.
- Applicants must closely consider the reasonable cost for the number of participants; any equipment costs relative to the training and employment services provided; and postsecondary programs or services that are currently offered in other institutions.
- Applications requesting funds to expand existing programs may be considered duplication.
- Applications that serve existing students must offer an innovative addition to the existing programs or services and must not include these students in the enrollment outcomes.
- Applicants may not include direct hires by the grantee in the employment target.
- Additional guidance is provided in the application packet. Applicants must meet all the requirements in the application provided for the current funding period. Previous year application forms will not be considered.

Eligible Population to be Served. Texas Talent Connection grant funds are intended to serve individuals who are eligible for services under the Wagner-Peyser Act as it supplements the WIOA activities and the purpose of the particular grant award. Individuals served must:

- Be 14 years of age or older at the time of enrollment in the program;
- Be a United States (U.S.) citizen or a noncitizen authorized to work in the U.S.; and
- If male, be in compliance with the United States Selective Service System registration requirements.

Grant recipients must determine eligibility; maintain records for each individual served under the grant award **prior to enrollment** in the program; and report that individuals meet the eligibility requirements per the reporting requirements of the grant. TWC guidance on the eligibility requirements and a documentation log are specified in the following:

- Workforce Innovation and Opportunity Act *Guidelines for Adults, Dislocated Workers, and Youth*: <https://www.twc.texas.gov/sites/default/files/wf/docs/wioa-guidelines-twc.pdf>
- WIOA Eligibility Documentation Log: <https://www.twc.texas.gov/sites/default/files/wf/docs/wioa-elig-doc-log-twc.pdf>

GRANT AWARD AND REPORTING—SPECIFIC REQUIREMENTS

Grant Requirements. TWC's obligations for costs incurred or performances rendered by the grant recipient under a resulting grant are contingent upon receipt of adequate funds from federal and state sources to meet TWC's liabilities under the resulting grant. Submission of a grant application confirms agreement with the General Terms and Conditions, included in this packet, and the following terms:

- No costs incurred prior to the grant effective Begin Date will be reimbursed;
- No grant may have a retroactive Begin Date;
- All grants will include performance measures specific to each project, regular reporting periods, and may include loss of funding for non-compliance;
- Monitoring visits may be conducted to identify areas of non-compliance. Prior monitoring report findings will be considered in all grant decisions by the Office of the Governor; and
- Salary disclosures may be required for applicant personnel.

Funds must not be used for the following:

- Purchase of real property, new construction, or remodeling of facilities;
- Replacing existing federal, state, or local funds available to the proposed project;
- Any other use that violates provisions of WIOA, Wagner-Peyser, or any other law or regulation applicable to a specific service performed under the resulting grant; and
- Any use that is inconsistent with the provisions of this application.

Funds are subject to the following limitations:

- Administrative costs are limited to ten percent (10%) of total final grant expenditures;
- Prior written approval from TWC will be required in advance of purchasing any equipment under the resulting grant;
- Laptops, tablets, and computer hardware and equipment may be limited during grant negotiations based on a review of reasonableness of cost, need, and how it aligns to the goals of the project. Prior Approval of requests for equipment costs must include details of the specific items to be purchased and how it will be used.
- Applicants that are requesting significant funding for equipment purchases may be eligible to apply for the Jobs and Education for Texas (JET) grant at the following link:
<https://www.twc.texas.gov/partners/jobs-education-texans-jet-grant-program>

Payment under the resulting grant will be contingent upon the following:

- Financial reporting documentation, and/or grant closeout information, must be prepared and submitted in accordance with the provisions of the resulting grant, including monthly financial reports;
- Deliverable targets, award specific requirements, and reports as specified in the grant have been met and grant products such as curricula, assessments, training models, tools, and other resources have been sent to the Texas Workforce Investment Council; and

- TWC will not be liable for expenditures made in violation of legal authorities cited in this packet or the resulting grant, or any other law or regulation applicable to a specific service performed under the resulting grant.

The grant recipient will be responsible for the repayment of any disallowed costs and other liabilities that are made in violation of the resulting grant, subject to the following:

- All repayments must be made from non-federal funds; and
- Failure to repay such funds within thirty (30) calendar days after demand may result in legal action to recover such funds and/or additional costs, including allowable interest.

Reporting Requirements. In addition to any reports required by the General Terms and Conditions of the grant, included in this packet, the grantee shall provide the following reports to the designated TWC grant manager *and the designated Texas Workforce Investment Council grant coordinator* in a format determined by TWC. Review and download the Reporting Tool (see Appendix B), via webpage: <https://gov.texas.gov/uploads/files/organization/twic/TTC-Appendix-B.xlsx>

- The detailed Project Plan and Implementation Schedule provides a project schedule, including quarterly performance and expenditure estimates, and will be required thirty (30) calendar days after the execution date of the grant award.
- Quarterly Progress Reports describe the progress towards the deliverables and specific requirements in a format determined by TWC. This report is due the 10th day of the month following the reporting period.
- Financial Reports shall be submitted in accordance with the instructions found in Attachment 4, Section 3 of the grant.
- Quarterly general ledgers will be required specifying the expenditures reported for the period.
- WIOA Performance Accountability, Information, and Reporting requirements in WIOA § 116 (29 USC § 3141), 20 Code of Federal Regulations (C.F.R.) Parts 675-687 and, 29 C.F.R. Part 38. The grantee shall provide such reports on a quarterly basis on a reporting template provided by the designated Agency Grant Manager after the grant is executed.
- Ad hoc reports may be required to meet the need for additional or timely information not included in quarterly program reports, general ledgers, WIOA Performance Accountability, Information, and Reporting requirements, or to meet federal audit requirements.
- The Comprehensive Final Report regarding the outcome of the project will be submitted in writing no later than sixty (60) days after the grant end date and include:
 - a description of the project;
 - review of the activities accomplished;
 - project goals achieved during the grant period;
 - obstacles encountered;
 - key stakeholders with contact information;
 - private business partners with contact information;
 - quantitative data for metrics relevant to the grant;
 - best practices;
 - products developed, including curricula, assessments, training models, and tools such as student/teacher guidebooks depending on the grant; and
 - areas needing improvement.

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PART 2 – TEXAS TALENT CONNECTION GRANT—PROJECT APPLICATION

Section 1: Project Overview

Submission of the information in this packet shall constitute the elements of your complete application for Wagner-Peyser 7(b) funding through the Texas Talent Connection grant program in its entirety. If any element of the grant application, required signature forms, or attachments is missing at the close of business (5:00 CDT) on the date that the application is due, this application will be considered incomplete and will not progress for consideration for funding.

Partnerships must designate a grant recipient and fiscal agent to be the recipient of grant award funds and submit the original signature forms in Part 3 of this application. Omissions may be grounds for rejection of the grant application.

Project name (This should be different from your organization's name)

Full legal name of the grant applicant organization

Full legal name of the fiscal agent organization to be the recipient of grant award funds

Authorized grant project contact person name and telephone number

Select LWDA from List

If Applicable - Select Additional LWDA from List

If Applicable - Select Additional LWDA from List

Local workforce development area(s) served

Total amount of funding requested:

\$ 1.00

amount auto-populated based on entry to page 26, section 3.1

Clearly state the primary objective of the proposed project. *Your objective must highlight its distinct contribution to innovation in workforce development.* Describe the key issue(s) to be addressed, goals, intended outcomes, and milestones for implementation. The proposed budget must align with the information included in the project application. **Limit to no more than 5,000 characters.**

Continue on next page



Evidence Glossary

Causal evidence: Evidence that documents a relationship between an activity, treatment, or intervention (including technology) and its intended outcomes, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention

CLEAR: Clearinghouse for Labor Evaluation and Research, U.S. Department of Labor (DOL)

Deliverable: A deliverable is any product or service that must be completed to finish a project

Essentially similar: A degree of similarity and high fidelity, or exactness, of the details or elements of the implementation plan between a program that is being proposed and the elements of the program which will be reproduced based upon its evidence of success with a population

Evaluation: A formal, rigorous process of assessing quality, importance, and value through the application of specific methods and statistics

Evidence: The available body of facts or information indicating whether a proposition or relationship is true or valid

High Fidelity: The high degree of exactness with which the program design and implementation are reproduced

Intervention: An action taken to improve a situation

Logic model: A road map or depiction that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for your program, which depicts the relationship between the program's activities and its intended effect

Outputs: What a program or activity has produced, e.g., number of program completers (outputs do not address the value or impact of services)

Outcomes: The level of performance or achievement that occurred because of the activity or services a program has provided, e.g., the percentage of program completers who gain employment and remain employed at specific time intervals

Performance Metrics: Measure the performance of a program through the documentation of specific data sets and measurement methodologies, allowing a basis to be formed regarding overall success in achieving intended goals, outputs, and outcomes

Study: A detailed investigation and analysis of a subject or situation

Section 2: Evidence-Based Grant Making in Texas

Why evidence-based grant making?

The most effective job training programs open up new opportunities and can ultimately help change a person's life. These programs result in meaningful employment in a career pathway that is well-suited to the individual and support economic mobility. At the same time, prioritizing high quality programs opens up resources to serve new participants. These programs serve populations with significant barriers to employment yet effectively reduce the number of job seekers who cycle in and out of low-quality or poor-fit jobs thereby requiring repetitious support from the workforce system.

Grant funding can be used to facilitate innovative approaches to improve job training programs and to scale proven methods that lead to better employment outcomes for workers and higher productivity for employers in Texas. With this in mind, Texas is implementing a two-pronged approach that will link grant funds directly to common priority outcomes while continuing to support innovative practices. This approach will create incentives for grant applicants to identify and use program models that have demonstrated a record of effective outcomes. To continue to encourage innovative, but less-tested program models, the state is designing a tiered strategy. Evidence tiers have been defined to support a graduated method for programs and applicants to adapt to evidence-based grants. Some grant programs in Texas have already introduced and defined performance-based outcomes metrics, and prior grant outcomes data will be required in the application process, where relevant.

Embedding outcome-based applications and outcomes reporting in state workforce grant programs will help the state learn about the implementation, effectiveness, and cost of various approaches. The interventions that have been introduced by the workforce system to date have been producing a growing body of evidence that can be used to identify effective practices that help participants develop the skills required to find and maintain employment. Grant applicants will be encouraged to consider and identify applicable evidence. Similarly, the outcomes of pilot programs can be shared to incentivize replication if the measures are clearly defined and relevant to the priority outcomes.

Building Evidence for the Future

As the process of awarding bonus points for program design and anticipated outcomes that are based on evidence commences, we recognize that this is a dynamic process. Applicants will find that while the application asks for evidence to support the proposed program design and anticipated outcomes, there is a place for all programs on the evidence continuum. From newly created programs to those that are replicating a program that has been rigorously evaluated by an external entity, all are encouraged to find the evidence tier that demonstrates and best supports their proposed program. In future grant solicitations, as applicants become familiar with the types and use of evidence to support applications, we anticipate that proposed programs will move into higher tiers of evidence.

Important Note to All Applicants: The Federal Department of Labor (DOL) is responsible for maintaining the Clearinghouse for Labor Evaluation and Research (CLEAR) website address below.

<https://CLEAR.dol.gov/study-database>

As of our April 1st posting, this website has been unavailable to the public. If this website continues to be unavailable during our grant offering phase, applicants applying for the moderate or high tier will need to utilize the remaining two clearinghouse websites:

<https://pathwaystowork.acf.hhs.gov/studies>

<https://crimesolutions.ojp.gov/search-tips>

If you are applying as a continuation grant that used CLEAR, please submit the study from your previous years application.

Evidence Tier Definitions and Requirements

High Evidence Program Tier

High evidence programs are ones that are supported by rigorous evaluations of the program or of an essentially similar program design and outcomes. The program or essentially similar program must have:

- conducted two or more well designed and well implemented Randomized Controlled Trial or Interrupted Time Series studies that include both a comparison group and a statistically valid technique to assess causation that eliminates or minimizes confounding factors. The studies must have had minimal attrition. These studies must show that the program has **both a positive and meaningful outcome**, and that there is a **high degree** of confidence that the outcome is primarily caused by the program.

For a full description of the criteria to achieve the High Evidence rating, please see [Causal Evidence Guidelines](#) at CLEAR.dol.gov, noting that applicants must have two or more studies that meet the High Evidence rating in CLEAR or Other Entity (see next page) to be considered for the High Evidence Program Tier.

The proposed program must be a replication of a program cited by CLEAR or OTHER Entity (see next page) as a high evidence program with positive and meaningful outcomes. An explanation as to why the program is appropriate for the proposed geography and population, and whether similar outcomes are expected must be included in the Documentation of Evidence section of this application.

Moderate Evidence Program Tier

Moderate evidence programs are ones that are supported by rigorous evaluations of the program or of an essentially similar program design and outcomes. The program or essentially similar program must have:

- conducted at least one study that includes both a comparison group and a statistically valid technique to assess causation that eliminates or minimizes confounding factors. This study must show that the program has **both a positive and meaningful outcome**, and that there is a **modest degree** of confidence that the outcome is primarily caused by the program.

For a full description of criteria to achieve the Moderate Evidence rating, please see [Causal Evidence Guidelines](#) at CLEAR.dol.gov.

The proposed program design and anticipated outcomes must be consistent with a program cited by CLEAR or Other Entity (see next page) as a moderate evidence program and will be implemented with limited modifications. An explanation as to why the program is appropriate for the proposed geography and population and whether similar outcomes are expected must be included in the Documentation of Evidence section of this application.

Performance Program Tier

These

programs offer outputs and outcomes data and information as evidence, conduct assessments of participants to demonstrate effectiveness of their programs, and conduct at least one post program follow up to track the outcomes of participants. The data provided to demonstrate evidence for this tier must be outputs and outcomes data from programs that the applicant conducted during the past five years. Primary support for these programs' effectiveness is provided through historical data within the past five years showing that the program creates an intended change in participants, and that participants show a positive outcome following participation in the program. To be reviewed on the basis of previously implemented programs, an applicant must have historical output and outcome data for at least two years within the past five years, either directly collected or from the similar program being used as evidence. In addition to past output and outcome data, an evaluation performed by an external entity on a program with a very similar design and anticipated outcomes may also be used to support this evidence tier.

Experience Program Tier

These programs do not perform evaluations of participant success in the program, do not collect performance data or follow up with participants, or evaluate the effect of the program on participants (though they may do a satisfaction survey of participants). Primary support for these programs' effectiveness is provided through anecdotal participant success stories or other testimonials. Experience programs must have been providing services for at least two years prior to grant application.

New Program Tier

These programs are entirely new and are not similar to an existing program. New programs have no evidence of effectiveness and have not been evaluated. An applicant must explain why the proposed program will achieve the outcomes specified in the main body of the application and demonstrate that there is capacity to collect sufficient data to track outcomes from the program.

Where to Access Models for High or Moderate Tiers Definitions and Studies

Clearinghouse for Labor Evaluation and Research (CLEAR)

CLEAR's mission is to make research on labor topics more accessible to practitioners, policymakers, researchers, and the public more broadly so that it can inform their decisions about labor policies and programs. CLEAR identifies and summarizes many types of research, including descriptive, implementation, and impact studies. In addition, CLEAR assesses the quality of research that looks at the effectiveness of particular policies and programs.

<http://clear.dol.gov/study-database>

Other Entity:

Pathways to Work Evidence Clearinghouse

<https://pathwaystowork.acf.hhs.gov/studies>

CrimeSolutions

<https://crimesolutions.ojp.gov/search-tips>

Evidence Tier Instructions to the Applicant

Texas values and will award programs at all levels of the evidence continuum and expects programs to improve data collection and evaluation methods in order to improve a program's evidence over time. **IMPORTANT:** The collection of evidence is being implemented across state workforce grant programs. The evidence tier approach recognizes the different capabilities between potential program developers and grant applicants at this time. Applicants that do not have current performance data or evaluation reports as evidence that supports the proposed program design or intervention are encouraged to apply.

Complete the following three steps to ensure that this application meets the requirements to be considered under the appropriate evidence tier for the program:

1. Determine the appropriate tier using the guiding questions below.
2. Select the evidence tier on page 18.
3. Provide documentation as required to support evaluation of the application for the evidence tier selected.

Evidence tiers are defined to support the assessment of common factors of program success. Documentation helps evaluators determine bonus (incentive) points in scoring and understand the strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to the outputs and outcomes identified in the narrative descriptions in the main body of the application.

Determining, Selecting, and Providing Documentation for an Evidence Tier

Please review the following questions, then select the tier that best represents the program that you are proposing in this grant application. Next, complete the appropriate data chart and requirement of the evidence tier selected. **SELECT ONLY ONE TIER by using the decision tree below.**

1. Is the program developed internally, or is it based on the program design of another program or organization?
 - **Yes**, it is developed internally. Go to Question 2.
 - **No**, it is based on the program design of another program. Go to Question 5.
2. Is the program new or has it been offered in an essentially consistent and comparable way in past years?
 - **Yes**, the program is new.
 - Because the program is new and developed internally, select the New Program Tier.
 - **No**, the program has been offered in past years. Go to Question 3.
3. In prior years, has data been collected on the outputs and outcomes of the program? Please refer to the Performance Chart on page 22 for the relevant data sets.
 - **Yes**, data has been collected on the performance metrics. Go to Question 4.
 - **No**, data has not been collected on the performance metrics.
 - Because the program has been delivered previously but data was not collected on the performance metrics, select the Experience Program Tier.

4. Has an evaluation of your program been reviewed by [DOL's Clearinghouse for Labor Evaluation and Research \(CLEAR\)](#) or Other Entity (listed on page 15)?
- **Yes**, a program evaluation has been submitted to CLEAR or Other Entity.
 - If the program evaluation received a “high” rating and demonstrated both a positive and meaningful outcome and there is another review from CLEAR or Other Entity that supports the same, select the High Program Tier, and complete the Documentation of Evidence Chart for the High or Moderate Program Tier to reference the CLEAR or Other Entity Review Study.
 - If the program evaluation received a “moderate” rating and demonstrated both a positive and meaningful outcome, select the Moderate Program Tier and complete the Documentation of Evidence Chart for the High or Moderate Program Tier to reference the CLEAR or Other Entity Review Study.
 - If the program evaluation has not yet been reviewed, or received the “low” rating, select the Performance Program Tier, submit performance metrics, and complete the Performance Chart.
 - **No**, a program evaluation has not been submitted to CLEAR or Other Entity.
 - Select the Performance Program Tier and submit performance metrics and requirements in the Performance Chart.

FOR PROGRAMS THAT ARE IMPLEMENTING THE PROGRAM DESIGN OF ANOTHER PROGRAM AND EXPECT SIMILAR PERFORMANCE OUTPUTS AND OUTCOMES ONLY:

5. Is the design of your program essentially similar to the program design and theory of change of the original program that this application proposes to implement?
- **Yes**, our program will be essentially similar and have high fidelity to the original. Go to Question 6.
 - **No**, our program will incorporate significant changes from the model program.
 - Because your program is not a high-fidelity implementation of an existing program, select the New Program Tier.
6. Was an evaluation of the original program reviewed by CLEAR or Other Entity and is there another study from CLEAR or Other Entity that supports the same, and demonstrated both a positive and meaningful outcome?
- **Yes**, an evaluation was reviewed by CLEAR or Other Entity and there is a second study that supports the same.
 - If the program evaluation received a “high” rating, select the High Program Tier, and complete the Documentation of Evidence Chart for the High or Moderate Evidence Program Tier to reference the CLEAR or Other Entity Review Study.
 - If the program evaluation received a “moderate” rating, select the Moderate Program Tier and complete the Documentation of Evidence Chart for the High or Moderate Evidence Program Tier to reference the CLEAR or Other Entity Review Study.
 - If the evaluation has not yet been reviewed or received the “low” rating, select the Performance Program Tier and complete the Performance Chart.
 - **No**, an evaluation was not submitted. Go to question 7.

7. Do you have performance data from the program or one that is similar that can be used to demonstrate the applicant's ability to achieve program outcomes?
- **Yes**, we have performance data from the original program or one that is similar that we implemented within the past five years.
 - Select the Performance Program Tier and complete the Performance Chart as completely as possible with data from the original program.
 - **No**, we do not have performance metrics data from the original program.
 - Because your program does not have data from the original program, select the Experience Program Tier.

Evidence Tier Selection

Select and check **ONE** appropriate program tier for your proposed program based on your answers to the decision tree questions on pages 16-18.

For pages 19-24, fill in **ONLY** the information and/or data required by the selected tier. **DO NOT** enter information and/or data for any tier other than the tier selected.

☐ High Evidence Program Tier

If your program qualifies as a High Evidence Program, please check this box and complete the required documentation of evidence chart. Go to pages 19 and 20.

☐ Moderate Evidence Program Tier

If your program qualifies as a Moderate Evidence Program, please check this box and complete the required documentation of evidence chart. Go to page 19.

☐ Performance Program Tier

If your program qualifies as a Performance Program, please check this box and complete the required documentation of evidence representing at least two years of program implementation from the past five years in the Performance Chart. Go to pages 21, 22, and 23.

☐ Experience Program Tier

If your program qualifies as an Experience Program, please check this box. No outcome data or documentation of evidence is required; however, anecdotal evidence such as opinion surveys and testimonials on services provided for at least two years prior to the application must be provided. Go to page 23.

☐ New Program Tier

If your program qualifies as a New Program, please check this box. No outcome data, documentation of evidence, or anecdotal evidence is required; however, anecdotal evidence of success in similar interventions may be provided to support the proposed activities. Go to page 24.

Documentation of Evidence, Based on Evidence Tier Selection

For High or Moderate Evidence Program Tiers

Complete this chart to reference the CLEAR or Other Entity (listed below) reviewed study of the comparable, replicable program. Only studies that have been evaluated by Clearinghouse for Labor Evaluation and Research (CLEAR) or by an Other Entity listed on page 20 may be used to support a proposed program. Please copy and paste from CLEAR or Other Entity and enter into the right-hand column. **The applicant MUST provide the complete study or studies with the application. The applicant MUST fully complete all information below.**

High Evidence or Moderate Evidence: STUDY #1

Evaluation Source (from list below)	
Study #1 name:	
Direct URL link to full study:	
Findings:	
CLEAR or Other Entity Causal Evidence Rating:	
Key elements of the study program that will be implemented:	
Elements of the study program that will be changed or not implemented, and why these changes do not affect the validity of the comparison:	
Data to be collected to compare outcomes between the study and proposed programs:	
Appropriateness of proposed geography and population to be served:	

High Evidence: STUDY #2

Evaluation Source (from list below)	
Study #2 name:	
Direct URL link to full study:	
Findings:	
CLEAR or Other Entity Causal Evidence Rating:	
Key elements of the study program that will be implemented:	
Elements of the study program that will be changed or not implemented, and why these changes do not affect the validity of the comparison:	
Data to be collected to compare outcomes between the study and proposed programs:	
Appropriateness of proposed geography and population to be served:	

Evaluation Reviewed Study Source

Clearinghouse for Labor Evaluation and Research (CLEAR) - <https://clear.dol.gov/study-database>

Pathways to Work Evidence Clearinghouse - <https://pathwaystowork.acf.hhs.gov/studies>

CrimeSolutions - <https://crimesolutions.ojp.gov/search-tips>

For the Performance Program Tier

The Performance Program Tier that you have selected must be supported by data and information showing that the program creates an intended change in participants, and that participants show a positive outcome following the program. An example follows:

EXAMPLE: PERFORMANCE CHART

HISTORY		TRAINING DATA			EMPLOYMENT DATA			WAGE DATA
HISTORY OF INITIATIVE OR INTERVENTION (i.e. Grant, program, service)	Year	Number of Participants	Number of Completers	% of Completers	Number of Industry based Certifications	Number Employed	% Employed	Average Wage Increase
EXAMPLE								
Texas Talent Connection Grant	2018	100	90	90%	90	89	89%	\$5.00/hr
Youth Build Program	2017	105	76	72%	76	83	79%	\$3.50/hr

Use the example provided to complete the following chart as accurately as possible:

- Initiatives and interventions should have a direct relationship to the deliverables and targets in the proposal.
- Each data entry must be expressed as a number – either actual and/or percentage.
- If any of the deliverables are not relevant/applicable to the listed activity, note N/A.
- Please list all initiatives and interventions chronologically, by year.
- No partial years will be accepted.

PERFORMANCE CHART

Fill out the chart as completely as possible with the data of previously implemented programs. Historical output and outcome data must represent at least two complete years of program implementation within the past five years, either directly collected or from the similar program being used as evidence. Also, provide information that will support demonstration of your organization's ability to manage grant programs to significant and strong outcomes such as an evaluation from this or a similar program to support the design and anticipated outputs and outcomes. Include that information as an attachment to the application. You may include information from previous grants, programs, and services. Please group your information first by funding source or type of grant. Include information from previous grants, and list at least two years or more of data. The data provided must reflect a 12-month period. Do not include a partial year of data.

HISTORY		TRAINING DATA			EMPLOYMENT DATA			WAGE DATA
HISTORY OF INITIATIVE OR INTERVENTION (i.e. Grant, program, service)	Year	Number of Participants	Number of Completers	% of Completers	Number of Industry based Certifications	Number Employed	% Employed	Average Wage Increase
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr
		0	0	NaN	0	0	NaN	\$0/hr

Previous Evaluation for the Performance Program Tier

Do you have an evaluation performed by an external entity from this or a similar program to support the design and anticipated outcomes?

☐ **No**

☐ **Yes - include the external evaluation as an attachment to the application.**

For the Experience Program Tier

To qualify for bonus points under the Experience Program Tier, please provide anecdotal participant success stories or other testimonials and results of any satisfaction survey of participants that demonstrate the effectiveness of the services provided for at least one year prior to grant application.

Limit to no more than 3,300 characters.

For the New Program Tier

*New programs have no evidence of effectiveness and have not been evaluated; however, these programs are eligible for funding and are encouraged to apply. Explain why the proposed program will achieve the specific outcomes proposed in the main body of the application and demonstrate that there is capacity to collect sufficient data to track outcomes from the program. **Limit to no more than 3,800 characters.***

Evidence Tier Bonus Scoring—Information for Applicants

Bonus points are earned based on the level of the evidence continuum shown in the application. Points are earned as follows:

- High Evidence Tier: The studies provided have been reviewed and the proposed program is comparable to the studies. CLEAR or Other Entity ratings confirm the studies achieved a high rating and demonstrated positive meaningful outcomes.
Points given: 10
- Moderate Evidence Tier: The study provided has been reviewed and the proposed program is comparable to the study. CLEAR or Other Entity rating confirms the study achieved a moderate rating and demonstrated positive meaningful outcomes.
Points given: 6
- Performance Tier: Data has been collected sufficiently for either employment, credential, or wage outputs and outcomes based on the Performance Chart. Provide as much data as possible for at least two recent prior years.
Points given: 3
- Experience Tier: The program has no performance data to consider as evidence. Anecdotal evidence, such as an opinion survey and testimonials on the program, for at least one year prior to the application, must be provided.
Points given: 1
- New Tier: The program has no performance data or history of services provided; therefore, the application cannot be considered for bonus scoring. Anecdotal evidence of success in other similar interventions may be included.
Points given: 0

Section 3: Project Scope

Aligning the evolving needs of the Texas workforce system with the proposed grant activities, budget, and supporting partnerships is a key consideration for grants awarded through this program. Please clearly describe the scope of work, including the contributing partners, regional context, and need addressed by the project and demonstrate how the key elements of the proposed solution will produce the intended outcomes identified in Section 4.

- 1. Average Cost per Participant Served.** *Identify the total costs associated with categories such as administrative, programmatic, and instructional costs, excluding funds leveraged to support the grant. Use the methodology below to calculate the average cost per participant served.*

Item Description	Cost
+ Administrative cost	\$ 1.00
+ Programmatic cost	
+ Cost of instruction	
+ Total cost of equipment and supply purchases	
+ Total cost of travel	
+ Fees for third-party, industry-based certification assessments	
= Total cost (total amount requested)	\$ 1.00
÷ Total number of participants served	1
= Average cost per participant served	\$ 1.00

2. **Logic Model.** A logic model is a visual depiction of what a project does and what changes it is expected to bring about. Developing a logic model is an important first step to project design and evaluation planning. An example is provided below along with various types of information that might appear under each header of the logic model.

What new and existing resources will be used to support the project?	What are the main things the project will do?	What products will be created? (Typically, things that can be directly observed and that will continue to exist after the project ends)	What will occur as a direct result of the activities and outputs? (Typically, changes in knowledge, skills, attitudes)	What results should follow the initial outcomes? (Typically, changes in behavior, policies, practice)	What results should follow from the initial outcomes? (Typically, changes in broader conditions)
Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes

Below are examples of the types of information that might appear under each header of the logic model. When developing a project logic model, be as specific as possible in articulating the components of the model. For example, a project-specific short-term outcome might be phrased as “learners will be able to install, maintain, and troubleshoot high-vacuum systems.”

<ul style="list-style-type: none"> • Funding • Faculty • Advisory panel • Industry partners • In-kind contributions 	<ul style="list-style-type: none"> • Establish regional partnerships • Develop curriculum • Conduct workshops • Provide research/field experiences • Establish articulation agreement 	<ul style="list-style-type: none"> • Curriculum materials developed • Policies created • Publications issued • New certifications • Tool/resources 	<ul style="list-style-type: none"> • Faculty learn to use instructional technology • Students gain technical skills • Students’ interest in technical career increases 	<ul style="list-style-type: none"> • Students persist in their program to completion • Faculty improve instruction • Colleges adopt and implement project-developed curriculum 	<ul style="list-style-type: none"> • Students employed at 6 and 12 month post program completion • Graduates achieve wage increase • Graduates enroll and transfer credit to postsecondary program
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Proposed Logic Model Chart:

Use the fillable chart below to complete the proposed logic model. Refer to the example and specific requirements on the previous page. *If you are submitting a high or moderate application, your model should reflect the key elements of the studies you have submitted with your application. Complete the proposed logic model chart below with succinct statements in each text box to define activities, short-term outcomes, mid-term outcomes and long-term outcomes.*

- *The activities should match those proposed in the application narrative.*
- *Each activity should be listed as a significant action and should have a direct relationship to the deliverables and targets of the program.*

Proposed Name: _____

Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes

- 3. Partners.** *Partnerships to implement and sustain key programs and services, particularly those that engage employers and educational institutions to address job candidate skills gaps in order to meet the needs of the state's evolving demand occupations, are encouraged. Identify partner organizations that provide direct support to the grant activities and achievement of the deliverables specified in the Project Activities and Deliverable Matrix in Section 2. Describe the roles and contributions (funds, resources, personnel, etc.) of all partners, including but not limited to employers, secondary and postsecondary educational institutions, and other workforce service providers. Limit to no more than 1,000 characters.*

- 4. Geographic Region.** *Describe the geographic region that will be served by the proposed project and briefly describe the relevant attributes and economic conditions of the geographic region. **Applicant is required to list all counties to be served within each applicable workforce development area. Limit to no more than 500 characters.***

- 5. Occupation.** *Identify the target occupation(s) to be addressed in the proposed project, including the Standard Occupation Code (SOC). Include the name and numbers of industry-based certifications to be achieved.*

Occupation	SOC Code	Target Number and Name of Industry-based Certification

6. **Labor Market Conditions.** *Describe the regional occupational employment demand, employment growth projection, workforce population, wages, etc. The use of quantitative data to support the project description is recommended. Limit to no more than 2,000 characters.*

7. **Eligible Population.** *Describe the demographics and key attributes of the specific eligible population to be served; e.g., program location relative to the location origination of participants, barriers to employment, and skill gaps to be addressed. Limit to no more than 1,300 characters.*

8. **Rationale or Need for the Proposed Program(s) or Service(s).** *Clearly describe how the conditions described above create a gap in current workforce system services and therefore a distinct need for the proposed project. Or, present an opportunity to improve programs and services that support employment outcomes for the population to be served. Limit to no more than 3,000 characters.*

- 9. Education and Training.** *Describe the education and training program(s) and service(s) that will support the employment outcomes proposed in Section 3, including how relevant course(s) address the skill and credential requirements of the occupation(s). Clearly identify the education credits and industry-based certifications that participants will earn, and describe how the proposed solution will overcome the need identified. Illustrate the target population totals per each type of program or service (i.e. 100 total will be served, 50 through service A and 50 through service B) as appropriate. Limit to no more than 2,000 characters.*

- 10. Industry-Based Certification National Assessment Entities.** *Identify the national entity(ies) that will confer to the student an industry recognized, nationally portable credential. Limit to no more than 500 characters.*

- 11. Employment.** *Describe the program(s) and service(s) that align the education and training (above) with regional employment opportunities and prepare participants to successfully obtain employment; e.g., employer outreach, employability skills training, career fairs, internships, apprenticeship, and other work-based learning programs. Identify the percentage of participants who are likely to obtain employment and estimate the wage expectations for those participants. Limit to no more than 2,000 characters.*

- 12. Other Service(s) and Resources.** *Describe any complementary services, e.g., career counseling, scholarships, assessments, etc., that prepare the participants to successfully meet the outcomes of the grant. Identify any products that will be developed, e.g. models, curricula, tools, etc. Limit to no more than 1,200 characters.*

- 13. Experience.** *Describe any past experience(s) of the applicant and any primary partners in serving this population and implementing similar programs or services. Limit to no more than 2,000 characters.*

FOR REFERENCE ONLY

14. A Guide to Performance Metrics and Quarterly Reporting. The table below presents metrics that, where applicable, will be used to evaluate the effectiveness of the project and form the quantitative basis for quarterly reporting. The measures focus on outputs and outcomes of the project that will demonstrate overall effectiveness. Consistent data sets will be gathered from all grantees. If awarded, other quantitative information will be requested in quarterly reports.

Outputs and Outcomes	Definition	Methodology
Participants Enrolled in Education and Training	Participants enrolled to participate in the education and training program, or other program services intended to result in a credential, employment, or advancement in employment.	Total number of participants <u>enrolled</u> in the program or services offered.
Participants Completing Education and Training	Participants that successfully complete the education and training program or other program services intended to result in a credential, employment, or advancement in employment.	Total number of participants that <u>complete</u> the program or services offered.
Participants Earning Education Credit	Participants who earn education/training course credit that is directly associated with the education and training course/program.	Total number of participants who complete the education and training requirements and who <u>receive credit</u> for the technical course in which they are enrolled.
Participants Earning Industry-Based Certification	Participants who earn an industry-based certification assessed by a third-party that directly supports employment in the occupation associated with the program.	Total number of participants who earn a third-party assessed, industry-based certification(s) directly associated with the occupation and course/program in which they are enrolled.
Participants Employed in Q1	Participants who are employed in the occupation or in a related/similar occupation.	Total number of participants who are employed in the first quarter (3 months) post-program completion.
Average Wage of Employment	The average wage earned by all participants who complete the program and enter or advance in employment.	The average wage earned by program participants employed post-training (1st or 2nd quarter).

Section 4: Project Activities, Schedule, Deliverable and Targets

Complete the proposed 12-month work plan on the next page to define grant activities, activity begin and end dates, required deliverables (output and outcomes) and projected targets.

- (1.) The Activities should match those proposed in the application scope narrative.
- (2.) Each Activity should be listed as a significant action, with a specific beginning and end date, and should have a direct relationship to the deliverables and targets listed.
- (3.) Each proposed deliverable target must be expressed as a number.

Grant Program Name: Robotics for University

Grant Amount: \$350,000

Start Date: 9/1/2024

End Date: 8/31/2024

If your program relies on an academic calendar, please pay close attention to your programmatic and deliverable dates. Applicants must ensure end dates allow for the intended outcomes.

Proposed Activities:	Activity Begin date	Resource or services produced	By "no later than" date
Activity 1: Develop engineering technician (ET)curriculum and resources	9/1/2024	Career camp information 1 program & 3 guides	10/1/2024
Activity 2: Market program to secure program enrollments	9/1/2024	Digital marketing and QR codes via school website and social media	10/1/2024
Activity 3: Cohort #1 Enroll students; hold orientation and facilitate 4-month program curriculum.	10/1/2024	course curriculum	2/28/2025
Activity 4: Cohort #2 Enroll students; hold orientation and facilitate 4-month program curriculum.	3/1/2024	course curriculum	8/1/2025
Activity 5: Conduct post-program follow-up with students to determine if employed or still employed	8/1/2025	Student contact information and phone or email survey	8/31/2025
Activity 6: Prepare summary of grant results and implement sustainability strategies x,y,z.	8/1/2025	Final report and sustainability plan	8/31/2025

Quarterly Output/Outcome Measurers	Target Q1	Target Q2	Target Q3	Target Q4	TOTAL
1. Participants Enrolled in Education and Training	50	0	60	0	110
2. Participants Completing Education and Training	0	45	0	55	100
3. Participants Earning Industry-Based Certification(s)	0	45	0	55	100
4. Participants Employed	0	30	10	50	90

Section 4: Project Activities, Schedule, Deliverables and Targets

Complete the proposed 12-month work plan on the next page to define grant activities, activity begin and end dates, required deliverables (output and outcomes) and projected targets.

* The activities should match those proposed in the application scope narrative.

* Each activity should be listed as a significant action, with a specific beginning and end date, and should have a direct relationship to the deliverables and targets listed.

* Each proposed deliverable target must be expressed as a number.

Grant Program Name:

Grant Amount: \$ 1.00

Start Date: September 1, 2025

End Date: August 31, 2026

Proposed Activities	Activity Begin date	Resource or services produced			By "no later than" date
Activity 1:					
Activity 2:					
Activity 3:					
Activity 4:					
Activity 5:					
Activity 6:					
Quarterly Output/Outcome Measures	Target Q1	Target Q2	Target Q3	Target Q4	TOTAL
1. Participants Enrolled in Education and Training					0
2. Participants Completing Education and Training					0
3. Participants Earning Industry-Based Certification					0
4. Participants Employed					0

Section 5: History of Performance and Sustainability Plan

The Texas Talent Connection (TTC) grant program seeks to fund innovative workforce interventions and evidence of performance outcomes that demonstrate the effectiveness of funded programs to encourage the replication and sustainability of proven practices. Evidence-based grant-making helps to ensure that the funding is used to achieve the intended outcomes of the program and provide insight that can be used to inform future funding decisions.

In this section, applicants will demonstrate the following:

- History of performance and sustaining grant-funded programs
- Rationale for a second or third year of funding
- Key strategies that prepare for future sustainability of the program, if funded

Texas Talent Connection – History of Performance

TTC encourages the sustainability of programs and services that effectively address the needs of employers and learners in the state. The grant history demonstrates the experience and success of the applicant as well as the ability to sustain effective programs.

List the applicant's history of all TTC/Wagner-Peyser 7(b) grant funded projects, including the amount of funding received (by project) and the numbers of participants enrolled, earning a credential, and employed for each year funded. Indicate whether the project has continued to operate after the grant funding ended. "Sustained" means that ongoing funding and support have been established to ensure the continued existence of the program, project, or process without the need for further grant funding.

Contract Number	Project Name	Amount	Performance Outcomes Summary			Year	Sustained?
			Enrolled	Credential Completed	Employed		
xxxxxxxxx	Example	\$200,000	50	35	30	2012	yes
							Select Option
							Select Option
							Select Option
							Select Option
							Select Option
							Select Option
							Select Option
							Select Option

Rationale for Second- or Third-Year Funding

Methods that demonstrate positive outcomes benefit the workforce system. Additional funding helps to build evidence of effectiveness over time and prepare the grantee to sustain continuation of necessary elements of a program. Successful grant applicants may be eligible for two additional annual awards for a total of no more than three years maximum—consecutive or otherwise—for essentially similar grant activities that demonstrate successful outcomes.

☐ Application for Year 2 funding ☐ Application for Year 3 funding

A new application is required to be considered each year for a second or third year of funds to continue grant activities from a prior grant. Outcomes of prior grant(s) are considered for all requests for an additional year of funding. Please attach your final report from year one or year two, whichever is applicable. There is no guarantee of an award in any year.

Applications **MUST** indicate the primary objectives for the second- or third-year activities relative to the accomplishments of the previous year(s) of funding. Describe the necessary provision of ongoing programs and services, the need for an additional year of funding, and the impact if not funded. Identify the key accomplishments and progress toward addressing the need identified in the original (year one) grant. Highlight specific practices that have proven effective in helping the participant develop the skills required to find and maintain employment; education, training, and employment performance outcomes; and how those outcomes have improved service delivery and efficiency. Outline how evidence and data is being gathered and how it will be used to support sustainability of the program.

Limit to no more than 2,000 characters.

Sustainability Plan

All applicants are encouraged to incorporate activities that support sustainable continuation of necessary elements into the project plan. Examples include strategies to institutionalize programs, develop partners, standardize processes, evaluate progress, and establish the means to share products created using any funds that are awarded under the grant with other publicly-funded programs or workforce system partners. See below and on the following page for suggested features.

Describe the key strategies that demonstrate how, by the end of the grant period, the grantee will have identified sufficient additional resources to continue the activities initiated under the grant without further Texas Talent Connection funding. Limit to no more than 2,000 characters.

Planning for continuation beyond the grant-funded phases of the project may include:

- Goals and strategies that will be implemented during the grant period.
- Methods to document and evaluate project outcomes data and to identify promising practices.
- Partner/stakeholder involvement during the grant to establish a foundation of committed support.
- Resources in the project design that can be developed or leveraged to sustain future operations.
- Project activities that are implemented and maintained by project partners to reduce or eliminate some expenses, attract additional partners, and identify additional sources of funding.

Additional sources of funding identified to sustain the project may include:

- Institution's commitment to continuing the project using existing financial or other resources.
- In-kind contributions and other types and sources of funding and the terms of that funding

Section 6: Budget Instructions, Summary, and Budget Detail Form

Download the Instructions and the Excel form for *Budget Summary and Budget Detail Form* via the following links:

<https://gov.texas.gov/uploads/files/organization/twic/WP-Budget-Instructions.pdf>

<https://gov.texas.gov/uploads/files/organization/twic/WP-Budget-Form.xlsx>

Guidance on the One-Year Budget Summary and Budget Detail Form

All costs must be clearly linked to the activities described in this Application Response and must be within the expenditure limitations referenced in this application. Include only costs to be incurred during the grant period. Rows in the budget form will expand as information is typed in the field. Rows for additional cost items may be inserted under categories as needed. *Limit your response to eight (8) pages.*

For cost category instructions, refer to WD Letter 04-15 Change 2 "Cash Draw and Expenditure Reporting System Instructions - Update" and its attachments, as applicable, and any subsequent issuances. WD Letter 04-15 Change 2 may be found via the following link:

<https://www.twc.texas.gov/sites/default/files/wf/policy-letter/wd/04-15-ch2-att2-twc.pdf>

NOTE 1: Up to \$5,000, of the requested grant amount, will be available for grantees without such capabilities to obtain the services of a qualified Certified Public Accountant (CPA) having experience in the management and review of the use of federal funds, if the grant amount exceeds \$100,000. The CPA services are *not* intended for grantees such as public colleges, universities, and local workforce development boards. The CPA will be required, during the fifth month of the project, to review the grantee's fiscal management and accounting system and general ledger and provide an independent report to the Texas Workforce Commission's designated Grant Manager. Grantees must have, or have access to, capable fiscal management/accounting staff.

NOTE 2: All proposed budgeted costs must be within the allowable costs of the Office of Management and Budget "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2 C.F.R. Part 200) and Texas Grant Management Standards.

Applicants must ensure that responses do not exceed the specified eight-page (8-page) limitation.

NOTE 3: Indirect costs, if any, charged to this grant must result from proper use of an indirect cost rate approved by the Applicant's federal cognizant agency for indirect costs, or other authorized entity, as appropriate, or where the Applicant is not required by OMB Uniform Guidance (2 C.F.R. Part 200) to have an approved federally recognized indirect cost rate negotiated between itself and the federal government, or other authorized entity as appropriate, the applicant may, where eligible, apply a de minimis rate as described in 2 C.F.R. § 200.414, or may

request to negotiate a rate for purposes of an award resulting under this Application.

However, due to the complexity of rate negotiation and the size of an award that may result from this Application, requests to negotiate a rate specific to such award will generally not be approved.

Section 7: Other Project Documentation

Other project documentation may be included with this application as attachments, such as:

- Organizational chart;
- Individualized / personalized letters of support—do not include form letters;
- Current memorandum of understanding (MOU) with partners or cooperating entities, if applicable; and
- Description of the applicant’s level of fiscal and program experience with federal funds including any knowledge and understanding of the TWC Financial Manual for Grants and Contracts (FMGC) at <https://www.twc.texas.gov/sites/default/files/finance/docs/financial-manual-for-grants-and-contracts-twc.docx>

Texas Talent Connection Grant

PART 3 – GRANT APPLICATION SIGNATURE FORMS

All applicants are required to download, electronically sign, save, and submit each signature form located at the link below:

<https://gov.texas.gov/uploads/files/organization/twic/TTC-Application-Materials.pdf>

- Certification of Review and Comment by Local Workforce Development Board(s) Form (1)
- Grant Information and Fiscal Agent Information Forms (2)
- Federal Funding Accountability and Transparency Act of 2006 Affidavit (FFATA) Form (1)