



**Request for Applications for  
Public Junior Colleges and Public Technical Institutes for  
Jobs and Education for Texans (JET) Scholarship Grants  
(RFA# S-G-1)**

**Official Responses to Questions from Potential Proposers**  
**(September 18, 2009)**

- 1. On page 3 of the application the information requested are the number of credit hours and the number of contact hours...Is this per student or per program?**

**RESPONSE:** It is per program.

- 2. If there are several degrees or certificates under, for example CIP 11, do we use the number of semester credit hours in program with the highest number? One degree program may have 69 hrs while another may have 72.**

**RESPONSE:** We want the total number of students receiving JET scholarship funds under that CIP and the total number of credit hours and contact hours being pursued by those students receiving JET funds.

- 3. Is JET money available for this year only or will it be renewed yearly?**

**RESPONSE:** JET money is currently available for the next biennium and will need to be funded again during the next legislative session in 2011.

- 4. What are the benchmarks or deliverables for both the Career and Tech Scholarship grant and the Job Building Fund?**

**RESPONSE:** The Benchmarks for the Scholarship program are identified in Attachment A of the "Sample Contract" and the deliverable is designated as the "Required Reporting" form in the Application and in Attachment B of the "Sample Contract." The Job Building Fund benchmarks and deliverables will be addressed when the Job Building Fund Application, Instructions, and Sample Contract are published.

- 5. Is there a template to use to prepare the Job Building fund application and the Career and Tech Scholarship application?**

**RESPONSE:** The Scholarship application is available and can be filled out online. It can then be scanned and emailed to [JETgrants@cpa.state.tx.us](mailto:JETgrants@cpa.state.tx.us).

- 6. For the Career and Tech grant, are there other requirements for students other than being enrolled in a high-demand occupation, be a U.S. legal resident, and have financial need? Will this be a local determination?**

**RESPONSE:** Scholarship recipients must also meet the college's requirements for Texas residency.

- 7. How does the comptroller define high-demand occupation? Is there a % growth requirement, or does the local workforce board determine this?**

**RESPONSE:** "High-demand occupation" means a job, profession, skill, or trade for which employers within the State of Texas generally, or within particular regions or cities of the state, have or will have a substantial need. In determining whether there is or will be a substantial need for a particular job, profession, trade, or skill, the comptroller may consider:

(A) the Texas Workforce Commission's list of high-demand occupations and/or its labor market projections;

(B) whether the occupation has been targeted for Workforce Investment Act (WIA) training as a result of employer or community input; or

(C) research, projections, or workforce data that are compiled by the comptroller or derived from one of the following sources:

(i) the Texas Workforce Commission;

(ii) the United States Department of Labor; or

(iii) another source, such as a letter from employers, which provides evidence that a particular job, profession, skill, or trade will provide potential economic benefits to the state or a local or regional area within the state.

There is not a percentage growth requirement imposed by the Comptroller.

**8. Can the Career and Technical scholarship fund be used to provide scholarships for dual-credit students enrolled at the college in a high-demand technical program?**

**RESPONSE:** No.

**9. Are Continuing Education certification programs eligible for scholarship support as long as they meet the high-demand occupational program requirements?**

**RESPONSE:** JET scholarship funds may be used for continuing education unit (CEU) programs if the CEU program is 360 contact hours or more, approved by the THECB and lead to professional registration, certification or licensure in a high-demand occupation.

**10. Can we award scholarships to students for the current semester (Fall 2009)?**

**RESPONSE:** Yes.

**11. Are scholarship recipients required to be Texas residents? In order to meet the college's requirements for Texas residency, for tuition purposes, students must meet additional requirements (e.g. reside in Texas for 12 months).**

**RESPONSE:** Scholarship recipients must meet the college's requirements for Texas residency.

**12. When filling out the fields for the High-Demand Programs Funding Request (page 3), can you provide more information on what is required for the number of credit hours in a program or the number of credit hours for which the scholarship will cover?**

**RESPONSE:** The "Number of Credit Hours" and "Number of Contact Hours" should be the total number of respective hours taken by the students identified as JET scholarship recipients in the correlating "Number of Students" column.

**13. Must the grant be hard copy or is it an electronic submission?**

**RESPONSE:** The application may be submitted as a hard copy or through electronic submission to [JETgrants@cpa.state.tx.us](mailto:JETgrants@cpa.state.tx.us).

**14. Should the “No. of Students” column represent the number of students who have chosen a major in the listed CIP Code, or the number of students in classes in those CIP Codes?**

**RESPONSE:** The “Number of Students” refers to the students receiving JET scholarships who are in the training programs listed in the specific CIP Code.

**15. Should “No. of Credit Hours” and “No. of Contact Hours” be the total number of hours taken by those students listed in “No. of Students,” or the hours taken only in the listed CIP Code by those students in the “No. of Students” column, or something else?**

**RESPONSE:** The “Number of Credit Hours” and “Number of Contact Hours” should be the total number of respective hours taken by the students identified as JET scholarship recipients in the correlating “Number of Students” column.

**16. Does the applicant/student need to complete the Associate Degree program within the time frame of the grant?**

**RESPONSE:** No.

**17. Does the applicant/student need to complete the certificate program during the grant time frame?**

**RESPONSE:** No.

**18. If a student is awarded a scholarship and they do not complete the program, how is that handled?**

**RESPONSE:** The student’s failure to complete the program will need to be reported on the Reporting document.

**19. How many copies of the application do I send in? Must I mail in the application or can it be submitted electronically?**

**RESPONSE:** You only need to submit one application. You can either mail a hard copy of the application or fill it out online and send a scanned copy to us at [JETgrants@cpa.state.tx.us](mailto:JETgrants@cpa.state.tx.us).

**20. If we request money for programs and one program does not need as much as we anticipate, can we move those funds to the other programs?**

**RESPONSE:** If you are moving funds from one CIP to another CIP, no limitation exists; however, if you are moving funds from the associate degree allotment to the certificate degree allotment, you are allowed to re-allocate up to 10 percent of the grant amount for the certificate or associate degree program allocations as long as it does not exceed the total allocation.